

Preparing for Virtual Work Experience

In recent years, many companies have created excellent, live and on demand Virtual Work Experience opportunities, giving students access to professionals working with some of the UK's largest companies and nationally recognised organisations. A virtual work experience is an experience that takes place entirely online.

Virtual Work Experience may involve:

- Live discussions with employers and other delegates. Meeting and interacting with industry professionals during live sessions
- Developing crucial workplace skills and discovering unique insights about the industry
- Experiencing real workplace activities. Completing mini-activities and projects developed in partnership with industry experts to get a feel for the world of work
- Strengthening your professional profile and building a portfolio of work that will make your personal statement, CV, and application stand out

Benefits of Virtual Work Experience:

- Virtual work placements are open to everyone, and location does not need to be a limiting factor. This opens many possibilities to explore new jobs and industries in areas that may not have been possible under face-to-face arrangements
- Remote working is likely to be important to many businesses in the future and learning how to conduct business and work online will develop extremely valuable skills for the modern workplace
- Virtual work experience placements will help develop soft skills that employers are seeking, such as organisation, time-management and self-motivation.
- Understanding what a job or a career entails might help you make decisions about whether or not that role is right for you in the future

Top tips for making the most of Virtual Work Experience:

- Make sure you understand and are happy with the safeguarding in place. Check the protocol for using your camera and microphone. If in doubt speak to a parent or carer
- Commit to doing a good job. Establish a structure to your day, a routine that helps you get into the work mode. Make sure you are dressed appropriately and won't be distracted. If you are using your own pc or other device, make sure it's in line with any information security guidelines laid down by your host organisation
- Be motivated and organised. You must have the ability to manage your own time effectively and complete tasks without constant supervision
- Communicate regularly. Discuss how and when you will be in contact with your employer and ensure you are prepared with questions or topics for discussion. Make sure you have checked the technology beforehand and are comfortable with the methods of communication being used
- Work hard and illustrate your enthusiasm. Don't be afraid to ask questions if there is anything you are unsure about

- Online professional etiquette is important. Behave as you would in the workplace
- Make notes and keep a reflective log to record key learning points. Consider booking a careers appointment to discuss your learning with a careers adviser.

Sourcing Opportunities:

Virtual Placements and insights are communicated via the work experience section of the website [Work Experience - St Aidan's \(staidans.co.uk\)](http://Work Experience - St Aidan's (staidans.co.uk)), and via our regular newsletters. These opportunities have been internally checked and meet our safeguarding guidelines.

Please note:

Sixth Form students wanting to complete a placement during the school day must first gain authorisation. Please speak to your senior tutor/attainment tutor. A written request must then be emailed to the Sixth Form Office.

Examples of Employers Offering Virtual Work Experience:

AIRBUS



Deloitte.



AstraZeneca 



TESCO

**C L I F F O R D
C H A N C E**

Further Reading:

[Virtual Work Experience – Speakers for Schools](#)

[What is a virtual work experience? \(theforage.com\)](#)

[Work Experience - St Aidan's \(staidans.co.uk\)](#)

[Virtual work experience | Prospects.ac.uk](#)

[Virtual work experience - why it might help your child stand out \(theparentsguideto.co.uk\)](#)

[Careerpivot : Video stories : Y10: Getting ready for virtual work experience - 50 mins online lesson](#)

Please contact the Careers Department at careersstaff@staidans.co.uk if you would like individual information, advice and guidance on securing a virtual placement – we are happy to help

**Careers Department
St. Aidan's and St John Fisher Associated Sixth Form**