

Work Experience/Internships

I'm at school, I have plenty of time to worry about getting work experience/internship: If you don't start getting work experience or gaining skills through society work, volunteering or part time jobs – you will struggle to get a placement or internship in your second year at university.

I have enough money I don't need to get a job yet : You may have enough money but if your CV shows no evidence of skills gained through a variety of activities including work – then you will find it harder to find a job when you need one . Apart from anything else you will need an employer reference for many jobs.

I'm going to leave it till I graduate: Yes some people do put off making decisions till after graduation and it can work out ok, IF you have already made steps to make yourself employable (work experience, volunteered etc.).

I'm going to concentrate on my degree: It's great to be committed to your degree programme but there will be other students with a 1st who have had internships, run societies and volunteered, so you are competing against them!

I've no idea about career options: That's ok but it doesn't stop you getting a part time job, volunteering or getting involved with extracurricular activities. Once you start getting experience you begin to understand what you like and dislike in different roles and you can evaluate what you would and would not want to do in your next job. Not everyone decides on a career age 14, sometimes you have to experience something before you know you would like it.

Work Experience is vital for gaining essential employability skills. Employability skills are the skills you need to get a job. They are also the skills that will help you to stay in a job and work your way up to the top. Top skills sought by employers include communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

“A degree alone is not enough. Employers are looking for more than just technical skills and knowledge of a degree discipline. They particularly value skills such as communication, team working and problem solving. Job applicants who can demonstrate that they have developed these skills will have a real advantage”. Director-General, Confederation of British Industry

Work experience can help you work out which course and/or career is going to be right for you once you progress from SLBS. Any work experience is valuable - it all offers an opportunity to develop, practice and demonstrate employability skills in the workplace. But it also gives you a chance to explore a career choice, to grow in confidence and maturity, to get motivated about your future, and to begin to gain an understanding of the world of work and the huge variety of opportunities available to you.

"In an IoD survey conducted recently, 64% of graduate recruiters said that graduates' employability skills were more important to them when recruiting than the specific occupational, technical or academic knowledge and skills associated with the individuals' degree."

Which degrees require relevant work experience? In general, the subjects where admissions tutors expect to see evidence of meaningful experience are those where students are going to be

working with people, particularly in a medical or care setting or for very competitive courses, especially in media fields. It's therefore ESSENTIAL for MEDICINE, DENTISTRY, NURSING, MIDWIFERY, PHYSIOTHERAPY and other PARAMEDICAL COURSES. VETERINARY MEDICINE and TEACHING also require relevant experience and students interested in courses such as MEDIA, JOURNALISM and LAW would also be well-advised to arrange some work experience to help them stand out from the crowd.

When can I do work experience?

Sixth Form Students: Work Experience can be taken at any time during the Sixth Form and in the absence of a scheduled time frame, it should be organised during school holidays as a private arrangement.

How do I apply for a placement/internship?

To apply for a placement, send a letter or email + an updated CV to a named contact (if possible) at the company. Follow up your letter after one week with a phone call or visit.

Paragraph 1: who you are and what you're asking for: e.g. a Year 12 student at SLBS looking to secure a one/two-week work experience placement between.....

Paragraph 2: why you want a work experience placement with this particular company: it will strengthen your application if you show evidence that you have done some research, have looked at the company's website and know what services/products they offer. Explain what subjects you are planning to take at A Level and outline future career plans

Paragraph 3: why you would be an excellent candidate for a placement: outline the particular skills and qualities you have that are appropriate to the workplace you're applying to. It will strengthen your application if you make it clear you have thought about what the company would be looking for in potential employees (even though you are only applying for a WEX placement). Look at the company's website and pick out some points that interest you to mention in your letter.

2. Suggestions for Work Experience Placements/Internships

Kent County Council

KCC offer placements in the following areas:

Administration

Conservation and countryside management

Contact centre

Corporate policy

Educational Psychology

Film and media

Finance

Heritage

ICT

Leisure, culture and sport

Libraries

Social care

To find out more and apply, visit

www.kent.gov.uk/jobs_and_careers/starting_your_career/work_experience.aspx

Accountancy WEX

Firms who have taken students on WEX placements in the past include:

Reeves 37 St Margaret's Street, Canterbury, CT1 2TU. An excellent choice for work experience and also an option to consider post-A Levels if you'd like a career in Accountancy. They offer ACCA training to school leavers

McCabe Ford Williams, Chartered Accountants, 2 The Links, HERNE BAY, CT6 7GQ, Mr M Whittaker, FCA Partner, 01227 373271, michael.whittaker@mfw.co.uk

Burgess Hodgson, Accountants, 27 New Dover Road, CANTERBURY, CT1 3DN, Mr Miles, Partner, arm@burgesshodgson.co.uk

