**Virtual Work Experience for Organisers**

Also referred to as online, remote or e-experience, virtual work experience gives students and graduates the opportunity to complete from home, in most cases using nothing but a laptop. Online work experience is open to all and for the majority of opportunities all you need to get involved is access to a computer and a stable internet connection.

Virtual internships share many similarities with traditional, in-person internships but their online nature allows participants to work with organisations across the country, even the globe. They're particularly relevant in these unprecedented times, as they enable students and graduates to gain invaluable work experience and boost their CV in spite of coronavirus restrictions.

Employers are aware that the coronavirus pandemic is robbing students and graduates of the chance to gain face-to-face, real-world work experience and they're working hard to ensure that their virtual opportunities are meaningful and useful for those who take part.

In terms of careers provisions to students, Gatsby Benchmarks 5 (meaningful encounters with employers) & 6 (workplace experiences) Digital experiences must include but not be limited to:

**Benchmark 5:**

There is evidence that the student actively participated.

Learning outcomes are defined, based on the age and needs of students.

The encounter involves two-way interaction between students and employers/employees.

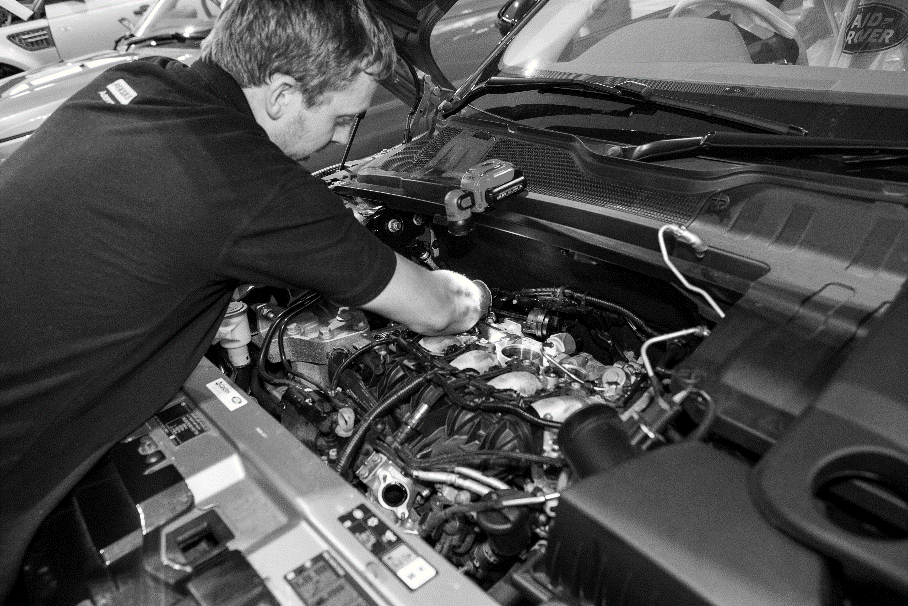
**Benchmark 6:**

Learning outcomes are defined, based on the age and needs of students.

Student meets a range of people from the workplace.

There is extensive two-way interaction between the student and employees.

Student must perform a task or produce a piece of work relevant to that workplace and receive feedback on it from the employer.

**This guide will provide you with guidelines to develop your companies own Virtual Work Experience.**

On the whole online work experience involves:

* Regular online meetings between student and supervisor or mentor
* Individual project work where the student will focus on one larger project instead of helping with lots of small jobs (as you probably would if you were in an office environment)
* Video tutorials and virtual tours
* Virtual networking sessions and online chats with various members of the organisation to give the student an insight into what different colleagues do
* Training opportunities generally provided via an e-learning platform
* Online socialising events such as team drinks, coffee breaks and quizzes.

We would recommend a 2 week VEX placement. This will provide the student with a good insight into the business and the different roles available.

**Week 1**

Introduction to the business – this could be in the form of a morning team meeting or a pre-recorded session.

House Keeping – Vision and values for the business

Mentor – Allocate a mentor, a point of contact that the student can message, email and call if they need to at any stage.

Project Launch – This can be a topic of your choice or one of our suggestions in the resource section of this guide. Make sure expectations are set for the project and support and resources are available to the student.

Networking sessions – Book in video/online sessions with each department of the business, providing the student with an overview of the roles available and what they entail.

Weekly Check out – either in the form of a team meeting or 121 with mentor, feedback for the week, project update, AOB.

**Week 2**

Weekly check in – either in the form of a team meeting or 121 – setting the scene and expectations for the week

Video Content – Virtual tours and Apprenticeship journeys are very useful resources in this scenario, where the student is not able to experience the workplace in real life, a virtual tour is the best alternative. Being able to see and talk to employees in the workplace is very powerful.

Online Learning – Does your company have access to an online learning portal that your work experience student can access? Are there any relevant courses you can set them to have an insight into the industry?

Social – Do you have regular meetings, quizzes, drinks with your team? Make sure you include your VEX candidate to show the fun side of the business.

Project – Review progress and final outcome

End of VEX review – What was your students experience like? What did they take from it? Is this now a career they would like to pursue further?

**Resources available to you:**

**Project ideas:**

Customer Journey –

Outline a scenario with a customer – conflict resolution?

Fault Checking –

Journey of the car through the workshop?

Innovation –

How to change/improve the experience of buying a new car

Product Launch –

A new vehicle is about to launch, plan and design the launch event to gain maximum reach

**Videos available to you:**

<https://www.youtube.com/watch?v=aZxXpT-iTus>

<https://vimeo.com/manage/286155018/general>

<https://vimeo.com/manage/241538368/general> Motor Careers

<https://vimeo.com/manage/241475335/general> Automotive Technology

<https://vimeo.com/manage/240720202/general> Refinishing

<https://vimeo.com/manage/240717078/general> Heavy Vehicle

<https://vimeo.com/manage/240712429/general> Body Repair

<https://vimeo.com/manage/215935722/general> Vehicle sales

<https://vimeo.com/manage/215131960/general> business Admin

**Online learning Available:**

<https://tide.theimi.org.uk/learn/courses/343> An introduction to the motor trade

<https://tide.theimi.org.uk/learn/courses/371> Light Vehicle layout and design

<https://tide.theimi.org.uk/learn/courses/353> Workshop house keeping

If you need any further support or advice please contact the careers team [careers@theimi.org.uk](mailto:careers@theimi.org.uk)