Siemens AGT - Warwick: Facilitation of Work Experience

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It is essential to encourage work experience within the aftermarket engineering industry to both advertise our business and to identify key candidates for future employment. This is achieved by developing a students’ understanding of the engineering and business environment by supporting the business through a range of work-based tasks and opportunities.
1.0 Document Purpose

The purpose of this document is to highlight to applicants;
- what is required upon request of the work experience placement
- Outline when they are likely to receive a response (based on the review dates below).
- How many placements we offer

2.0 Application Requirements

The business requires you to submit the confidentiality agreement and application form together. They should be submitted within an email outlining your interest in a Siemens, Warwick based work experience placement.

The details of work experience offered within Siemens is located in the website listed below:
Within this page is a sub-section for the Warwick office, whereby there is a brief description of the business and a location for applicants to find an application form, confidentiality agreement form and an email account of where to submit the documentation.

http://www.siemens.co.uk/education/en/work_experience.htm
### 3.0 Intake Reoccurrence

The intended intake for work experience will be one student every quarter, following the annual calendar year. This placement will be aimed at the following months based on typical educational holiday dates.

Based on these targets, applications will be reviewed when the application dates are received, within the first month of that quarter. This will be based on a first come first served basis, so it is encouraged that all applicants apply a few weeks before each quarter start date.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Application review Start Date:</th>
<th>Application Review End Date:</th>
<th>Targeted Placement Month (Not limited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/ - to 31/03/</td>
<td>01/01/ -</td>
<td>31/01/ -</td>
<td>February</td>
</tr>
<tr>
<td>01/04/ - to 30/6/</td>
<td>01/04/ -</td>
<td>30/04/ -</td>
<td>June</td>
</tr>
<tr>
<td>01/07/ - to 30/09/</td>
<td>01/07/ -</td>
<td>31/07/ -</td>
<td>August</td>
</tr>
<tr>
<td>01/10/ - to 30/12/</td>
<td>18/09/ -</td>
<td>31/10/ -</td>
<td>October</td>
</tr>
</tbody>
</table>

Note: This limits our work experience placements to four students a year.
4.0 Reviewal Process

Confidentiality agreement and Student application form (provided on website), both filled in and both submitted together to the listed email address

Both forms submitted?

Yes

Application reviewed by Work Experience Point Key Contact along side STEM member or ELT Manager

No

Email confirming successful/unsuccessful applications

Proceed to Phone interview with Work Experience Point Key Contact along side STEM member or ELT Manager

Yes

Both forms submitted?

No

Unsuccessful application email sent to applicant