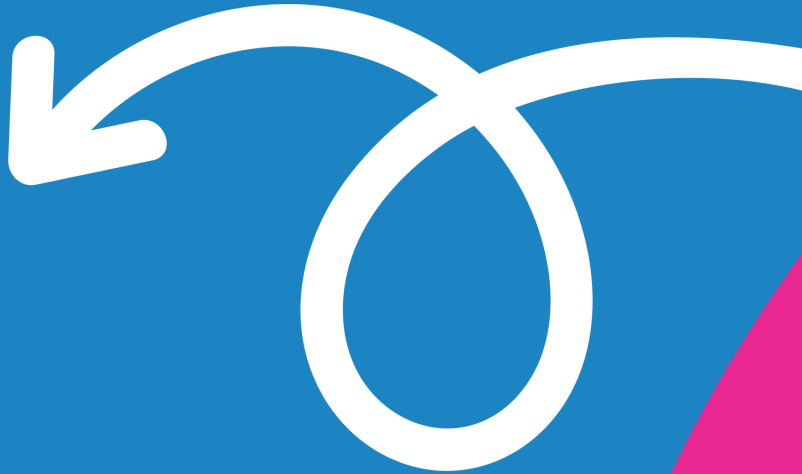




Careers
and Ideas
Gyrfaoedd
a Syniadau



Cardiff and Vale College
Coleg Caerdydd a'r Fro



WORK RELATED EDUCATION AT CAVC



cavc.ac.uk

MEET YOUR WORK PLACEMENT OFFICERS!



Craig Wade

Business, Finance & IT
Aerospace
Automotive
Sport & Tourism

Gavin Owen


Health & Social Care
Building & Construction
Hospitality
Higher Education



Lucas Eldridge

Hair & Beauty
Creative Industries
PWLL
Higher Education

WHAT IS WORK RELATED EDUCATION (WRE)?



WRE is any additional learning or enrichment outside of the curriculum that provides **real-world experience** in your chosen industry.



Although work placements make up the majority of your WRE hours, any **industry-related enrichment** will count towards your hours.

Additional experience like Guest Lectures, Competitions, Live Briefs and Trips can count towards your **WRE hours** to supplement your Work Placement!

WHY IS WRE SO IMPORTANT?

- Gain **real-world** industry experience.

- Put your **knowledge** into **practice**.

- Enrich Your CV and **stand out** to potential employers.

- Get your foot in the door and **make contacts** within your industry.

- Successful work placements may result in **part time employment** while you continue your study.

BEFORE YOUR PLACEMENT...

Think about the **kind of placement** you'd like;

- **Where** are you hoping to go (think about how you'll get to placements, public transport links etc)
- the kind of business you'd like to work in **post-college** (get relevant experience now you can!)

Talk to potential employers!

- Get to know the business you are looking to work in - find out if they would be willing to take you on (and if it would be suitable for you)

In the first instance **you** should aim to approach businesses independently - however we will be able to assist in securing placements from our **database of businesses**.

BEFORE YOUR PLACEMENT...

Once a placement has been agreed;

- We take details of your placement and get in touch with the employer to confirm placement.
- We then request Insurance and **Health & Safety** documentation from employer.
 - Health & Safety assessor then visits business to sign off.

We also obtain the following from you;

- Parental consent form (if you're **under 18**).
- Learner Vulnerability Form (this lets us know if there's anything important we need to let your employer aware of so we can better support you on placement).

Once we hold all required docs, and **vetting** has been completed, your placement can **begin!**

DURING YOUR PLACEMENT...

First Impressions are **CRUCIAL**;

- Make sure you **arrive on time**, ready to work.
 - Check & follow dress code policy.
- Address colleagues and the public with **professionalism** and politeness (**make eye contact!**).
- **Put phones away** unless on breaks (keep it in your bag or in staff room).
- Adhere to the organisation's social media policy.

Work placements are your opportunity to gain knowledge and experience **first hand**.

Don't be afraid to **ask questions**

- show how **interested** and **passionate** you are about your subject area.

Try to really **engage** with your placement - the more you **put in**, the more you'll **get out!**

Remember -
when on placement you are representing **CAVC**, and more importantly, **YOURSELF!**

TRACKING YOUR PROGRESS ON GROFAR

You will be using the **online Grofar Portal** to add completed WRE hours, track your **progress** and **arrange meetings** with the Careers & Ideas team.



Go to **<https://auth.grofar.com>**

Sign in with your Microsoft Office Student Details

eg; **LearnerID@student.cavc.ac.uk**

Password: Your usual Password

Go to '**My Placements**' > click on the placement you are adding hours to > go to '**Log**' > Click '**Add Hours**'

Once you've added the **hours you completed**, an email is sent to the employer to **verify** them.

No need to remember work logs and getting hours signed off - **it's all done online!**

AFTER YOUR PLACEMENT...

Once hours have been **logged** and **verified**, this will go to your tutors and Work Placement Officers for **assessment** and **checks**.

This is also an opportunity for **reflection** on your time on placement;

- Make sure to get in touch with your placement provider to **thank them** for their time and help.
- This leaves a **positive impression** on the employer and can leave the door open for obtaining **references** or even **work** in the future.

FREQUENTLY ASKED QUESTIONS!

- I already have a relevant part time job, can I use this for my work placement?

You may already be employed within the industry that you are learning in - this is great! We can use hours from part time work as WRE hours (however we do still need to do our pre-approval checks and Health & Safety Vetting).

- When do I have to complete my placement by?

You will have a targeted number of hours to complete by the end of the academic year; there isn't a specific deadline, however you and your tutors might have agreed upon a specific time of year to get the hours logged (this could be a blocked few weeks, or a specific day every week over the course of the year. **Remember;** the sooner the better as we need to do our pre approval checks before we can sign off the placement as safe for you to attend!

- Work Placement hours aren't required for my qualification, do I HAVE to do work experience?

Even if it's not a **requirement** we do recommend that you complete **some** kind of Work Related Education - this is great for your CV and give you some amazing experience in your industry. It may also be that if you move onto further study, work placements may be **required** then, so it is good to get some practice in!



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**ANY QUESTIONS? GET IN
TOUCH!**

WORKPLACEMENTS@CAVC.AC.UK

Your WPO team are here to **help**, and can support you
via **Teams**, **email** or in **person**!