

Work Experience – Occupational Areas

Occupational Area	Availability	Possible Tasks
Administration/Clerical	High	Phone calls, computer work and administrative work such as filing, phone, mail, printing, photocopying.
Airports/travel/tourism	Very low	Almost impossible unless you know someone! Largely admin work, much of it is on PCs and with customers so there is almost nothing you can do except observe and make the tea!
Armed forces	Low	Can be arranged sometimes through liaison officers but not often at the same time as work experience – must have genuine interest.
Banking/financial services/insurance etc.	Average	Largely admin. but some basic number work and some handling of money. Client confidentiality can be a problem. Be prepared for some mundane tasks.
Building trades	Almost impossible	For Health and Safety reasons it is almost impossible to do your work experience in the building trade.
Child care	High	Playing with children, reading, art work, changing nappies. Observation of staff and keeping records.
Computing	Average/low	Most work is based in offices using computer software. There is less chance to do technical work or computer repairs.
Design	Very low	Mainly observation but some places may offer more. They will require you to have a genuine interest.
Estate agency/surveying	Average	Usually admin work, but shadowing of agents may be possible on site. Some phone work and receptionist duties.
Hair/beauty	Average	Observation and basic duties – some treatments might be done on you!
Hotel/catering	Average/low	Mainly clearing up, some salad or dessert preparation – simple things. Cleaning rooms, waiting on tables etc – high standards are required.
Law/legal services	Average/low	Largely admin work. Client confidentiality a problem. Some court experience may be possible and a genuine interest is essential.

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Media	Very low	TV and radio is almost impossible unless you already have a contact. Some journalism but not much, you would have to be really good at English. Mainly admin, basic tasks and work shadowing.
Medical/dentistry	Low	Most placements are on the reception or in the office at GP surgeries. Difficult to work shadow doctors due to patient confidentiality but some observation may be possible.
Motor trade	Average	Observation, some 'hands on' – oil changes, parts, general cleaning duties.
Music industry	Very low	Again, only likely through personal contacts. General observation, shadowing and possibly some non-critical practical.
Police/fire/ambulance/security	Almost impossible	Data protection act makes it very unlikely that places can be found. As staff work in life and death situations they don't want students in the way.
Pharmacies/opticians	Average	Some shadowing and dealing with customers but mainly reception and administration work.
PR/marketing/advertising	Low	Some places available but work is largely administrative and observation. Some labour may be involved too – setting up displays etc.
Retail/shop work	High	Basic jobs to start with then shop floor experience under supervision. Must have genuine interest and be good dealing with the general public.
Sport/leisure/recreation	Low	Mainly cleaning and reception duties. You can't coach unless qualified
Teaching	Average/high	Mainly primary – general teacher's help, some teaching of small groups, but must have a genuine interest. Secondary teaching is largely observation.
Veterinary/work with animals	Very low	Observation, cleaning out of animals, feeding under supervision, dealing with customers.