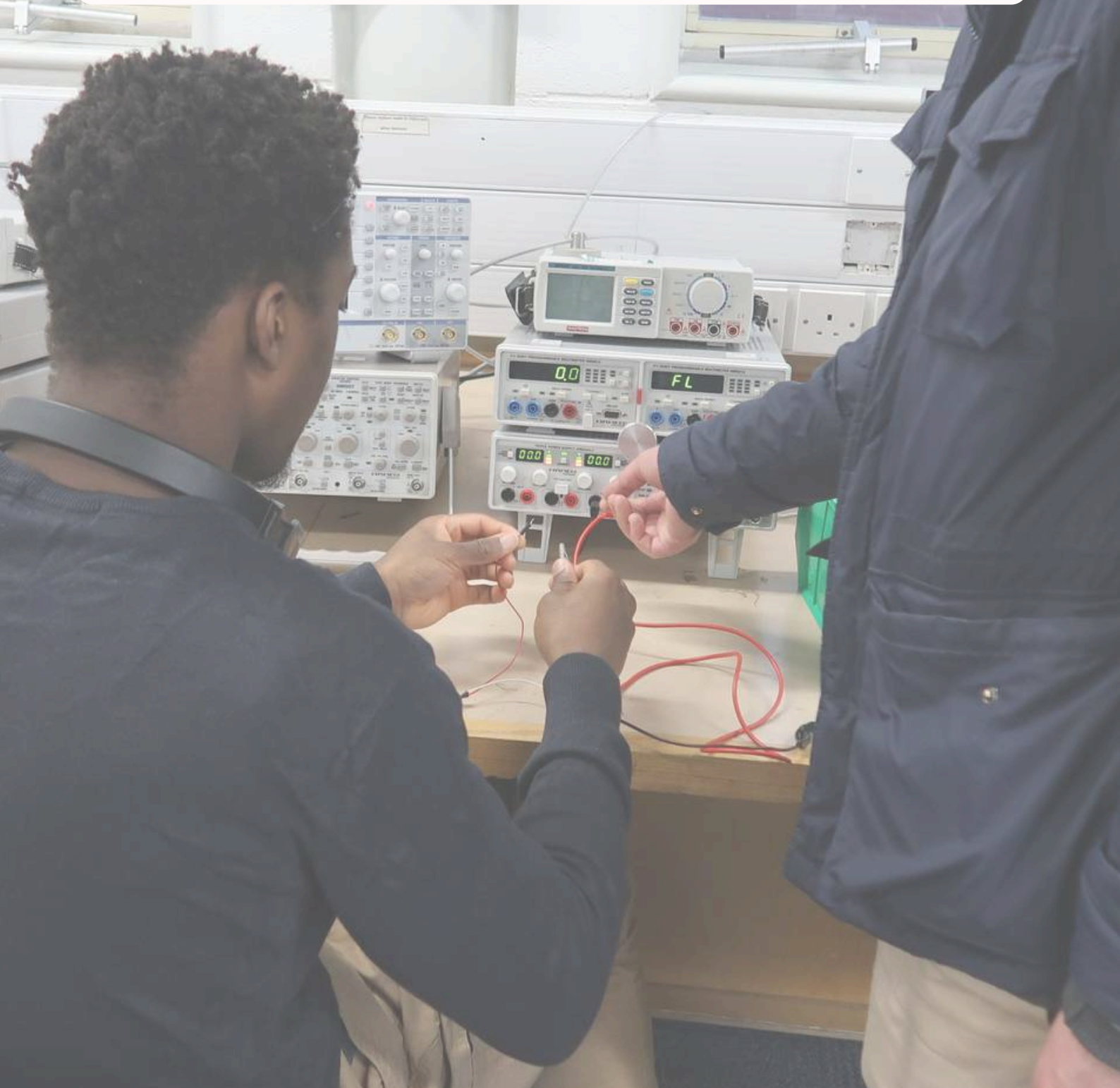


STUDENT GUIDE TO WORK EXPERIENCE 2024-2025



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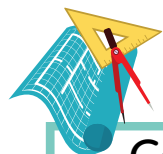


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THE FACTS

Work experience will help prepare you for your future working life and the next steps you will take after school. You will have plenty of opportunity to use the skills you will gain whilst on your placement. The best way to get the most out of your experience is to prepare well.

Use this guide to get a good idea of what roles and sectors you are interested in (we have included all the roles into which we are able to place students). Research some companies in which you might like to be placed. Self-placement forms are ideal if you know exactly what type of role you are aiming for and within a certain company.

Work experience aims to give you a taste of real working life. It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do. You may be asked to carry out a task multiple times. If your placement isn't what you expected, there is still a lot of value in the process and the skills you will learn.

Covid-19 has had an affect on many businesses in various different ways. Many had to adapt to working from home and others had to close completely for several months. Other businesses have had to downsize and some even shut down due to lack of income. Because of this, we have had to make some new recommendations on the best way to secure a placement within certain sectors.

You can find out more on the next page.

SELF PLACEMENTS

A self-placement is where you approach an employer yourself to secure a work experience placement.

This is a fantastic way to ensure you get a placement in your chosen sector and job role. Many students choose to do this as they already have companies in mind of where they would like to do their placement. It's also a great way to build your confidence and show initiative to your employer.

Since the covid-19 pandemic began we have found that certain industries have become a lot more difficult to find work experience placements in, which is why to avoid disappointment we highly recommend you find a placement yourself with a company of your choice.

For industries that have very limited availability, you will see:

SELF PLACEMENT ADVISED

Write a cover letter to hand in with your self-placement form, outlining why you want experience there and what skills you can bring to the placement. Calling or emailing your potential employer is always a safe option if you aren't sure on their current visitor policy.

Research the company before hand- what they do, who their customers are and what the company ethos is.

If you don't know any employees at the company, try and find the manager or somebody in HR.



TOP TIPS!



Choosing your placement based only on your future career goals may limit what you could learn. Think broadly about the skills you want to develop!



Working hours for students (**max 37 per week**) and lunch breaks are clearly stated on student confirmation paperwork.



Employers prefer that you attend a pre-placement interview, depending on situations a telephone call may suffice. It will be down to you to make contact with your employer to organise this.

Consider how you will get to your placement when you complete the travel area section of your application.

Don't forget to check bus routes if that is how you will be getting to your placement.



Self-placements are the best option if you know exactly what type of sector you are interested in.

SHOW OFF YOUR SKILLS!



As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the attributes that employers are most looking for and how to highlight them



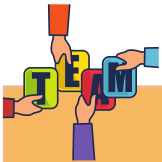
Speak calmly and make eye contact with your employer. Answer questions 'fully', not just 'yes' or 'no'. If you've done a presentation at school, explain how you presented it clearly and what the impact was.



During your work experience placement, think carefully about how you put yourself across. Be open to different tasks and ideas in the workplace.



Make sure you are on time every day. Ring into work if you're unwell (but not just a headache) to let them know you won't be coming in.



