MACCLESFIELD
COLLEGE

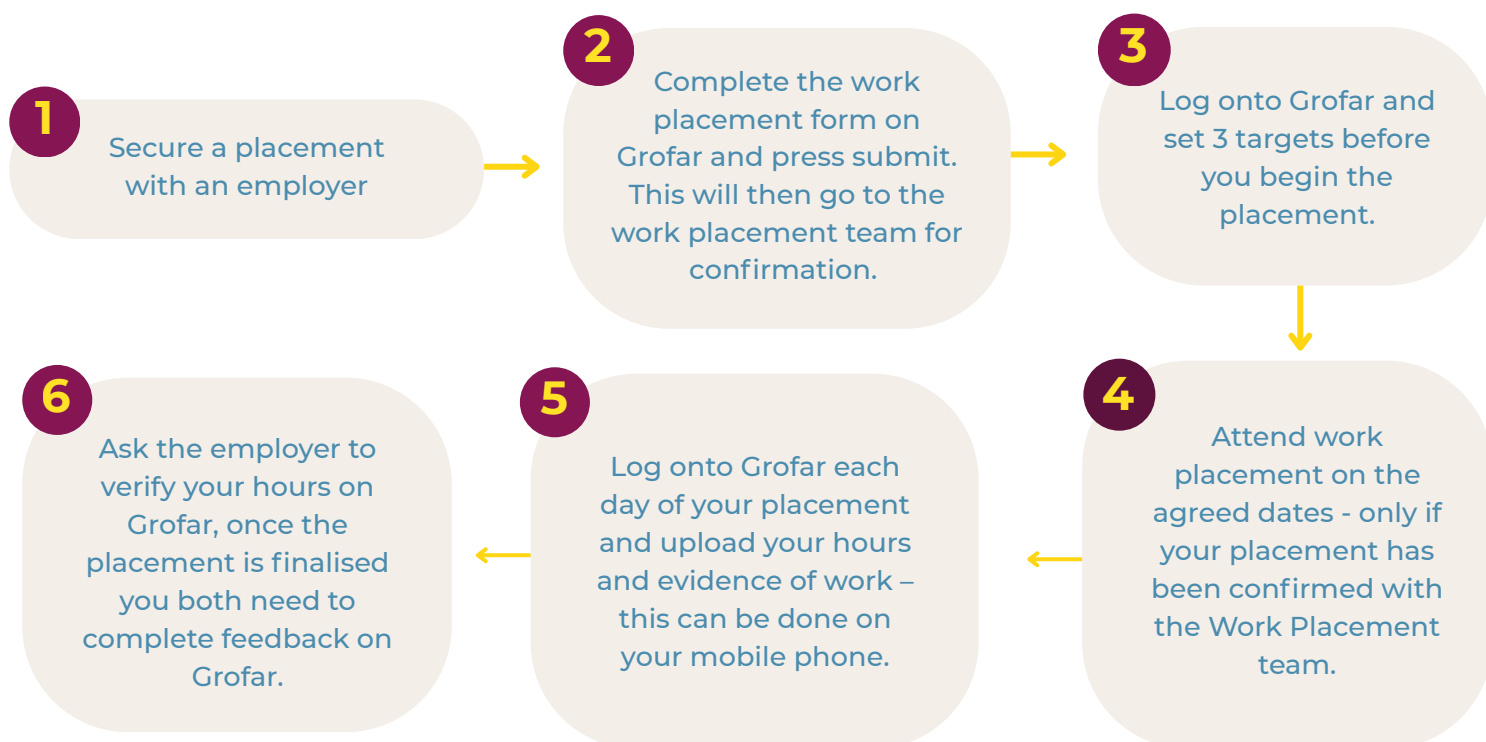# *The Student Guide to Work Experience, Industry Placements & Grofar*

Contents
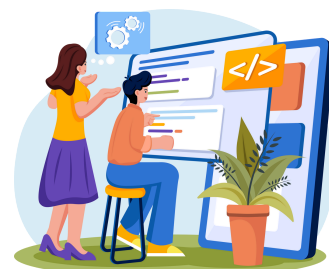
INTRODUCTION

Completing a work placement is a valuable step in your educational and professional journey. It will be an integral part of your study programme, giving you practical experience, industry insights, networking opportunities and personal growth. It will increase your confidence and help you to make informed decisions in your career.

