

# WORK EXPERIENCE TIMELINE

1

## COLLEGE INDUCTION

Includes information about work experience.

2

## PATHWAY WORK EXPERIENCE INDUCTION

3

## START SOURCING YOUR PLACEMENT IN SEPTEMBER

- Your work experience must be meaningful and relevant to your course and career interests.
- Speak to the Careers and Employability Team and your teachers if you need more help.
- Unifrog - Research live Apprenticeships via Unifrog and contact employers directly.
- Are you working part-time? Is there another department within the organisation that can help?
- Check with your family and friends if they know any organisations you can contact.

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## ONCE YOU HAVE FOUND YOUR PLACEMENT

- Important - you MUST email the organisation contact details to [careers@sgmc.ac.uk](mailto:careers@sgmc.ac.uk) ASAP!
- Contact details must be sent at least 4 weeks before the start of your placement so we can make sure the Health & Safety checks are completed.
- You may be asked to attend a pre placement interview.

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## YOUR PLACEMENT IS APPROVED AND CONFIRMED

- Attend a Work Experience information session before you start.
- Don't forget to check your travel route in advance. What's the company dress code?

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## START YOUR PLACEMENT

- Complete your Work Experience Diary Sheet or log book.
- Use this opportunity to network and ask for email contact details to use as future reference.

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## PLACEMENT ENDS

- Is your Work Experience Diary Sheet or log book filled in?
- Update your CV, complete your evaluation sheet, and send your Work Experience Diary Sheet/log book to the Careers Team - [careers@sgmc.ac.uk](mailto:careers@sgmc.ac.uk)

### USEFUL LINKS:

- [springpod.co.uk](http://springpod.co.uk)
- [thebrokerage.org.uk/jobs-work-experience](http://thebrokerage.org.uk/jobs-work-experience)
- [s4snextgen.com](http://s4snextgen.com)
- [uptree.co/students](http://uptree.co/students)
- [bartshealth.nhs.uk/healthcarehorizons](http://bartshealth.nhs.uk/healthcarehorizons)
- [doit.life](http://doit.life)



Your work experience will take place on:

Group:

# YOUR GUIDE TO WORK EXPERIENCE 2022/23

## WORK EXPERIENCE

# FIVE REASONS WHY IT'S IMPORTANT...



### MAKE YOUR CV STAND OUT FROM THE CROWD

With the increase in competitive Apprenticeships and University applications, it's important to stand out from the crowd.

Employers are demanding more from applicants; Work experience shows you're enthusiastic and ready to work hard.

### PUT YOUR KNOWLEDGE INTO PRACTICE



Understanding work experience in a field related to your course of study can offer the opportunity to transfer theoretical knowledge into practical experience.

### TEST YOUR CAREER CHOICES

Work experience can offer you opportunity to test whether or not your chosen career is really for you.

## BUILD YOUR CONFIDENCE

Working with a variety of people and doing tasks well helps you build your confidence

## DEVELOP YOUR EMPLOYABILITY SKILLS



Work experience will help you develop a range of skills and competencies that employers are looking for. These include communication skills, working with others, IT Skills using your initiative and problem solving.

# 22/23 WORK EXPERIENCE CALENDAR

## ENTERPRISE AND MANAGEMENT

Business and Legal Studies	Group 1	13 <sup>th</sup> March - 17 <sup>th</sup> March
Business and Legal Studies	Group 2	27 <sup>th</sup> March - 31 <sup>st</sup> March
Business and Legal Studies	Group 1	26 <sup>th</sup> September - 30 <sup>th</sup> September
Business Vocational Level 2	Group 1	24 <sup>th</sup> April - 28 <sup>th</sup> April
Business Vocational Level 2	Group 2	8 <sup>th</sup> May - 12 <sup>th</sup> May
Business Vocational Level 3 Year 1	Group 1	23 <sup>rd</sup> January - 27 <sup>th</sup> January
Business Vocational Level 3 Year 1	Group 3	27 <sup>th</sup> February - 3 <sup>rd</sup> March
Business Vocational Level 3 Year 1	Group 4	6 <sup>th</sup> March - 10 <sup>th</sup> March
Business Vocational Level 3 Year 1	Group 5	24 <sup>th</sup> April - 28 <sup>th</sup> April
Business and Enterprise Vocational	Group 1	5 <sup>th</sup> December - 9 <sup>th</sup> December
Sport Vocational 180 Credit Year 2	Group 1	13 <sup>th</sup> March - 17 <sup>th</sup> March
Sports Vocational 180 Credit Year 1		20 <sup>th</sup> March - 24 <sup>th</sup> March
Travel and Tourism BTEC Level 3 Extended Diploma	Group 1	6 <sup>th</sup> February - 10 <sup>th</sup> February
Travel and Tourism BTEC Level 3 90-credit Diploma	Group 1	23 <sup>rd</sup> January - 27 <sup>th</sup> January

## LEGAL AND FINANCE

Level 2 Law	Group 1	20 <sup>th</sup> March - 24 <sup>th</sup> March
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## DIGITAL

IT Vocational 90 Credit Year 1	Group 1	6 <sup>th</sup> February - 10 <sup>th</sup> February
IT Vocational 90 Credit Year 1	Group 2	20 <sup>th</sup> March - 24 <sup>th</sup> March
IT Vocational 90 Credit Year 1	Group 3	25 <sup>th</sup> April - 28 <sup>th</sup> April

## CREATIVE

Applied General Diploma in Art and Design	Group 1	23 <sup>rd</sup> January - 27 <sup>th</sup> January
Design, Engineering & Building Voc Certificate Yr 1	Group 1	Ongoing
Diploma in Creative Media Production & Technology	Group 1	6 <sup>th</sup> March - 10 <sup>th</sup> March
Cambridge Technical Extended Diploma in Performing Arts	Group 1	Ongoing

## SCIENCE AND HEALTH

BTEC National Foundation Diploma in Applied Science L3Y1	Group 1	30 <sup>th</sup> January - 3 <sup>rd</sup> February
Applied Science	Group 2	27 <sup>th</sup> February - 3 <sup>rd</sup> March
Applied Science	Group 3	20 <sup>th</sup> March - 24 <sup>th</sup> March
Applied Science	Group 4	24 <sup>th</sup> April - 28 <sup>th</sup> April

## INDUSTRY PLACEMENTS

Industry Placements are extended work experience placements they are a minimum of 315 hours OR 45 days of work experience completed over a period of 4 one week block placements.

<b>Week 1:</b>	<b>Week 2:</b>	<b>Week 3:</b>	<b>Week 4:</b>
7 <sup>th</sup> March - 11 <sup>th</sup> March	4 <sup>th</sup> April - 8 <sup>th</sup> April	27 <sup>th</sup> June - 1 <sup>st</sup> July	4 <sup>th</sup> July - 8 <sup>th</sup> July

- Industry Placements give you the opportunity to gain skills specific to their subject or career choice as well as the employability skills required for real-life work.
- You will increase your knowledge of an industry or sector, allowing you to make better informed decisions about future career choices.

If you are interested in taking part in an Industry Placement please let a member of the careers team know or email: [careers@sgmc.ac.uk](mailto:careers@sgmc.ac.uk)

## MEET OUR CAREERS TEAM:



*Find us in the Careers Hub in the Library, Drapers Building*

