

Transitions' Work Experience overview

The structure of work experience

We liaise with organisations to jointly provide our placementees with:

- **A structured work experience role description (which may be adapted as the work experience progresses) in the placementee's professional skill area, within an agreed timeframe of 1 – 6 months**
- **1-1 structured supervision**
- **Agreed time to reflect and gain professional orientation using a reflective learning methodology Journal and Professional Development Portfolio, supported by Transitions**
- **Monthly joint reviews with Transitions**
- **Targetted Jobsearch support with Transitions, including 1---1 services, peer coaching and group workshops co-delivered by range of corporates & corporate volunteer coaches**

The Transitions work experience programme is a partnership between Transitions, its candidates and employers who wish to level the 'playing field' for refugees in the UK and access the extensive skills of refugee professionals. Our partner employers co---design with us part---time professional experience programmes of 3---6 months in length. The process is underpinned by good practice. The organisation accesses the extensive skills of our placementee candidates, in return for a structured & supervised work experience and references, which enhances the placementees' competitiveness in the UK jobs market. The placement also demonstrates the organisation's CSR and Diversity management credentials. There is no obligation to hire the placementee after the work experience

Costs

Transitions' work experience s services are free. All services are free to candidates. If the placementee successfully applies for a job with the work experience host employer, a one---off fee of 10% of the annual starting salary applies to the host organisation. Our work experience programme providers calculate the bottom line value of the extended trial of an work experience .

Good practice

Placements are supervised, structured, skilled work experience based on the good practice in this guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251483/bis-13-1085-best-practice-code-high-quality-internships.pdf As recommended in the guide above, **we encourage employers who host placementees to pay a work experience allowance and to match the allowance to the London Living Wage (£9.40 per hour) or the Minimum Wage (£6.70)** However, in the UK work experience s may be unpaid and only receive an allowance for travel and meals.

All our candidates are already professionally qualified (often with both overseas and UK University qualifications) **and usually already have extensive overseas experience.** They often lack experience of UK business culture – and many corporate colleagues struggle to embrace other business cultures. Work experience s can bridge that gap, for mutual business benefit. All Transitions candidates are professionals who have fled persecution overseas & been afforded protection by the UK as refugees. They all have full permission to either work or volunteer in the UK. What they wish to acquire via an work experience is UK professional orientation and targeted experience in order to add this to their placementeeational profile and enhance their competitiveness in the UK jobs market in their field of work. Without such initiatives, in spite of their professional background, most refugee professionals cannot compete in the UK market, either for work experience s or for work and stay out of work. This is a loss to ‘UK plc’ and, of course, to them. It is also avoidable. We provide specialist, quality ‘effective jobsearch’ 1---1 and group support and this work experience partnership programme. It works.

Increasing competitiveness through supervised experience

The work experience role is an experiential learning role, designed to support the placementee, who otherwise may not succeed in a job interview for a similar role, due to lack of UK business culture experience and UK references, for example. The placementee has no responsibilities to deliver outcomes for the organisation. The responsibilities for outcomes are for paid staff not for placementees. In other words, the placementee may be given high skilled tasks, but the placementee is not held responsible for the successful completion of those tasks, so that they have the opportunity to practice and learn, without responsibility. They may gain a reference from the work experience and may have their name printed on research documents, for example, that they have been involved in as an placementee.

EXAMPLE Work experience Role Description: GIS Mapping Technician for an NGO

Pls note: a draft role description should be in place before an work experience interview takes place.

Main Placementee Tasks

- Convert available and useful datasets into an accessible and structured format. The data is arranged around geographic standards like post codes, LSOA (Lower Super Output Area) or perhaps other geographic standards like GPS coordinates
- Develop and expand on our options for data summarising, manipulation and viewing. Currently we are looking to exploit mapping solutions to provide data to users in the most accessible format
- Assist with standardising UK geographic data and assist with the implementation of this data
- Spend agreed time in the office reflecting and self--assessing on this experience, using a professional development portfolio, for use in effective Jobsearch, supported by Transitions and the supervisor
- Spend agreed time in the office researching the UK jobs market and receiving Jobsearch advice and networking support from colleagues

Example Work experience Person Specification

Role Title : Geographical Information Modeller – Placementee	
Qualifications / Training	<ul style="list-style-type: none"> • Degree or relevant experience in Placementeeational Development or related area
Experience / Knowledge / Technical Skills	<ul style="list-style-type: none"> • Experience of researching and managing data, ideally data relating to issues around Placementeeational Development & Disaster management • IT skills and a good understanding of basic databases and their uses. • Experience of or interest in learning use of geographic tools such as GIS software and KML files. • Experience or interest in open source and online visual / map analysis tools and online content development. --- Valuable but not required
Personal Skills	<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Receptive to new ideas and a willingness to accept change. • Ability to work as part of a team and as an individual.
Career Development	<ul style="list-style-type: none"> • Desire to self---assess & receive supervisory feedback on employability in chosen career, with support of Transitions • Willingness to develop a career development portfolio and Jobsearch during work experience , with support of Transitions and supervisor