

Experience Works

A students' guide to work experience





Experience Works

Experience Works has been written especially for University of Reading students who want to get some real world experience but haven't a clue where to start.

You might need help finding a summer internship, want to do some voluntary work or be enrolled on a course offering a year in industry. You may even need a term time job, want to do something related to your degree or release the inner entrepreneur by getting involved with an exciting local enterprise.

Experience Works will be a great starting point and will give you some valuable ideas and inspiration.

The first few pages outline some of the schemes that take place here at the University, all of which offer great opportunities to get involved with some work experience on and off campus.

Whether it's a paid internship in the city, a stint abroad, or volunteering with a local charity, you'll find all the information you need right here.

'I found this a fantastic opportunity to make an active contribution – it helped me to make important decisions about my career, but most importantly was a huge confidence boost and a chance to meet loads of really interesting people!'

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Community Service Volunteers

Who is the scheme aimed at?

Student volunteers from any degree discipline or background, although science backgrounds are particularly encouraged.

What will students get out of it?

Gain useful practice and experience in communicating your knowledge and ideas and improve self-confidence.

What will the scheme involve?

Working alongside classroom teachers to tutor primary/secondary school children. Some students from TVU and Randolph College also take part, providing a co-operation opportunity between the University and neighbouring institutions.

When does it start and finish?

All applications should be sent in time for the introductory training session on Wednesday 8th October.

How can students apply?

Application form at the website to post to Julia Hodgson at Room 2L18 in the Agriculture Building. Student Tutoring is managed from the Widening Participation Office. Contact the co-ordinator: j.m.hodgson@reading.ac.uk

www.reading.ac.uk/csv

www.csv.org.uk





Enterprise Experience

Who is the scheme aimed at?

Any student from any degree discipline or background.

What will students get out of it?

Exciting projects with local small companies – marketing, design, IT, whatever you want! Gain key entrepreneurial skills, learn about the inner workings of small companies and learn about an industry you're interested in.

What will the scheme involve?

Whatever your degree discipline, the Enterprise Experience provides exciting, flexible projects in local companies around Reading.

When does it start and finish?

Scheme runs in the Autumn and Spring terms and is extremely flexible. Projects will fit around your timetable and other work and can vary from a few hours a week to longer full-time work over vacations.

How can students apply?

A list of the latest vacancies is available on the Launch pad website under Work Experience or through the Centre for Entrepreneurship. For more information, contact Claire Blood at:

enterprise@reading.ac.uk or call 0118 379 7461.

www.launchpad.reading.ac.uk



Job Zone

Who is the scheme aimed at?

The Job Zone is an area of the Careers Resource Centre dedicated to work experience. The aim is to provide resources for students to explore the world of work experience. The Zone is for all students, regardless of degree discipline or year of study.

The Job Zone covers part-time work during term-time, vacation work, voluntary work, internships and placements.

What will students get out of it?

There's a variety of resources for students, including:

Helpsheets and info guides

Hints and tips on all areas of work experience, including how to write CVs and covering letters.

Notice board

To find out about work available in UK and overseas.

Brochures, leaflets & flyers

Information on work experience in the University, placements and internships, government schemes, volunteering and working abroad.

When does it start and finish?

The Job Zone is open all year round.

How can students apply?

No need to apply, simply drop into the Careers Advisory Service and explore the resources in the Job Zone.

www.readingjobshop.co.uk

www.reading.ac.uk/careers



JUNCTION 11

Who is the scheme aimed at?

Junction11 is a student radio station for Reading University, offering students of UoR work on a volunteer basis.

What will students get out of it?

Students get first hand experience of presenting and broadcasting radio shows as part of the station's schedule. Students will receive training for whichever sector they choose to take part in, and gain a range of skills including communication, organisation and creativity.

What will the scheme involve?

Taking part in one of the 5 sectors of Junction11:

Presenting Planning and presenting a radio show.

Technical Day-to-day maintenance of the radio station and the website.

Production Create jingles and provide edited material for presenters.

Marketing Responsible for the station's image and promotion.

