



Welcome To

The Work Scheme

5x MEDIA ASSISTANT WORK EXPERIENCE PLACEMENTS AVAILABLE. WILL YOU GET ONE???

Dear Media Student / Jobseeker,

The Work Scheme is one of the best Apprenticeship/Placement Schemes in the UK and in the Media industry.

Balancing training and support with actual work – placement students are able to put into practice much more activities than are available in their college or university courses; with students finding themselves way ahead of their classmates.

Typically Placement Members are able to have real responsibility in their placements allowing them to learn by leadership and problem-solve alone in order to overcome challenges and be more confident in their work.

Would you like to be able to give your input on a work placement – instead of being tasked with menial office duties?

In placement with The Work Scheme and Broadcast My Brand Ltd, you will be able to undertake real duties that the world will see. This will enable you to have excellent work experience to take into the world of employment; making you a better candidate than other students with limited or no ‘real’ experience.

Placements:

- Last from 1 month to 6 months and
- Can be for as little as 1-2 days per week
- Can work around your college schedule
- Are in North Wembley, London close to public transport

Placements Available

If you are successful in your application we will assess the areas you most wish to pursue and provide a placement schedule to cover those duties as well as others to give you a rounded portfolio of experience.

Here's a brief of some of the duties you will be able to undertake on the Placement.

❖ **Online TV:**

- Filming
- Pre and Post Production duties including editing and planning
- Documentaries and Other Programming
- Planning, production and distribution of adverts
- Working with green screen and effects
- Set preparation
- Using Final Cut Pro

❖ **Online Radio:**

- Distribution to online networks
- Radio Production, Editing, Planning
- Planning, production and distribution of adverts
- Using Soundtrack Pro and Cool Edit Pro

❖ **Social Networking:**

- Working to build online profiles and pages
- Brand growth
- Updating blogs

❖ **Journalism & Written Content Related:**

- Transcriptions
- Producing articles
- Co-writing, contribution to and editing magazine articles

❖ **Web Design and Website Marketing:**

- Updating existing sites
- Creating new web-sites and mini-sites
- Search Engine Optimization
- Using online marketing strategies to promote campaigns

TO APPLY CALL OR TEXT 0207 1 830 930 WITH YOUR NAME AND PLACEMENT OF INTEREST FROM ABOVE

Or email your CV to: internship@theworkscheme.org.uk

ABOUT THE WORK SCHEME

What is The Work Scheme and, What Will It Do For Me?

FIRSTLY THE SCHEME IS FREE and won't cost anything to You the Applicant.

The Work Scheme is a funded programme which aims to empower people like YOU, who are out of work or in study to get a kick-start to YOUR employment search, enabling YOU to increase your chances to get into a solid and dependable job.

Because the scheme is privately funded, qualifying applicants **do not have to pay** to get the first class assistance on offer to assist in getting back into the working environment.

In a Nutshell, You'll be able to Find a Job Sooner with Our help:

If you are accepted by The Work Scheme to get assistance in re-building your career, you will be able to go on a one to six month working placement to give you some recent work experience on your CV.

The Work Placement experience will usually be with a company based in London – and will involve working with, or assisting in, administration, media, events, education and marketing field.

The participating companies in the Scheme offer you the chance to 'work' for them on a voluntary basis for two to five days per week – and in return 'The Work Scheme' will provide you with lots of free advice, guidance and a Workshop to help you Kick Start Your Career.

It's very easy, usually lots of fun, and full training and assistance is provided.

What's More, You Can Get a Placement Offer Within Days of Applying:

What's different about the Work Scheme is that it's quick.

Unlike most funded schemes, you are not made to fill in countless forms and applications, nor do you have to go through countless interviews to see if you'll be accepted.

Within just a matter of days of applying, you could be awarded a work placement, without doing anything other than completing an application assessment and a short informal interview!

What Will The Work Scheme Give You In Exchange?

- **A Glowing Reference To Give To A Future Employer Of Your Work:**
Upon satisfactory completion of your placement, we will provide a written reference that you worked on the placement, which will provide you with both recent employment history to add to your CV, and an employer willing to provide proof that you have worked in a satisfactory manner with relevant skills and good future prospects.

- **FREE Workshop with an employer and Career Specialist who will teach you how to “Kick-start Your Career” (worth £250):**

This convenient way of learning means you need only pick up the phone to participate in the telephone-workshop. You will be learning directly from an employer on how you need to go about impressing other employers to win the Job of your dreams.

- **FREE Advice Worth £75:**
5 tips to get a full-time well-paid job, information on how to ACE your interviews. A guide to write a winning CV, 5 winning CV templates, Answers to the toughest job interview questions,

- **‘Certificate of Completion’:**
An appropriate Certificate to your placement is awarded to applicants who undertake the placement and attend the workshop, which can be added to your CV under Education and Training.

The Certificate will be posted to you within 14 days of the end of your placement along with your job reference.

- **FREE: Personal analysis of your presentation skills to help you land your job:**
As you will be on a live placement, the manager you work alongside on the placement will be in a great position to tell you what you need to do to improve your employability and get back into work ASAP.

Hearing this from an employer directly will directly assist you to improve your chances of getting work.

- **Full Training Is Provided:**
Where training or orientation is required on a Placement, it is provided at no cost to you. You don't need any special skills to be eligible, but you do need to have some very important ethical characteristics that are vital to you achieving a placement.

To Join A Work Placement You Will Need To Be:

- Committed
- A Friendly, People Person
- Responsible
- Professional
- Willing To Work
- Able To Follow Instructions With A Positive Attitude
- Have Good Communication Skills
- And Be A Good Time-Keeper
- A Willingness To Turn Your Hand To Anything
- A Good Appearance (Neat And Presentable)