



Cabinet Office Self-Led Work Experience Guidance

Introduction

As we are unable to offer work experience placements in our offices at the moment, we have designed this self-led package of work experience materials for students who would like to learn more about the Civil Service and our career opportunities. It is designed for school students (age 15-18) and teaches them a range of knowledge and skills that they would typically learn when completing a more traditional work experience placement in an organisation's office.

The work experience gained by completing this programme includes:

- increasing awareness of the wide range of Civil Service departments, and the various roles and entry routes within them;
- gaining key employability skills for a successful career in the Civil Service, but which are also relevant for any future career e.g. making effective decisions, seeing the bigger picture and communicating and influencing.

The programme is made up of three parts and the suggested time to complete it is up to five hours which can be done in one full day, or broken down into bite-sized sessions over several days:

1) The Civil Service Careers Brochure - approximately 45 minutes of reading

The brochure teaches you about the structure of the Civil Service and increases your awareness of the wide range of government departments, and the various roles and entry routes within them.

2) The Research Project - about 4hrs including research and the creation of a presentation.

Being asked to complete a research project is something that you would typically do when completing a more traditional work experience placement in an organisation's building or office, or indeed while you are at work. More information and guidance on how to complete this research task can be found in the research project pack.

3) Feedback - approximately 15 minutes.

We would be very grateful if you could complete the Smart Survey evaluation after completing our package of work experience materials so that we can continuously review our programme: <https://www.smartsurvey.co.uk/s/D7N74S/>

If you are unable to access Smart Survey online, we have copied the questions below to print and complete. Please either scan or take a photo of the completed form and email them to us at schoolsoutreach.diversity@cabinetoffice.gov.uk . Your school may be able to help you do this.

Annex A - Student evaluation form

On a scale of 1-5 (1 being not so good, 5 being excellent), how would you rate the following?

How much did you enjoy the work experience project?

1 2 3 4 5

Please give some more information.

How much did you learn about the world of work?

1 2 3 4 5

Please give some more information.

How much did you learn about the Civil Service?

1 2 3 4 5

Please give some more information

What did you enjoy most about the work experience project? Such as developing new skills, learning more about the Civil Service etc. Please provide as much information as possible.

What did you enjoy least about the work experience project? Please provide as much information as possible.

Would you recommend this project to other students?

Yes **No**

Please give some more information.

Were you interested in working in the Civil Service before completing this project?

Yes **No**

Please give some more information.

Are you interested in working in the Civil Service since completing this project?

Yes **No**

Please give some more information.

Any additional comments or feedback?