A work placement is a compulsory part of your study programme and every student must complete the hours required for their course. Depending on what course you are studying, you will be required to undertake 20 – 750 hours of placement.

THE WORK EXPERIENCE & INDUSTRY PLACEMENT PROCESS

1 Secure a placement with an employer

2 Complete the work placement form on Grofar and press submit. This will then go to the work placement team for confirmation.

3 Log onto Grofar and set 3 targets before you begin the placement.

4 Attend work placement on the agreed dates - only if your placement has been confirmed with the Work Placement team.

5 Log onto Grofar each day of your placement and upload your hours and evidence of work – this can be done on your mobile phone.

6 Ask the employer to verify your hours on Grofar, once the placement is finalised you both need to complete feedback on Grofar.

How to Find a Placement

1 Check the Grofar opportunities board

2 Speak to friends and family

3 Your teachers are industry experts and will have some contacts, have a conversation with them

4 Keep an eye out for part time job vacancies. you may get a work experience trial which could lead to a job

5 Some larger company websites have a section to apply for work experience or voluntary work

6 Do you have a part time job alongside your college course? Is it related to the industry you are studying

7 Search for volunteering opportunities in your relevant sector

8 Think about companies you'd love to work for and apply to them directly

Making Contact

Unsure what to write, say or how to format an email? We've got you covered!

New Message

From: Contact Email

Subject: Work Placements at [business name]

Dear Sir/Madam,

My name is [insert name] and I am a [insert level/course] student at Macclesfield College. As part of the requirements for my course, as well as for my own personal development, I am looking to secure a work placement within the [insert industry] industry. I am looking to do some voluntary work in this area as I am keen to explore this as a future career.

I am required to complete [insert hours] hours between the dates of [insert dates]. I live locally to [insert where you live] and travel is not an issue. I am very keen to learn and develop within this area therefore would love the opportunity to complete this placement with you.

In the first instance if this is something you are able and willing to accommodate I would appreciate confirmation.

I can then organise all the relevant documentation with our college Work Placement Team to secure placement.

Any information would be greatly appreciated.

Yours Sincerely,

[insert your name]

Send

- If you have a contact name, make sure all the information is in front of you before you make your call.

- Research the company, so if they ask you why you're applying, you can tell them.

- Be prepared for them to ask about your skills. Think about what you want them to know, your practical skills learnt in your course and your qualities.

- Have a pen and a piece of paper in front of you so you can note down any names, phone numbers or email address. If you're not sure of a spelling, ask. You don't want to spell a name wrong in an email.

Phone Call Flow Chart:
Person not there / available:

Hello, my name is [insert name]. I am a [insert course] student at Macclesfield College. I was wondering if I could speak to someone about work experience?

⬇

Yes, that is [name], they are not they are not available at the moment I'm afraid. They will be in tomorrow.

⬇

Thank you. I'll call back tomorrow. In the meantime, can you please give me their email address so I can send them some information.

⬇

Send a cover letter style email to the contact, attaching your CV. Tell them the dates you need your work experience, your skills and how they can contact you. Follow up with a phone call the next working day.

Hello, my name is [insert name]. I am a [insert course] student at Macclesfield College. I was wondering if I could speak to someone about work experience?

Yes, that is [name], I'll just put you through.

Yes, that's me.

How can I help?

Thank you. As part of my [insert course] we have a work experience week coming up on the [insert date]. I've been researching companies and I would love to come and join you for the week. Is this something you could consider?

I'm not sure, I would have to:
- Speak to someone
- We haven't done this before
- We may be too busy
- Other potential reasons

Yes, that sounds good, I'm sure we can do that.

That's fine, I understand you may not be able to commit right away. Could I please send you my CV with a breakdown of my skills and maybe give you a call in a few days?

That's great, thank you. I can send you through my CV so you can see what I've done already in my course, and there is a small form that the college needs you to complete. Could you give me your email address and then the work placement team can send them over to you.

