

UNIVERSITY OF WALES, TRINITY SAINT DAVID, CAREERS SERVICE

Work Experience Guide

Gaining work experience is an essential part of university life. It can help you make useful contacts, career decisions and get onto postgraduate courses such as teaching.

How to look for work experience:

- Decide *what* you want to do: office admin work, archaeology, teaching etc.
- Decide *where* you can do it. Research public transport and locations you can realistically get to - usually you need to be able to get to the office by 9am and leave at 5pm although many local employers will be sympathetic to travel restrictions.
- Decide *when* you can do it – note dates you can/cannot do
- Read local newspapers to see what companies are featured
- Use resources like Yell.com or search engines like Google to find relevant companies
- Talk to people in your network to get contacts/ideas e.g. course mates, lecturers, friends, family, Careers Adviser
- When you have found a few companies, do some research. Some will have established procedures/applications forms for applying for work experience. Others will need a speculative approach, i.e. sending a CV and cover letter
- To set up the experience, send a covering letter and CV by email, outlining your reasons for contacting them. Indicate future availability as they may not be able to accommodate you now but may be able to do so in future. **Use your Careers Service for help with the CV and letter.** Make sure it is addressed to the right person. If you don't know who the right person is, find out. Follow up with a phone call if you do not hear back within a week

When you are successful....

Be on time and ring if you cannot make it if you are sick. Ensure you have followed any instructions exactly with regard to the first day. If there are no instructions, you may want to find out, i.e. – what is the dress code, what time to arrive, lunch arrangements etc.

Stay adaptable in your approach. Be willing to undertake any tasks, however menial they may seem. Working life is all about being flexible.

When invited to go for a coffee on breaks, go. This is your chance to network.

If the experience has gone well, inform them that you are happy to help in any way in the future perhaps as a volunteer if the need arises. Thank them for having you.

For more information see: http://www.prospects.ac.uk/work_experience.htm

Teaching Work experience

To become a teacher, many students take the one year PGCE (Postgraduate Certificate in Education) course. <http://www.education.gov.uk/get-into-teaching>

A minimum of two weeks school work experience is usually expected. Some students use contacts from home or talk to the Careers Advisers if they need help to organise this locally.

Campus	Careers Adviser	email	Telephone
Carmarthen	Mark Thomas	mark.thomas@uwtsd.ac.uk	01267 676829
Lampeter	Jane Bellis	j.bellis@uwtsd.ac.uk	01570 424973
London	Maristela Parfitt	maristela.parfitt@uwtsd.ac.uk	0207 566 7600
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