



Work Experience Employer Welcome Pack

Welcome

A big thankyou for giving one of our fantastic young people the opportunity to begin their world of work journey with a work experience placement within your organisation. We hope that you find it a rewarding experience and are always here to support and answer any questions that you may have. To find out more about Fairfield and our careers programme please follow this link:

www.ffc.ac.uk/the-world-of-work



The student Journey

At Fairfield students start their world of work journey developing their employability skills and then progressing into work based learning in the following areas: canteen, farm shop, market garden, Weavers pub, animal park, bakery, café, reception or dog grooming parlour. Our Careers team works with students to identify a work experience placement that meets their aspirations and future goals of paid or voluntary employment.



Students at Fairfield study for a BTEC qualification either in Hospitality and Tourism, Work Skills or Vocational Skills. Students at Fairfield have an Educational Health and Care Plan (EHCP). The college offers programmes for 16-24 year olds with Special Educational Needs and Disabilities (SEND). We are Ofsted inspected and most recently in 2019 achieved good with room for becoming outstanding.



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WWW.FFC.AC.UK

INFO@FFC.AC.UK



01373 823028

Supporting both the student and employer

One of our experienced Job Coaches will support you every step of the way setting up a work experience placement and providing support to our young people and you as they settle into the placement. We wouldn't send someone out on a work experience placement if we didn't think they could handle this next step in their world of work journey.

Our experienced Job Coach team will also support our students with any induction training that is required and break down tasks and job carve if needed. Our Job Coach team will regularly check in to see how things are going and support both you and the student.

Careers Team Contact Details

Darren Barber– Careers & Employment Manager

Email: darren.barber@ffc.ac.uk Telephone 01373 823028

Chris Witt-Job Coach

Email: christopher.witt@ffc.ac.uk Telephone 07512 309049

Theresa Taplin-Job Coach

Email: theresa.taplin@ffc.ac.uk Telephone 07512 309052



Useful Information

As part of a work experience placement we usually need to take some photos of our students at work to use as evidence in their BTEC portfolio. We sometimes use photos to promote employer engagement via college social media and newsletters. Please let us know if you would prefer photos not to be used externally.

Prior to a placement starting we would need a copy of the organisations public liability certificate. This is the only legal requirement.

Our Job Coach team will carry out a risk assessment and complete a world of work agreement prior to the placement starting. We also welcome your own risk assessments and induction paperwork.



Safeguarding Concerns

If you ever have a safeguarding concern for one of our young people please contact Fairfield Careers Manager darren.barber@ffc.ac.uk or call 01373 823028.