**Work Experience Programme for Pupils from Liverpool Widening Participation Schools at LJMU**

Increasing the Diversity of LJMU Workforce through Work Experience

Can you support a year 10 pupil to undertake 1 or 2 weeks work experience in your department during May, June or July 2024? We are open to hear from all areas of the University.

 This is an opportunity for pupils from various background to have an insight into your work area (for example IT, Estate Management, Academic support in faculties, Technical areas, etc)

LJMU is undertaking this programme to give young people who identify with various protected characteristics the opportunity to learn more about LJMU as an employer, and the different careers available within the university. LJMU works in partnership with a number of widening access schools through the work of the outreach team. These links will be utilised to identify pupils who might benefit from this opportunity.

Please note that work experience is unpaid and LJMU will not be required to provide funds to cover the travel to and from the place of work or lunch.

If you are interested in taking part in this programme by offering work experience in your area, please submit this form to workexperience@ljmu.ac.uk by **Thursday 15th February 2024.**

Briefing event on the Work Experience Programme: **Thursday, 1st February 2024, from 2pm - 3pm**

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| 1. **Name of Department**
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| 1. **Contact details of Director/Manager requesting Work Experience Pupil**
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| Name |  |
| Institutional role |  |
| Telephone |  |
| Email |  |

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| 1. **Nominated Supervisor**
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| Name |  |
| Telephone |  |
| Email Address |  |

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| 1. **Rationale for requesting a trainee**
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| 4a | Outline briefly why your department would like to be involved in this programme. |  |
| 4b | Skills / experience the pupil will gain  |  |
| 4c | How will the one weeks work experience be structured |  |

I can confirm that the above department can provide work experience for one or two weeks for a year 10 school pupil (s) and that there is someone in the department who will be responsible for the day-to-day supervision.

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| **Request date** |  |
| **Date work experience will commence** |  |
| **Please specify either one week or Two weeks** |  |
| **Please sign** |  |
| **Date** |  |