Send a cover style email to the contact, thanking them for speaking with you. Attach your CV, alongside the dates you need your work experience, your skills and how to contact you. Follow up with a phone call in a couple of days.

Send them an email thanking them for the offer of work experience, reminding them of the dates agreed and attaching your CV.

Being Resilient

Finding and completing a work placement can really test your resilience which is crucial as it equips you with the ability to overcome challenges and adapt to new situations effectively.

- Stay positive! When applying for a placement, you are likely to get nos before you can a yes! If you get turned down, keep looking and keep trying.

- Take a positive perspective on situations. Viewing challenges as learning opportunities. Regulating emotions and expressing feelings in appropriate ways. Focusing on the things you can control instead of dwelling on what you cannot change.

- When you're on your placement, don't be afraid to ask questions. It shows you're interested and intend to learn more.

- During and after your work experience, you will receive feedback and constructive criticism from supervisors and colleagues. Learning how to accept and incorporate feedback positively can build resilience by helping you to develop a growth mindset, embrace opportunities for improvement, and bounce back from setbacks. Don't view this as negative!

- Work placement can be incredibly daunting. It is normal to feel anxious about attending. Be brave and once you attend the first day, the rest is easy!

- Resilience is the ability to bounce back and recover quickly from difficult situations or crises at the workplace. Being resilient empowers you to accept and adapt and move forward.

Top Tips For The Work Place

- Be punctual, make sure that you turn up on time.

- Dress appropriately for the working environment (it's better to over dress than not be smart enough). If you are unsure, ask the employer for guidance on what to wear.

- Communication is key, know who your line manager is and inform them if you are late, sick or unable to attend for any reason.

- Do not swear or use slang words.

- Be well mannered and use positive body language.

- Get involved and be approachable. Make an effort to get to know your colleagues.

- Keep your mobile phone locked away for your entire shift. You do not need it! The only exception is if you need to take photos for evidence of work, then put it away again.

- You may be asked to attend an interview; be prepared and do your research.

- Ask questions, don't assume! No question is a silly question.

- Be proactive and have a good attitude.

- Listen to instructions.

- Take onboard any feedback provided.

SUPPORT AND USEFUL CONTACTS

WORK PLACEMENT TEAM:

The Work Placement Team at Macclesfield College can support you with employers. They will also deliver training and support with Grofar (the work placement reporting system).

✉ workplacements@macclesfield.ac.uk

Katie Cooper - Work Placement Lead

📞 01625 410000 extension 559

Stacey Dixon - Work Placement Officer

📞 01625 410000 extension 598

SAFEGUARDING AND STUDENT WELFARE:

We want everyone at Macclesfield College to be and feel safe. If you are worried about anything, talk to any member of staff that you trust or contact:

Helen Hampson - Designated Safeguarding Lead

📞 07738105384

John Beddows - Welfare Officer

📞 07738105390

Hannah Worthington - Welfare Officer

📞 07594090434

WORK EXPERIENCE CHECKLIST

- ☐ Find work placement
- ☐ Log onto Grofar
- ☐ Complete the work placement form
- ☐ Receive work placement invite on Grofar
- ☐ Set targets
- ☐ Complete health and safety on Grofar on my first day of placement
- ☐ Log hours and evidence
- ☐ Provide feedback on Grofar

INDUSTRY PLACEMENT PROCESS FOR T LEVEL STUDENTS

Introduction from the Work Placement Team

→

Create a list of employers that you would like to complete your work placement with. Include the company name and contact details. The Work placement team will contact them.

→

The Work placement team will carry out employability sessions to help you build your skills and confidence ready to go into the work place. We will also work with you to create a CV.

↓

Once you have secured your placement, you will receive a letter including employer contact details, start date, uniform and working hours.

←

Some employers like to interview students before they offer a placement. The Work Placement Team will be there to help you prepare and support through the interview if needed.

←

You will take part in some on site employability sessions and attend a Mock Assessment Centre event in January with The Pledge Partnership.

↓

Start placement on agreed date, the Work Placement Team will come and complete 3 reviews with you and your mentor to track progress and set targets.