Levicks Chartered Accountants, Business Advisers, 12 Dover Street Canterbury CT1 3HD Sally-Louise Reynolds 01227 455183 slreynolds@levicksaccountants

Mumford & Co Ltd – Accountants 230 High Street Herne Bay CT6 5AX Eileen Over 01227 742274 mail@ammumford.co.uk

Larkings Accountants, 31 St George's Place, New Dover Road, Canterbury, CT1 1XD

Larger companies with accountancy departments are worth trying also, such as:

Saga, The Saga Building, Folkestone, Kent CT20 1AZ, 08000154752

Fenwick, St Georges Street, Canterbury, CT1 2TB, TEL: 01227 766866, EMAIL: canterbury.enquiries@fenwick.co.uk

Marks and Spencer, Whitefriars Shopping Centre, 4 St. Georges Street, Town Centre, Canterbury CT1 2SR, 01227 462 281

Archaeology/History/Anthropology WEX

Suggestion: If you have any interest in archaeology at university you absolutely need to be able to explain to admissions officers why you want to study it, especially because it isn't a school subject. If you can get some experience through local archaeological organizations (e.g. Canterbury

Archaeological Trust), or museums it will help your application a lot. It's important also for deciding if it actually is something you are interested in doing, as there is a practical side to archaeology as well as an academic side.

Archaeology.co.uk

Council for British Archaeology

English Heritage

Isle of Thanet Archaeological Society

Kent Archaeological Society - check site for excavation opportunities locally

Trust for Thanet Archaeology

Young Archaeologists Club

English Heritage

National Trust

Natural History Museum, London: Work experience placements are open to students in Years 10-13. Placements are limited and heavily subscribed. Summer holiday placements are advertised online in April/May

Archives & Records Management

Suggestion: Most archives are only too happy to have students in on work experience, and are very willing to help and offer advice to anyone looking to come in to the profession. I should emphasise that it's not just a career for those with history degrees – I didn't even take history at A-Level. As there's so many specialist archival collections, the profession really needs people with a wide range of expertise e.g. music, politics, theatre, art, dance, languages. It's a great alternative to academia because you're constantly learning new things and there are lots of opportunities to publish papers, speak at conferences, and teach undergraduates and postgraduates, as well as the chance to work with children and teachers, design websites and use social media, work on publications, work with TV and radio producers... It's also a very flexible career, and very female-dominated so it's one of the few careers where you can be confident of encountering very little sexism, very few problems in taking maternity leave, and a great number of professional level part-time jobs when you return to work

Canterbury Cathedral Archives

The Institute of Heraldic and Genealogical Studies

Architects

Paul Roberts & Associates, Castle House, Orchard Street, Canterbury. Contact: Mr Paul Roberts

Clague, 62 Burgate, Canterbury, CT1 2BH

Cattell Skinner Architects, 23 Wincheap, Canterbury, CT1 3RX

Architectural Services, Canterbury City Council: www.canterbury.gov.uk/main.cfm?objectid=822

CSDP Architects, 15 Tudor Road, Canterbury, CT1 3SY

Lee Evans Partnership, St John's Lane, Canterbury, CT1 2QQ

Lloydbore Landscape Architects, 33 St George's Place, Canterbury, CT1 1UT

Property Development: Rogate, Chantry Yard, 33b King Street, Canterbury, CT1 2AJ

Hazle McCormack Young, 3 Turnagain Lane, Palace Street, Canterbury, CT1 2ED: www.hmy.uk.com

Purcell Miller Tritton, 9 The Precincts, Canterbury, CT1 2EE

Arts/Creative/Curating/Arts Administration

Canterbury Festival : contact Sarah Passfield, Education & Community Co-ordinator
spassfield@canterburyfestival.co.uk

Creative Canterbury: <http://www.creativecanterbury.com/>

Kent Creative Arts : www.kentcreativearts.co.uk/

365 Projects: www.365projects.co.uk/

University of Kent School of Arts: www.kent.ac.uk/arts

University for the Creative Arts Galleries & Exhibitions: www.ucreative.ac.uk/galleries

Beach Creative Herne Bay: www.beachcreativecic.co.uk (NB: No Employers Liability Insurance in 2013 so school unable to approve WEX placements here)

Bay Art Gallery Herne Bay: www.bayartgallery.co.uk

Horsebridge Arts & Community Centre Whistable: www.horsebridge-centre.org.uk

Creek Creative, Faversham: www.creek-creative.org/

Maidstone Museum & Bentrif Art Gallery

The Beaney Institute: Year 12 students are eligible to apply for a placement at The Beaney via the Visitor Services team at Canterbury City Council. If you would like to do this, you need to read the letter and complete the application. Also, be aware that The Beaney can currently only accommodate one work experience placement at a time. Visit www.facebook.com/thebeaney or www.canterbury-museums.co.uk to find out more about the museum