Music Discuss station playlists as part of a team.

When does it start and finish?

Live broadcasts Monday to Friday from 8am-6pm from the second week of each academic term.

How can students apply?

During the Fresher's Fayre in October and week 1 of Autumn term. Students can get involved by visiting the Media office (located in the Hub) or contacting Carl Pendlebury at: manager.junction11@reading.ac.uk

www.rusu.co.uk/junction11



Peer Support

Who is the scheme aimed at?

All students who would like to make a difference to the well-being of individual students and the student community as a whole.

What will students get out of it?

Students gain a wide range of transferable skills in listening, communicating and relating to others. They report becoming more self-confident, self-aware, assertive, better at setting boundaries and managing their time. In working as part of a team you will also gain organisational and leadership skills.

What will the scheme involve?

Peer support aims to develop mutual support amongst students and foster welcoming, open and accepting communities within the student body. Supporters offer a friendly face and time to listen and help

students manage the challenges of University life. Students are expected to spend 2-3 hours a week on activities and commit themselves to being a supporter for at least a year. Becoming a supporter requires 15 hours of initial training and attendance at fortnightly meetings. Preference is given to 1st and 2nd year students, and also 3rd year students on a 4 year course.

When does it start and finish?

Training sessions run termly at the start of the Autumn and Spring terms. Applications should be in by the end of week 8 in order to join the training session for the following term.

How can students apply?

Contact Kate Ward-Perkins at:
k.s.wardperkins@reading.ac.uk

www.reading.ac.uk/peersupport



Summer Enterprise Experience and Discovery

Who is the scheme aimed at?

Summer placement scheme aimed at all students from the University who will be returning to study at the end of the summer.

What will students get out of it?

Experience working on students' own projects, in a local company or organisation. Aimed at providing students with an opportunity to develop the skills they gain through studies by applying them to a real world situation and also develop key transferable skills. Students also receive a tax-free training allowance.

What will the scheme involve?

Typically will involve an 8 week placement. The dates are usually fixed, with 2 days of training and a finale in early September and a chance to win cash prizes!

When does it start and finish?

Scheme commences at the end of June/early July and finishes at the end of August/early September.

How can students apply?

Through the SEED website at any time of the year; the earlier you apply, the greater chance of finding a placement. All students are encouraged to apply by the end of April. For more information, contact seed@reading.ac.uk or call 0118 378 8214.

www.reading.ac.uk/careers/seed





Spark* – Reading's Student Paper

Who is the scheme aimed at?

Students who have a passion for writing, regardless of degree discipline, and want to get involved with the student newspaper and gain valuable journalistic experience.

What will students get out of it?

Experience that can be used in a MASIV portfolio to receive volunteer accreditation in Technical and Media Services.

What will the scheme involve?

Writing articles for one or more of the 11 sections:

- News
- Comment
- Film & DVD
- Interview
- Sport
- Health
- Music
- Plug N Play
- Travel
- Fashion
- Arts & Books

When does it start and finish?

Spark* is published fortnightly throughout term-time, and work is on a volunteer basis for whenever students are available.

How can students apply?

Contact Spark* editor Lauren Cooke:

editor.spark@reading.ac.uk

www.rusu.co.uk/spark





Student Associates Scheme

Who is the scheme aimed at?

Students interested in teaching or working with young people in a school environment. Students from any discipline are welcome, although those from Maths, Physics or Chemistry background are particularly encouraged to apply.

What will students get out of it?

A very real experience of what it is to be a teacher in either a primary, secondary or special school. Training is provided and a bursary of £600 is available.

What will the scheme involve?

3 days training at the Institute of Education on the Bulmershe campus and a 15 day placement in a local school with at least one other Student Associate.

In school you will help in classes or one-to-one, preparing lesson resources and teaching at least one lesson.

When does it start and finish?

Training days take place in June 2009 and end on the last day of the Summer term.

How can students apply?

Application form on the website to be completed and returned to Deb Heighes at: studentassociatesscheme@reading.ac.uk or call 0118 378 5802.

