

# 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://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.work-experience.org)

[http://www.prospects.ac.uk/graduate\\_job\\_search\\_results.htm?criteria.typeOfWork=17184](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](http://www.work-experience.org)
- [www.nases.org.uk](http://www.nases.org.uk)
- [www.wiseowls.co.uk](http://www.wiseowls.co.uk)
- [www.placementuk.org](http://www.placementuk.org)
- [www.Hotrecruit.com](http://www.Hotrecruit.com)
- [www.internjobs.com](http://www.internjobs.com)
- [www.placenet.org.uk](http://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](http://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

