

The PSA's Work Experience Scheme

1. Introduction

- 1.1 There are barriers that prevent individuals, especially those from certain groups, from accessing professional careers. The aim of this scheme is to give you access to an office environment and our people. We have teams who specialise in governance, human resources, finance, IT, audit work (not financial), legal, policy and communications. We hope that this will be a valuable steppingstone in your employment journey and will aid you in making informed choices.
- 1.2 Our objective is that when you have completed your placement with us;
 - If you are of school age, you will have a better understanding of what careers in these areas might be like so you can make more informed choices
 - If you are returning to work after an extended absence, you will better understand the current office environment, and update your skill set
 - If you are considering a career change, then this will give you an informed starting point.
- 1.3 On appointment you will be assigned a mentor who will be available for weekly 121 sessions. You will be able speak with staff members, including a 121 session with our Chief Executive, to understand their employment routes.
- 1.4 We understand that you might have specific outcomes you want to achieve from this placement, and we will do our best to help you achieve them.

Who might be interested in the scheme

- 1.5 This scheme is open to individuals aged 18 upwards. This is not a graduate scheme so we will not be offering an employment contract with us on completion of the scheme.
- 1.6 This is an in-person office-based scheme as we feel this is the best way for you to get the most out of the placement.

The purpose of the scheme and the role of the individual

For the successful candidate

- 1.7 We believe that good quality work experience should provide you with:
 - Insight and information about careers in the regulation sector
 - The chance to learn about and develop the key skills that are needed in the workplace
 - Sufficient exposure to a variety of work to help you to make a more informed career choice.

Time, attendance and location

- 1.8 The placement will last for three consecutive weeks between August and September with exact start and end dates to be discussed with the successful candidate. Generally, you will be expected to attend our Blackfriars office between 10am and 4pm each day of the placement.
- 1.9 However, we are aware that you may have other commitments for example job interviews, further education visits etc and we will be happy to discuss how best to accommodate these when planning the details of your placement.

Payment and expenses

- 1.10 During the placement you will be paid £1,989 for the three-week duration and travel expenses that will be reimbursed in line with our expenses policy.
- 1.11 We are a small, public-sector organisation and whilst we are keen to offer this opportunity as widely as possible, we will not be able to cover all costs, for example accommodation.
- 1.12 Please contact us on 0207 389 8050 before applying if you would like further information on expenses.

Work plan and goals

- 1.13 The successful applicant will be invited to a meeting prior to the placement starting to discuss a structured work plan with clear goals and objectives to:
 - Understand what tasks are to be assigned
 - Understand how work is to be managed during the placement
 - Make the best use of the individual's skills
 - Gain valuable, structured experience.
- 1.14 Examples of the type of work that could be undertaken includes;
 - Shadowing staff and attending appropriate meetings
 - Working on samples of casework, that have already been completed, for example a fitness to practise case study or performance review of one of the regulators we oversee, to understand the process taken
 - Administrative tasks such as preparing letters or collating basic statistics.
- 1.15 You will have a supervisor in each of the areas you work in. You will be allocated one individual to mentor you during your work experience and provide feedback on your performance.

Feedback and References

- 1.16 At the end of your placement, your mentor will have a final meeting with you and give you a written factual reference setting out the work you have undertaken, and the skills and experience you have gained (as appropriate).
- 1.17 We also want to use this opportunity for you to give us feedback about the placement so we can continually improve our offer.