An information event will also take place in October

www.reading.ac.uk/sas



University Museums and Special Collections Volunteers

Who is the scheme aimed at?

The majority of volunteers are students from UoR, although we also offer work experience to pupils from local schools, graduates, and undergraduates from other universities who want to volunteer during their holidays.

What will students get out of it?

A chance to gain insight and experience to help them to decide whether they want to pursue a career in museums, archives and libraries.

What will the scheme involve?

Projects for volunteers within the Museum of English Rural Life, The Ure Museum of Greek Archaeology and the Cole Museum of Zoology. Past projects have included:

- Weekend tour guiding
- Administration and marketing surveys
- Family workshops and school group visits

When does it start and finish?

Projects run throughout the year and are either short or long-term. Even if you only have a couple of hours a week to spare, your time could make a real difference.

How can students apply?

Contact the Volunteer Development Officer at: UMASCSvolunteers@reading.ac.uk or call 0118 378 8660.

www.reading.ac.uk/merl





Undergraduate Research Opportunity Programme

Who is the scheme aimed at?

Undergraduates in their penultimate year of study who wish to undertake research relating to their degree.

What will students get out of it?

Placements make a significant contribution to transferable skills, employability and understanding of research environments. Students also receive a bursary of £1,260. Placements boost research skills and subject knowledge, which could be invaluable prior to dissertation writing in the final year.

What will the scheme involve?

Placements last 6 weeks, working full-time over the Summer holiday or part-time into the Autumn term. Students are given the opportunity to work with academic staff in their department on research projects.

When does it start and finish?

Vacancies are usually advertised on the website between April and May, and students are advised to apply early to secure a place.

How can students apply?

Drop into CETL-AURS in the Archaeology building, email at: cetl-aurs@reading.ac.uk or call 0118 378 4452.

www.reading.ac.uk/UROP



Volunteering – MASIV

Who is the scheme aimed at?

Students who want to get involved in any kind of volunteering work over the course of at least one term whilst studying at the University of Reading.

What will students get out of it?

Non-academic credits awarded on your degree transcript. Shows potential employers that the University recognises the contribution that students have made and that they have met the high standards set.

What will the scheme involve?

There are 5 modules to choose from:

- Leadership and Organisation
- Student Committee and Representation
- Welfare Listening and Guidance

- Technical and Media Services
- Local Community Volunteering

When does it start and finish?

Sign up at the start of the Autumn term to make the most out of your volunteering experience.

How can students apply?

Visit the website to find out more information on how to apply, or email Adam Bailey: adam.bailey@reading.ac.uk. Alternatively, make a visit to The Hub or email volunteer@reading.ac.uk, where we can help you find the right projects or opportunities.

www.rusu.co.uk/volunteering

www.rusu.co.uk/masiv





Widening Participation – Student Mentors & Ambassadors

Who is the scheme aimed at?

Students with experience of working with young people. Students need to have the ability to empathise, motivate and encourage young people and must also be excellent communicators and have an enthusiasm for Higher Education and University life.

What will students get out of it?

Fantastic experience of working with younger people. Payment is £8 per hour. Free meals and accommodation are supplied as necessary and all training is paid for.

What will the scheme involve?

We run a mentoring scheme on Wednesday afternoons in the Spring and Summer terms as well as Easter and Summer residentials, open days, school taster days and various Science events.

When does it start and finish?

Activities run all year round. The mentoring training and in-school sessions run on Wednesdays and dates in Easter. All other events run regularly, but especially in the Spring and Summer terms.

How can students apply?

Visit our stand at Freshers' Fayre, drop into the Widening Participation office: Room 2L18 in the Agriculture Building, email or phone at: wideningparticipation@reading.ac.uk or call 0118 378 6145.

All applications will be taken before the end of October 2008

www.reading.ac.uk/wideningparticipation

Volunteering

Volunteering is a great way to gain invaluable experience whilst giving you an opportunity to travel to new and exciting places and make a contribution to a charity or other organisation.

Although you won't be paid for your work, an employer will be impressed by volunteer work as it will show that you are dedicated and committed to making a difference, finances aside.

