



ASHTON  
SIXTH FORM COLLEGE



# Work Placements

Key Information



# The Work Placements Team



Jody Cocking



Megan Birch

# Who needs to go on work placement?

## Vocational Courses

- T-Level Education
- T-Level Health
- Diploma in Social Care
- Diploma in Business
- Diploma in Sport
- Diploma in Football Coaching (City in the Community)
- Extended Certificate in Early Childhood Development

## Be Ambitious

All first year students are expected to take part in our **Be Ambitious Week** that takes place in June



# Vocational Courses

The work placement is a **MANDATORY** element for the Vocational Courses. A specified number of hours must be completed in order to pass the course.

Vocational Course	hours over the 2 years (minimum)
T-Level Education	750
T-Level Health	315
Diploma in Social Care	30
Diploma in Business	50 (2nd year only)
Diploma in Sports	20
Diploma in Football (City in the Community)	20
Early Childhood Development	100

# Be Ambitious Week

All first-year students are required to take part in our **Be Ambitious Week** to develop their employability skills by participating in one of the three available strands:

**Self-  
Placement**



**Available  
College  
Placement**

**Employer-Led  
Brief**



# The Placement Process

The Placements Team reach out to employers to source work placement opportunities.

The Employer sends over the legal documents required as part of Health and Safety Procedures.

The Placements Team match the placements to the students based on the postcode of their home address:

## Travel Time Guidance

GOVERNMENT GUIDANCE	1 HOUR
COLLEGE CUT-OFF	45 MINUTES
COLLEGE AIM	30 MINUTES

<https://ourpass.co.uk/>

The Placements Team send the student a confirmation email with the details of their placement.

The student is asked to make contact with the employer to introduce themselves and discuss specifics.

# Employability Skills

Although work placement is a mandatory part of the course, students should also view it as a valuable opportunity to develop their **employability skills** and strengthen their applications for further education or future employment.

Time Management

Communication

Organisation

Team Work

Problem Solving

Industry Awareness

# Student Expectations

When employers support students on placement, they are going above and beyond their usual responsibilities. Students must therefore be **proactive, professional, and represent the college positively** in order to gain the most from their placement experience.

Attend Everyday

Be on Time

Dress Appropriately

Be Adaptable

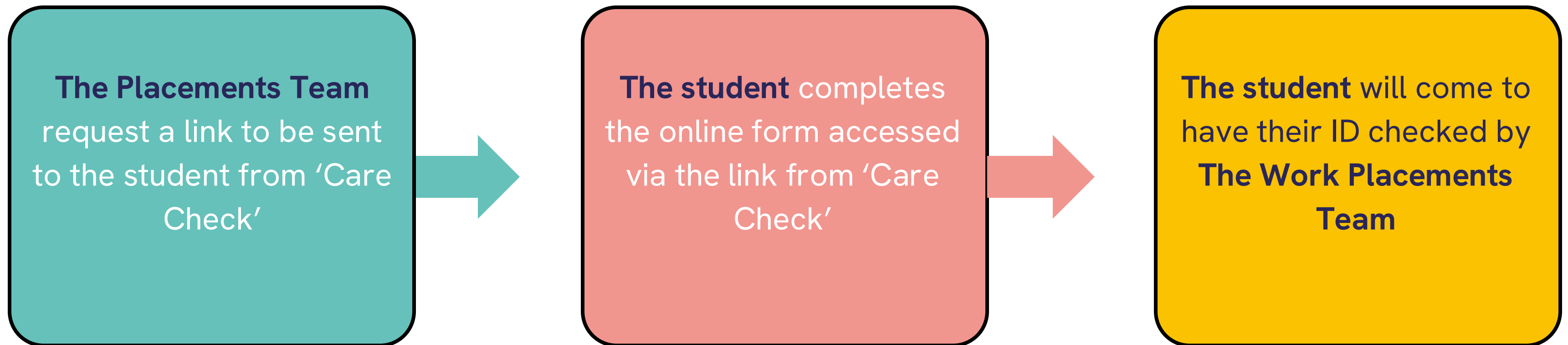
Be observant

Use Initiative

# DBS Process

As all students on vocational courses will be working with children and/or vulnerable adults, they are required to complete a full enhanced DBS check, which is funded by the college.

The process begins on **enrolment day** and is outlined below:



*The DBS process can take up to **six weeks** from the date the ID is verified. Once completed, the Placements Team will receive the certificate number, and the student will receive a paper copy at the address provided on their Care Check application form.*

# Acceptable ID

## PRIMARY IDENTIFICATION DOCUMENTS

You must bring at least 1 of the following. If you have 2 of these documents please bring both and disregard the secondary identification document.

