

Inverclyde
council

Train today
for a brighter
tomorrow

Inverclyde Council are committed to providing a safe and friendly environment for all trainees, therefore successful candidates should be willing to attend all necessary training courses to be compliant with the Council's Health and Safety policies.

We are also committed to equal opportunities and its policies promote the equal treatment of all applicants and ensure that no one is unfairly treated on any grounds.

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www.inverclyde.gov.uk

work experience

Train today for a brighter tomorrow

work experience programme

Inverclyde Council benefits greatly from the participants it engages on its Work Experience Programme. This programme aims to provide a framework which people training for the world of work can develop, and become valued and successful members of a workforce.

If you are still at school and are required to find an unpaid work placement as part of the National Curriculum, or are a student considering a placement as part of your college course work, the following information may be helpful in finding a suitable placement within Inverclyde Council.

- In the first instance; discuss with your teacher/college lecturer the various services within the Council - explore our web site at; www.inverclyde.gov.uk and decide which service you wish to gain experience in "the world of work."
- All interested parties must complete the standard Council Work Experience application form which requires you to list your 1st, 2nd and 3rd placement choice, ensuring that the placement secured will be relevant and of interest to you.

- On receipt of your completed application form the chosen service will then be approached and if workload/staffing issues allow, a placement is agreed. Placements vary in length depending on individual need, but are likely to be short (e.g. 5 days in duration), to ensure continuity of the training experience.

Once your placement has been secured it is recommended that a pre placement visit is arranged. This will include an introduction to your workplace supervisor and colleagues, agreement on the hours you will work and health & safety issues will be explained.

On completion of your planned work experience programme you will be issued with a Certificate of Achievement in recognition of completing your placement with Inverclyde Council.

Most school pupils/college students regard this programme as a highly relevant and worthwhile part of their education and preparation for their future careers.

To find out more about Work Experience opportunities for young people please visit www.inverclyde.gov.uk