Most organisations usually offer either short-term projects for vacation work or longer term placements, which can last for a year or more. There are opportunities for students coming from any background, and specific placements are available for some courses, including those in science and technology, teaching, archaeology and geography to name a few.

As well as volunteering opportunities abroad, there are many in Reading including those promoted by 'Reading Voluntary Action' (see www.rvadirectory.org.uk/home for links to over 300 local based charities). The University also offers some very popular volunteering schemes including CSV and MASIV. Some degree courses offer opportunities to work with local charities to enhance students' learning experience in field work or skills development, including Psychology and Environmental Science, so please speak to your tutor directly about the options available.

If you are interested in volunteering and would like to get involved, the following list of websites should be particularly useful:

www.ewb-uk.org

Engineers Without Borders is an organisation with schemes based in the UK and abroad for students and graduates

www.idealists.org

Directory with thousands of international and UK-based opportunities including jobs, placements, volunteer work and also paid/unpaid internships

www.interconnection.org

Computer refurbishment and donation site. Opportunities for volunteering either as a Computer Centre Volunteer or a Virtual Volunteer

www.alliance-network.eu

Volunteering opportunities across the globe – partner sites across Europe, Africa, Asia and Americas

www.avso.org

International non-governmental organisation for promotion and facilitation of long-term voluntary service opportunities

www.globalcitizencorps.org

Lots of advice on where to look for volunteering work and what you can contribute



'Helping out at open days was great fun, and a chance to help others make those all-important choices as well. Being part of what goes on in the University shows you're committed, and open day events run throughout the year, so there's always new opportunities'

Overseas placements

Working abroad is a fascinating route that many students choose to take. As well as giving you vital work experience, it gives you a chance to meet some extraordinary people in some equally extraordinary places, and really help you learn more about yourself by building key life skills.

There are plenty of opportunities around the globe, from USA to New Zealand, and lots of resources to get you to where you want to be.

The following websites offer support for students on international placements, and contain a wealth of advice if there are any worries or questions that you might have:

www.britishcouncil.org/learning

www.istplus.com

www.aipt.org

It's usually a good idea to sort out insurance before you travel. This can cover you for a number of things, from falling ill to having your luggage stolen, and there are some really competitive sites out there offering good rates for students:

www.travelcover.co.uk

www.cover4students.com

www.gotravelinsurance.co.uk

www.cestudentinsurance.com

www.anyworkanywhere.com

The list below shows some of the top organisations that co-ordinate summer work experience, and how you can take part - including information on which type of visa you will need and how to apply for it:

www.bunac.org

Summer camps in USA and Canada as well as a range of other opportunities for volunteering and working abroad.





www.campcounselors.com

Offers Summer camp programs in USA, Russia, China, South Africa and Canada.

www.campleaders.com

USA Summer camp opportunities, lots of information on payments and fees, visas and benefits.

Hints and tips

- Find out as much information about your destination country and organisation as you can before booking travel.
- Leave plenty of time to apply and make arrangements
- Make informed checklists of everything you need to take
- Budget carefully – find out about common costs abroad

- Read up on travel guides and find out about languages
- Make sure you keep a list of important contacts somewhere – don't just rely on your mobile

Important information

When travelling, you should find out beforehand where your local embassy is – just in case you have any problems or need some advice.

'I worked in a summer camp in Dubai and although I was getting paid next to nothing, it was a challenging and fun experience. It was something that I will always remember – as well as opening lots of doors for me and adding some real sparkle to my CV'

Summer Internships and voluntary work**Overseas experience****Year out in industry**