Use examples of how you contributed as part of a team. Your hobbies will show how you can get on with others. Explain how you listened, discussed and negotiated as part of a team to complete a task.



Show examples of how you've adapted to change. Make it clear that you're willing to learn new skills.



Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.



Explain how you would identify a problem and how you would solve it. Try to come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to resolve that was difficult then it shows that you're not afraid of a challenge



Work can sometimes be challenging, and your employer wants to know how you cope with setbacks. Think of a time when you bounced back from difficult times.

SECTION 1

You will be given the choice of many different sectors to choose from. We ask that when you are completing your work experience application form that you pick **2 or 3 options from section one** and a maximum of **1 option from section two**.

We have included an example of how to fill out this section below. If you have any questions about this section, please contact your work experience coordinator.

Example of selecting sector choices:

WORK EXPERIENCE PREFERENCES

* **SPORT AND LEISURE:** Leisure Centres may require you to complete a swim test. If you cannot swim 25m please let us know on the back page

** **SECTION 2:** These sectors are in high demand with low availability. A self-placement is recommended.

Please choose **3 sectors** from the sections below. You can have a maximum of **1 choice in section 2**.

Section 1

/	Business Administration, Finance & Legal
	Engineering & Manufacturing
	Environmental & Land-Based Studies
	Education, Training and Childcare

3	Hair and Beauty
	* Sport, Active Leisure & Tourism
	Retail Business
	Catering & Hospitality

Section 2**

	Information Technology
	Construction & the Built Environment
	Creative and Media
2	Health and Care

Please provide the preferred job role (from the student directory) for all sectors:

Sector 1 Job Role: *Admin assistant*

Sector 2 Job Role: *General medical assistant*

Sector 3 Job Role: *Hair stylist assistant*

BUSINESS, ADMIN AND FINANCE



"I believe that my work experience has helped me to develop a variety of skills and the employers were extremely helpful and supportive."

"I have supported the branch with my creative skills to update the visual service board. Very pleased with my contribution. I also supported the managers with a task and followed the instructions well."



Skills and Expectations

If you have good communication skills and an aptitude for numeracy this might be the sector for you. You will get the chance to experience a professional working environment, this will involve meeting new people and working alongside them. You will be given instructions and occasionally the opportunity to work independently.

Job roles in this sector

Administration Assistant - Good availability

Possible tasks:

- General administration tasks (word processing, photo copying, filing, faxing and emailing)
- Dealing with the post
- Using the telephone
- Invoicing and ordering
- Assisting with computer input, e.g. text, handle data, conduct research or produce graphics
- Assisting in the handling of routine enquiries and provision of information as required
- General accountancy work
- Observing meetings
- Work shadowing administration staff and supporting staff as required
- Visiting clients/suppliers
- Greeting customers

Clerical Legal Assistant - Limited availability Self placement advised

Possible tasks:

- Assisting in the reception
- General administration work (pre/post trial admin, inputting data, filing and photocopying)
- Assisting with preparation and dispatch of jury summons
- Possibly attending court where deemed appropriate
- Attending session with court probation team
- Collecting and delivering files to other offices locally
- Undertaking general customer service tasks

Job roles in this sector

Junior Clerk / Accounts Assistant - Limited availability Self placement advised

Possible tasks:

- General administration tasks (word processing, photocopying, filing, faxing, emailing)
- Checking invoices have been calculated correctly
- Matching delivery notes with purchase invoices
- Greeting customers
- Checking incomplete records
- Analysis of bank receipts, payments and reconciliations
- Some opportunity to observe qualified staff at work
- Visiting clients
- General customer service tasks

Travel Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- General administration tasks (photocopying, filing, use of database)
- Maintaining display brochures
- Checking window information and displays
- Conducting online research e.g. popular holiday destinations
- Stamping brochures
- Ticket work
- Greeting customers
- Customer service
- Work shadowing skilled staff

A future career in this sector...

Business, professional and financial services cover a very broad range of activities – including finance, pensions, insurance, digital and IT services, accountancy, legal services, architecture, creative, research, design, scientific, and consultancy, and a range of support roles such as business administration and customer service. Companies in this sector welcome young people with high motivation, enthusiasm and strong communication skills. Roles require high commitment and hard work but can result in high job satisfaction and good pay! Many jobs rely on the expertise of staff to win clients, so good interpersonal skills are key. There are 78,900 people employed across 12,845 businesses in this sector locally

Key employers based here include Berkeley Insurance, BHIB, Santander, Mattioli Woods and Hastings Direct.

Specialist roles in the sector require formal qualifications and specific skills, such as lawyer, accountant or financial adviser and once you have completed your degree or apprenticeship, you will need to study further in your role.

In other roles employers are willing to recruit and train people 'on the job' if they have good customer focused skills, resilience and flexibility.

Legal businesses like Freeths, Gateley, Howes Percival and Shakespeare Martineau have offices here.

During lockdown much of the sector was able to adapt and offer an online service, with some areas like HR and employment law booming as businesses sought advice about furlough.

The Leicester Client Innovation Centre is IBM's first in the UK, with a range of opportunities for young people.

Cyber security, risk management, legal services, data protection, and environmental consultancy are thriving areas. Modern languages are in demand as global markets grow.



WHAT YOU COULD EARN?

Financial Director	£48K-£80K
HR Officer	£22K-£35K
Chartered Accountant	£30K-£50K
Office Manager	£22K-£45K
Mortgage Adviser	£21K-£45K
Contact Centre Worker	£16K-£25K

Explore business careers at...

www.cipd.co.uk

www.gov.uk/apply-apprenticeship

www.leicesterbusinessfestival.com

www.icaew.com

www.lawsociety.org.uk

www.insurancecareers.co.uk



ENGINEERING & MANUFACTURING

"Work experience has taught me a lot more about the world of work and how team work is very useful."



"I feel that my work placement enlightened me that the working world is much harder than I expected. However this has developed and improved my work ethic."



Skills and Expectations

This is a good choice of sector if you enjoy working with machines and working practically. The roles below will suit you best if you thrive in a hands-on environment. Many of these roles will involve measuring things accurately and with confidence. These jobs may also involve working in a noisy, possibly dusty, dirty and sometimes cold environment, however other roles involve complete cleanliness.

Job roles in this sector

Electrical / Electronics Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Observing the design of systems (CAD)
- Using computer systems in the development of circuit designs
- Soldering circuit boards
- Testing and assembling sub-assemblies
- Compiling material, component parts and lists
- Shadowing a skilled technician
- Visiting customers with staff to discuss technical requirements or to repair equipment
- Assisting at on-site installations

Car Mechanic Assistant Good Availability - High demand

Possible Tasks:

- Work shadowing a skilled technician
- Assisting with fitting and replacing tyres and exhaust systems
- Servicing (changing / checking oil, filters, water levels, tyre pressures, fan belts, driver controls etc.)
- Assisting with pre MOT checks and MOT testing
- Handling electronic monitoring equipment (diagnostic tests)

Factory Operative Limited for pre 16 students - Self Placement Advised

Possible tasks:

- Observe various machining operations
- Calibrating various instruments used to do checks
- Work shadowing engineers
- Learning about programming CNC machines
- Assisting with the operation of CNC machines
- Learning about and using CAD/CAM machines
- Assisting with the operation of CMM equipment

Laboratory Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Learner may be given a specific project to do
- Testing equipment to ensure it functions correctly
- Documenting results and analysing data
- Work shadowing skilled technicians
- Selecting preparing and testing samples
- Helping with instrument calibrations

A future career in this sector...

