



**JERSEY FINANCE**

VOICE OF THE INTERNATIONAL FINANCE CENTRE

# **Your Life in Finance**

**Work Experience**

**Employer Booklet**

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# Section 1

## The Preparation

## About the Work Experience

Your Life in Finance is a week-long programme, designed and organised by Jersey Finance in partnership with Education, Sport and Culture and Careers Jersey to give school/college students the opportunity to gain valuable “real-life” work experience within the finance industry.

### Objectives for the Week-long Programme

- To give you an insight into the Jersey Finance Industry
- To enhance your skills, gain valuable work experience and improve your knowledge and CV
- Understand what “working-life” is all about
- Give you the opportunity of finding out what type of careers are available in the finance industry in Jersey
- To introduce possible entry routes into the industry.

### Information for Employer

#### Stage One – Engagement

- Student sends in completed application form with accompanying CV via careers teacher.
- Employer (Member Firm/Organisation) sends in completed “Work Experience Information Sheet”.

#### Stage Two – Speed Dating

- Speed dating event for employers and students to meet.
- Informal interviews will take place

#### Stage Three – Placement are Confirmed

- Students confirm placements to school/college and Jersey Finance.
- Member Firms send letter of engagements to student.
- Student contacts Member Firm to organise an introductory meeting.

#### Stage Four – Programme Induction

- Student and mentor (someone within the organisation who will act as a supervisor) meet. All necessary forms and student agreements are signed.
- Project allocated by mentor.

#### Stage Five – Placement Start

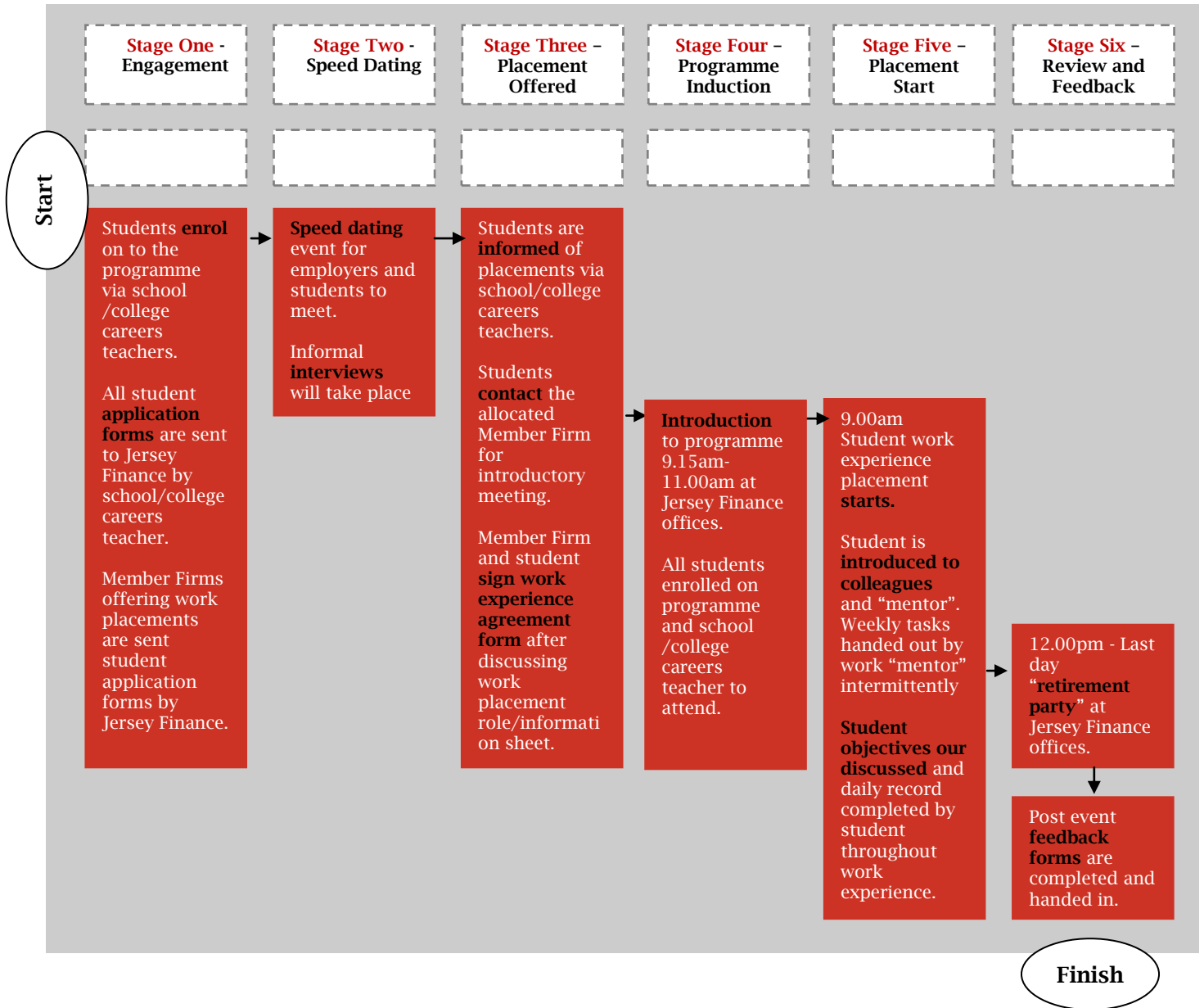
- Tasks and project undertaken.

