



# Work Experience Programme

Benefits for employers

[www.highlands.ac.uk](http://www.highlands.ac.uk)



# Grow your own workforce

Our students, Jersey's young people, are the workforce of tomorrow and they want to progress quickly and successfully into work and be given the opportunity to hone their skills, learn from real employers and prepare for their future.

To help them do this, we need to provide valuable experience of work. Your help in supporting our students to do this is hugely appreciated.

## Mary Hubert

Director Admissions, Careers & Employability

95%

of students graduating from UCJ have a firm job offer before graduating.

29%

of employers say that experience is critical and 45% say it is significant when recruiting young people\*

93%

of employers say that our students would make a suitable candidate for a job in their sector.

300+

local employers supported our programme last year.

100%

of employers surveyed would recommend our programme to others.

94%

of our students in 2017/2018 completed a work placement.

\*See UKCES 'Scaling the Youth Employment Challenge' and 'the Youth Employment Challenge' for more details and sources

# Business Benefits

## Recruitment opportunities

Offering young people work experience placements can serve as an informal "try before you buy" period both for businesses and for young people. This means that any decision to commit to a permanent position will be an informed one on both sides. Even if the placement doesn't lead to a job, the experience of work they will gain means the sector will benefit from an increased pool of work-ready recruits.

## Staff development and engagement

Staff can really benefit from managing young people on work experience placements. Supervising and coaching young people can develop the capabilities of staff, especially those who may not usually have management responsibilities.



## A source of new ideas and enthusiasm

Young people often bring fresh ideas and approaches which open up new and emerging customer groups and markets. A younger perspective is valuable in rapidly changing markets.

## Supporting local community

Supporting young people can enhance your image in the community and highlight your engagement in building a diverse local workforce.

"Our work experience student was very likeable, conscientious and worked well in a placement that had lots of variations. They got on well with the staff and the work they undertook will help us greatly with our archiving processes".

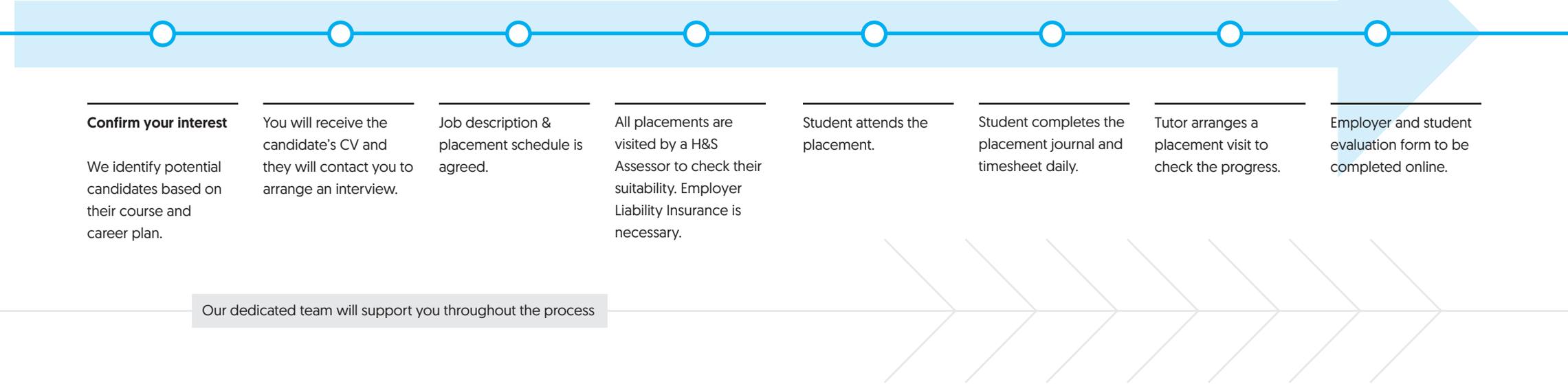
**Collas Crill**

"The student in question was very courteous and able to conduct herself in a professional manner. She was given a number of routine but important tasks throughout her placement and carried them out very efficiently".

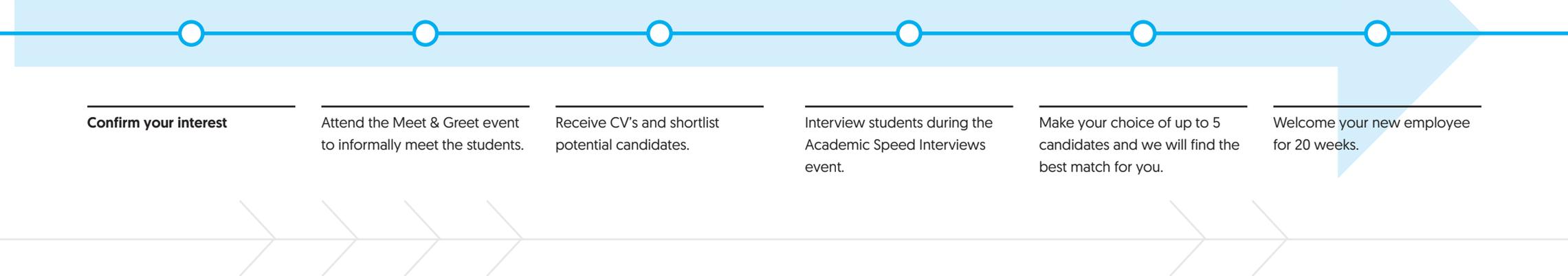
**Autism Jersey**

# Placement Process

6th Form voluntary work placement minimum 1 week (16+)



