

**INDUSTRY PLACEMENT INFORMATION FOR PARENTS/GUARDIANS**

Dear Parent/Guardian,

Your son/daughter will be taking part in an industry placement/work experience opportunity. For Level 2 students this will be a 36 hour work experience and for Level 3 students this will be a 45-60 day (315 hrs) industry placement. Lev 1 students have the option of completing a work based project or undertaking work experience.

**Aims of the Industry Placement**

The aim of an industry placement is to provide students with an insight into being an employee in their chosen sector. It enables them to develop skills which, in the future, can assist them in acquiring full time employment. For some of our students their placement has gone on to become their job.

**Arrangements**

We encourage the students to take ownership of identifying companies where they would like to complete their industry placement/work experience, then the WorkZone Team will take over and perform various checks to ensure the suitability of the placement. While the student is with the employer the WorkZone Team will maintain contact with them to ensure that the placement/work experience is progressing satisfactorily.

**Absence**

Any absence must be reported to both the College and the employer as soon as possible.

**Hours of Work**

These will be the normal hours worked by employees of the organisation and should be no more than 8 hours in one day. Start and finish times may vary depending on the type of work experience placement.

**Health and Safety**

Any legislation affecting the Health and Safety of the employees at an organisation also applies to students on industry placements. The College will not continue to use placements that are seen to be in breach of our Health and Safety guidelines.

**Insurance**

Employer’s Liability Insurance covers the student while they are on their placement.

I hope that you will see the importance of an industry placement/work experience. If you have any questions regarding the placement please do not hesitate to contact the WorkZone Team. **Administrators: Alex Hill on 01296 588541 or Victoria Blackie on 01494 585468** or email placements@buckscollegegroup.ac.uk

Amanda Gilbert

Industry Placement Team Leader

**INDUSTRY PLACEMENT PARENT / CARER CONSENT FORM**

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| --- |
| **STUDENT DETAILS:** |
| **Name of Student:** |  |
| **Date of Birth:** |  |
| **Course:** |  |
| **Are there any medical/health issues we should be aware of?** |  |
|  |
| **REQUEST FOR CONSENT OF PARENT/GUARDIAN:**The College would be grateful for your consent for the above-named student to participate in work experience by completing and returning this form. Thank you.***I consent to the above-named student participating in industry placement.*** ***Please add your email address/phone number as we may need to contact you from time to time to discuss your child’s placement and opportunities.*** |
| **Name of Parent / Carer :** |  |
| **Signed:** |  |
| **Date:** |  |
| **Email address phone no :****Eemmm** |  |

**College Photographs and Videos**

I give my permission for videos and photographs containing my image, taken by or on behalf of the College, to be used in marketing materials, as decided by the college. These materials may include, but are not limited to, the College website, social media platforms, the College prospectus or other publications, for a period of ten (10) years. The copyright on the use of the photographs will be retained by the College.

I understand these videos and photographic images may be stored on computer in a digital format.

**Signature of Student: Print Name:**

**Signature of Parent/Carer:**  **Print Name:**

 **Date:**