#### Stage Six – Review and Feedback

- Mentor and student review work experience and complete the “Student Feedback Form” and “Employer Comments”, on page 25 and 26, and return to Jersey Finance on your final day.



## Overview





## Timetable of the Week

### Friday: Induction Day

**Venue:** Jersey Finance  
**Address:** 4th Floor, Sir Walter Raleigh House, 48-50 Esplanade, St Helier, Jersey, JE2 3QB  
**T:** 836005  
**E:** [carla.harris@jerseyfinance.je](mailto:carla.harris@jerseyfinance.je)  
**W:** [www.jerseyfinance.je](http://www.jerseyfinance.je)  
**W:** [www.jerseyfinance.tv](http://www.jerseyfinance.tv)

### **Start – 9.15am**

Meet and greet at Jersey Finance offices

### **9.30am**

Welcome from Carla Harris

- Introduction and overview
- “Life in Finance” programme objectives
- Summary of the week
- Tasks highlighted for the week
- Who we are and what we do
- Facts and figures about the finance industry
- Q&A

### **Finish – 11.00am**

### Week 1

### Monday: Day 1 of Placement

### **9.00am**

Employment commences

- Necessary forms and inductions will be given by staff within the businesses.
- During the week-long work experience students will receive a range of tasks in envelopes from their work supervisor/mentor. The tasks are for the students to work through by themselves.

### Week 1: Days 2 - 5

### Week 2: Days 1 - 4

### **9.00am – 5.00pm**

- Continue with work experience all day
- Task envelopes will be handed out accordingly

### Week 2: Friday

### **12.00pm – 1.15pm**

- ‘Welcome Back’ at Jersey Finance Head Office from Carla Harris
- Review of programme
- Q&A

### **1.15pm – 2.00pm**

- Retirement lunch party (students, mentors, HR contacts school/college tutors).