Engineering and manufacturing is a dynamic, varied sector to work in, with lots of scope to progress. Engineering involves the use of scientific and practical knowledge to invent, design, and construct everything around us! Manufacturing is the production of goods from raw materials into finished goods. Advanced technology is used to improve processes and give companies a competitive edge. Many different products are made in Leicester and Leicestershire, from precision tools, electricals, motorbikes, packaging and bricks, and the area has a strong manufacturing heritage. Businesses include Caterpillar (construction machinery), Sofidel UK (tissue paper), Morningside Pharmaceuticals Ltd, SPS Technologies (aerospace components), and Hammonds Furniture. Manufacturing makes up 16% of the East Midlands economy. Young people are needed to become the engineers and manufacturers of tomorrow.

81,300 people are employed across 5,015 businesses locally in this sector. Careers are broad and can involve research, testing, developing prototypes, engineering and maintenance.

There are roles into manufacturing at all levels; some production line or packaging roles need few or no qualifications. There are engineering and manufacturing apprenticeships at different levels and graduate schemes too. If you work hard and show initiative you can progress.

Roles in demand include electrical, mechanical and artificial intelligence engineers, production managers and engineers, 3D printing technician, process operators, design engineers and machine programmers

The sector will increasingly rely on technical, STEM-based skills – to operate advanced and digitised machinery and processes – and softer and interpersonal skills, alongside management aptitude – to manage complex supply chains.

MIRA Technology Park (Hinckley) is the largest automotive research and development park in Europe, with an on-site skills and training centre. £41.2m of Government funding is going to REE Automotive, at its Engineering Centre of Excellence at MIRA, to support long-range electronic vehicle technology.



WHAT YOU COULD EARN?

Production Worker	£17K-£30K
Robotics Engineer	£24K-£50K
Mechanical Engineer	£22K-£45K
Electronics Engineer	£20K-£45K
Manufacturing Systems Lead	£24K-£45K
Technical Design Engineer	£27K-£45K
Sheet Metal Worker	£20K-£30K
CAD Technician	£18K-£36K



Explore engineering careers at...

www.tomorrowsengineers.org.uk

www.lusep.co.uk

www.makeuk.org

www.fcfta.com

www.miratechnologyinstitute.co.uk

www.theiet.org

www.thisisengineering.org.uk

www.themanufacturer.com



ENVIRONMENT & LAND-BASED STUDIES

"Work Experience was very useful and is a huge eye opener."



"This was a hardworking and practical experience that has helped me improve my employability skills."



Skills and Expectations

Are you interested in working with animals or in a rural environment, if so this may be the sector for you. You will often have to work outside, in all types of weather. Some of these roles may be physically demanding so being fit and healthy is ideal.

Job roles in this sector

Farm Assistant - Placements Available - Must be willing to travel

Possible tasks:

- Assisting with the daily care and health checks of livestock
- Providing water, assisting with food preparation and feeding
- Work shadowing / assisting with general tasks as directed
- Assisting with milking and monitoring milk yields and quotas
- Assisting with general maintenance
- Assisting with moving stock
- Work shadowing office staff

Vet's Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with the daily care and health checks of the animals
- Providing water and assisting with food preparation for animals
- Assisting the staff with the care of animals which are being treated
- Cleaning and sterilising instruments and consulting rooms
- Assisting with general clerical duties (reception duties, greet clients and record keeping)
- Some opportunity to work shadow skilled staff

Animal Care Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with daily care and health checks of the animals
- Grooming
- General maintenance, cleaning and tidying of kennels, cages, runs, tanks and exercise areas
- Exercising the animals either in exercise areas or taking out for walks under supervision
- Learner may observe behavioural assessments and socialisation sessions with some animals

Equestrian/Farrier Assistant - Placements available - Must be willing to travel

Possible tasks:

- Assisting with the daily care and health checks of the horses
- Muck out and bedding down and making up hay-nets
- Providing water and assisting, with food preparation and feeding under preparation
- Grooming
- Leading horses for turning out or bringing in from paddocks
- Assisting with lesson preparation (setting up equipment/jumps)
- Some opportunity to observe the farrier or vet

Parks & Gardens Assistant - Placements available - Must be willing to travel

Possible tasks:

- Watering and feeding plants as instructed
- Assisting with ground maintenance
- Clearing and replanting flower beds
- General tidying around equipment sheds and stock areas
- Laying turf
- Erecting and fixing fences
- Planting trees and hedges
- Work shadowing a skilled landscaper
- Clearing vegetation and pathways
- Litter picking and general cleaning and tidying

A future career in this sector...

Farmers and horticultural growers provide us with our food, including fruit, vegetables, pulses, grain, flour, meat and fish.. The forestry industry grows and harvests trees for wood and the horticultural nursery industry grow the plants that we keep in our homes, gardens and that are planted in our towns and cities. As well as producing our food, they also take care of much of our natural world.

Workers on our land are the custodians of our outdoor scenery. They care for the very environment that makes our country distinct and special; both in cities and in the countryside. They are custodians of our national parks, nature reserves, urban parks, lakes, rivers, forests, local green spaces, sports pitches and ornamental gardens.

Many people with a passion for animals find a rewarding career within land based working in conservation, zoos, pet trade, veterinary clinics and animal rescue charities. The equine industry is huge in the UK, both as a sports and amateur riding. There is a range of careers including farriers, grooms, jockeys, breeders and trainers.

Approximately just 10% of the UK landscape is built on and although much of this remaining 90% of land is used for agriculture and food production, it can all be classed as our 'countryside'.

There are many equine charities that require a number of employees who not only care for the horses but also have an understanding of the process of rehabilitation. Other Horse Careers include Equine Dentist and Equine Veterinary Nurse.

With over one hundred million people visiting zoos every year, zoo workers have an excellent opportunity to educate large numbers of people about the need for the conservation of wildlife and the importance of respecting animals. This responsibility assures a varied, interesting and rewarding career.

Dogs are highly social animals. Many cultures consider dogs to be a member of the family or a man's best friend. There are many different careers and job opportunities that allow people to work directly with dogs.



WHAT YOU COULD EARN?

Vet nurse	£22K-£30K
Gardener	£16K-£25K
Head groom	£18K-£22K
Countryside Officer	£19K-£34K
Ecologist	£22K-£24K
Farm manager	£21K-£50K
Florist	£13K-£24K
Landscape architect	£20K-£45K
Zoologist	£18K-£48K
Dog groomer	£19K-£25K

Explore land based careers at...

nlbc.uk/careers/land-based-careers/

www.horticulture.org.uk/grow-careers/

www.cieem.net

www.wildlifetrusts.org/jobs

www.lantra.co.uk/our-courses

nationalcareers.service.gov.uk/job-categories/environment-and-land



EDUCATION, TRAINING & CHILDCARE



"I really enjoyed my work experience and would recommend it to everyone. I truly value the time and effort teachers put in to lessons and I am grateful to be able to help the young children in developing their skills."

