

We would like to offer you the opportunity to apply for our work experience programme.

We offer a one week placement where you will get to experience our U.S.P (unique selling point); our boat trips into the caverns. You'll shadow our skippers and see behind the scenes when you get to take part in a mine check at the beginning of the day and lock up tunnels at the end of the day. You will also gain retail experience in our shop and learn how to interact with customers within our visitor welcome role. As one of our work experience students you'll also get to experiment with your creative side and develop a whole cavern explorer challenge of your own, which is a membership for children and their families through our learning and engagement team.

	Call Times	AM	Lunch	PM
Monday	9am - 3pm	Induction + Tunnel Tots	12pm - 12:30pm	Shadow finance department/reception
Tuesday	10am - 3pm	Cavern Explorer's Challenge	12pm - 12:30pm	Cavern Explorer's Challenge
Wednesday	9am - 5pm	Boats Day	12pm - 1pm	Boats Day
Thursday	10am - 4pm	Archive Research	12pm - 12:30pm	Shop/Visitor Welcome
Friday	10pm - 4pm	Shop/Visitor Welcome	12pm - 12:30pm	Round up afternoon: <ul style="list-style-type: none"> <li>- Blog post</li> <li>- WE Survey</li> <li>- Cavern Explorer set up</li> </ul>

To apply, please fill in the attached forms and send to [claire@dctt.org.uk](mailto:claire@dctt.org.uk)

For more information regarding applications, please see the back page of this booklet.

## MONDAY:

9am – 9:30am

### Briefing

- Be told what to expect from the week ahead
- Set yourself goals to achieve, whilst on work experience, that you will review at the end of the week

9:30pm – 11am

### Tunnel Tots

- Booking families onto the toddler boat
- Ensuring that capacity is not exceeded
- You will have the opportunity to shadow one of our volunteers on the trip to see what it's all about

11am – 12pm

### Tunnel Tots (part 2)

- Learn about what goes on behind the scenes of a smaller project, like tunnel tots
- Resetting the equipment for the following Monday and helping to pack down all of the toys and feedback forms that are set up in the café.

12pm – 12:30pm

### LUNCH

12.30pm – 3pm

### Reception

- Gain the skills required to answer calls from our customers and handle their requests
- Get involved with admin tasks



## TUESDAY:

10am – 3pm

### Cavern Explorer's Challenge

Tuesday will be dedicated to creating you very own Cavern Explorer's Challenge! You will start by completing past challenges yourself to gain inspiration for your own idea which you will develop and execute.

Cavern Explorers is a free membership that parents can sign their children up to. Upon signing up each child receives their Cavern Explorer passport on a lanyard with their first badge. They then receive emails informing them of events where they pay to come to and can collect more badges for their lanyard, as well as free cavern explorer challenges that involve coming to the building, complete a challenge and receive another badge.

## WEDNESDAY:

9am – 12pm

### Shadow a Skipper

- Spend the day with the skippers learning all the ins and outs of running our boat trips.
- You will start the day by going on the mine check with the staff and seeing what checks we have to do to make sure the space is safe for the public.
- Help the staff set the boats up for the first trips

12pm – 1pm

### LUNCH

1pm – 5pm

### Shadow a Skipper

The afternoon will be spent learning the ropes, shadowing the skippers and learning how to steer the boats.

## THURSDAY:

- 10am – 12pm      **Archive Research with Mike**
- Create an informative historic leaflet that you will create and put copies out in and around the building.
- 12pm – 12:30pm      **LUNCH**
- 12:30pm – 4pm      **Shop**
- Gaining retail experience in the shop: learning how to use the till, book in tickets, serve customers and do stock checks.

## FRIDAY:

- 10am – 12pm      **Shop**
- 12pm – 12:30pm      **LUNCH**
- 12:30pm – 4pm      You will use your last afternoon with us to set up your Cavern Explorer Challenge ready for the weekend, write up a blog on the 3 things you enjoyed the most about work experience and upload it onto our website, complete an work experience survey and discuss whether or not you feel you achieved all of the goals you set yourself at the beginning of the week.



# WORK EXPERIENCE OPPORTUNITY

To apply you must complete the attached enquiry form and return it to Claire Healy.

Each term has a separate deadline for applicants. Please refer to the table below.

Places are limited so once the application deadline has passed students will be invited for an interview. Once all students have been interviewed we will confirm who has been successful in getting a place on this year's program.

## Application deadlines

Academic term placement is to take place during	Application in by:	Interview Period	Placements confirmed by
<i>Spring 1</i> 7 January 19 - 15 February 19	26 October 2018	5 – 9 November 2018	16 November 2018
<i>Spring 2</i> 25 February 19 - 12 April 19	21 December 2018	7 – 11 January 2019	18 January 2019
<i>Summer 1</i> 29 April 19 – 24 May 19	15 February 2019	25 Feb - 1 March 2019	8 March 2019
<i>Summer 2</i> 3 June 19 – 22 July 19	29 March 2019	8 – 12 April 2019	19 April 2019
<i>Autumn 1</i> 2 September 19 – 25 October 19	24 May 2019	3 – 7 June 2019	14 June 2019
<i>Autumn 2</i> 4 November 19 - 20 December 19	22 July 2019	29 July – 2 August 2019	12 August 2019

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# WORK EXPERIENCE ENQUIRY FORM

Office use

Start Date

End Date

Total number no hrs

Name:

Contact email:

## My School / College / University Details

Course Tutor

Tutor's Phone:

Tutor's Email:

Course Name / Qualification

School / College Address:

Postcode:

## About My Placement

Areas I would particularly like to focus on and gain experience in are:

When would you like to come?

Start date

End Date

How long do you wish your placement to last? *(number of hours/days each week & number weeks of placement)*

please tick below days and times you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Term Time							
Holiday							