→

Remember to log placement hours on Grofar each week and create a portfolio of the tasks you have been working on. Your employer will approve your placement hours.

→

When you are reaching the end of your placement, the Work Placement Team will come and complete the final placement review, sign off completed targets and placement hours achieved.

A Guide to Grofar

CONTENTS:

What Is Grofar?

- Grofar is working with the college to provide you with an innovative, online student passport.

- You will have access to Grofar so that you can record details of your placement online. You can access your logbook from any device that has access to the internet.

- Use your logbook to record your experience, skills development, evidence and hours of your placement.

- You'll be able to take a copy of your logbook with you when you leave college.

- It provides essential evidence for your course.

5 Reasons Grofar is Great at Helping You on Your Work Placement

Reason 1: Mobile and desktop friendly app you can use on any device.

Reason 2: Access placement details at anytime and anywhere.

Reason 3: Log the hours you worked quickly and easily.

Reason 4: Log experiences, targets and upload photo evidence.
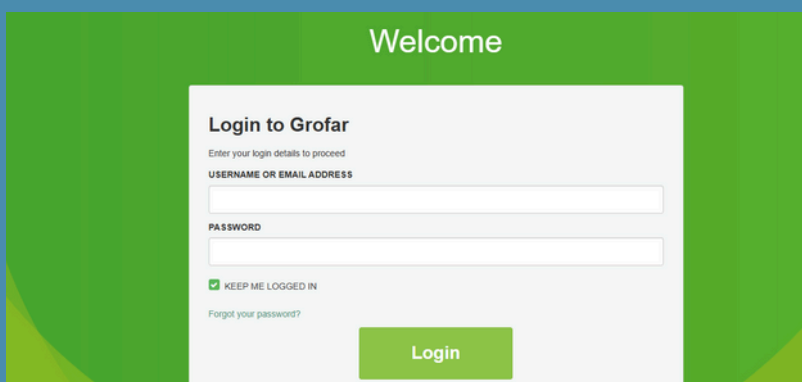
Reason 5: Access your placement certificate after completion.

Logging in to Grofar

- Visit the website https://auth.grofar.com

- To login, you'll be using your Macclesfield College Microsoft account (the one you use for Teams, outlook etc.) – to do this, select the black box that says "Sign in with Microsoft" option.

- If logged in on a college computer it will likely take you straight through to your Grofar account.

- Otherwise, you'll need your student ID as the login; STUDENTID@macclesfield.ac.uk and the password you use to log onto the college system.

If you've forgotten your login or password, please contact IT on:

✉ itstudenthelpdesk@macclesfield.ac.uk

Scan the QR code for the Grofar login page

Grofar Student Portal

Use your Grofar Student Portal to show your highlights.

- *Use the account section to access placements*
- *The following are the main areas you will need to access on your dashboard:*
  - *Placements, Timesheets, Opportunities*
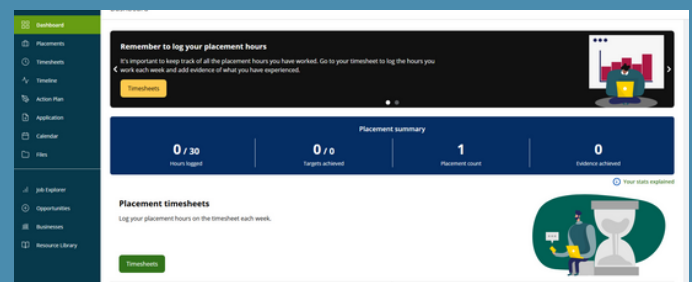
Opportunities Board

Our Work Placement Team at the College work hard behind the scenes with employers to source opportunities for you. The team will then add these placements on to the Opportunities Board.