Skills and Expectations

To get the very best from these job roles you need to enjoy working with children. Being caring and patient will be essential when working with young people. You will be working as part of a team so communication skills are needed too.

Job roles in this sector

Nursery / Creche / Playgroup Assistant Good Availability

Possible tasks:

- Helping to prepare activities and materials
- Working with staff to lead activities
- Assisting staff with the social integration and interaction of the children
- Inputting ideas for children's games
- Helping supervise at break/play times
- Helping with general administration
- Assisting with snacks/drinks
- Helping at meal times
- Promoting hygiene awareness
- Tidying rooms after use
- Assisting with IT
- Planning and preparing specific activities

Teacher's / Classroom Assistant Good availability

Possible tasks:

- General observation
- Working with staff to prepare work and help with lessons
- Helping to prepare activities and materials
- Assisting staff with the social integration and interaction of the children
- Assisting with reading, number work, storytelling, artwork and practical activities
- Helping supervise at break times (during these times learners must not play with children unless specifically instructed to do so)
- Assisting with IT
- Tidying rooms after use
- Working with staff to prepare work
- Assisting with classroom support
- Learner may attend morning briefings
- Assisting with extra curricular activities

A future career in this sector...

Education is an important large area of employment for the area, with 54,337 people employed.

Most educational institutions moved to online teaching under lockdowns, with staff needing to master new software to deliver online lessons. This can be extremely rewarding work as you see your students succeed! Numerous opportunities in Leicester and Leicestershire link to the many schools, academies, colleges and three large universities. There are also several training providers here, and local authority offers that provide teaching or learning support roles. 7.3% of advertised roles* locally are in the education and training sector. There is a growing use of technology to teach, which is beneficial as it mirrors real working life, as most jobs across industries require employees to have technology skills of varying degrees.

The area has three excellent universities, with their own renowned specialisms, and a strong further education (FE) offer, plus many good local schools and academies. Career progression opportunities are good.

There is a shortage of teachers for specific subjects such as maths, technology, physics, chemistry, history and design technology. Bursaries are available for some subjects.

E-learning boomed under lockdown. This means more opportunities to design and develop content, marketing and e-product user support.

For many jobs you need a degree but some roles can be entered at a lower qualifications level and there are support roles too, for example admissions officer or school lunchtime supervisor.

The range of apprenticeships to access roles in the sector is increasing.

Roles include secondary education teachers, teaching assistants, adult tutors, English as a foreign language (EFL) teacher, primary and nursery education teachers, adult education and senior education professionals.

There is a shortage of male teachers in early years, primary and secondary education.



WHAT YOU COULD EARN?

Nursery Worker	£14K-£24K
Secondary Teacher	£26K-£42K
Head Teacher	£46K-£100K
HE Lecturer	£33K-£55K
Learning Mentor	£14K-£24K
Training Officer	£15K-£30K
Adult Tutor	£20k-£30K
E-Learning Developer	£19k-£45K



Explore educational careers at...

www.getintoteaching.education.gov.uk

www.tes.com

www.tefl.org

www.feAdvice.org.uk



HAIR AND BEAUTY

"My work placement has said that when I turn 16 I am welcome to come back and they would highly consider me for a part time job there!"



Skills and Expectations

Jobs within this sector require you to work well within a team in a busy environment. A large part of this role will be working closely with customers and clients, so being friendly and confident is important. Due to the nature of this sector you will need to be neat and tidy.

Job roles in this sector

Hair Stylist / Barber / Beauty Assistant **Self placements advised for beauty placements**

Possible tasks:

- General reception work (greeting customers, observation on appointment booking and telephone work)
- Preparing drinks for customers
- Observation of a skilled hairdresser/barber
- Shampooing
- Cleaning the salon
- Tidying shelves, stock and maintaining displays
- Setting up treatment rooms
- Cleaning equipment
- Observing treatments (with client consent)
- Using till after training and if appropriate

A future career in this sector...

Hairdressing is a hugely rewarding career; it's sociable and creative, and since hair stylists are always in demand, it's an industry full of employment opportunities too. In fact, hairdressers are the happiest workers in the UK, according to City & Guilds. You can't teach affability and a willingness to learn – these are the fundamental skills that any prospective hairdresser needs just to get started. On top of that, you'll need to learn the technical skills – like cutting, colouring and styling hair – that are associated with the job.

This career gives you freedom of choosing the direction, great flexibility in time and place. You can work with any national or international brands and climb the professional ladder. You can also work in popular beauty salons, spas, clinics. This profession is one that gives you the opportunity to become your own boss or become a successful entrepreneur and salon owner.

People in the UK spent £8.6 billion at hairdressers and personal care salons in 2019. Each person spent an equivalent of £166 on personal care treatments yearly.

582 small and medium beauty care enterprises operated in the UK in 2020.

In 2020, the UK hairdressing, barbering and beauty industry had more than 288,000 employees

As of 2020, the UK's beauty industry worth is £27 billion and ranks as the seventh-largest global cosmetics market in the world. It holds the third spot for largest markets operating in the UK.

In 2019, 94% of people who worked in the beauty industry were female. In 2020, 65% of beauty workers were self-employed, a 57% growth from 2019

A reported 432% spike in bookings at the end of lockdown in April 2021 (while not entirely unexpected) indicates the future is bright.

Over half of hair and beauty businesses have an annual turnover of less than £99k.



WHAT YOU COULD EARN?

Hairdresser	£14K-£30K
Barber	£15K-£25K
Beauty Consultant	£14K-£25K
Nail technician	£15K-£25K
Beauty Therapist	£16K-£25K
Make up artist	£15K-£25K+

Explore hair and beauty based careers at...

jobsinbeauty.co.uk
www.reed.co.uk/career-advice/beauty-therapy-careers-how-to-get-started/nationalcareers.service.gov.uk/job-profiles/hairdresser
nationalcareers.service.gov.uk/job-profiles/barber
www.lhaa.co.uk/how-to-become-a-hairdresser



SPORT & ACTIVE LEISURE



"I have really enjoyed my work experience. It has helped me to gain many new skills and has helped me to decide what career path I would like to choose after my GCSEs."

Skills and Expectations

The active roles in this sector will require good fitness levels and will at times also require a swim test to be completed. Having a positive attitude is needed for all the roles included in this sector. Being able to follow instructions and communicate well will be essential.