### Passport

(current and valid- a UK passport can be expired 6 months maximum)

### eVisa

(assessed via 'View and Prove' service online)

### Biometric Residence Permit (BRP)

### Application Registration Card (ARC)

(issued by Home Office)

### DRIVING LICENCE PHOTO CARD

(current and valid, full or provisional)

### Original Birth/Adoption Certificate

(must be original certificate)

## SECONDARY IDENTIFICATION DOCUMENTS

If you only have 1 form of primary identification, please bring 1 of the following.

### Birth Certificate

(certified copy)

### Bank or Building Society Statement

(UK or Non-UK issued within the last 3 months)

### Bank or Building Society Opening Letter

(UK only issued within the last 3 months)

### Benefit Statement

(e.g. Child Benefit Letter)

### European/Global Health Insurance Card

(must be valid)

### IRISH PASSPORT CARD

(cannot be used with an Irish Passport)

# We are here to help!



We understand that going on a work placement can be daunting and make the students feel **anxious** or **worried**.

If they/you need any support, **we are here to help...**

# Can you help us?

Our vocational courses continue to grow each year, increasing the demand for high-quality work placements. We are always looking to build new partnerships with employers to provide valuable experiences for our students. If you have any contacts within relevant settings and feel you could help facilitate placements, please get in touch!



Care Home

Community Centre

Pharmacy

GP Surgery

Clinic

Sports Club

Private Nursery

Community Care

Primary Schools

# Thank You

## Any Questions?

# Diploma Health and Social Care

## BTEC HEALTH & SOCIAL CARE A1 WORK PLACEMENT CALENDAR

Month	MON	TUE	WED	THU	FRI	SAT	SUN
SEP 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
OCT 2025							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
NOV 2025							
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
DEC 2025							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
JAN 2026							
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
FEB 2026							
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
MAR 2026							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
APR 2026							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
MAY 2026							
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
JUN 2026							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
JUL 2026							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
AUG 2026							
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23

