

Essential Information for Work Experience Applicants

Please note that, due to a restricted number of available work experience placements, we have to prioritise placements for **Nottinghamshire** residents.

This webpage is a 'live' facility which is constantly being updated to reflect the current status of all the placement opportunities available. Please note that the application process normally takes **6 weeks** but, during periods of peak demand and after the launch of additional healthcare settings, this may be considerably longer. Please allow sufficient time for your application to be processed. All applications are registered and processed, as quickly as possible, on a chronological basis, taking into consideration date of receipt and requested placement date.

Some healthcare settings only run work experience placements three times a year on specific weeks, others will only accept applications from nominated local schools/colleges but other settings are on a wider rolling programme running throughout the year.

In the interests of widening participation and equality of opportunity we will only process one placement application per student at a time. Should your request be declined, you are eligible to reapply at a later date or apply for a different placement immediately.

The duration of the work experience placements offered through our service are normally structured around a one week experience. Other departments feel it is sufficient to offer either 1 or 2 days only. The placement duration is predetermined by the departments and is **non-negotiable**. Placement requests for alternative configuration/duration placements e.g. weekly slots, weekends, long-term placements, etc, can not be accommodated. Bank Holidays are a particularly busy time for NHS staff and if a Bank Holiday falls within your allocated placement, you should not attend on that day.

Your request may be considered more favourably if your application identifies a single choice placement, preferably which is also aligned with your chosen career pathway, since some of the clinicians choose to restrict their work experience placements to those students who are able to evidence a specific interest or intent towards their given professionalism, together with the academic ability. Please ensure that you have attained the specified age criteria as these are strictly enforced and **non-negotiable**.

Should you be unable to obtain endorsement of your application from a Tutor at school/college/university, then you may wish to ask an alternative professional person who knows you and is aware of your career aspirations such as an employer.

You may choose to submit your application electronically, as this will enable you to easily amend dates, requested department, etc, in the event that your application is declined for whatever reason. If you opt to submit your application electronically, please ensure that you send it to us in a Word Document format, otherwise we will be unable to open your attachment, due to the NHS security and firewall protection software, and will therefore be unable to proceed with your application.

We would point out that, should your application be accepted, you will be expected to attend a mandatory induction workshop in order to adequately prepare you for your work experience placement. The induction workshop will last approximately 1 hour, usually between 3pm – 4pm on a working day. Also, please note that if you are successful, we can only co-ordinate **one placement per person per calendar year**.

If you require a reference or proof of attendance you **must** speak to the person responsible for you during your work experience and do this whilst you are on placement. They must agree to do this and must complete any paperwork during the placement e.g. on the last day. We will not respond to requests outside of the work experience period and this will not be negotiable.