Job roles in this sector

Sports Assistant - Placements Available - High Demand

Possible tasks:

- Working with a coach at various locations
- General administration and reception work
- Assisting with planning of training and sport programmes
- Assisting with training sessions
- Assisting the staff and observing them at work
- Working with groups of children
- Shadowing pool attendant
- Possible reception work
- Cleaning and tidying
- General maintenance of equipment
- Assisting with the running and development of the centre
- Assisting with group activities
- Researching, preparing and planning activities

Compulsory swim test for leisure placements

1. Swim 25 metres - Head up
2. Swim 25 metres - Life saving backstroke (arms may be used underwater to assist)
3. Raise alarm:
 - Enter water safely
 - Surface dive to deepest part of the pool
 - Collect object
 - Bring object to surface
 - Tow object to side of pool
 - Land object on to the poolside

The assessor will teach the student how to safely complete a reaching and a throwing rescue, using equipment on the poolside.

The student will then practice the two rescues and demonstrate they have understood and can use the procedures correctly.



A future career in this sector...

Leicester and Leicestershire is home to a vibrant and fast-growing sports and physical activity sector, with research driven expertise, and globally recognised sports teams, athletes and facilities. The area 14 major sporting venues/clubs hosting national and international events, including Leicester City Football Club, Leicester Tigers, Leicester Riders, Leicester Hockey Club plus motor racing at Donington Park and Mallory Park, and horse racing at Leicester Racecourse.

Prior to Covid, the sector (16,900 jobs) comprised mainly of sports and fitness facilities, sports clubs, manufacturing and the sale/rental of sports equipment, but there is now a growing range of online and virtual reality sports activities. The interest in health, wellness, fitness wearables or fitness apps, weight management and cycling are all likely to increase some demand within the sector and the requirement for digital skills is growing.

The sector provides a range of 'first jobs' for young people in leisure centres, sport and fitness clubs, as well as through hospitality and events at venues.

The Chartered Institute for the Management of Sport and Physical Activity www.CIMSPA.co.uk have created industry standards sharing key qualifications, skills and knowledge required for a variety of roles.

Loughborough University is ranked number one in the world for sports-related subjects, with specialisms including health, engineering, rehabilitation and sports performance. SportPark Loughborough University is home to many of the country's top sports governing bodies and national sports organisations.

See: www.lusep.co.uk/tenant-directory

The Loughborough Lightning Netball Team won the Vitality Super League in 2021 for the first time ever!

Career opportunities include coaching (participation to performance level), nutritionist and health, leisure assistants, green keepers, ground support, social media and marketing, retail sales, hospitality, data analytics, project management, sports development, exercise and fitness, innovation, design and manufacturing.

Job competition is high; more young people study sports courses related to available jobs. Think about which part of the sector you would like to work in, what qualifications/skills you already have, and what you need to develop for success.

Explore sporting careers at...

www.active-together.org/careers

www.lusep.co.uk/sport-park

www.careers-in-sport.co.uk

www.gov.uk/apply-apprenticeship

www.skillsactive.com



RETAIL BUSINESS

"I really enjoyed my work experience and learnt so many valuable skills."



Skills and Expectations

This is a fantastic sector if you are a great communicator and a strong team player. Being fit and healthy is a great advantage as you will often be asked to unpack stock and tidy shelves. A neat appearance and good level of customer service skills will be welcomed.

Job roles in this sector

Retail assistant - Good Availability

Possible tasks:

- General shop tasks (filling/tidying of shelves)
- Displaying goods
- Stock management
- Use of the till if appropriate
- Unloading goods
- Cleaning and tidying
- Assisting with deliveries
- Greeting members of the public
- Watering plants and flowers
- Ordering/checking of stock
- Tidying and keeping the work area clear
- Unpacking goods
- Potential for assisting in the cafe where appropriate

Warehouse Assistant Limited availability for pre 16 students Self Placement Advised

Possible tasks:

- Assisting with loading and unloading vehicles
- Checking delivery notes
- Packing goods
- Stacking shelves
- Quality control
- Cleaning and tidying
- Learning about maintenance of daily checks of equipment

A future career in this sector...

How we shop changes constantly, and retail is a fast-moving industry as organisations try to respond to - and predict - customer demand and future trends. Technological adaptation that would normally have taken years occurred during the Covid-19 pandemic in a matter of months. Online shopping was accelerated by lockdowns, with some areas booming, like purchases of food, cleaning products, pet products, gym equipment, home office and home furnishings; but other areas like work clothing declining in sales. This sector welcomes young people, who can then progress through on-the-job training or apprenticeships. Some students combine study with part-time work in areas like supermarket retail. Employing 46,615, retail is a significant sector here with large shopping centres, smaller boutique areas like St Martins and market towns with attractive shopping offers.

Retail roles include sales, customer service and behind-the-scenes jobs such as buying, merchandising, stock control, logistics, accountancy, store operations and identifying trends. Customer service, marketing and management skills are useful.

Next, Joules, Topps Tiles, Watches of Switzerland and Dunelm have their headquarters here.

Many store based independent shops have adapted to sell online and offer personal delivery services.

Supermarkets offer a wide range of roles and there are options to progress to management.

With online competition, physical stores are looking at ways to enhance in-store shopping with additional facilities like cafes, beauty treatments, music events and family fun days.

Online shopping expansion means roles such as digital marketing, coding, website development, user experience, online security, cyber security, logistics technology and delivery are growing. Access to consumers and their data will be a big shaper of the future retail market, enabling more tailored services.

Many retailers have a Twitter feed posting vacancies. Roles may include weekend, shift or seasonal work; shops are often open seven days a week.

Fosse Shopping Park has expanded, increasing stores and food in 2021.

Growing numbers of new micro traders sell a wide range of products online or through 'pop-up' stores.

Rental of goods is increasing, in areas like fashion, furniture and white goods. There's a shift towards sustainability and the repair and refurbishment of goods will grow. Some consumers are also highly interested in the ethics and ethos of brands.

Explore retail careers at...

www.retailchoice.com

www.highcrossleicester.com/jobs

fossepark.co.uk/jobs/

www.leicestermarket.co.uk

www.fashionretailacademy.ac.uk

www.rethinkretail.org.uk



HOSPITALITY & CATERING

"I thoroughly enjoyed my experience and I thought it was good to do! The employers were very supportive and helpful. I was made to feel welcome by the friendly staff."



Skills and Expectations

Working in the hospitality sector often means having to work under pressure and work flexible hours. Job roles in this sector require you to be a neat and careful worker along with having a clean and tidy appearance. All of the roles will include learning about certain hygiene protocols and potentially learning about food storage and replenishing.

Job roles in this sector

Housekeeping Assistant - Placements Available

Possible tasks:

- Servicing of bedrooms to a high standard (vacuuming, polishing & cleaning bathrooms)
- Replenishing food, drink and sundries in the rooms
- Maintenance of public areas
- Providing general assistance to the members of the public
- Work shadowing the housekeeping team
- General office work
- Some laundry work may be involved

Catering Assistant - Good Availability

Possible tasks:

- Greeting and serving customers
- Counter assistance
- Taking food from the kitchen to customers
- Operating the till when appropriate
- Assisting with the preparation of presentation on hot and cold foods
- Observing skilled catering staff
- Learning about stock management, food storage and hygiene protocol
- Possible cake decorating

Butcher's Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Learning about food hygiene relative to cooked and raw meats
- Opportunity to observe daily butchery techniques
- Assisting with mixing sausages and linking
- Making burgers
- Mincing meat
- Stringing up joints
- Vacuum packing meat

Cleansing Operative - Placements Available

Possible tasks:

- Work on industrial, commercial, domestic properties
- Cleaning, emptying litter bins and removing rubbish
- Dusting and washing surfaces
- Buffing and polishing floors
- Loading and unloading vehicles
- Tidying public areas
- Work involves maintaining high standards of hygiene

A future career in this sector...