Business

iConn Property Management: Residential Letting and Property Management office in Canterbury deals with wide range of tasks which could provide office administration, business and advertising

skills. Contact: Vicky Cranthorne, IConn Property Management, 26a Castle Street, Canterbury, CT1 2PU. Tel: 01227 765008. Email: enquiries@iconnltd.co.uk

Kent County Council: offer structured work experience programme in most areas of the authority's business. Visit KCC's Work Experience pages for more details

Canterbury Festival: for students interested in event planning, management, administration, tourism, creative industries etc. contact Sarah Passfield, Education & Community Co-ordinator spassfield@canterburyfestival.co.uk

Catering/Hospitality/Tourism/Business

Blackbird Caterers: For students interested in catering/business. Contact Mr & Mrs H Pickett, Blackbird Caterers, The Old Parlour, Cockering Road, Chartham, Canterbury, CT4 7LG. Email: info@blackbirdcaterers.co.uk

YHA Canterbury: a busy 82-bed youth hostel in New Dover Road welcoming 14,000 guests to Canterbury and serving 24,000 meals each year. A small, friendly team of seven (Manager, Deputy Manager, four general assistants plus a rolling 8-week student WEX placement from Europe). Duties include catering, serving and housekeeping. Contact: Niki Reynolds, YHA Manager at 54 New Dover Road, Canterbury, CT1 3DT. Tel: 01227 462911. Email: canterburyman@yha.org.uk

Hotel Management: for students interested in management, hotel management, hospitality, tourism etc Mrs Tara Birks runs a hotel in Palace Street, Canterbury. Contact: palacestreet@hotmail.com

Care Homes

Sovereign House Residential Care Home (Herne Bay): for students interested in Medicine, Nursing, Physiotherapy, Healthcare related professions etc contact Mrs Louise Ibrahim: sovereignhouse@talktalk.net

Construction

Halsion Ltd , Homestead Farm, Stone Street, Petham, Canterbury, CT4 5PP

Design/Graphic/Web

Claremont & May Fragrance & Home , Claremont Way, Lakes view Business Park, Island Road, Hersden, CT3 4JG

(Graphic art/design) Cathedral Contracts, Boleyn House, St Augustine's Business Park, Whitstable. Contact CAD Manager.

The Bubblegate Co. Ltd, Cage Farm Studio, Stowting Hill, Stowting, TN25 6BE

Think Mg, Old Brewery Business Centre, 5 Stour Street, Canterbury, CT1 2NR

Blue Ant Design, 3 The Shipyard, Upper Brents, Faversham, ME13 7DZ

Design & Print Centre, Estates Department, University of Kent, Canterbury, CT2 7NN

Drama/Theatre/Costume & Set Design WEX

Work Experience may be available in all these areas from the Theatre Royal in Margate. Send a letter of application together with a CV to: Mr Will Wollon, Theatre Royal Margate, Addington Street, Margate, CT9 1PW

Theatre Royal, Haymarket - Masterclasses: Set up in 1998 to give young people the chance to learn from and be inspired by leading artists from theatre, film and TV, the hugely successful Masterclass programme has now welcomed over 50,000 people aged 17-30. With a year-round programme of free talks, workshops, special projects and career advice sessions, Masterclass is a unique charity providing exceptional creative opportunities for young people interested in all aspects of theatre from acting and directing to writing and producing.

Kent Costume Trust: Formed in 1983 to promote all aspects of costume, costume accessories and associated textiles, to educate and encourage further knowledge regarding all aspects of costume. Lectures, meetings and exhibitions throughout Kent are organised for members.

The Granville Theatre, Victoria Parade, Ramsgate, CT11 8DG: www.granvilletheatre.com

Emergency Services WEX

Kent Fire and Rescue Services is unable to offer work experience in a firefighting environment. However, if you are interested in becoming a firefighter, please visit http://www.kent.fire-uk.org/work_for_us/careers.aspx where you can find more information on the role and the skills and qualifications needed.

Kent Police only have a limited number of placements available, all of which are allocated to schools that use either Kent Works or the East Kent Education Business Partnership to find placements for students - a service for which these schools pay a fee. SLGGS students find their own placements and cannot therefore be accommodated by Kent Police. The only exception to this rule is if a student has a direct relative (i.e. parent or grandparent) who works for Kent Police. Any WEX with the police would be quite limited anyway as students are not insured to travel in Emergency Response Vehicles and there are sometimes difficulties with letting students go out on patrol.

Become a Kent Police Support Volunteer: If you are 16 or over, you could be a Kent Police Support Volunteer. Volunteers are trained and made familiar with the force's policies and procedures before being given opportunities to get involved in a range of activities such as: helping on the front desk in police stations; recording and storing lost and found property; supporting investigating officers; participating in community safety and crime reduction initiatives; helping with CCTV monitoring; acting as mystery shoppers etc etc Call 01622 653212 to find out more. No previous experience or formal qualifications necessary, just enthusiasm!

