



Skills Week

Date : 3rd-7th July 2023

Skills Week Steps to find a work experience placement	Completed Yes/No	If you answered 'no', what to do next
1. Have you downloaded the Connect App using your individual QR code (not a friend's one)?		Delete the app and reinstall it. Check your email from wex@bhasvic.ac.uk about the connect app and scan your own QR code to set up the app. You can come to the helpdesk in Student Services for support with this.
2. Search for organisations near you (online or in person)		What are my interests/hobbies? Where would I enjoy doing work experience? Contact organisations you are already interested in/a cause you are passionate about
3. Have you spoken to family/friends (and their families)/teachers/neighbours/sports clubs etc. about any possible opportunities they can provide?		Who else can you ask? Is there anyone else in your network you can think of?
4. Have you contacted any companies, if so how many?		Keep trying – you will need to contact a lot of companies for 1 placement. If you have not heard back, contact the company and follow-up with an email to ask them to respond whether they are able to offer work experience or not.
5. If you have a part-time job, can you ask if you can do a different role during skills week to gain alternative experience/skills?		Ask if any of your friends who have a job could ask their manager at work for you
6. Have you checked volunteer databases for charities/organisations that could offer you a placement?		<u>Community Works</u> , <u>Community Base College</u> , <u>Padlet noticeboard</u>
7. Have you gone into any shops that have vacancies or charity shops looking for volunteers?		Use the <u>charity shop</u> list to find charity shops near you or go into businesses in person to ask

For further queries please contact careers@bhasvic.ac.uk