Food and drink production is the largest manufacturing sector in the UK, and was vital in keeping the nation fed during lockdowns. From farm to fork, roles include product development, growing, processing, manufacturing, quality testing, package design, distribution and sales. In Leicestershire, food and drink businesses range from smaller handcrafted goods companies to large producers such as Mars, Walkers (PepsiCo) and Samworth Brothers. The ethnic diversity of the area is represented in the sector with a number of producers of spices, sauces and traditional Indian foods. Emerging trends include the increasing use of digital technologies –like using data analytics in forecasting demand and supply, and food processing technology. 43,900 are employed across 3,865 businesses in this sector locally.

There is a huge range of careers across the sector, with over 100 different job roles.

There is a growing market for healthier eating, vegetarian and vegan offers, so many producers are adapting their product range.

Jobs include product manager, quality technician, food technologist, process operative, production planner, environmental technologist, chocolatier, pastry chef, brewer, research and development and food scientist.

There is a growing artisan food market, focusing on hand-made and locally-sourced goods. Melton Mowbray, has a new Food Enterprise Centre, offering a free food science and technology advice service for food and drink manufacturing businesses.

Stilton Cheese and Melton Mowbray pork pies are internationally known, and Walkers Crisps, the most popular UK crisp brand, has the world's largest crisp factory in Beaumont Leys.

PepsiCo has a huge research and development centre in Leicester, with a focus on healthier snacks, making and testing prototype ingredients, flavours and products.

Leicestershire's Pukka Pies supplies over 35 million pies a year to fish and chip shops and football stadiums.



WHAT YOU COULD EARN?

Baker	£15K-£40K
Food Scientist	£20K-£45K
Production Engineer	£22K-£45K
Quality Assurance Technician	£22K-£45K
Food Process Operative	£16K-£26K
Consumer Analyst	£20K-£45K



Explore hospitality careers at...

www.tastycareers.org.uk
www.gov.uk/apply-apprenticeship
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/hospitality-and-events-management/hospitality-jobs



SECTION 2

You will be given the choice of many different sectors to choose from. We ask that when you are completing your work experience application form that you pick **2 or 3 options from section one** and a maximum of **1 option from section two**.

Section 2 contains our most in demand placements. These placements have also been largely affected by hybrid working. We strongly suggest that if you are interested in any of these sectors that you try and source a self-placement first.

We have included an example of how to fill out this section below. If you have any questions about this section, please contact your work experience coordinator.

Example of selecting sector choices:

WORK EXPERIENCE PREFERENCES

* **SPORT AND LEISURE:** Leisure Centres may require you to complete a swim test. If you cannot swim 25m please let us know on the back page

** **SECTION 2:** These sectors are in high demand with low availability. A self-placement is recommended.

Please choose **3 sectors** from the sections below. You can have a maximum of **1 choice in section 2**.

Section 1

2	Business Administration, Finance & Legal
	Engineering & Manufacturing
	Environmental & Land-Based Studies
3	Education, Training and Childcare

	Hair and Beauty
	* Sport, Active Leisure & Tourism
	Retail Business
	Catering & Hospitality

Section 2**

	Information Technology
1	Construction & the Built Environment
	Creative and Media
	Health and Care

Please provide the preferred job role (from the student directory) for all sectors:

Sector 1 Job Role: General construction assistant

Sector 2 Job Role: Legal assistant

Sector 3 Job Role: Nursery Assistant

CONSTRUCTION AND THE BUILT ENVIRONMENT



"I thoroughly enjoyed my experience and would recommend this to any future student."



"It was an amazing experience, everyone there was welcoming and helpful."

Skills and Expectations

If you are physically fit and healthy then the more hands on roles listed below could be just right for you. Some roles in this sector will involve working in dusty environments and a range of weather conditions. You will be given the chance to shadow a skilled professional and observe the variety of tasks they carry out.

Job roles in this sector

Architect Technician/Professional Engineers Assistant

Limited availability - Self placement advised

Possible tasks:

- Assisting with research plans, designs and administration for building projects
- Preparing simple drawings, sketches and plans
- CAD/Computer work
- Assisting with civil and structural engineers
- Assisting the quantity surveyor
- Observing construction on sites
- Liaising with service providers
- Assisting with site surveys
- May be set a project brief

General Construction Assistant

High demand - Self placement advised

Possible tasks:

- Work on industrial sites/commercial and domestic properties
- General building tasks (basic bricklaying, mixing cement and mortar)
- Carpentry (rubbing down, sanding and fitting)
- Plumbing (repairing leaks, unblocking drains, cutting pipes and fixing tiles)
- Electrics (chopping out, basic wiring and routing of cables)
- Painting and decorating
- Work shadowing skilled employees

Joinery/Carpentry Assistant

Placements available - High demand - Self placement advised

Possible tasks:

- Loading and unloading materials, tools and equipment
- Observing a skilled craftsperson
- Assisting with the assembly of products
- Sanding down, finishing, priming and painting
- Backing of machinery
- Going out on site to install products or fittings

Premises Officer's Assistant - Placements available

Possible tasks:

- General building maintenance as directed
- Loading and unloading equipment
- Setting up work/demonstration/performance areas
- Removing rubbish from work areas and depositing in site containers
- Cleaning and tidying work areas (including wash rooms)
- Litter picking, emptying and cleaning bins
- General grounds maintenance as required

A future career in this sector...

The construction industry is growing and can offer amazing career opportunities to develop and travel! Increased demand comes from the need for more housing, environmentally friendly construction, commercial buildings and improving infrastructure - due to population growth, increased economic activity, and meeting new regulations.

There are over 180 different roles, not just those on a building site! Lockdowns and increased working from home have led to a boom in home improvements, with extensions, home offices, and kitchen, bathroom and garden improvements. There will be a growth in large offices and empty retail space being converted into smaller units, or housing.



Employing 40,800 people locally, the sector has 5,675 construction employers here.



Skills across construction are in demand, including plumbers, managers, electricians, wood trades, roofers, ground workers, quantity surveyors, architects, 3D technicians, smart building technicians, crane operators, interior fit-out, painters and decorators, scaffolders, plasterers and bricklayers.



There are over 30 different apprenticeships in construction. Each job is different, with new challenges, and there is satisfaction in seeing the finished job, whether a bridge or building!



There can be a lot of travel, often working away, with early starts, but great opportunities to progress.



There are thousands of new houses being built across the city and county. Major builds like Mercia Park and the new Glen Parva Prison.



