

Work Placement and Work Experience

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Guide to Work Experience

- **Why worry about Work Experience**
- **What is Work Experience**
- **What can Work Experience mean to you**
- **How to start finding your own Work Experience**

Why Worry About Work Experience

- **Work experience gives you EVIDENCE of the skills you need for employment and shows employers that you are “work ready”**

What is Work Experience

- Part time jobs
- Casual vacation work
- Voluntary work
- International exchanges

What can Work Experience mean to you

- **Helps you to get a better job on graduation**
- **Earns you some money**
- **Gives you a chance to put your academic knowledge into practice**
- **Helps you to test out career options**
- **Improves your knowledge of yourself**
- **Builds your confidence with others**

How to start finding your own Work Experience

Opening doors to learning and working in Europe

- The National Europass Centre (NEC) provides information and guidance on the Europass initiative
- NEC (National Europass Centre) is responsible for the coordination, management and promotion of all EU activities related to Europass
- Designed to help people make skills and qualifications clearly and easily understood and to move around Europe
- Provides information to individuals, education and training providers, guidance operators and employers
- For more information, please log on to www.uknec.org.uk
- <http://europass.cedefop.europa.eu/it/about/history>

Identifying an opportunity

- Think about likely career interests
- Long term goals you may have
- Skills you need to develop
- Talk to a university careers guidance adviser for help

Identifying Potential Employers

Get in touch with University Careers Service

Access websites that are being established to put you in touch with work experience opportunities

www.work-experience.org

http://www.prospects.ac.uk/graduate_job_search_results.htm?criteria.typeOfWork=17184

<http://www.iaeste.org/>

Use the internet to access job vacancy sites of the major newspapers

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

Contacting Employers

Research the company you are contacting to find out

- What they do
- The name of the Chief Executive and Managing Director
- Prepare a targeted CV with a covering letter

What to expect

- Work placements are not usually paid employment
- If you are going on a work placement through a programme such as Erasmus or Leonardo, it will be up to your sponsor and your host to negotiate accommodation, fares and any other expenses
- Sometimes the employer will pay for expenditure such as fares, meals etc but you have to make sure before you start the placement as this is not always the case

Useful Websites

- www.work-experience.org
- www.nases.org.uk
- www.wiseowls.co.uk
- www.placementuk.org
- www.Hotrecruit.com
- www.internjobs.com
- www.placenet.org.uk

Education and training

The [European Commission](#) runs a wide variety of programmes, which provide education and training opportunities throughout Europe to both students and teachers.

More information is available within the section "[Learning](#)" of this portal and related topics. See also "[Related links](#)" in this page, "[Education and Training](#)" section.

Related Topics

The European Researcher's Mobility Portal - Career opportunities for researchers

Related Links

Information services for graduates
Public Employment Service
EURES members and partners

Job Opportunities for graduates
Other employment services
Education and training

Useful websites to look for vacancies

Academic Jobs in the EU

<http://www.academicjobseu.com>

Internships vacancies

<http://www.interntown.com>

Official UK careers service

www.prospects.ac.uk

ABBREVIATIONS and SYMBOLS

Countries

- **EU-27** European Union of 27 Member States
- **EU-25** European Union of 25 Member States
- **EU-15** European Union of 15 Member States
- **BE** Belgium
- **BG** Bulgaria
- **CZ** Czech Republic
- **DK** Denmark
- **DE** Germany
- **EE** Estonia
- **IE** Ireland
- **EL** Greece
- **ES** Spain
- **FR** France
- **IT** Italy
- **CY** Cyprus
- **LV** Latvia
- **LT** Lithuania
- **LU** Luxembourg
- **HU** Hungary
- **MT** Malta
- **NL** Netherlands
- **AT** Austria
- **PL** Poland
- **PT** Portugal
- **RO** Romania
- **SI** Slovenia
- **SK** Slovakia
- **FI** Finland
- **SE** Sweden
- **UK** United Kingdom
- **HR** Croatia
- **MK**(1) Former Yugoslav Republic of Macedonia
- **TR** Turkey
- **IS** Iceland
- **LI** Liechtenstein
- **NO** Norway
- **CH** Switzerland

THANK YOU FOR YOUR ATTENTION