DO NOT CLICK ADD TO APPLICATIONS. Instead, click **VIEW DETAILS** and you will notice that we have provided you with the direct contact details for you to reach out to the employer directly.
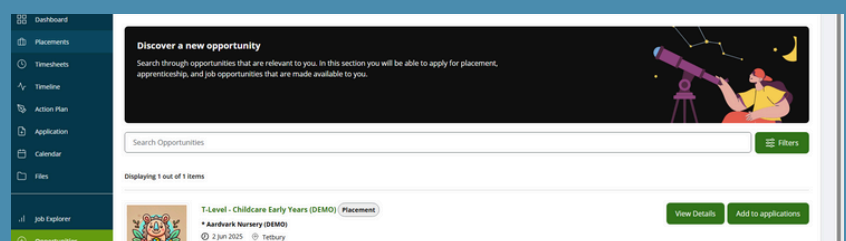
How to Complete the Placement Form

STEP 1: Click sign in with Microsoft and enter your college log in details.

STEP 2: If this is your first time logging into GroFar you will need to accept the terms and conditions. Navigate to placements on the menu panel on the left on the screen.

STEP 3: Press the green add button to begin adding the details of your placement.

STEP 4: After you have accepted the acknowledgement form, press submit. The Work Placement Team will then be notified of your request. If you have any question about your placement form after it has been submitted, please speak to your Tutor or The Work Placement Team.

Scan QR code to log into the GroFar portal.

Adding Goals and Targets
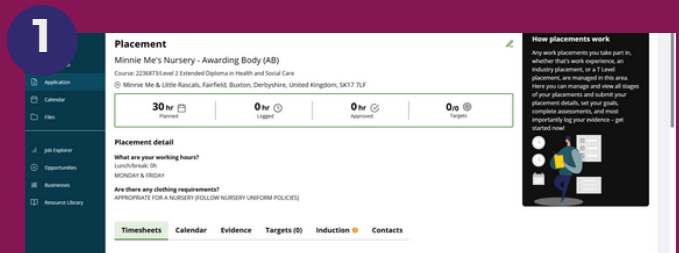
Before you start the placement, you need to agree targets and goals with your college tutor. This may be individually or as a group.

STEP 1: Press "Placements" to access the placement page then click "Targets".
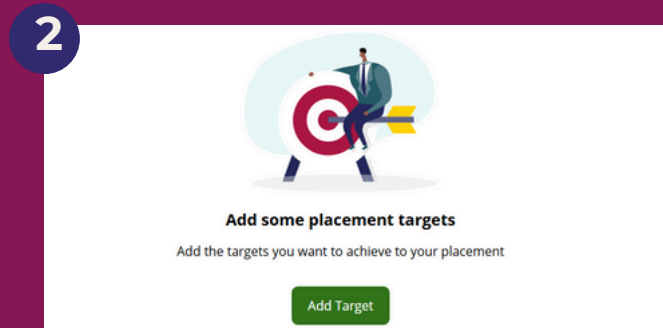
STEP 2: Press "Add Target".