Engineering

Delphi Diesel Systems, Courtney Road, Gillingham, ME8 0RU

BSF Consulting Engineers, 53/54 St Dunstons Street, Canterbury, CT2 8BS

Cummins Power Generation, Columbus Avenue, Manston, Ramsgate, CT12 5BF, Tel: 01843 255000

Medical Engineering Technologies (MET) Ltd, 41 Seabrook Road, Hythe, CT21 5LX

Environmental/Conservation/Biology

Canterbury Environmental Education Centre, Broad Oak Nature Reserve, Broad Oak Road,
Canterbury: www.naturegrid.org.uk/reserve.html

Canterbury City Council Conservation and Countryside, Planning and Regeneration , Canterbury City
Council, Military Road, Canterbury, CT1 1YW

Kent AONB Unit, West Barn, Penstock Hall Farm, Canterbury Road, East Brabourne, TN25 5LL

Kent Wildlife Trust Tyland Barn, Sandling, Maidstone, ME14 3BD

Gazen Salts Nature Reserve is a small community based 15 acre man made nature reserve on the
edge of Sandwich attracting 10,000 visitors a year. The reserve is committed to encouraging
voluntary involvement within their work and invite students to take part in practical conservation
work experience. Apply to the Warden, Karen Potter on 01304 611925 or write to her at Gazen
Salts Nature Reserve, Guildhall, Cattle Market, Sandwich, CT13 9AH

South East Water: Volunteers

Event Management

Congregations and Events, University of Kent: congregations@kent.ac.uk

Kent Hospitality - Conferences and Functions, University of Kent: hospitality-enquiry@kent.ac.uk

School of Arts, University of Kent

Kent Business School:

Canterbury Christ Church University Conferences & Events

Hotels in Canterbury eg Abbots Barton

Canterbury Cathedral Lodge email: meet@canterbury-cathedral.org

Public Relations companies in Canterbury eg Deesons

Canterbury Festival: for students interested in event planning, management, administration,
tourism, creative industries etc contact Sarah Passfield, Education & Community Co-ordinator
spassfield@canterburyfestival.co.uk

Geography/Town Planning

Suggestion from Mentor Lucinda Pickworth: In my field in particular (Town Planning), work
experience is very important, simply because policy is always changing and although knowing the
theory is a good start, seeing it being put into practice is invaluable. Plus, it automatically gives you
something positive to talk about in interviews in the future (always a good thing!). In terms of

planning, the majority of survey work (in particular in Local Authorities) is undertaken during the summer. This is great because it ties in well with the academic year, and can be completed quite easily by students. I received a summer placement doing just this, and then was asked to stay for the rest of the year on a part-time basis which was perfect while I was studying. This may be more difficult with recent budget cuts, but it never hurts to write and ask. I would follow up a letter with a phone call – people are far more likely to ask you to do work experience if they like the way you sound. Private consultancies don't really have times of the year which are better for work experience than others, but I know my firm for example takes on students for a couple of days if and when they can. Again – it never hurts to ask.

Joe Ratcliffe, Principal Transport Planner in the Planning and Environment department at Kent County Council has facilitated workshops for SLGGS's Make it Work event and attended the 2013 Careers Fair at the school. He is happy to be contacted by geographers looking for work experience: joseph.ratcliffe@kent.gov.uk Tel: 01622 696206

Interior Design

Gordin Larkin Interior Design, 9B Best Lane, Canterbury, CT1 2JB. Tel: 01227 454773.
Email: gordon_larkin@btconnect.com

Cantium Interiors: The Studio, 219 Old Dover Road, Canterbury, CT 3ER Email:
info@cantiuminteriors.co.uk

Clague (architects and interior designers) 62 Burgate, Canterbury, CT1 2BH Email:
info@clague.co.uk

CSDP Architecture (and interior designers) The Studio, 15 Tudor Road, Canterbury, CT1 3SY Email
office@csdparchitecture.com

Fabrics in Canterbury 72 Wincheap, Canterbury, CT1 3RS. Email via the website

The Little Funky Design Company. Jude Adams: 07795 424070. East Kent Interior Design service for Canterbury, Faversham, Whitstable, Thanet etc Email: jude@thelittlefunkydesigncompany.co.uk

IT

Canterbury College Network Department with former SLGGS student and Network Technician Nicole Cook (send request via Mrs Shieber ashieber@langton.kent.sch.uk)

Journalism WEX

Work Experience is vital if you are considering a career in Journalism. Try applying to your local newspapers: Canterbury Times (offices based in Margate); the Kentish Gazette (offices based in Whitstable) and Your Canterbury (offices based in Ashford).