### **Finish – 2.00pm**



## Work Experience Tasks for Students

Work Stage	Work Task	Life Stage	Life Task
<p><b>Monday/Tuesday</b>  <b>Apprentice (Trainee level)</b>            The Apprentice stage begins when the individual joins the organisation. The person must discover which elements of work are critical, which require the greatest attention, and he or she must learn to competently perform the required job tasks.</p>	<p>Read staff handbook</p> <p>Gain understanding of purpose of the company</p> <p>Mentor gives student a project to manage and report back on</p>	<p><b>Provisional Adulthood</b> –            Choosing a career and entering the workforce</p> <p><b>Early Adulthood</b> –            Progressing in careers and settling into work</p>	<p><b>Getting started</b></p> <p><b>Open Envelope 1</b></p> <p><i>Complete life tasks</i></p>
<p><b>Wednesday</b>  <b>Colleague (Supervisor level)</b>            The Colleague stage is where the individual moves from dependence to independence. He or she must develop ideas, judgement, and an area of specialisation. Activities include having one's own project or area of responsibility. This will enhance his or her sense of competence and self-esteem.</p>	<p>Undertake project and work daily duties</p>	<p><b>Middlescense</b> –            Re-examining work and life choices</p>	<p><b>Open Envelope 2</b></p> <p><i>Complete life tasks</i></p>
<p><b>Thursday</b>  <b>Mentor (Manager level)</b>            The Mentor stage is distinguished by increased responsibility for influencing, guiding, directing, and developing other people. The person must be psychologically willing to take responsibility for someone else's output. The individual utilises his or her abilities to achieve results and trains others to do the same.</p>	<p>Undertake project and work daily duties</p>	<p><b>Age of Mastery</b> –            Adjusting to realities of work and approaching retirement</p>	<p><b>Open Envelope 3</b></p> <p><i>Complete life tasks</i></p>
<p><b>Friday</b>  <b>Sponsor (Director level)</b>            The Sponsor stage is last. The student is responsible for directing the organisation or some major segment of it. Negotiating with colleagues and directing the resources of the organisation toward specific goals are roles required at this stage.</p>	<p>Undertake project and work daily duties</p> <p>Attend retirement lunch at Jersey Finance with mentor and Head of HR</p>	<p><b>Age of Integrity</b> –            Disengaging from paid work and searching for new achievement and outlets</p>	<p><b>Attend feedback Retirement party</b></p>

## **Guidelines for Work Experience**

- All placements **must** have in place **Health and Safety policies**
- All placements **must** have the correct insurance to cover work experience - **Employer Liability** and **Public Liability Insurance**
- All placements **must** provide a **Job Description** for the student
- All placements **must** have a **Risk Assessment** for all the work a student may do

## **Benefits of Work Experience**

### **The benefits for individuals**

- Developing and improving vocational and generic workplace skills.
- Increasing confidence in relation to taking up paid employment.
- Support in developing future goals in relation to education, training and employment.
- Managing a change to their lifestyle into a structured routine required for employment.
- Gaining a reference that they can take forward to future employers.

### **The benefits for staff members**

- Opportunity to develop mentoring and supervisory skills.
- Resources for their team.
- Increased awareness of the needs of local students wishing to enter the finance industry.

### **The benefits for the organisation**

- Can fill gaps or potential roles in an organisation.
- Influencing the quality of future employees
- Encourage and support client participation and involvement.
- Support the employment of local students in the organisation.
- Influencing career choices for the industry
- Raising community profile.

### **Remember...**

- Volunteer work experience is unpaid.
- The student is not given a contract of employment - as the work experience is voluntary, the student is given a job description and risk assessment.
- The work experience will provide the student with 'real' experience of work in terms of role and responsibilities and expectations.



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**Employer Work Experience Information Sheet to be completed and sent to Carla Harris (email [carla.harris@jerseyfinance.je](mailto:carla.harris@jerseyfinance.je))**

**Employer name:**

**Contact:**

**Tel:**

**Email:**

**Address:**

**Telephone:**

**Web site:**

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**Job Title:**

**Opportunity:**

---

**Aims & Objectives:**

**Key Tasks:**

---

**Where advised, the following criteria / skills relate to this placement:**

**Students may gain experience in some of the following areas:**

**Additional Requirements:**

---

**Student Clothing:**

**Working Hours:**

**Lunch Arrangements:**

**Additional Notes:**

---

**Employer's H&S Risk Assessment:**

**Number of Employees:**

**Indemnity Insurance in place:**

Organisational structure chart attached

**STUDENTS WILL TELEPHONE THEIR PLACEMENT COMPANY AT LEAST 2 WEEKS BEFORE STARTING WORK EXPERIENCE TO CONFIRM ARRANGEMENTS**



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**Student Work Experience Agreement  
(to be signed at student introductory meeting)**

This agreement tells you what we will offer you on placement. It also outlines some things that we would like from you, in order to make your time here as safe and productive as possible.