COLLEGE HOLIDAYS
  PLACEMENT DATES: HEALTH & SOCIAL CARE SETTING
  BE AMBITIOUS WEEK

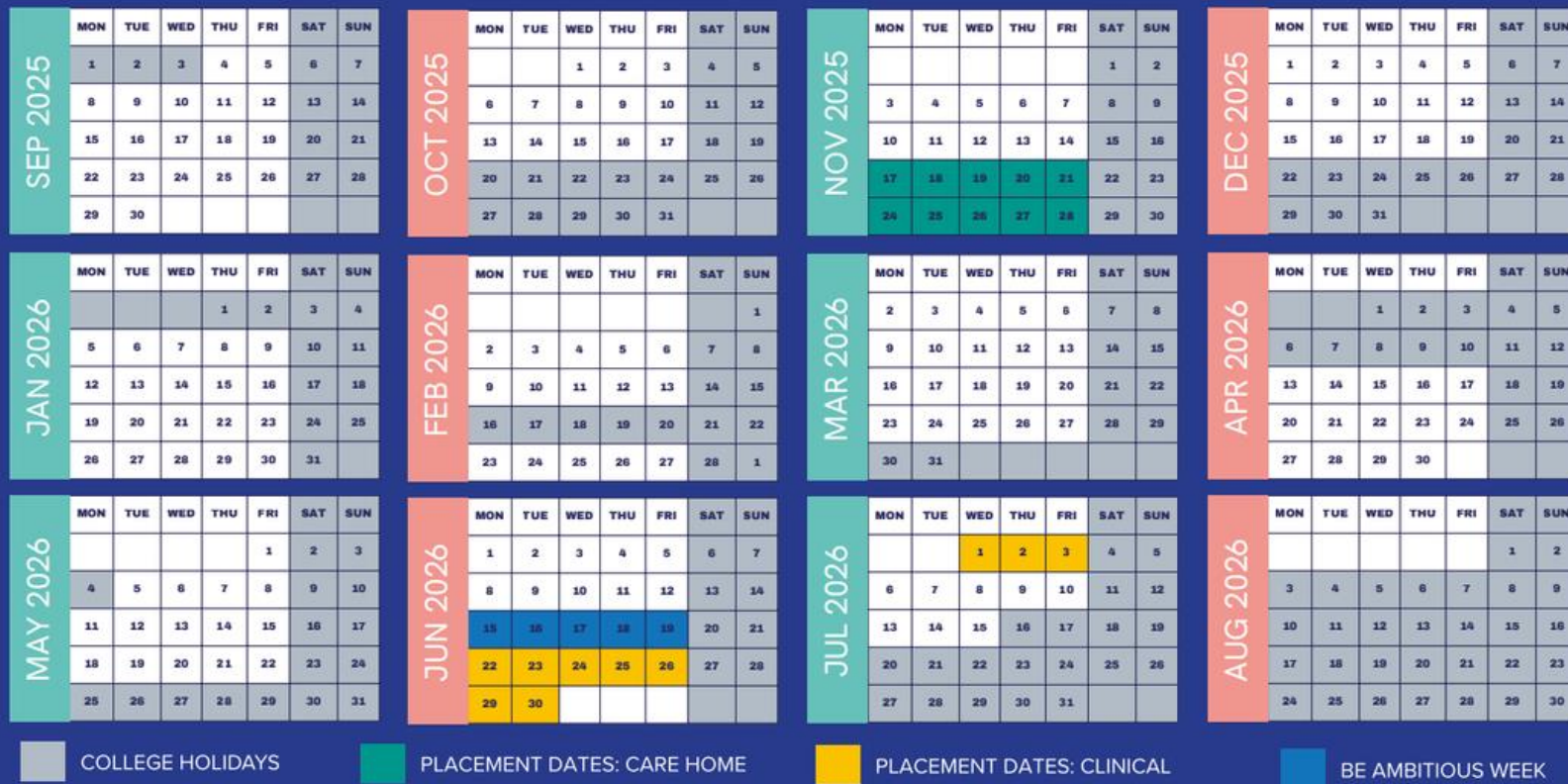
## BTEC HEALTH & SOCIAL CARE A2 WORK PLACEMENT CALENDAR

Month	MON	TUE	WED	THU	FRI	SAT	SUN
SEP 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
OCT 2025							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
NOV 2025							
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
DEC 2025							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
JAN 2026							
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
FEB 2026							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
MAR 2026							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
APR 2026							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
MAY 2026							
	4	5	6	7	8	9	10
JUN 2026							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
JUL 2026							
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
AUG 2026							
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16

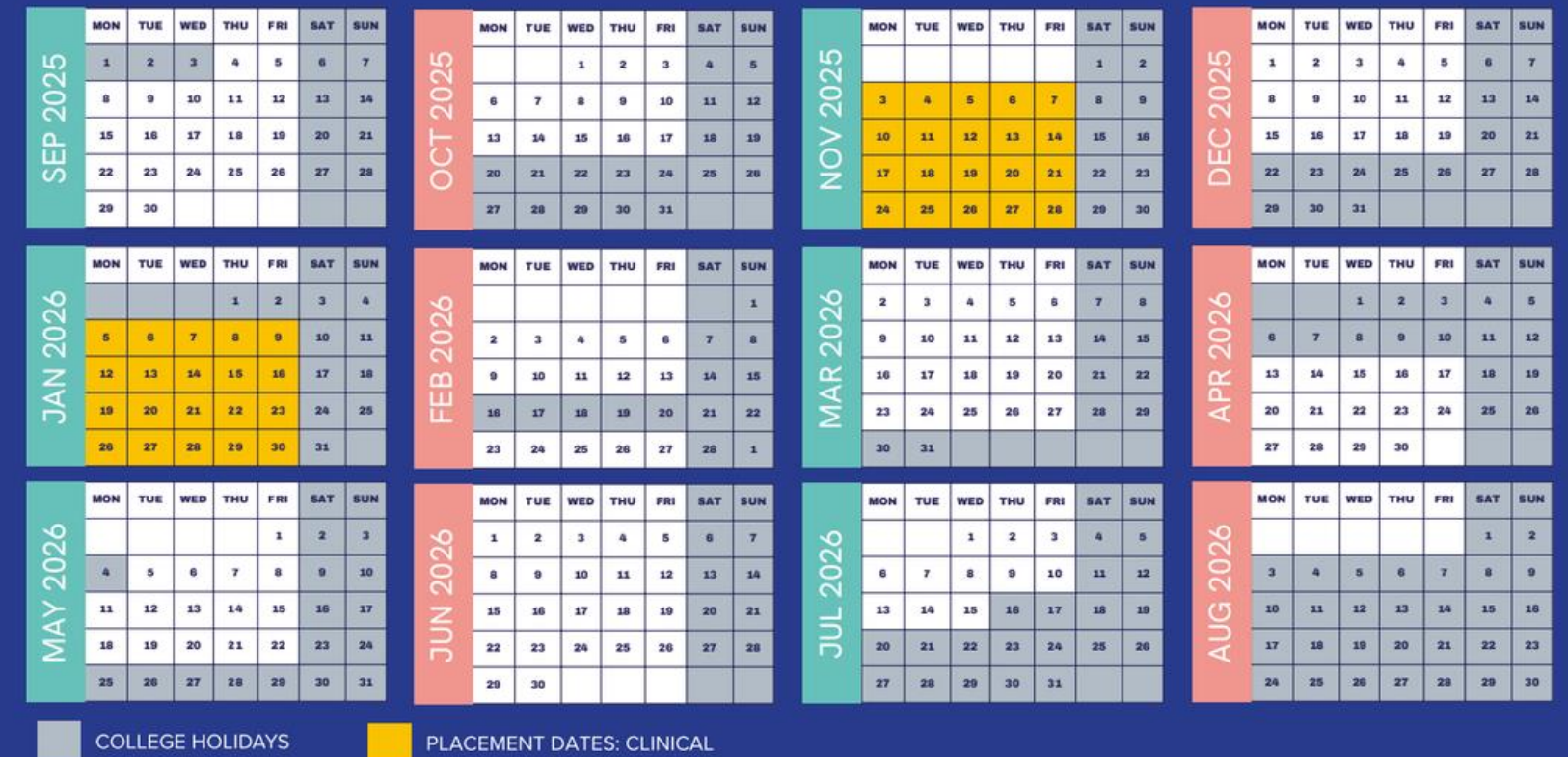
COLLEGE HOLIDAYS
  PLACEMENT DATES: HEALTH & SOCIAL CARE SETTING
  CHILDCARE SETTING