Local magazines such as Kent Life, The Whitstable Imp, Explore Kent Magazine, Inside Kent, Kent Family Magazine, Inline Magazine etc

Local radio stations include Community and Student Radio , KMFM, Canterbury Hospital Radio, Heart FM (run by company called Global)

But if you are unsuccessful in obtaining a placement, why not try submitting your own stories and news articles - send in match reports to the sports editors, send in local news stories to the news editors or become the local correspondent for your area for 'village news'. Keep 'cuttings' of any stories you succeed in getting published so that you can build up a portfolio of work to show to an interviewer

Create an online blog and build an online portfolio of articles, stories etc

Kent County Council WEX

Kent County Council Placements: If you're looking for a rewarding work placement, want to develop your skills and explore a work place environment then work experience at Kent County Council could be just for you!

Languages

Concord International, Hawks Lane, Canterbury, CT1 2NU

Year 12 students interested in becoming a Canterbury Tour Guide should see Mr Stalley

Politics

Houses of Commons: The House of Commons offers work experience to secondary school students as part of their careers education, students must be over 14 years old and up to 18 years old to take part in work experience. The House of Commons is made up of a number of departments and offices. Roles vary from committee clerks to chefs, HR officers to craft & maintenance specialists.

W4MP: If you would like to apply for work experience with an MP, you need to contact their constituency office directly. More information can be found on the w4mp website.

Psychology WEX

Suggestion from Mentor, Lisa Goldsack: Psychology is such a varied subject that it depends on the area of interest. If interested in educational psychology, experience at a special needs school or speaking to a local educational psychologist would be useful. A level biology useful for degree but not essential, same as A level psychology.

Kent and Medway NHS and Social Care Partnership Trust provide mental health services to people over 14 living in Kent and Medway. Mental health services are provided through community based teams, outpatient clinics and inpatient units. KMPT offer work experience to students interested in a career in the health service and for students wanting to know more about working for the NHS. Some of the placements carry an age restriction due to the nature of the work involved. It will take four to six weeks to arrange a work experience placement from the date your application is received. The Work Experience Manager, Fiona Anderson, is based at The Beacon in Ramsgate. Apply online via the website. Placements are offered in departments that include:

wards

occupational therapy

finance

administration

hotel services

learning disabilities

learning and development

human resources

PALS and volunteers

Community services and teams

St Nicholas School, Nunnery Fields, Canterbury, is a community day school providing education for children aged between 4 and 19 who have profound severe & complex learning difficulties. Many of the pupils also have physical disabilities such as epilepsy, autism and sensory impairment

Retail Sector WEX

Guide to work experience in the Retail Industry for 16-19 year olds

Sue Ryder Care: able to offer placements to students aged 16 years or older at their retail charity shop - 118 Tankerton Road, Whitstable. They can offer training in all aspects of retail work fully supervised by paid managers. Contact manager Lesley Dale at the shop on 01227 262781 or via email: lesley.dale@suerydercare.org

Noa Noa: able to offer placements to students interested in gaining retail/business experience. Stores in Canterbury (Noa Noa) & Whitstable. Contact Mrs N Ingoldby, The Clothes Horse, 39/40 Harbour Street, Whitstable, CT5 1AH. Tel: 01227 275900

Schools/Special Schools

Bridge and Patixbourne Primary CE School: Happy to host work experience/voluntary work placements for students interested in primary teaching. Contact Mrs Stella Byrne, Deputy Headteacher, Bridge & Patixbourne CEP School, Conyngnam Lane, Bridge, CT4 5JX. Tel: 01227 830276. Email: office@bridge.kent.sch.uk

Eastry Church of England Primary School: work experience placements for students interested in primary teaching. Contact headteacher, Mr Tim Halling, Eastry Church of England Primary School, Cooks Lea, Eastry, Sandwich, CT13 0LR. Tel: 01304 611360. Email: headteacher@eastry.kent.sch.uk

Highview Special School, Folkestone: Highview is a mixed 5-16 special school with 123 pupils catering for pupils with Complex Learning Needs. Pupils have one or more additional special needs such as speech & language; social, emotional & behaviour difficulties; and autistic spectrum

disorder in addition to their cognition difficulties. Class sizes average 8 pupils in the primary department, and 12 at secondary level. Classes are supported with teaching assistants. Ideal opportunity for students interested in teaching, social work, psychology, nursing etc. Contact Mrs Juli Timoney, Head of Education, Highview Special School, Moat Farm Road, Folkestone, CT19 5DJ. Tel: 01303 258755. Email: office@highview.kent.sch.uk

Science WEX

If contacting any of the companies below by email or letter, make sure you specify the location at which you would like to undertake a placement. So for example, if you're contacting Givaudan Limited, say that you are interested in opportunities at their premises in Ashford – many of the companies listed are national (and international) and have more than one location in the UK.

