# Internal work experience – guidance

Some of your employees may have career aspirations or want to develop their skills in other departments. Internal work experience for your employees is a great way of achieving this and can support your council in staff retention. Please note that this is different from secondments. It is more of an opportunity for the employee to gain an understanding of different service areas and lasts for a shorter period.

## Putting internal work experience into practice

During reviews or appraisals, you should find out what an employee wants to achieve from work experience, including the key areas they wish to develop. Through discussions with them and the relevant team you can establish the format, including the number of hours per week.

Consider resource implications, including the best period of the year for it to take place. You will also want to be clear with the manager where the employee is gaining experience about objectives and outcomes you all want to achieve.

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| **Employee name** |  |
| **Current role** |  |
| **Current team** |  |

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| **Overview of employee aspirations/areas they would like to gain experience** |

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| **Service area/team linked to aspirations** |  |
| **Manager of relevant service area/team** |  |

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| **Actions/next steps** (Example questions to consider)* What is the duration of the work experience?
* Which period of the year will it take place?
* What support will be made available to cover the employee’s existing role?
* What information does the relevant manager and team need?
* Following on from completion of the work experience, what actions need to take place?
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