# Sutton College Colour

**WORK EXPERIENCE**

**APPLICATION GUIDANCE NOTES**



Thank you for your interest in **Work Experience** with the College. General information and guidance notes are attached for your attention. Please return your completed application form to: **hr@suttoncollege.ac.uk**

*We aim to respond to your request within 10 working days, however please allow longer during College closure periods.* Should you require further information please visit our website, [www.suttoncollege.ac.uk](http://www.suttoncollege.ac.uk) or contact us – [hr@suttoncollege.ac.uk](mailto:hr@suttoncollege.ac.uk) or (020) 8405 7024.

If you need this guidance in another format, please contact the HR Department.

# What are the benefits of Work Experience for young people?

# Provides an insight into the world of work in the College and the wider Council

# Develops ‘employability skills’ that make them more likely to meet employers’ needs and requirements

# Gives an opportunity to develop new skills and put educational work into practice e.g. IT skills

# Helps them to define possible career choices and learning options

# Enables recognition of areas in which they are confident, or that need improving

# They gain an understanding of the relevance of their educational learning and how it can be applied in the work place

# Provides an opportunity that can be recorded on a CV or future job application

**The Work Experience process at Sutton College**

# Opportunities are made available on a first come, first served basis. Please note that whilst we will try to accommodate as many placements as possible, spaces are limited and will be offered to Sutton borough schools first.

# Remember that the College terms don’t always match schools, and accordingly we often finish for the summer earlier. This will mean that some weeks will not contain teaching or classes and so we may not be able to offer you a curriculum based placement at these times of year.

It is the aim of the College that all applicants are given a fair and equal opportunity. Underpinning this process is the commitment of the College to its legal duty to safeguard the welfare of children, young people and vulnerable adults by adopting safer recruitment practices.

Documentation relating to unsuccessful applicants will be kept on file for 6 months and then destroyed in accordance with the College data protection policy.

**Interviews**

The College undertakes a “mock-interview” with all work experience students to give you a “feel” of the world of work. You will be asked to contact the department manager of your placement in advance of starting with us to arrange this.

At the interview we will ask you questions related to your studies and your placement. It is expected that the interview will not take longer than 30 minutes and we try to arrange this for you after school hours.

**THE APPLICATION FORM**

We use what you tell us on the application form to help us decide if we are in a position to offer a placement. It is important that you give us enough detail and fill the form in fully. **Please read the following carefully before completing your application.**

***General Points***

1. Complete the application form neatly, fully and accurately.
2. The form may be typed or hand-written but in the latter case do make sure that it is legible and that you use black ink.
3. Clearly identify which area(s) you would like to work in.
4. Clearly identify the weeks for which you are applying.

*ABOUT YOUR SCHOOL -* We need to know who to contact at your school/college – this may be your Work Experience Coordinator or Head of Year. Please fill this section out fully with all contact details.

*ABOUT YOUR INTERESTS -* Please make sure that you tell us the particular areas you would be interested in joining for your placement. We cannot guarantee that you will be offered a place there, but wherever possible we will try to offer you a suitable placement.

*YOUR EXPERIENCE -* Your ‘work’ history may include periods of voluntary work as well as paid employment. For example you may include time as a carer for one of your family, or being a voluntary helper in a school. Use another sheet if you need extra space.

**EQUAL OPPORTUNITIES MONITORING FORM**

We regularly check our processes to make sure that we are not unfairly discriminating against certain groups. To help us do this we ask you details about your gender, ethnic origin and whether you have a disability for example. You cannot be identified after we have collected our statistics.

*DISABLED PEOPLE*

The Equality Act 2010, states that a person has a disability if:

* they have a physical or mental impairment
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

* 'substantial' means more than minor or trivial
* 'long-term' means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
* 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Please return your completed application form to: [hr@suttoncollege.ac.uk](mailto:hr@suttoncollege.ac.uk) OR:

**HR Department**

**Sutton College**

**St Nicholas Way**

**Sutton**

**SM1 1EA**