The need for technical, STEM-based skills is growing - with advanced, technology-led methods, machinery and materials, particularly low-carbon related; by 2024 a third of the workforce will need Level 4+ qualifications. However, there are good, well-paid opportunities for those without such qualifications, through vocational and technical training routes.



WHAT YOU COULD EARN?

Carpenter/Joiner	£28K-£40K
Architect	£35K-£50K
Project Manager	£26K-£60K
Painter and Decorator	£20K-£40K
Electrical Trades	£25K-£60K
Civil Engineer	£20K-£60K
Quantity Surveyor	£18K-£80K
Construction Labourer	£16K-£29K
Plumber	£20K-£45K
Energy Assessor	£18K-£35K



Explore construction careers at...

www.goconstruct.org

www.architecture.com

www.the-nhtg.org.uk

www.gov.uk/apply-apprenticeship

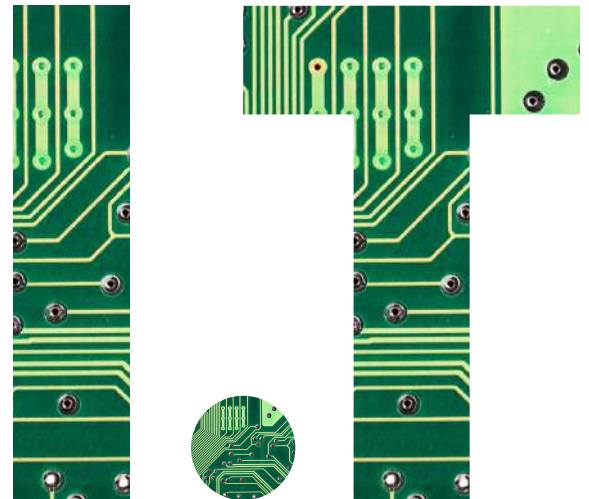
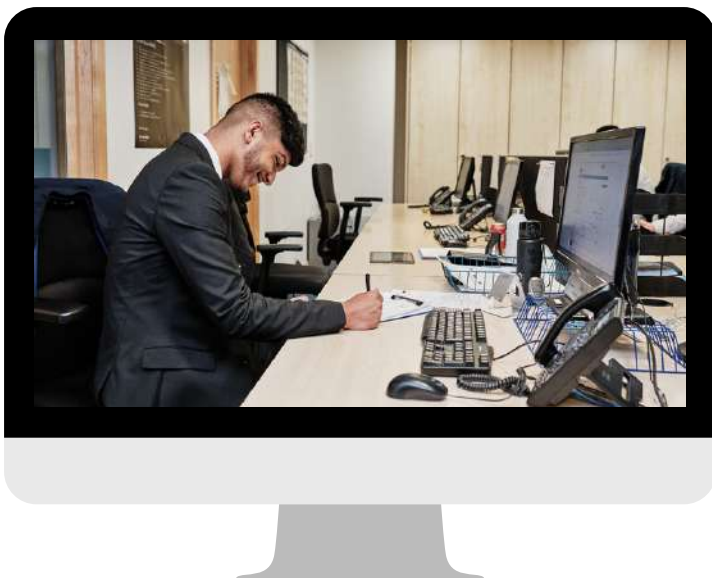
www.housebuildingcareers.org.uk

www.citb.co.uk



INFORMATION TECHNOLOGY

"My employer really supported me and gave me lots of opportunities to develop new skills. I really enjoyed it, and it has clarified some things about my future career options."



Skills and Expectations

The IT sector requires individuals with great communication skills and a keen interest in IT. Having good English skills and being neat and accurate is also a huge positive. You will potentially be given the chance to carry out general maintenance of hardware and assist technicians and library staff.

Job roles in this sector

IT Assistant

Limited Availability - Self Placement Advised

Possible tasks:

- Assisting technicians
- Maintaining and cleaning existing hardware
- Carry out minor repairs which may include soldering
- Set up IT systems and programmes
- Work shadowing
- Developing website ideas
- Visiting clients/suppliers
- Assisting with compiling reports
- Create drawings, sketch by hand or using computers
- Compiling material and component parts lists
- Creating and uploading website content

Library Assistant

Limited placements available

Possible tasks:

- Dealing with renewals and the new issue of books and materials
- Checking stock
- Shelving returned books/recordings and tidying shelves daily
- Handling charges
- Dealing with general customer enquiries
- Assisting the librarian
- Researching using computers
- Registering new borrowers

A future career in this sector...

According to Tech Nation's UK tech in 2020 review, just under three million people were employed in the UK's digital tech economy - an increase of 11% within two years. In addition, at the end of 2020, the UK Tech Ecosystem update - a Tech Nation report supported by the Department for Digital, Culture, Media & Sport and the Digital Economy Council - revealed that a tenth of all UK job vacancies are tech roles. Your future IT job may involve creating applications or systems, solving problems with technology or supporting those who use it. Employers in the IT industry also require graduates to work in their business, marketing, human resources (HR) and finance functions. Many IT professionals also choose to work outside the sector, such as in the IT departments of retail, finance, manufacturing and public sector organisations.



Advertised roles in the digital tech sector have grown 36% since June



Sector advertised over 90,000 jobs per week in August 2020



Tech employs more than a fifth of workforce in UK's biggest cities



UK tech employs 2.93m people, with 40% growth in two years



Median digital tech sector salary increased by 4% from 2018 to 2019



Digital tech now accounts for 9% of UK workforce
The demand for Cloud computing has grown by 22% from 2018 to 2019



Software Developer is seen as a key role within society, amongst the top 5 sought after roles within the UK alongside Social Care workers and Nurses.



Software developer is the most in demand role sought by employers and makes up 6% of all advertised digital tech roles



WHAT YOU COULD EARN?

Computer games tester	£24K-£50K
Data scientist	£30K-£70K
IT Service engineer	£12K-£30K
Library assistant	£17K-£23K
Robotics engineer	£27K-£55K
Software developer	£24K-£70K
User experience designer	£25K-£50K
Web developer	£20K-£55K



Explore IT careers at...

nationalcareers.service.gov.uk/job-categories/computing-technology-and-digital

www.prospects.ac.uk/jobs-and-work-experience/job-sectors/information-technology/overview-of-the-uks-it-industry

targetcareers.co.uk/career-sectors/it-and-technology/112-how-do-i-get-into-a-career-in-it



CREATIVE AND MEDIA



"My work experience has helped me speak more clearly, concisely and coherently, and I have become a more efficient at multi-tasking. I have learnt to value work and understand how much effort goes on behind-the-scenes."

"It has been a really great opportunity and made me think about my career choice in greater depth."



Skills and Expectations

If you have a keen interest in art and creative design work then this sector might be ideal for you. Some roles within this sector may involve working with computer design programmes and shadowing skilled professionals. You may also be given the chance to work on your own projects to set deadlines.

