



# Work Inspiration Programme



Llywodraeth Cymru  
Welsh Government

## Work Inspiration Programme Tuesday 2 July – Thursday 4 July 2019

The Welsh Government offers work experience to young people. Welsh Government has recently overhauled its work experience placement to our dedicated Work Inspiration Programme. This initiative is an important part of our action plan as an employer to build an inclusive Civil Service.

We have a huge number of requests for work experience each year and although we want to support each one we have limited resources to do so. As a result, we have designed a specific programme for Year 10 pupils.

This is your chance to be part of something a bit different. An opportunity to develop your skills, learn about the world of work, to find out more about our organisation and to grow your confidence.

We're offering a three day placement in one of our regional offices where you can step into the world of the Welsh Civil Service and really get to know how civil servants in Wales work towards making a difference in people's lives.

### What will you be doing on the programme?

We want you to get the most out of our three day programme so we will start by exploring a bit about you and your goals. You will have the opportunity to participate in some exciting interactive group activities including completing a project with others students and developing a communications plan to help promote the project you have worked on.

You will get the chance to gain a real insight into some of our business areas, find out more about our relationship with the National Assembly for Wales and increase your understanding of how voting works in the Government.

You will spend time with our senior leaders to understand more about their departments and their career paths and what opportunities we have in Welsh Government.

You will also prepare and present your learning from the three days back to your school so you can see just how much you have achieved in such a short space of time.

You will be hosted by one of our current or recent apprentices who can tell you about how they started their Civil Service Careers.

## Where will this take place?

There will be an opportunity to access this programme across a number of regional Welsh Government offices, including;

- First Ministers Office, Cardiff Bay
- Aberystwyth
- Cathays Park 2, Cardiff
- Llandudno Junction
- Merthyr Tydfil
- Newtown
- Swansea

## What are we looking for?

Our ideal applicant is someone who is unsure of their future plans and would benefit the most from experiencing the world of work. This opportunity could genuinely have a positive impact on their future career prospects.

We are looking for motivated people who may wish to work for us in the future, particularly those considering joining us through one of our apprenticeship schemes.

We expect our students to be keen to learn, ask questions and get involved during the week. The students will need to be available on all three days to complete the programme and will be expected to attend our offices between 9:30 am – 3:30pm.

## Diversity and Inclusion

Welsh Government is committed to being an equal opportunities employer. We wish to ensure that everyone is treated fairly and appointed solely on their suitability for the placement irrespective of who you are or where you come from.

We really encourage diversity in our staff to best reflect the people of Wales so we actively seek applications from people of all backgrounds and experiences. We can make reasonable adjustments in the workplace to support a variety of requirements.

## Future opportunities

We will be running work experience schemes all over Wales in 2019 so if you are interested in finding out more information please contact us on **Future-proofing@gov.wales**

To find out more about our apprenticeships please visit:

<https://beta.gov.wales/welsh-government-apprentices>

# Application form for the Welsh Government's Work Inspiration Programme

Please complete this form in block capitals using Arial, font size 12 and return to: [Future-proofing@gov.wales](mailto:Future-proofing@gov.wales) by Sunday 9<sup>th</sup> June 2019.

Date of placement required from:  
**Tuesday 2 July to Thursday 4 July 2019**

Welsh Government are committed to protecting your privacy, a copy of our Privacy Notice is available on the [Welsh Government website](#).

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## 1. PERSONAL DETAILS (to be completed by Applicant)

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-mail address \_\_\_\_\_

Do you have a health or behavioural condition or are you taking any medication that could reasonably affect your ability to carry out work in the Welsh Government Civil Service?

**Yes / No**

*(If you answer yes to the above question, this will not affect your chances to secure a placement, but you may be asked to consent to provide further information)*

Do you have any Special Requirements? (e.g. dietary requirements, disabilities etc.)

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## 2. EMERGENCY CONTACT DETAILS (to be completed by Applicant)

Please enter details of next of kin who can be contacted in case of emergency.

Emergency Contact Name 1 \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Mobile/Telephone number \_\_\_\_\_

Emergency Contact Name 2 \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Mobile/Telephone number \_\_\_\_\_

Are you a fluent Welsh speaker? (Delete as appropriate)

**Yes / No**

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### **3. SCHOOL CONTACT DETAILS**

School \_\_\_\_\_

Careers contact  
name \_\_\_\_\_

School  
Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

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### **CHILD PROTECTION (to be completed by Applicant)**

**-If you are under 16**, please enter **your date of birth** in the space provided below.  
This will ensure that we are complying with the Child Protection, Data Protection and relevant policies and legislation.

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**4. What would you like to gain from the Work Inspiration Programme?** (This should be linked to your career aspirations and reflect development of key skills – max. 200 words)

**5. Are there any areas of work you are particularly interested in learning more about e.g. policy, statistics, communications, legal, finance etc?** (We will try to match the placement with any interests identified, but this cannot be guaranteed.)

**6. Does your school provide you with a diary/report to complete whilst you are on your work experience?**

Yes / No

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**We the parent/guardian of the applicant confirm that .....  
(insert name) has permission to apply for work experience with the Welsh Government**

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Note:** This application does not guarantee you a placement. We will email you confirming whether your application has been successful.