

# Guide to designing your

# Work Experience Opportunity

**5 Key Skills**

The purpose of a Work Experience Opportunity is to improve the employability of participants. In a survey taken by employers, the lack of 5 essential skills was highlighted as being the main reason that young people were unprepared for work. During the work experience opportunity, your activities should aim to develop the participants’ skillset in these key areas:

* Resilience
* Time Management
* Organisational
* Communication
* Team Working skills

Start by considering what activities and mini-projects you could do to develop these key skills. Below is a small table of example projects and activities. A longer list of examples will be made available on the Intranet.

|  |  |  |
| --- | --- | --- |
| Example Project/Activities | Tasks within the project/activity | Skills developed |
| Deliver a presentation: How to increase employee satisfaction at work | Online research, Employee survey, Conversations with employees, Analysing results, Creating and delivering a presentation. | Time management, organisation and communication, presentation, effective internet usage, analytical. |
| Shadowing staff members | Arranging meetings, making notes at meetings, photocopying, editing/proofreading documents | Time management, communication, administration, written skills |
| Create useful resources for a real project | Designing information leaflets/posters, Printing/photocopying, editing/proofreading, developing a vision, selling an idea | Communication, written, internet usage, organisation, presentation |

You are free to make your own projects and activities as long as they have an opportunity to develop the key skills during their Work Experience Opportunity. Equally, you can also concentrate on other skills, behaviours or development areas you think will be useful for the participant, for example, confidence, writing skills, interview technique, and presentation skills.

**Mandatory Learning**

Participants will also complete mandatory learning as part of their placement. This learning is mandatory across DWP and takes place on Civil Service Learning. Ensure you put aside time for participants to complete this. Below are the mandatory modules.

* Keeping Safe Part 1
* Personal Health & Safety Awareness e-learning (382145)
* Equality and Diversity Essentials e-learning (EDE13)
* Display Screen Equipment (DSE) e-learning (682086)
* Standards of Behaviour Policy
* Security Code of Conduct for DWP employees
* Basic Fire Awareness
* Responsible for Information
* Acceptable Use Policy
* DWP Security & Resilience
* Electronic Communications with Citizens – Policy (updated January 2015)
* Electronic Communications with Third Parties
* Security Classification Scheme & Secure Handling of Information

It would be useful to set aside allotted time for participants to complete this training. 5 hours should be the right amount of time for participants to complete this learning. Try breaking this up, as it can be quite dry for participants.

Instructions on helping a participant set up an account on Civil Service Learning are contained within the Participant Manager Toolkit, which can be found on the Intranet.

**Skills to Succeed**

The Skills to Succeed Academy is a free online employability training programme developed by [Accenture](http://www.accenture.com)**.**

The Skills to Succeed Academy offers bite-sized, interactive online training modules to prepare participants for the entire journey of choosing the right career, finding a job and succeeding in the workplace.

All candidates are encouraged to follow a curriculum of set modules from the Skills to Succeed Academy to complement their Work Experience Opportunity.

View the table below to give you an idea of what the participants will be learning and when the participants should complete these modules.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Before** | **During** | | | **After** |
| **Pre-Requisite Activities** | **Week 1** | **Week 2** | **Week 3** | **Consolidating Learning** |
| SIW 4: Welcome to WurkyWorld  SIW 5: Finding your Feet  SIW 7: Knowing Your Job  SIW 8: Having the Right Attitude | YAYC 5: Find Your Future  SIW 9: Life at WurkyWorld | GAJ 5: Identify your Skills  GAJ 6: Create Your CV  GAJ 20: Online Professional Presence | GAJ 10: Test Drive the CAR Technique  GAJ 16: Prepare for your Interview | GAJ 13: Tailor your CV  GAJ 18: Ace your Interview  GAJ 19: Pearly Bank Panel  SIW: 10 Using your Skills to Succeed |

It would be useful for you to ensure that you include time in the timetable to talk to the participant about their learning and help them reflect on what they have learnt and practise their skills. For example, you could have a mock interview after the Prepare for your Interview module.

**Coming up with a timetable**

Once you’ve considered the projects and activities you’d like a participant to complete, you should put this into a timetable.