STEP 3: Enter your target and once you're done, press save.
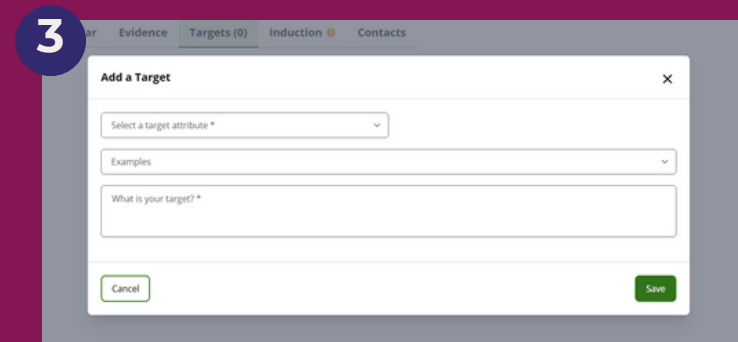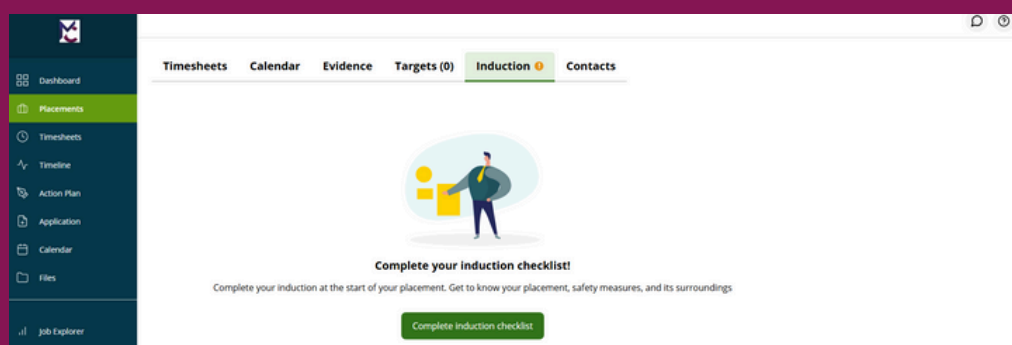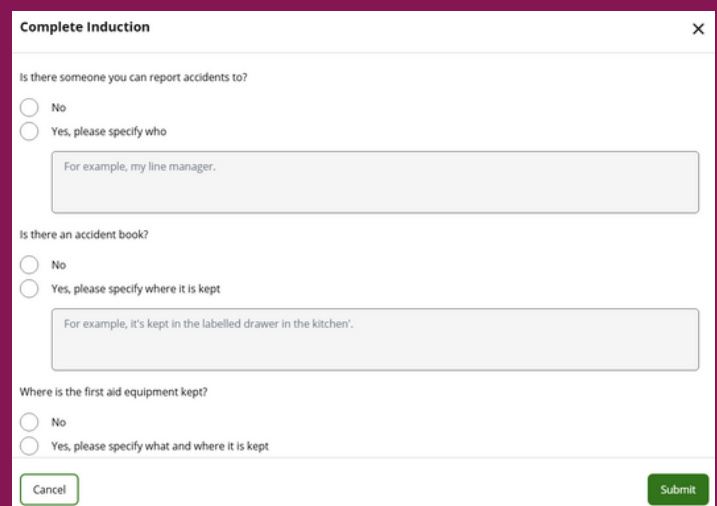
Completing Your Induction

We need to be sure that you know what to do in case of an emergency and how to stay safe whilst you are on your placement. Therefore, on your first day you must complete the induction section. Please ask for support from a colleague when answering the questions.

Select "Induction", followed by "Complete induction checklist".

Find out the relevant information and enter the details. Complete all the fields and then "save" the form to complete this section.

Logging Your Hours (Timesheets)

During your placement you need to log your hours. Add each day and the number of hours as you go through the placement. Please note that the hours will not show as completed until the employer has verified them.

STEP 1:

Start by selecting "Timesheets" on the sidebar, this will then show the page below where you will need to select the week.
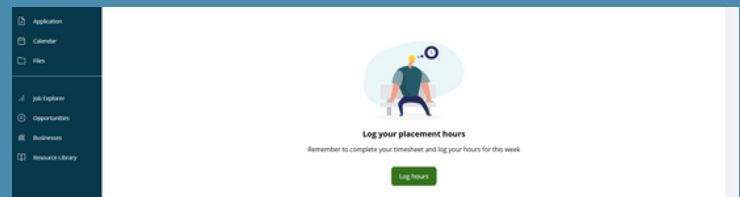
STEP 2:

Select the days you attended the placement and complete the times.

STEP 3:

Once you have pressed save, you will see the hours visible like the graph to the right. You will then need to add any evidence by clicking the "Add Evidence" button.
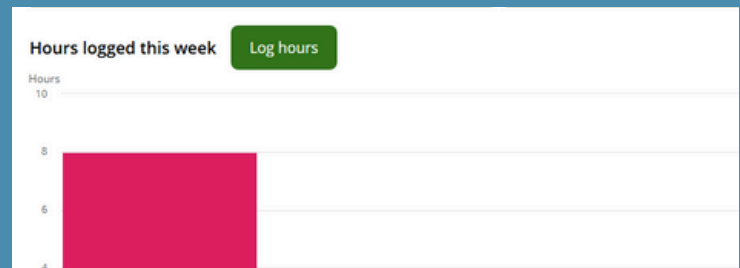
Logging Your Evidence

You'll need to have added hours to start adding evidence to the relevant days. To do this, follow these steps:

STEP 1: Add any evidence by clicking the "Add Evidence" button.

STEP 2: Then click "Log Evidence".