**What you should expect from the placement:**

- One week of work experience
- Training, information and support to be able to carry out your tasks
- Regular meetings to discuss your progress, how you feel about your tasks and how we can help you progress
- To have support and mentoring from your supervisor
- A work placement handbook detailing policies and procedures
- A safe and secure workplace
- To be covered by our Insurance and Health and Safety policies
- For us to be supportive and professional
- That we won't make assumptions about your skills, knowledge and previous experience of working in an office
- To feel welcomed by staff members
- To have any work related expenses that you incur reimbursed (max £ ..... per day) on production of receipts
- To receive a reference for employment or education once you have completed the week.

**What we would like from you:**

- To follow our rules, procedures and Code of Conduct
- Complete our Declaration of Secrecy documents
- To act and dress in a professional manner
- Be responsible for your office key fob and return it at the end of your week
- Be willing to take on new tasks and assist with any events or projects we task you with
- Let us know when you are having any problems or are unhappy with any aspect of your work experience
- Come in when you have said you are going to, or let us know in advance if you won't be able to make it
- To let us know if you are considering leaving or ending your experience with us. If you do not come in for up to 2 days without giving us an explanation we will end your work experience and inform Jersey Finance.
- To attend an exit discussion at the end of the week to give us valuable feedback on your time with us.

**Enjoy your time with us!**

Start date: ..... End date: .....

Company Name: .....

Signed Mentor Manager: .....  
Name:

Signed Student: .....  
Name:



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# Section 2

## The Experience

**Must be completed by the end of your work experience week**

**Daily Work Record**

**Name:**

**Dates:**

**Placement:**

<b>Dates</b>	<b>Role</b>	<b>Supervisors Name</b>	<b>Duties and Activities</b>	<b>Training (include formal or on the job training and coaching)</b>	<b>Skills Attained</b>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					



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# Section 3

## The Review

## Placement Evaluation

Complete this placement evaluation and discuss it with your student.

**Name:**

**Placement:**

**Date:**

### Student

	Always Appropriate	Mostly Appropriate	Not always Appropriate	Not Appropriate
Dress and appearance				
Timekeeping				
Attendance				
Ability to work with other people				
Willingness to work hard				
Willingness to learn				
Acceptance of rules				
Ability to understand and follow instructions				
Ability to ask for Instructions				
Willingness to ask for help				
Reliability				
Maintenance of confidentiality				
Safety consciousness				



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## **Student Feedback Form**

**What project were you asked to do?**

**Please give a brief description of your activities, research, meetings etc.**

**What do you think you have achieved from your placement?**

**What did you enjoy the most?**

**What did you enjoy the least?**



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**Which of your aims and objectives do you think you have achieved?**

**What do you think the staff and the people who use the service learned from you?**

**Is there anything that could have been done differently to improve your experience?**



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## Employer Comments

Example

**Signed by student:**

**Date:**

**Signed by employer:**

**Date:**

## **Your Life in Finance**

### **Employer Feedback Form**

Please complete and return to Carla Harris (carla.harris@jerseyfinance.je)

**Name:**

**Member Firm:**

**Student:**

**Date of placement:**

**Why did you decided to take part in this initiative:**

- To assess possible future candidates
- To promote a good image of the company and raise their profile among the student population
- To use the expertise and skills of the students

**What was your student's role?** Please give a description of their activities.

**What kind of tasks are students able to undertake within you firm?**

**Were you happy with the quality and performance of your student?**

**In what ways does this programme provide a realistic experience of the world of work?**

**Are there any general comments you can make about the experience, including what you feel your company may have learnt from it?**

**Would you take part in this initiative again next year?**

Yes

No

Maybe

**Is there anything that could have been done differently to improve this experience?**

**What are the benefits to your firm hosting work experience students?**

**How important is it that new entrants to the Jersey Finance Industry have the necessary skills for work? What skills do they need?**

**How do the Jersey Finance education initiatives benefit the industry as a whole?**

**We may use responses in promotional material/press releases. Please sign below if you are willing for us to use your answers to all the questions within this form.**

**Name:**

**Signature:**