

## **LOOKING FOR WORK EXPERIENCE**



Work experience is very valuable because it gives you an insight into different aspects of work and gives you the opportunity to develop transferable skills. It is not always easy to find.

### **Employers are not sure about their responsibilities?**

Sometimes employers are worried about the legal aspects of taking on young people for work experience. There are some restrictions, for example young people cannot work with certain types of machinery, handle dangerous chemicals, climb ladders up high or work long hours. They should work under supervision and be made aware of any risks they are likely to come up against (no place is without risk). More information can be found on the HSE website, including a basic guide for employers.

<http://www.hse.gov.uk/youngpeople/index.htm>

<http://www.hse.gov.uk/pubns/indg364.pdf>

### **How to do a speculative search for a particular employer**

This approach works well, but you need to be careful as you have no personal knowledge about whom you are contacting. Ideally, you should apply about 9-12 months before the work experience placement. You can do searches for types of employers at

[www.yell.co.uk](http://www.yell.co.uk)

Some types of work experience can be hard to enter because of confidentiality, commercial sensitivity and so on. Below are some suggestions of where to look if you are finding it hard to find a placement, but there is no guarantee you will be accepted.

## **Law**



You can find lists of law firms at

[www.legal500.com](http://www.legal500.com)

[www.legalhub.co.uk](http://www.legalhub.co.uk)

[www.pupillages.com](http://www.pupillages.com)

You could try a free legal advice centre such as a Citizen's Advice Bureau, or Law Centre.

<http://www.citizensadvice.org.uk/> (over 16 to train as a volunteer)

<http://www.lawcentres.org.uk/our-work/volunteer-with-us> (over 16 only for work experience)

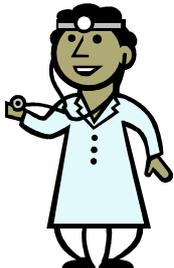
Government departments are concerned with the administration of the Law, whether it is Local Government (for example LB Merton) or the Mayor of London's office, or National Government (the Civil Service). The Civil Service also advises government. Look at the websites of the organizations to find out what is their remit. Local government and the GLA /Mayor's Office look at planning, the Civil Service includes government legal services such as the Crown Prosecution Service. If you are interested in the GLA, email [claire.deo@london.gov.uk](mailto:claire.deo@london.gov.uk).

If you are interested in the Civil Service, contact one of their departments direct:-

<http://www.civilservice.gov.uk/recruitment/departments-and-accredited-ndpbs>

A list of courts may be found at

<http://www.justice.gov.uk/>



## **Medicine/Health Careers**

If you want to do work experience in the the National Health Service, the NHS is sub-divided into Trusts. You should contact Trusts direct:-

<http://www.nhs.uk/NHSEngland/thenhs/about/Pages/authoritiesandtrusts.aspx>

There are restrictions on what you can do on work experience, so you may find yourself observing health professionals, or sitting with receptionists.

You may find it helpful to look at the skills required for doctors or other staff and look for non-clinical work experience. For a list of skills needed, look at

[www.nhscareers.nhs.uk/explore-by-career](http://www.nhscareers.nhs.uk/explore-by-career)

For example, to be a doctor, you need evidence of concern for people. You could demonstrate this concern by helping out in a care home, or a day centre for people with learning difficulties or disabilities.

The Care Quality Commission checks all hospitals and care homes and care services, including private provision. This is a very useful website.

<http://www.cqc.org.uk/>

Provision for people with disabilities may be organized by a local authority or by a charity. The Charity Commission lists all charities. Age UK is an example of a charity that runs day care centres.

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

<http://www.ageuk.org.uk>

## **Teaching**



You should approach your own primary school first. Schools have concerns about child protection and usually feel more comfortable taking on work experience pupils that they know. Pre-school nurseries often take people on work experience. They may be run by private organisations or by local authorities. Ofsted inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages.

<http://www.ofsted.gov.uk/>

It is worth approaching organisations that offer services to schools. One example is tennis coaching.

Schools that cater for children with severe learning difficulties are worth contacting as there is a high staff:pupil ratio.



## **Accountancy/finance**

A good starting point is the Financial Skills Partnership website.

<http://www.directions.org.uk>

If you want to work in a bank, you may find that a personal approach to a local branch produces better dividends than contacting the Head Office.

## **Engineering**



The UK has a skills shortage in Engineering so in theory, there should be no problem about finding work experience. In practice, some employers worry about taking young people into an environment where there is machinery . Tomorrow's Engineers is a site which includes advice to young people and links to employers.

[http://www.tomorrowseengineers.org.uk/careers/work\\_experience.cfm](http://www.tomorrowseengineers.org.uk/careers/work_experience.cfm)