STEP 3: Once you've pressed save, you will see the hours visible like the graph above. You will need to add any evidence by clicking the "Add Evidence" button.
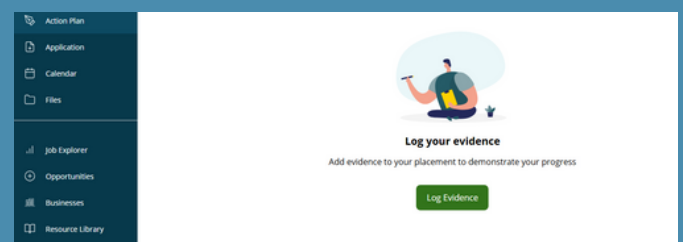
Once you have completed your placement and logged your hours, your employer will need to verify them. Once they have confirmed your hours you will both be required to complete feedback.

You will be notified on the dashboard when feedback is due.
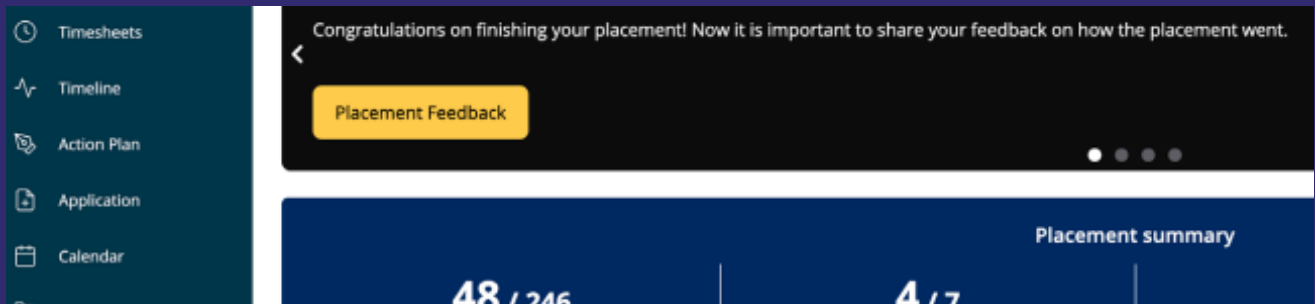
Once the feedback has been completed your placement can be finalised and sign off by the Work Placement Team.

Complete the feedback and press the "Save" button.

Home Screen Link - Apple
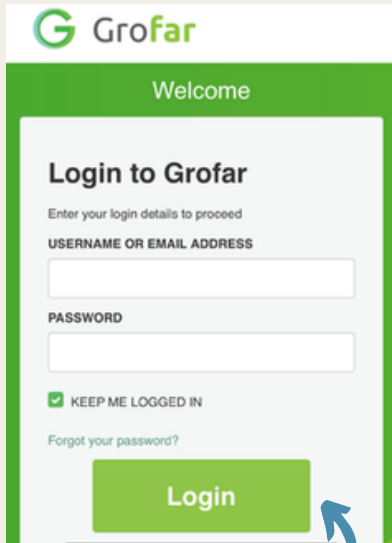
STEP 1: In Safari, go to https://auth.grofar.com/
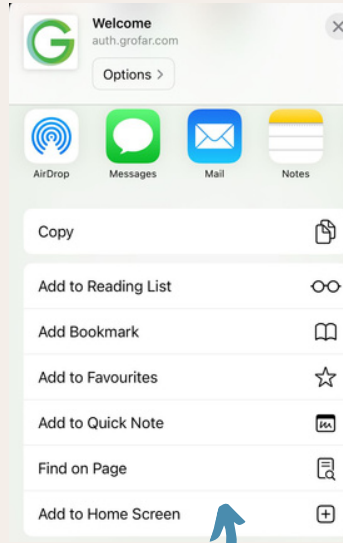
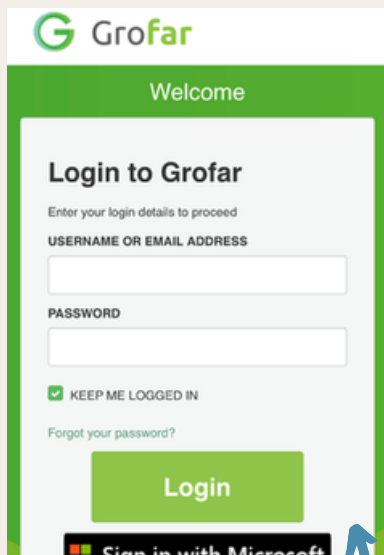**STEP 2:** Click on the action box and select "+ Add to Home Screen"
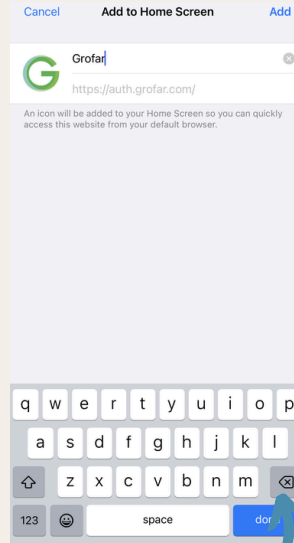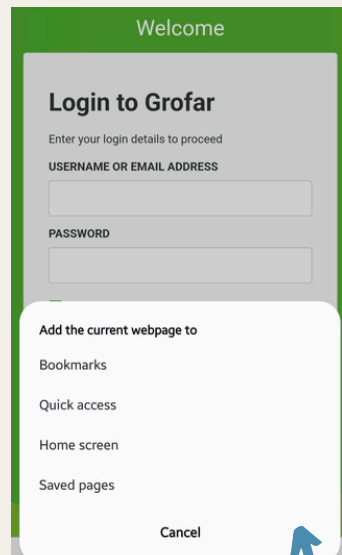

