

Information Services

Work Experience placement opportunities

Explore work experience opportunities across IT and Library Services

Programme Overview:

If you are seeking an interesting and relevant work experience placement to gain valuable experience in the world of work, we offer several work experience placements each year to school students in years 12 and 13.

Programme Components:

Working alongside our library and IT teams, you'll have the opportunity to acquire skills, knowledge, and hands-on experience within the Library and IT sector.

Your placement will be a combination of work experience and work shadowing;

- **Work experience:** You'll be working on specific tasks which provide a practical 'hands-on' experience of a particular aspect of the job
- **Work shadowing:** You'll be working alongside staff, observing as they undertake tasks to gain a better understanding of their roles.

During your placement, you'll be working alongside different teams in the department. The work experience will be varied and may include work with teams who are responsible for book stock, student enquiries, IT support, special collections or user experience.

Learning outcomes

The programme will support the development of several key skills, which can include:

- Experience in the world of work
- Developing self-confidence
- Strengthen interpersonal skills
- Experience in working as part of a team
- Increase understanding of how employers and organisations operate

Further information

Work experience placements are usually for one week and are available between February and July each year.

You will be assigned a mentor for the week who will be available to support you with any queries you have and act as a point of contact.

At the end of your placement, you'll have an opportunity to feedback to your mentor on your work experience placement.

Application & person specification

Online application (Microsoft Teams) - No pre-requisites.

We have limited places available. If you are interested in applying, please complete the online application form

- **Eligibility:** Students at secondary schools in Years 12 or 13
- **Person criteria:** Enthusiastic; Friendly; Reliable; Organised.