Job roles in this sector

Graphic Design Assistant Limited Availability - Self Placement advised

Possible tasks:

- Working shadowing graphic artists
- Drawing / creating sketches or design (either by hand or using computers)
- Creating mood boards
- Research work on the Internet
- Using design software (CAD)
- Watching how work is printed and produced
- Visiting clients

Fashion Design Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Making patterns from original designs
- Creating, drawing and sketching designs
- Creating mood boards
- Organising trims and prints
- Experience in use of various machinery
- Sizing, setting and sealing samples
- Photographing samples
- Costing
- Work shadowing designers

Photographic Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Shadowing a professional photographer/videographer in a studio or on location
- Loading and unloading equipment
- Assisting with setting up of facilities and props
- Learning about different cameras and photographic techniques
- Selecting and editing computer digital files
- Finishing and trimming
- Checking and inspection of prints
- Meeting customers

Printing Assistant / Reprographics Assistant Placements Available

Possible tasks:

- Feeding / removing paper off machines
- Loading and unloading goods
- Packing and sealing boxes (of finished products)
- Microfilming
- Palletising finished goods
- Working on the printing press (under strict supervision)
- Assisting with plate making
- Finishing, trimming, folding, collating and counting (printed material)
- Binding/laminating

A future career in this sector...

The creative sector is about creating original ideas and products and is often split into three distinct parts: arts, culture and creative media. Job areas include design, film and video, social media, advertising, music, crafts, photography, computer games and animation, plus museums, galleries and performing arts. Digital skills are in demand, as technology is revolutionising how we live and work, and all organisations use IT in some way. The digital sector includes the manufacture of computers and digital goods; data processing, programming and hosting; tech consultancy and support (including cybersecurity) and commercial and domestic-use software. Locally there are 21,300 people employed in the creative sector and 17,800 employed in the digital sector.

The Cultural Quarter in Leicester is home to many creative businesses at the LCB Depot (which provides workspace for creative businesses), Curve, Makers Yard and Phoenix Square.

Creative centres in the county include the Ferrers at Staunton Harold, the Atkins Building in Hinckley, Charnwood Arts and Melton Space.

Job competition in the creative sector is high. You need to be tenacious with strong business and networking skills.

Many businesses across sectors invested in digital systems during lockdowns, using technology to offer an online presence.

Programmers and software development professionals feature in the top five* most advertised jobs locally.

Software company The Access Group has a new headquarters in Loughborough, creating up to 500 jobs.

Creative and Digital entry level roles include marketing assistant, apprentice light technician, apprentice animator, IT assistant, helpdesk analyst apprentice, business and administration roles.



WHAT YOU COULD EARN?

TV, Video and Audio Engineers	£22K-£38K
Digital Marketing Officer	£17K-£34K
Make-Up Artist	£18K-£30K
Public Relations Officer	£17K-£28K
User Experience Designer	£22K-£38K
Graphic Designer	£18K-£40K
Software Developer	£20K-£65K
IT Support Technician	£17K-£30K

Explore creative careers at...

www.screenskills.com

www.lcbdepot.co.uk

www.bubble-jobs.co.uk

getintotheatre.org

www.thecreativeindustries.co.uk

www.technojobs.co.uk

ccskills.org.uk



HEALTH & SOCIAL CARE



"Work experience was a pleasure. It has helped me a lot as I gained a lot of experience in various things and it gave me a better insight of what I want to do in the future."



Skills and Expectations

If you have a real interest in people and their health and care these roles might be the best choices for you. You may be given a uniform or an overall. Teamwork skills and good communication skills are important in these roles because of the tasks involved. Your customer service skills will be greatly needed when speaking to customers and clients.

Job roles in this sector

Dental Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with general administration work (reception, computer, telephone & making appointments)
- Appropriate record keeping
- Cleaning and preparing equipment
- Talking and interacting with patients
- May be some opportunity to shadow a dentist/dental assistant/hygienist

General Medical Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Work shadowing professionals
- Greeting and talking to patients
- Observing various clinics (with patients consent)
- Assisting with general ward duties

Retail Pharmacist Assistant - Placements Available - High demand

Possible tasks:

- Restocking the shop
- Filling and tidying of shelves and shop floor to maintain displays
- Assisting serving customers
- Use of the till if appropriate
- Observing the dispensary
- Assisting with dispensary duties (where appropriate)
- Work shadowing staff
- Unpacking goods
- Checking delivery notes

Student Care Assistant (Elderly Care) - Good Availability

Possible tasks:

- Assisting with clients/residents with social needs (reading, computer skills, shopping)
- Assisting with social activities
- Chatting to clients/residents and help maintain a cheerful atmosphere
- Go out with clients/residents with supervision
- Assisting with preparing and serving of meals, snacks and drinks
- Making beds
- Cleaning and tidying

A future career in this sector...

If you're passionate about helping people and making a difference in their lives, working in health care can be one of the most rewarding career choices there is. Health is about the treatment, control or prevention of disease, illness, injury or disability, either in hospitals, health centres or the community. If you're looking for an interesting career with lots of opportunities to progress, then health is for you. With over 350 job roles, you could work in the NHS, a charity or a partnership between the NHS and a local authority department, such as children's services. There are a wide range of roles in private healthcare too. There are roles based in nursing, specialist consultancy, pharmacy, therapeutic roles or scientific roles in laboratories. There are support roles too, in administration, finance, communication, security and maintenance.

People are living longer and the population is growing; 33,635 are employed in health locally. The NHS advertises the most job vacancies locally.

Skills shortages include midwives, A & E doctors, GPs, psychiatrists, nurses, occupational therapists etc

The heart centre at the Glenfield hospital is a leader in innovative research and techniques, such as surgery with a Robotic Arm.

Skills needs vary, from highly-technical, STEM-based skills for advanced, technology-led diagnosis and treatments – as well as softer, social and care-oriented skills – to support an ageing population. The need to support mental health is also growing.

Nursing is the number one health vacancy locally, and is a really employable degree, with 94% of graduates in work within 6 months; UK qualifications are internationally recognised.

Routes into health careers are expanding, with growing numbers of apprenticeships available from level 2 to degree level.

There are roles into health at all levels: Domestic and portering roles may require few or no qualifications. Administration, patient services, and HR roles may need GCSEs or higher. Scientific, technical and clinical roles need higher skills.



WHAT YOU COULD EARN?

Pharmacist	£32K-£44K
Phlebotomist	£18K-£23K
Hospital Porter	£18K-£21K
Paramedic	£24K-£37K
Dental Nurse	£20K-£30K
Nurse	£25K-£31K
Midwife	£25K-£45K
Doctor	£60K-£90K
Dietician	£25K-£40K

Explore creative careers at...

www.stepintothenhhs.nhs.uk

www.your-

future.co.uk/stakeholder/university-

hospitals-of-leicester/

charnwoodcampus.com

www.healthcareers.nhs.uk

www.gov.uk/apply-apprenticeship



WEBSITES WITH CAREER INFORMATION & OPPORTUNITIES

www.leics-ebc.org.uk

www.startprofile.com

www.apprenticeships.gov.uk

www.notgoingtouni.co.uk

www.gothinkbig.co.uk

www.nationalcareersservice.direct.gov.uk