STEP 3: Name the link "Grofar" and click "Add"
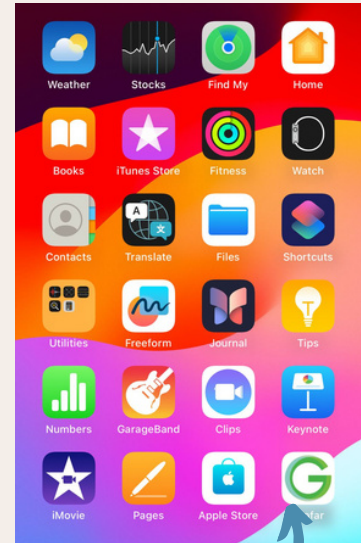
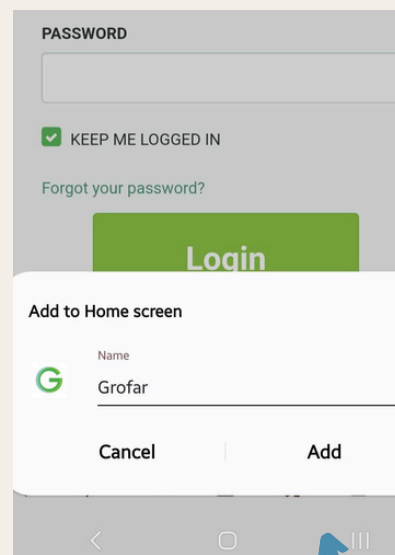**STEP 4:** You will then see a link to Grofar on your home screen
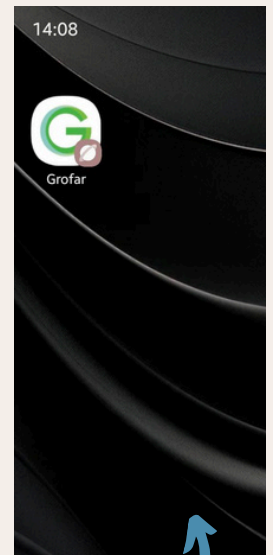
Home Screen Link - Android

STEP 1: In Chrome, go to https://auth.grofar.com/

STEP 2: Click on the setting and select "Add to Home Screen"

STEP 3: Name the link "Grofar" and click "Add"

STEP 4: You will then see a link to Grofar on your home screen

Contact Information

Work Placement Team

📞 01625 410000 Ext. 559/598

✉️ workplacements@macclesfield.ac.uk

Scan the QR code
to log into Grofar