

Careers & Employability Service

Work Experience Jargon Buster

With so many acronyms and industry specific information, it is easy to get a little lost in the world of careers and work experience! Here are some common phrases and abbreviations explained:

- **Internship:** Short-term work experience position within an established business
- **Disclosure and Barring Service (DBS) Check:** When an employer requests a check on your criminal record. This can include spent and unspent convictions, cautions, reprimands and final warnings.
- **Third Sector:** non-governmental and non-profit-making organizations or associations, including charities, voluntary and community groups, cooperatives, etc.
- **Placement Year:** Taking place between part 2 and 3 of your programme, this is 9-12 months of full-time employment in a professional role.
- **Volunteering:** any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives.
- **SME:** Small-Medium Enterprise is any business with fewer than 250 employees.
- **CIC:** Community Interest Company
- **Social Enterprise:** Businesses that reinvest or donate profits to create positive social change.