Consider how long your Work Experience Opportunity will last. Don’t overstretch the participant, but likewise, don’t leave them with too much time on their hands. Also remember that the first day needs to include an induction. This would be a good time to set up meetings with members of nearby teams, as well as an introduction to a MtW buddy if you have one.

On the following page is an example three week timetable.

**What next?**

All that’s left is to fill out the opportunities form, which can be found [here](https://intranet.dwp.gov.uk/file/390863/download).

Remember, what you write is what will be advertised on the Talent Platform, so really sell your placement! For an idea of what other live ads contain, check out what’s live at the moment, [here](https://placements.movementtowork.com/jobs/).

**Sample Timetable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week 1 | Monday | Tuesday | Wednesday | Thursday | Friday |
| 0900 – 1000 | Introductions, tour of building, induction | Introduction to curriculum (ML and skills to succeed log in) | Mandatory learning | Mandatory learning | Mandatory learning |
| 1000 – 1100 | Mandatory learning | Recap on Project, next steps etc | Project | S2S – Finish week 1 |
| 1100 – 1200 | Expectations – skills to be improved etc | Introduction Project | Project | Expectations re-cap, check project progress | S2S / Project |
| 1200 – 1300 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1300 – 1400 | Research task: what do we do? Make a leaflet | Project | Project | Skills to succeed | My week so far… |
| 1400 – 1500 | End of week check-in |
| 1500 – 1530 | Self-reflection | Self-reflection | Self-reflection | Self-reflection | Self-reflection |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week 2 | Monday | Tuesday | Wednesday | Thursday | Friday |
| 0900 – 1000 | How was your weekend/reflections | S2S – skills and CV | S2S Online presence | Sell Yourself – poster/presentation/video | Debate |
| 1000 – 1100 | Finish any ML | Skills, personal statement, CV, cover letter workshop | LinkedIn research, job search etc. | Project | S2S – Finish week 1 / 2 |
| 1100 – 1200 | Project recap | Project | Expectations re-cap, check project progress | S2S / Project |
| 1200 – 1300 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1300 – 1400 | Project | Project | Project | Project | My week so far… |
| 1400 – 1500 | End of week check-in |
| 1500 – 1530 | Self-reflection | Self-reflection | Self-reflection | Self-reflection | Self-reflection |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week 3 | Monday | Tuesday | Wednesday | Thursday | Friday |
| 0900 – 1000 | How was your weekend/reflections | S2S – CAR technique + practice | Mock application | What’s next? Participant aspirations | Sell MtW |
| 1000 – 1100 | Expectations recap, skills developed, what’s next | S2S – Prep for interview and ace your interview. Sample interview Qs. | Mock interview + feedback | Civil Service jobs/job applications/Project |
| 1100 – 1200 | Project recap | Project recap | Project | Reflection on own performance, pros and cons etc. |
| 1200 – 1300 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1300 – 1400 | Project | Project | Project | Project | My week so far… |
| 1400 – 1500 | Final feedback/check in |
| 1500 – 1530 | Self-reflection | Self-reflection | Self-reflection | Self-reflection |  |

**The Project**

For the purpose of this example timetable, the Project would be to answer the question: “How can I improve wellbeing in the workplace?”

Week 1 would focus primarily on researching wellbeing, initiatives already within their location and initiatives taking place elsewhere. Participants will be encouraged to meet colleagues to discuss this, use the internet to research these issues and solutions, and work with others who are already working on a similar project. E.g. #ICanBeMe team.

Week 2 would revolve around coming up with practical solutions that can be taken, e.g. creating leaflets, posters, emails etc to be sent around. They should also focus on a “social action” point, which would be delivered in week 3. This will be something that raises the profile of their project. For example, hosting a well-being themed bakesale or organising a “get-away-from-the-desk” walk. They will have to think about how they will make this happen, create a risk assessment and lay the foundations for week 3.

Week 3 will be the delivery week. They will present their findings to a group, laying out what they’re going to do, why they’re doing it and why people should be involved. They will deliver their social action.

**Self-reflection**

In this timetable, the self-reflection is an optional 30 minutes at the end of each day for the Participant to think about what they’ve learnt and what skills they’ve used that day. It may be useful for Participant Managers to also use this time for their own self-reflection.