



Work placements in the Students' Association; helping students help the SA

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What we will cover:



- 1. Initiative Aims**
- 2. Practicalities & Challenges**
- 3. Student Learning Outcomes**
- 4. How to Move Forward**

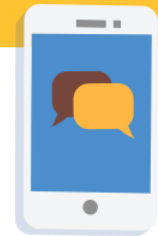
Initiative Aims

Provide work experience opportunities for City of Glasgow College students



Create a high quality student magazine

Publicise the work of the Students' Association and communicate effectively with students



Celebrate the numerous projects and initiatives undertaken by students throughout the year



Allow students to shape the output of the SA

1. Preparation

- Identify students' needs
- Source the work
- Set out objectives

- Arranging the schedule of the work experience
- Ensuring the work is varied and engaging

- Being flexible
- Students' Association 'Events at a Glance'
- Working alongside Faculty of Creative Industries
- Cross-curricular collaboration

Month/Week	Event/Activity	Date	Time	Location	Notes
August					
September					
October					
November					

2. Induction

- Introduce students to the SA
- Discuss policy and procedures
- Identify student training and development needs



- Little understanding of the Students' Association
- Imparting knowledge in a very short space of time
- Identifying the students level to provide appropriate support



- Development of a work experience guide
- Work experience contract
- Initial skills analysis

Work Experience Contract

Key Responsibilities:

- I will take responsibility for my own personal log
- I will be motivated to achieve set goals
- I will think creatively and independently for myself
- I will commit to doing the work and be willing to accept help

Benefits:

- I will consent to doing 5 days of work experience
- I will deliver all work agreed during the Production Meeting
- I will attend events as a representative of the Students' Association team
- I will work cooperatively with the Student Engagement team, the Students' Association, the Students' Executive team members and other college departments to achieve my goals
- I will support the Students' Association and Student Engagement team

Mentor Role (Student Engagement Officers):

- The mentor will support and guide the work experience member to help them achieve their goals

Mentor Sessions:

- The mentor and work experience member will meet face to face at the beginning of each placement day to review their progress
- Sessions may last up to 30 minutes and will be part of your allocated Work Experience hour's obligation
- Meetings will be used to plan daily work tasks
- Email correspondence and telephone correspondence is permitted but due to other work commitments mentors may sometimes be unavailable
- The work experience member must contact their designated mentor at far in advance as possible should there wish to cancel or reschedule their meeting

About CitySA Induction

About CitySA
What is CitySA?

CitySA is the Students' Association at City of Glasgow College. All students aged 16 and over are automatically members of CitySA unless they decide to opt out.

What does CitySA do for Students?

CitySA exists to represent the students who study at the college and aims to improve the student experience. CitySA also organises extracurricular activities such as events, sports and societies that students can take part in.

What is the National Union of Students?

NUS Scotland is a federation of students' associations in Scotland representing 120,000 students studying in further and higher education. There used to be 60 Students' Associations in Scotland but due to reorganisation and mergers this number will decrease, but the numbers of students represented will stay similar. The National Union of Students UK (NUS UK) is a confederation of 673 student unions across the UK and represents students at a national level. NUS UK is split into Nations: Scotland, Wales and Northern Ireland and Ireland.

Student Engagement Team

The Student Engagement Team will work closely with the Students' Association team to carry out joint work and offer each other support on separate projects.

Student Engagement Team 2016-17

Work Experience Skills Analysis

Name:

Address:

Here is an example that illustrates how to complete the survey.

Evaluate your score in each area honestly, score yourself 1-5 (1 = I can't even see my skills, 3 = OK, 5 = I'm a pro)

If you feel that the survey does not cover all aspects of your skills development please add to the comments box.

How would you rate your skills in relation to:	1	2	3	4	5	6	7	8	9	10
Aspirational:										
Oral communication (Public speaking):										
Written communication:										
Listening:										
Creative thinking:										
Decision-making and problem solving:										
Giving and receiving constructive feedback:										
Time setting:										
Leadership:										
Stress management:										
Planning and organising:										
Researching:										
Evaluating information:										
Promoting a professional image at work:										
Resilience:										
Team work:										
Self-management:										
Transferable skills (Design):										

Additional Comments:



Your Role

What are your Personal Objectives?

One of the many ways in which the Students' Association can assist you in getting the most out of your work experience is by helping you identify the key skills and knowledge that you would like to develop.

3. Mentoring



- Not having a dedicated member of staff available at all times
- Time commitments
- Ability to give constructive feedback



- Share learning with team
- Peer mentoring
- Identify goals and establish a sense of direction



What are the benefits to the mentor?

- Gain a new perspective
- Develop leadership and management skills
- A sense of accomplishment

4. Evaluation

- Students review and comment on their experience
- SA feedback to Creative Industries
- Learn from success and issues raised

- Employer evaluation: feeding back to Creative Industries
- Learning from issues raised and making the appropriate adjustments

- Providing opportunities for students to reflect on their learning throughout experience
- Encouraging students to participate in future with follow up activities

On this work experience placement, I learned to work outwith my comfort zone. I learned to tackle challenges head on to the best of my ability and to enjoy doing so in the process.

I've learned what it's like to be out in the field and work as a journalist writing for a magazine. My skills as a journalist were put to the test and my ability to interview people, and gather information has vastly improved.

Learning Outcomes



In order to maximise the outcomes of work experience, it is important to be clear about what you want the learning outcomes for students to be.

The learning outcomes created for this initiative fall into four main categories:

1. Soft skills.
2. Improving motivation by highlighting the links between learning in college and working life.
3. Understanding and developing employability skills.
4. Learning outcomes related to subjects.

Team work



100%

Positive Attitude



100%

Communication



100%

Planning



83%

Resilience



83%

Public Speaking



67%

Leadership



33%

Time Management



33%

Presentation



17%

2. Improving motivation by highlighting the links between learning in college and working life.

Increased my motivation to participate



Encouraged me to achieve and succeed



Increased my enthusiasm to pass my course



Encouraged my sense of ambition for the future



Improved my confidence and belief in my abilities





Students bring fresh ideas and approaches which open up new and emerging opportunities.

Student perspective is crucial as they are the experts!

So how do we implement in other areas?

THANK YOU

Any questions?