



Application Form for Work Experience Placement

(Complete in block capitals using black ink)

*In order that we can provide you with a quality and worthwhile placement,
please complete and return this form as soon as possible.*

PERSONAL DETAILS

Name

Date of Birth

ADDRESS

Home address

Tel. No.

School/College/University

Address

Contact Name

Tel. No.

Have you completed any other application form? (e.g. Careers Wales, Career
Paths etc)

Yes () No ()

If so, please provide details

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EDUCATION

Subjects currently being studied

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Date of placement required from to

1. Area of interest (i.e. where would you ideally like to be placed, please see annex A. Please specify at least 2 areas of interest)

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2. Please explain why you would like to be placed in the area(s) that you have stated above?

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3. Why did you choose the National Assembly for Wales for your work experience?

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4. What objectives do you hope to achieve from this placement? (These should be linked to your career aspirations and reflect development of key skills)

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5. Do you have any special interests/hobbies?

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6. Are you a Welsh speaker?
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7. Do you have any special requests we should know about? (if yes, please specify)
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8. Does your school/college/university provide you with a diary/report to complete whilst you are on your work experience?
YES NO

TO BE COMPLETED BY FORM TEACHER/COURSE TUTOR

Please give a brief outline of the objectives for this placement
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Signed

Date

Contact

<p>FOR OFFICIAL USE ONLY</p> <p>Date received</p> <p>Date of Placement</p> <p>Participating Division</p> <p>Accepted: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please note: Inform student of outcome and action accordingly</p>
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(Annex A)

The Assembly Commission is made up of three directorates and two service areas.

Assembly Business Directorate

The Assembly Business Directorate provides specialist parliamentary support to Members to ensure the efficient and effective conduct of business. In particular, it provides the following services:

Chamber Service

The Chamber Service ensures the smooth management of plenary meetings and provides procedural advice to the Presiding Officers and other Members.

Committee Service

The Committee Service provides secretariat support to the Assembly's committees and procedural advice to committee chairs and Members.

Legislation Office

The Legislation Office supports the passage of legislation through the Assembly. The Office provides clerking services for committees established to scrutinise Legislative Competence Orders, Assembly Measures and subordinate legislation and for subsequent plenary stages. It also supports the development of legislative proposals by individual Members.

Table Office

The Table Office provides advice and arbitrates on the admissibility and handling of questions and motions; publishes the Register of Members Interests; gives guidance on the registration and declaration of interests; and provides support to the Standards Commissioner.

Research Service

The Research Service provides confidential and impartial information and research support to Assembly Members and committees. The service consists of three research teams providing specialist advice on specific areas of policy, a research team providing specialist finance and statistical information, the Members' Library, which provides a reference and information service and a Brussels office which provides advice, information and assistance on European issues.

Record of Proceedings

The Record of Proceedings team produces and publishes bi-lingual transcripts of plenary and committee meetings.

Translation and Interpretation

The Translation and Interpretation team ensures the smooth bi-lingual operation of all formal Assembly business.

Chief Operating Officer Directorate

The directorate of the Chief Operating Officer has responsibility for:

Human resources

The HR team's focus is to support managers and staff in making the Assembly a great place to work. To achieve this we work with our internal customers to develop people practices that are best in class – Gold Standard under Investors in People - encompassing recruitment of Assembly staff, induction, learning and development, performance management, and health and wellbeing. We also work closely with the Commission & Members' Support service in providing a suite of HR policies and guidance for Assembly Members and their staff.

Financial Services

The Financial Services team sets the standards for financial management and awareness in the organisation; processing payments (including payroll) to Assembly Members, their support staff, and Assembly staff; supporting the Assembly Commission in demonstrating value for money, stewardship and probity in managing its financial resources; and paying all supplier invoices as quickly as possible to improve the cashflow of businesses in these difficult times.

Governance & Audit

The Governance & Audit team works at ensuring we have robust corporate processes in place to help us achieve the Assembly's strategic goals. It includes expertise in procurement and managing improvement projects, risk analysis and performance reporting, audit and equalities. This team also supports the Assembly Commission Audit Committee and administers Freedom of Information Requests.

Information and Communications Technology

The ICT team has responsibility for managing the ICT and broadcasting services provided to the Assembly Commission. The team ensures that ICT services are provided to Members, their support staff and officials, and that broadcasting facilities are available within the Assembly Commission.

Estates and Facilities Management

The team is responsible for managing the Assembly Commission's estate, and managing a range of contracts with external service providers. The team provides a wide range of essential services and facilities for both the Assembly building and the Pierhead Building to enable and assist Assembly Members and officials to carry out their duties effectively. These include emergency procedures, accommodation and health and safety.

Security

Security has responsibility for dealing with all aspects of building and physical security in the Assembly Commission Cardiff Bay buildings.

Front of House

The Front of House team provides impartial information to raise the public's interest in and understanding of the National Assembly for Wales.

Legal Service

The Legal Service Directorate provides the following service: Advice on Orders and Measures; advice on legislative competence; scrutiny of Subordinate Legislation and Corporate Advice.

Communications

The Communications team has responsibility for leading on the National Assembly's external and internal communications.

Commission and Member Support Service

The Commission and Member Support Service provides secretariat and support to the Presiding Officers, the Assembly Commission, the Chief Executive and Directors, the Commissioner for Standards, the Remuneration Board, Members' Business Support, liaison and co-ordination of professional development opportunities for Members and their staff.



PRIVATE AND CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING FORM

THIS SHEET WILL BE DETACHED FROM YOUR APPLICATION UPON RECEIPT IN THE NATIONAL ASSEMBLY FOR WALES

Data Protection Act 1998

EQUAL OPPORTUNITIES POLICY

The National Assembly for Wales is an Equal Opportunities Employer. We want to ensure that all applicants are treated equally whatever their race, colour or ethnic origins. To do this we need to know about the ethnic origin of people who apply to join us. We should, therefore, be grateful if you would complete the following questions. Your answers will be treated confidentially and **will not affect your work experience in any way.**

My gender is (*please tick appropriate box*) **Male** **Female**

How would you describe your ethnic origin (please tick the appropriate box)?:

British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
Welsh <input type="checkbox"/>	White & Black African <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Asian <input type="checkbox"/>
Any other white Background <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>

Please describe

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian Background

Please describe

Black or Black British

Caribbean

African

Any other Black Background

Please describe

Please describe

Chinese or other ethnic group

Chinese []

Any other ethnic group []

Please describe

Age: 15-16 yrs [] 17-18 yrs [] 19-20 yrs [] 21+ []

Do you have a disability? Yes [] No []

Please Specify