Degree paid work placement 10 weeks per academic year (18+)





# How to get involved

## Degree Work-based Learning Programme

Students can expect to receive 20 weeks of Work-based learning while studying on their chosen Foundation degree with UCJ. The WBL placement is focussed on encouraging the student to apply academic knowledge in the workplace and build on their existing personal and professional skills. Students and placement providers will be supported by Careers & Employability to get the best match possible.

## Employer engagement

To enhance young people's employability prospects we would like to invite local business and organisations to support our 'work inspiration' model. The employer engagement is crucial to our students' professional development as a future island workforce.

You can 'inspire' our students by providing them with good quality information to help them navigate through their education

Please note that the process for Work-based learning programme very from the above and more information can be provided on request.

and career; through various career events, mock interviews, guest speakers, mentoring, project work etc.

## LEVEL 3 (A LEVEL PROGRAMMES) Diplomas

Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to pursue full time employment or university.

Minimum of 2 weeks of work experience and to carry out a range of tasks, e.g.

- › Specific projects (under supervision)
- › Some shadowing of the Senior Management Team
- › Attend team/board meetings
- › Assist with a wide range of duties essential to the successful running of the department Data inputting
- › Deal with customer enquiries
- › Build external and internal network and relationships

## LEVEL 2 PROGRAMMES

### Jersey Progression Qualification

The General Education Pathway recognises the ability to gain knowledge, understanding and skills in a technical or vocational subject and to perform varied tasks with some guidance and support.

Minimum of 1 week of work experience and to carry out a range of tasks, e.g.

- › Shadowing
- › Dealing with customer enquiries
- › General day-to-day duties
- › Supervised data inputting
- › Running errands

## LEVEL 1 PROGRAMME

### Pathways

The Pathways course provides learners with a chance to kick start their education and progress onto a higher level of study. The students are on this course because they haven't achieved their desired grades just yet, but are hoping to do so next year. Some of our students need a little more time to learn or support to get there, but are all looking to make progress. The opportunity of work experience will help them on their way.

Minimum of 1 week of work experience and to carry out a range of tasks, e.g.

- › Basic customer service
- › General day-to-day duties
- › Running errands
- › Shadowing



## Life Skills Entry programme

Students study for the 'Diploma in skills for independence and work'. We aim for our students to have a least 1 work placement during their time on the course. Whilst all our students have a learning and sometimes physical disability, this never stops their enthusiasm and willingness to work hard. Students will be supported by experienced college staff if necessary.

Having the opportunity for a 'real life' experience of the world of work is of enormous benefit for our students. They learn about the importance of good communication and social skills, and how to interact appropriately with colleagues.

If you would like to get involved and become our partner, please email:

[employability@highlands.ac.uk](mailto:employability@highlands.ac.uk)

Still need convincing?

## Case Studies

### **What's your name and age?**

Elliot  
Age 18

### **What do you study at Highlands?**

Hospitality & Tourism

### **Where did you do your work placement?**

St Brelade's Bay Hotel

### **What did you like most about your work placement?**

Experiencing real life environment and moving around the hotel, looking at how the different departments work. I enjoyed working with new people and boosting my confidence.

### **What advice would you give to others going on work placement?**

Have an open mind when you start your placement. If you have questions, ask them. Don't be afraid.

### **What the employer said?**

"I think he has a passion for this industry that is crucial to having a successful career. He is a hard worker with a great temperament and lots of patience. We have already offered him a part-time job for weekends and the summer".

### **What's your name and age?**

Alex  
Age 17

### **What do you study at Highlands?**

Extended Diploma in Business

### **Where did you do your work placement?**

I did my work placement at 365 Tickets which is a company that sells attraction tickets online.

### **What did you like most about your work placement?**

I liked the working environment. Everyone there made me feel welcome and I received help from other employees when I needed it.

### **What advice would you give to others going on work placement?**

If you unsure about the task or if you finding a task difficult don't be afraid to ask questions.

### **What the employer said?**

"Alex was able to understand the workload, logic and provide an assessment of what actions should be taken for commercial benefits - an excellent contribution and opportunity to deliver against focused business objectives. A rewarding placement for both parties."

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