School of BioSciences, University of Kent: Contact = Mr K Howland k.howland@kent.ac.uk

School of Physical Sciences, University of Kent: Contact = Dr D Pickup d.m.pickup@kent.ac.uk

Kent Pharmaceuticals Ltd : generic pharmaceuticals manufacturer and leading wholesaler. Location: Orbital Park, Crowbridge Road, Ashford, TN24 0GR. Email: info@kentpharm.co.uk

KWS Biotest : a leading edge preclinical contract research organisation (CRO), which works closely with clients to develop lead compounds as novel treatments for human disease. Location: Unit 975, Cornforth Drive, Kent Science Park, Sittingbourne ME9 8PX. Email: info@kwsbiotest.co.uk

Ken Kimble (Reactor Vessels) Ltd : supply chemical equipment to the oil, chemical and pharmaceutical industries. Location: 85 Thomas Way, Lakesview International Business Park, Hersden, Canterbury, CT3 4NH. Email: web@kenkimble.co.uk

Cookson Electronics : materials science company that provides high performance materials, chemistry and technology solutions to the electronics and surface finishing industries worldwide. Location: Henwood Industrial Estate, Hythe Road, Ashford, TN24 8DH. Email: Mr Richard Greenfield rgreenfield@cooksonelectronics.com

Eclipse Scientific Group: Contract laboratories, testing and consultancy for pharmaceutical, food etc industries. Location: First Floor Building 550 Winch Road, Kent Science Park, Sittingbourne, ME9 8EF. Email: sales@eclipsescientific.co.uk

Vivacta Limited: Research, Development & Manufacturing of invitro diagnostic devices. Location: 100 Guillat Avenue, Kent Science Park, Sittingbourne, ME9 8GU. Email: enquiries@vivacta.com

Givaudan UK Limited : global leader in the fragrance and flavour industry, offering its products to global, regional and local food, beverage, consumer goods and fragrance companies. Location: Kennington Road, Ashford, TN24 0LT.

Sauflon Pharmaceuticals Ltd : Contract Pharmaceutical Services for sterile products and medical devices. Aftercare Solutions: home to Sauflon's solution manufacturing plant which produces over 3,560,000 litres of solutions each year which are then sold and distributed internationally. Location: Mace Industrial Estate, Mace Lane, Ashford, Kent, TN24 8EP. Email: info@sauflon.co.uk

FUJIFILM Speciality Ink Systems Ltd : a global leader in the manufacture of speciality printing inks.
Location: Pysons Road, Broadstairs, CT10 2LE. Email: human.resources@fujifilmsericol.com

Coty: manufacturer of cosmetics and perfumes. Location: Bradfield Road Eureka Science Park,
Ashford, Kent TN25 4AQ. Tel:01233 625076

Nuffield Research Placements: You could spend your holiday working with scientists, technologists, engineers or mathematicians on a research project in your area. You'll get hands-on experience of a professional research environment and a valuable insight into the sorts of careers available to you. You'll meet new people and learn loads of new skills which will help with whatever you choose to do next, whether that's a university application, a job or further training. You don't need to know what you are going to study at university or what you want to do as a career. A passion for any area of science, technology, engineering or maths is the main thing: a research placement can help you decide if you want to take it further. Contact coordinator for Kent before end of March:
www.nuffieldfoundation.org/nuffield-research-placements-0

Speech & Language Therapy WEX

The RCSLT's (www.rcslt.org) is to contact your local speech and language therapy service as they may be able to arrange an observation session. However, you may find this difficult to arrange – and the universities do recognise this issue. Course admissions tutors will look at your understanding of the profession and the needs of people with communications disorders, and also your ability to communicate with them, rather than whether you've simply observed therapists at work. This means that any reading you have done, voluntary work and other relevant work experience are all regarded as relevant. Observation sessions are therefore not a necessity if you employ other methods. Useful background experience can be gained with a variety of the client groups of speech and language therapy, e.g. children and adults with a learning disability, older people, and people recovering from a stroke or head injury etc. Contact your local volunteer bureau or try to get some work experience in healthcare, a local nursing home or school. Local stroke groups also often need volunteers. The following organisations concerned with the needs of people with speech and language difficulties may also be able to provide information on opportunities for voluntary work:

Connect

Headway

Stroke Association

National Autistic Society

Afasic

Sense

Sports

University of Kent Centre for Sports Studies: For students interested in sports studies etc contact Professor Louis Passfield, Centre for Sports Studies, University of Kent, Chatham Maritime, ME4 4AG. Tel: 01634 888858. Email: l.passfield@kent.ac.uk

Television/Film/Broadcast Journalism/Acting

BBC Work Experience: information about work experience placements throughout the BBC

Kent Educational TV: Kent Educational Television is a film production and editing company based in Dover, providing full or partial production packages, studio and location facilities, multimedia expertise and training courses.