October–November	Start to research what you want out of a placement, and what type of company, organisation or charity you'd like to work for. Contact and register for application forms or email to find out what's on offer	Think about what you want to do and where; often if it's a scheme, there will be a special 'early bird' rate, so apply early if you know what you want out of your placement	Talk to your tutor about your options and to check which type of placements are relevant to your degree. This is when the big companies put up their vacancies, so keep an eye on their websites
December–January	Write your CV and book an appointment with CAS to get it checked and to talk about any concerns you have. CAS holds its annual work experience fair in January so keep an eye on the website for details	If you need a Visa for your travel, find out all the details now. For more information see page 18. Make sure your passport is valid to avoid last-minute panic	Make sure your CV is ready to be sent out to employers. Write covering letters for each different job you're applying to and make a note of every job and company to apply to, and any upcoming deadlines
February–March	The CAS Headstart Programme is geared up for second years this term, so come along and brush up on interview techniques and meet with employers, charities and scheme providers	By now you should have discussed options with your placement provider and be prepared for what lies ahead. Check on websites for climate to make sure you're all set with the right gear	Many deadlines occur between February and March, so apply ahead, don't leave it all to the last minute. Pop into the Carrington Building to do some practice aptitude tests and interview questions
April–May	Combining last minute revision with planning during this time can be difficult if you haven't yet found an internship – don't panic but do keep your eye on the vacancies	Make final plans for travel and budgeting, make sure that you know exactly what to do once you reach your destination and perhaps speak to someone who has done the scheme before for tips and advice	By now you will have probably gone to the first interview or assessment. If you haven't been accepted, ask for feedback to build on for next time. Talk with your tutor to find alternative sources
June–July	Exams Once you've finished your exams, you may have time for a short breather before you start your scheme. Make the most of it!	Exams Following your exams, make sure you leave contact details so that people at home can get in touch with you in case of emergencies	Exams Students often find it useful to stay in contact with fellow course-mates who are also going on placements for support and advice
August–September	Keep a diary of all the work you do, including skills you developed and your responsibilities. This will be really helpful for future job applications	Stay safe – stick to groups when travelling and keep all your money and important documents on you at all times. Keeping a logbook will mean you can reflect back on all your fond memories	Keep in touch with the University throughout the year so that you know of any changes for when you come back. Write down all your achievements, which will come in handy for later applications

Frequently asked questions

I already have a holiday booked for the summer vacation, does this mean I can't apply to get work experience?

Whilst it's a lot better to leave the entire summer free and open to work experience, it's still worth applying and explaining your situation. Although most of the bigger city based companies will hold placements that last between 8 and 12 weeks, it's possible to sign up to a temp agency to get some in-between work or even to write speculative letters to some local companies for any possible opportunities

I'm always hearing about the importance of work experience – is it really that difficult to get a job with my degree alone?

The short answer is yes, it is difficult. These days, seeing a degree certificate isn't necessarily enough for an employer to give you a job. It's all about transferable and personal skills, which are a great way to show how determined, professional and confident you are. These are more apparent with work experience, as it shows that you've made an effort to find a placement, whether it's just a couple of weeks' casual work or an internship over the summer

I would love to travel, but I'm worried that I'll miss out due to a lack of funds. Is there any way to travel and make money at the same time?

Combining work with travel is a fantastic way to build up important future skills, whilst learning about new and exciting cultures. There are lots of organisations out there who help by finding work, sorting out insurance and visas, and sometimes even arranging accommodation. If you have some ideas about where you'd like to go do some research, it shouldn't be too difficult to find exactly what you're looking for

Is there any way to get work experience and be paid for it?

Most work experience should be paid unless it's a voluntary opportunity. Students who decide to take a year in industry are likely to earn anywhere between £10,000 and £15,000 for the year. Summer internships can offer competitive rates from hourly rates upwards of £6.50 per hour. If you decide to work for a company and realise you won't be getting paid, it's worth finding out if they will reimburse you for travel fees, so you won't be losing out



Final advice

By reading this booklet, we hope you will have found out more about the work experience schemes on offer here at the University of Reading or better still, have found something that you would like to get involved with.

The Careers Advisory Service is available should you need any advice or information about any aspect of work experience. You can talk to a member of our team or drop in to see a Careers Advisor for a chat.



The Careers Advisory Service on the Whiteknights campus is based in the Carrington Building.

