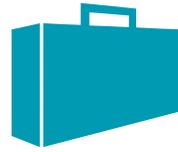


Work Experience



STEP 2





Work Experience

Use work experience to develop key transferable skills that will help you stand out from other applicants and open up more career opportunities. This experience could also give you the chance to explore whether a particular role or sector is right for you, and improve your awareness of workplace environments.

In this guide:

- Part-time work
- Work experience
- Volunteering

Part-Time Work

Gaining part-time work whilst you are studying can be a good way to not only gain some extra money, but enhance your skills and experience. Any part-time work you do will develop transferable skills such as communication, customer service and teamwork which are useful in most careers. For this reason, it's not vital that you gain work in the field you wish to go into after your studies. However, trying to get work in a role similar to what you hope to work towards (or being able to work closely with someone who is in the role) will allow you to gain some relevant experience and insight.

If you study full-time, it is recommended you work no more than 16 hours a week so as to not interrupt your studies. If you are a non-UK/EEA-domiciled student, there may also be further restrictions to the hours you are allowed to work. For more information, visit UKCISA: www.ukcisa.org.uk or visit Student Support on Campus.

Careers & Employability Part-Time Work Listings

1

CareerLinc job listings

Our vacancy system CareerLinc has vacancies for both Graduate and Undergraduate roles, including part-time work, placements and internships, both on campus and in the local area. Find CareerLinc at <https://careers.lincoln.ac.uk/>

2

Social Media

Find opportunities in your feed by 'Liking' our jobs feed pages on Facebook and Twitter- <https://www.facebook.com/uoljobshop> and [www.twitter.com/uolcareers_](https://www.twitter.com/uolcareers_jobs)
[jobs](https://www.twitter.com/uolcareers_jobs)

Work Experience

Placements

Many companies (especially large organisations) will offer placements. These roles could lead you to permanent employment with the company. Even if you do not secure a permanent role, you will leave with experience that will attract other potential employers.

Summer placements can be any length or duration and are directed at providing you with the skills and experience to go forward in a role in your particular career path.

Year-long placements are generally taken after completing the second year of your course and usually last a year. It is important when considering a year-long placement that you discuss your options with a tutor or relevant member of staff before you make any applications.

You can also take part in placements in Europe through [Erasmus+](#) with a Traineeship. These placements are funded and will continue to be for at least two years following Brexit. For more information visit www.erasmusplus.org.uk or contact erasmus@lincoln.ac.uk

Sandwich Placements or Professional Practice Year (PYP)

Some courses will require you to spend a year in industry. This is often referred to as a sandwich placement or PYP, usually taking place between your second and final year at University. These industrial placements are commonly found in engineering, science and construction. You will have a personal/placement tutor to help you arrange your year with an employer.

Internships

An internship is a fixed period of work experience, offered by an organisation, usually lasting for a fixed, limited period of time. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field.

Internships can last from a few weeks to a year depending on the sector, employer, and the stage you are at of your studies.

The University offers paid Graduate Internships across different departments every year - ask the Careers & Employability team when and how to prepare for these. The Centre also offer support to local businesses, and can help you learn about these:

www.uolcareers.co.uk/students-graduates/jobs-employment-options/internships

Take advantage of work experience fairs to make contact with employers or search for suitable placements online. You can also target employers speculatively* to find and arrange work placements.

*Find our Speculative Application guide at the Careers & Employability Centre



Volunteering

Volunteering gives you an opportunity to become involved in something different. It shows you have initiative and commitment which may impress many employers. In fact, volunteering can help with your future career in many ways:

- Give your CV a point of difference to stand out
- Gain valuable skills
- Build your confidence and put yourself in new situations
- Gain experience to talk about in an interview
- Learn about new things
- Help the local community
- Expand your network

Specialised experience

For students wanting a career in areas such as education or with the police, experience in a relevant role is required - volunteering could help you gain this experience. This will be a minimum of a week but in most cases is ten days. As well as meeting the requirement, you find out if the path is for you. Speak to the Careers & Employability Centre about what you will need for your aspirations.

Volunteering abroad

Volunteering abroad can give you global experience that could truly put you onto your career path. Ensure you do your research into any organisations you are thinking about signing up with to ensure you know everything about them. Research experiences from people who have worked with the organisations you find to see if the organisation is legitimate, right for you and right for your goals.

The [Students' Union](#) have a Volunteering team to support you in any volunteering opportunity. They advertise opportunities on campus and in the local area. Visit their website for more information: www.lincolnsu.com/volunteering/list

Get support from your Careers & Employability Service

What we offer

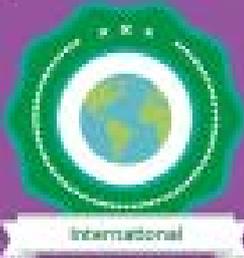
- **Careers Clinic**
Our Skills Advisers are available to support you with all aspects of job search or the recruitment process for any role; part-time, placement, work experience or graduate. Careers Clinic runs Monday-Friday 1-4 pm and is a drop-in session.
- **Careers Guidance**
Our Careers & Employability Advisers offer 1:1 appointments to support you exploring your Career options and planning.
- **Career Events**
We have daily events running to provide information and support your development; some are run by our expert Adviser team and others by employers. All events are advertised here; www.uolcareers.co.uk/events
- **Lincoln Award**
Our employability award is designed to support you in developing and learning how to demonstrate your employability skills. At the end of the award you get the chance to put your learning to the test in our Assessment Centre Experience! Each one is partnered with an employer and students find the opportunity to practise and the feedback they receive invaluable. Full details can be seen here; www.uolcareers.co.uk/lincolnaward
- **Vacancies**
CareerLinc is our online portal where all vacancies are advertised; part-time, placement, work experience and graduate roles. All students are already set up on the system so simply use your University log-in to get started! <https://careers.lincoln.ac.uk>
- **Campus Jobs**
Our Student Employment Agency which advertises all jobs for the University on campus; from admin to retail, one off roles to ongoing part-time jobs, find out more here; <https://uolcareers.co.uk/students-graduates/jobs-employment-options/campus-jobs/>
- **Online Resources**
We have our own Careers & Employability online learning pathways on LinkedIn Learning. Full details can be found here; <https://uolcareers.co.uk/students-graduates/onlinelearning/> . We also provide many other online Career Tools. More information can be seen here; <https://uolcareers.co.uk/students-graduates/career-tools/>



Careers & Employability Centre
Ground Floor, Library
Mon-Fri: 09:00-16:30
T: +44 (0) 1522 83 7828
E: careers@lincoln.ac.uk

www.uolcareers.co.uk
www.facebook.com/UOLCareers
www.twitter.com/UOLCareers

WHAT WE OFFER



International



Careers Information



CareerLink



Careers Clinic



Careers Jobs



The Lincoln Award



Graduate Jobs



Group Advice Sessions



Careers Guidance

The Careers & Employability Centre is open

09:00 - 16:30, Mon - Fri

Telephone: 01522 837828

Email: careers@lincoln.ac.uk

Web: www.uolcareers.co.uk