# T-Level Health

## T-LEVEL HEALTH A1 WORK PLACEMENT CALENDAR



## T-LEVEL HEALTH A2 WORK PLACEMENT CALENDAR



# Sports



# T-Level Education

## T-LEVEL EDUCATION A1 WORK PLACEMENT CALENDAR

Month	MON	TUE	WED	THU	FRI	SAT	SUN
SEP 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
OCT 2025	29	30					
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
NOV 2025	27	28	29	30	31		
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
DEC 2025	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
JAN 2026	22	23	24	25	26	27	28
	29	30	31				
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
FEB 2026	19	20	21	22	23	24	25
	26	27	28	29	30	31	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
MAR 2026	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
	6	7	8	9	10	11	12
APR 2026	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
	3	4	5	6	7	8	9
MAY 2026	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
JUN 2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
JUL 2026	29	30					
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
AUG 2026	27	28	29	30	31		
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23

COLLEGE HOLIDAYS
  PLACEMENT DATES: PRIMARY SCHOOL YR1/2
  PLACEMENT DATES: PRIVATE NURSERY
  PLACEMENT DATES: PRIMARY SCHOOL EYFS

## T-LEVEL EDUCATION (GROUP 1) A2 WORK PLACEMENT CALENDAR

Month	MON	TUE	WED	THU	FRI	SAT	SUN
SEP 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
OCT 2025	29	30					
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
NOV 2025	27	28	29	30	31		
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
DEC 2025	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
JAN 2026	22	23	24	25	26	27	28
	29	30	31				
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
FEB 2026	19	20	21	22	23	24	25
	26	27	28	29	30	31	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
MAR 2026	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
	6	7	8	9	10	11	12
APR 2026	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
	3	4	5	6	7	8	9
MAY 2026	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
JUN 2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
JUL 2026	29	30					
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
AUG 2026	27	28	29	30	31		
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23

COLLEGE HOLIDAYS
  PLACEMENT DATES: PRIMARY SCHOOL EYFS

# Business

## BUSINESS

### WORK PLACEMENT CALENDAR

Month	MON	TUE	WED	THU	FRI	SAT	SUN
SEP 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
OCT 2025			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
NOV 2025						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
DEC 2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
JAN 2026				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
FEB 2026							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1
MAR 2026							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
APR 2026			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
MAY 2026					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JUN 2026							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
JUL 2026			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
AUG 2026						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

COLLEGE HOLIDAYS
  PLACEMENT DATES: 40 HRS TO BE COMPLETED DURING THE 2 WEEK BLOCK