Student Services Centre, opening times are:

Term time:	Monday–Friday 9.30am–4.30pm
	Careers Advisors are available for 10min Quick queries from 10.30–4.30
Vacation time:	Monday–Friday 10–4pm with Careers Advisors available from 1–4pm
Email:	careers@reading.ac.uk
Tel:	0118 378 8359

Bulmershe CAS Opening times are:

Term time:	Monday–Thursday 9am–5pm Friday 9am–4pm Closed 12.30pm–1.30pm
Vacation time:	Monday–Thursday 9am–5pm Friday 9am–4.30pm Closed 12.30pm–1.30pm
Email:	bulcas@reading.ac.uk
Tel:	0118 378 8656

We also have a placement search database which can put you in touch with the latest opportunities in paid summer and industrial placements, voluntary work and overseas schemes. Visit: www.reading.ac.uk/careers/jobs
We update our vacancies daily so check regularly to be one step ahead.

www.reading.ac.uk/careers
we get you to where you want to be

Useful contacts

Schemes and recruitment agencies

www.ragtime.com
www.targetgrad.com
www.talentladder.com
www.prospects.ac.uk
www.milkround.com
www.anyworkanywhere.com
www.workexperience.org
www.hotrecruit.com
www.hobsons.com
www.reed.co.uk
www.ratemyplacement.co.uk
www.fledglings.net
www.clickajob.co.uk
www.yini.org.uk

Overseas schemes

www.leonardo.org.uk
www.bunac.org
www.vso.org.uk
www.iaeste.org.uk
www.i-to-i.com
www.travelteach.com

Placements for students with disabilities

www.skill.org.uk
www.rnib.org.uk
www.scope.org.uk
www.channel4.com/4disabledtalent

Advertising and PR

www.reuters.com/careers
www.simplymarketingjobs.co.uk
www.simplyprjobs.co.uk

Environmental

www.coralcay.org
www.nationaltrust.org.uk
www.bctv.org
www.xkeys.co.uk
www.britarch.ac.uk/archabroad
www.greenforce.org

Volunteering

www.studentforce.org.uk
www.do-it.org.uk
www.volunteering.org.uk
www.shelter.org.uk
www.oxfam.org.uk
www.csv.org.uk
www.spw.org
www.raleigh.org.uk

Financial

www.pwcglobal.com/uk
www.careers.deloitte.com
www.rbsmarkets.com
www.ubsvarsburg.com
www.kpmg.com
www.morganstanley.com/careers
www.barclays.com
www.accenture.com/careers

Retail

www.matalan.co.uk
www.boots.co.uk
www.debenhams.com
www.johnlewisjobs.com
www.sainsburys.co.uk
www.kc-careers.com

IT and engineering

www.rm.com
www.ibm.com/employment
www.microsoft.com/careers
www.paconsulting.com
www.bt.com/careers
www.3m.com/uk/careers
www.jacobs.com
www.bp.com/careers
www.sonymcareers.com
www.philips.co.uk/careers
www.gecareers.com

Science and healthcare

www.nhscareers.nhs.uk
www.pfizer.co.uk/careers
www.careers.jnj.com
www.philips.co.uk/careers
www.newscientistjobs.com
www.srg.co.uk
www.access-sciencejobs.co.uk



Teaching and languages

www.hess.com.tw
www.acis.com
www.britishcouncil.org/Socrates
www.canvasholidays.com
www.ef.com
www.tda.gov.uk

Media, film and TV

www.bbc.co.uk/workexperience
www.ipa.co.uk
www.hollis-pr.co.uk
www.reuters.com
www.channel4.com/4careers
www.bloomberg.com/careers


Ethnic minority

www.windsorfellowship.org
www.blackandasiangrad.ac.uk

Law and government

www.lawsociety.org.uk
www.lawnetworks.co.uk
www.lawcareers.net
www.careers.civil-service.gov.uk
www.gchq.gov.uk

Experience Works

 For more information,
please contact:

Careers Advisory Service
University of Reading
Whiteknights
Reading RG6 6UA
careers@reading.ac.uk

Tel (0118) 378 8351

www.reading.ac.uk/careers



THE QUEEN'S
ANNIVERSARY PRIZES

2005