

Barclays is an International Bank providing financial services to individual and corporate clients globally. We serve a wide range of clients, and offer services ranging from standard branch level transactions, to complex lending tailored to corporate and high net worth clients. Although Barclays is a global company, our two main locations in Glasgow are Tay House and the Aurora Building, and you will be based in one of these locations during your work experience.

While you are here, you will have the opportunity to sit with several of our teams and experience a variety of the services we offer; there are a number of departments such as Operations, Technology, Legal and Investments that offer a wide range of opportunities depending on your interests. If you are keen to work within a fast paced and rapidly expanding environment, please speak with your teacher.

### **Candidate Suitability**

Our Work Experience placements are ideally suited to someone with an interest in Financial Services or a career in an office environment. Candidates will spend time with several teams from our 3 city centre locations to experience a diverse range of training and an appreciation for the number of different roles & tasks performed across our Glasgow campus.

### **General Information & Requirements**

- Pupils need to visit the Work Experience section of Barclays LifeSkills site and complete modules to accumulate 250 points prior to visiting with us <https://www.barclayslifeskills.com/>
- Work Experience is for 14-19 year olds
- We normally run 4-5 day placements for up to 4 pupils at a time
- Our Work Experience sessions will take place throughout the Glasgow campus which will include our Bothwell Street, Bath Street and West Campbell Street offices. In some sessions, the pupils will also have the opportunity to visit our Argyle Street Retail Branch.
- The pupils will experience a diverse schedule, training with several different teams over the course of the placement
- The days normally run from 9-4 with 1 hour for lunch, if we have scheduled a later start time or early finish on any particular day we'll let the pupils know in advance
- Dress is business dress or school uniform
- Pupils can purchase lunch on site, in the local area or bring a packed lunch
- Pupils must bring photographic ID on their first day

During your visits we ask that you do your best to follow a few simple rules:

- Please be punctual
- Please respect the environment you are in
- Please be as attentive, and as focussed as possible
- Please ask as many questions as you would like
- Please enjoy yourself, and make the most of your experience