TV Choice Educational Films: TV Choice is a British independent producer and distributor of high quality educational films based in Bromley, Kent. Founded in 1982, TV Choice has a catalogue of over 100 films covering a wide range of subjects from business and technology to the environment and history.

London Film School (offers workshops)

Theatre Royal, Haymarket - Masterclasses: Set up in 1998 to give young people the chance to learn from and be inspired by leading artists from theatre, film and TV, the hugely successful Masterclass programme has now welcomed over 50,000 people aged 17-30. With a year-round programme of free talks, workshops, special projects and career advice sessions, Masterclass is a unique charity providing exceptional creative opportunities for young people interested in all aspects of theatre from acting and directing to writing and producing.

Wagon Media: film production company based in Chartham, Canterbury

Healthcare Productions: film production company based in Godmersham specialising in health, health promotion and social care

Montrose Media: film production company based in Faversham with experience in production for corporate, TV and stadium screens for the country's leading venues such as Wembley Stadium, Millennium Stadium and the City of Manchester Stadium

Creative Motion: video production company based in Aylesford

Radio Cabin: Herne Bay's community radio station broadcasts online, to the community of Herne Bay, giving a wide range of music mixed with local content exclusive to Herne Bay

Kent Film Office: opportunities to use your photographic skills, map film locations in Kent or help with marketing

Canterbury Hospital Radio

UK Border Agency WEX

UK Border Agency offers a limited number. Many locations across the Agency assist school students who are looking for work experience. Where possible placements are arranged for either one or two weeks' duration.

Visitor Information Centres WEX

Placements are not available in June/July/August which are the busiest times for the information centres. If you wish to apply for work experience at any other time, send your letter of application together with your CV to Visitor Information Centres, Canterbury City Council, Personnel Department, Military Road, Canterbury, CT1 1YW

3. Tips on How to Make the Most of Your Work Experience/Internship Placement

Keep a Record: To get the most out of work experience, keep a diary of the tasks that you do. REFLECT on what you have learnt as a result of the experience and record skills you have developed together with the knowledge you have gained about the profession.

Tips From Employers: What practical advice do you feel would have helped her gain more from the placement?

Maybe having some written guidance as to what was expected of her within our workplace would have enabled us to ensure Kellie got the maximum out of her visit, i.e. bringing a checklist of "things to do" would have helped me to point her in the right direction.

In my opinion the best advice for students is to seek opportunities that put them slightly above their comfort zone so that they can understand what it means to be challenged. This allows them to grow and gives them an understanding of what it is like in the workplace and how you can develop yourself. They should find the confidence to ask lots of questions, take notes and prepare them as files that they can reflect on over time and use them as a learning tool. Guidance that I regularly give to juniors/mentees include: believe in yourself and your ability to learn, understand your strengths and build on them, act with integrity at all times and become a trusted member of your group, seek opportunities that give you 'share of voice' and a chance to gain different perspectives from a wide range of interests either connected or separated from the workplace. These could include diversity committees, charitable groups, mentoring schemes etc.

Be happy – They will learn more.

X is writing a blog at the end of the week with as to her experience that will be shared with company members

I think, perhaps, get them to read the store and company website before they come and always bring a notebook and pen and always have a badge.

Advice to others would be to be willing to try anything set; it makes the employers' job simpler.

With regard to advice to students in the work experience, I believe if they have an interest in the field they are working in this is the best advice to guide a young person to actually enjoy what they are doing and this will bring forth results.

I suggest students have some sort of work experience book, where they have to reflect on their experiences and get an evaluation from their employer at the end. It might help them to value the experience more.

Tips From Students: What constructive steps can you make to get more from the remaining time?

Offer to help rather than just being given jobs to do

Throughout the course of the week I will try to undertake a wider variety of tasks in order to gain skills and enhance what I get out of my work experience.

Talk to more people that work there about what they do

I have spent a lot of the last few days asking questions. Situations have arisen in the classroom where I have not known what to do. I have asked my mum (who used to be a teacher) for advice as well as the adults present in the classroom. Perhaps asking even more questions will be a more constructive use of my time.

Consequently, to make sure the rest of my time is used efficiently, I will talk to the teachers at the school about the ways in which they came to work in education, and whether they think it is a useful and worthwhile profession. I will also ask if I could help hear some of the younger pupils with their work or reading, so that I could gain direct experience of what the role of a teacher is like.

I think i could become even more involved with the lessons to help my teaching experience.

Getting the most out of work experience/internship:

Once your placement is organised, find out as much as you can about the place where you will do your work experience. This includes practical things like finding out how to get to your work placement, whether you need to wear anything special for the work etc. It is important that you get used to the idea of the working day: starting on time, taking breaks at the appropriate time and maybe being asked, or expected, to do things you do not particularly want to do. Even if you do not like tasks, you can console yourself with the thought that it is not permanent. As you are only there for a limited amount of time, it is better to show you are willing and have a positive attitude - the more you put in, the more you will get out. The company may be prepared to give you a reference for a job if you have worked well.

During your placement:

- keep a log or diary. Note down things you are learning, strengths, likes and dislikes, and areas for improvement
- make sure you ask for feedback both during and at the end of your placement (but be careful not to nag!)
- ask for help if you need it. Do not be embarrassed to ask for explanations if you are unsure about something - it shows you are keen to learn

- treat it seriously - it could make a big difference to getting the job you want
- get as much work experience as possible in your chosen career, or areas that you are interested in. It will look good on your CV and help when you are filling in job applications
- talk to people who are already doing the job - find out what they think about the work they are doing and about the job as a whole

4. Volunteering

Employers recognise the value of employability skills gained through volunteering.

"Volunteering is well regarded within KPMG; candidates are given a higher score within the process if they have done volunteering."

Recruitment Co-ordinator, KPMG

Volunteering is great for your CV, your personal statement, your community and for your own personal self-development. It's an opportunity to develop employability skills such as teamwork, communication, leadership, planning and organising, problem solving, initiative, enterprise and creativity. It also helps develop the values that employers look for in an employee such as adaptability, reliability, responsibility and loyalty.

"Put aside preconceptions: volunteering is work experience with the added possibility that the act of choosing to be a volunteer can show even greater initiative and commitment."

Senior Manager Executive Education, HSBC Bank

Volunteering is an excellent alternative to Work Experience if you are not having any success finding placements. But volunteering also gives you an opportunity to support charitable organisations and maybe even make a difference to the quality of someone's life!

Director UK Retail HR, Marks and Spencer

"When recruiting graduates for Marks and Spencer we look for the skills to help make them and our company successful. Volunteering can be a great way to develop these skills."

Voluntary Organisations

Age Concern : Volunteer in a shop, in your community or in London

Air Cadets RAF : For fans of aviation, action and adventure and who love sports and getting to know people

British Red Cross : Lots of volunteering opportunities for young people including internships and work experience placements in London

Canterbury Archaeological Trust or send your enquiries about volunteering to
admin@canterburytrust.co.uk

Charities & Voluntary Organisations in Canterbury : A list of names, addresses & phone numbers of
organisations offering local opportunities for volunteers

Community Service Volunteer (CSV) Site: Hundreds of opportunities available from supporting
people with physical disabilities, mental health issues or mentoring young people.

Do-it.org.uk : National, local and international volunteering ideas and roles

Homeless UK: explore a variety of ways in which you can help the homeless

Kent Event Team: To register you need to be 16yrs and over although if accompanied by an adult
the age drops. Completes a volunteer registration form online to receive regular newsletters and
information regarding events. If you want to volunteer for an event (you can volunteer for one
event or twenty!) send an email to Kent Event and they will link you up with the organisers. You can
volunteer whenever you want on a one-off or regular basis!

National Trust: Volunteering opportunities with the National Trust

Pilgrims Hospice : Opportunities to volunteer at the hospice, events, local shops and more.
Internships available also.

Porchlight: supporting vulnerable and homeless people in Kent

RSPB : Find out about volunteering and internship opportunities

Samaritans: Volunteering opportunities for young people aged 18+

Scout Association

SNAAP : multi-sports club for children with disabilities or special needs

St John Ambulance : If you're aged between 10 and 17 years old, you can join a Cadet unit, which
operate throughout the country. At Cadets it's all about fun, adventure and community. Guided by
youth leaders, Cadets take part in an interactive and full programme, working towards their Grand
Prior Award. The programme enables young people to learn important life skills in a fun and safe
environment, but with challenge and excitement appropriate to their age. Cadets can choose from
over seventy different subjects to help complete their award. These range from Fire prevention and
Photography, to Sports and first aid. Cadets can also undertake the Duke of Edinburgh Award
scheme from the age of fourteen years. Younger Cadets learn first aid skills through our training
course for young people while older Cadets can undertake a community first aid or first aid at work
course. Cadets can put their first aid and other communication skills into practice by providing first
aid to the public at events or teaching first aid to other young people and adults.

Vinspired : Get a buzz, develop your skills, do someone a favour...The volunteering site for 16 - 24
year olds.

Virtual Volunteering: volunteer without leaving your house! Lots of organisations use online volunteers in various ways, while games such as Freerice <http://freerice.com> will donate to charities on your behalf while you play

Volunteering England : If you are interested in volunteering for a particular charitable cause or organisation, you might find the suggestions on this site useful

VSU : youth and volunteering opportunities near you