



Name

Tutor Group

WHAT TO EXPECT

We know that you will be very disappointed not to have been able to spend a week in a business on 'live' work experience this week. However know that if you get involved, this week can not only be useful and enjoyable, but set you apart from those people who won't have done any sort of work experience, live or virtual. By getting involved this week in attending sessions and completing the activities we know you will be able to grow your knowledge of the world of work and develop lots of the skills which are essential for success in your future career.

Each day has a theme and within it four sessions. Each session is supported by a video containing insights from professionals in different industries. Throughout the video you will be asked to stop and complete tasks, this book contains space for each of the tasks for you to complete as you watch.

If you do not have computer access, we have suggested work that can be done that will improve your employability skills and make you think about the world of work without IT. If you have a phone but not a laptop, almost everything will be available to you.

The programme has been developed around all work places but there are times when there is more emphasis on the following industries as these are growing industries with lots of opportunities going forwards:

- Construction
- Health and Social Care
- Engineering and Manufacturing
- Renewables and Energy
- Creative and Digital

With no other school work set for the week the expectation is that you commit to as much as possible. During the first few week back in September your new Year 11 Tutor will be reviewing your workbooks, discussing the things you have learned and discovering the things that have inspired you.

We look forward to hearing all about your week!



USING THIS PACK

At the front of this pack you will find a timetable for each day. The talks are accessible all of the time so you may decide to do more or less than the four activities on each day, but remember that it is designed so that each day has a theme.

For each session you'll find a description of its aims, the link to take you to the video and the task that goes with it.

The videos are all available via easy links on the school careers page

These symbols will tell you what each session contains:



Make notes and complete tasks in the workbook



Complete a creative challenge



Look something up on the internet



Take a photograph of your completed task



Email us your completed task to Group-Careers@droitwichspahigh.worcs.sch.uk

If you have any questions or are unsure please do contact Miss Harding or Lindsay Stevens through the email address above

Enjoy your week!

Miss Harding

Head of Careers Information, Advice and Guidance

HardingHA@droitwichspahigh.worcs.sch.uk



MONDAY

Lesson	Title	Aim of the session	Link	Task	Task Type
One	Introduction to My Week of Work	Understand the outline of the week and how you can access the careers education and opportunity to gain insight into the world of work and develop employability skills	https://classroom.thenational.academy/lessons/introduction-to-my-week-of-work-y10	Complete the introductory quiz [you have to agree cookies in order to reveal the bar containing the NEXT button] Watch the video and complete the tasks they describe on the sheet at the end of the pack	
Two	Go Explore: Investigate the Sectors [Part One]	Explore key sectors to better understand key LMI information and the range of job roles/opportunities in these sectors. Understand the range of opportunities in Creative & Digital, Engineering & Manufacturing and in construction.	https://classroom.thenational.academy/lessons/go-explore-1-y10	Complete the introductory quiz Watch the video and complete the tasks they describe on the sheet at the end of the pack If the handout will load complete these tasks	
Three	Go Explore: Investigate the Sectors [Part Two]	Explore further the key sectors to better understand key LMI information and the range of job roles/opportunities in these sectors. Understand the range of opportunities in two other sectors: Health & Social Care and Renewables.	https://classroom.thenational.academy/lessons/go-explore-2-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Complete the research task and present your work in an engaging format, send us what you've done for points and prizes	
Four	Insight into the World of Work	This session will help give you insight about how you can create a world of work that is perfect for you!	https://classroom.thenational.academy/lessons/insight-into-the-world-of-work-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack EXTENSION: Try one of the virtual workplace tours from I Can Be to see inside the workplace and what it's like to work there:- www.icanbea.org.uk/virtual-tours/	

Click for links of the Day

[Free Experience of Work in the third sector](#)

[National Careers Service](#)

[LMI for All](#)

[Career Pilot](#)

[WOW Show](#)

[NHS Careers](#)

[National Careers Service](#)

[Inspiring the Future](#)

[Morgan Sindall virtual careers fair Thursday](#)








[27 July 3:00pm-7:00pm](#)

[Founders for Schools digital calendar of Careers Talks](#)

[Barclays Lifeskills](#)



TUESDAY

Lesson	Title	Aim of the session	Link	Task	Task Type	Click for links of the Day
One	Meet the Team: Human Resources	Understand what a Human Resources [HR] team does and what a typical day may look like for people working in an HR Team.	https://classroom.thenational.academy/lessons/meet-the-team-human-resources	Complete the quiz to get you started Watch the video and complete the tasks they describe on the sheet at the end of the pack	 	Future Learn CIPD HR Fundamentals free course
Two	Work Life Balance	Understand the issue of work life balance and how employers and employees approach this.	https://classroom.thenational.academy/lessons/work-life-balance-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Arrange your knowledge as a poster or in an alternative format and send a photograph of what you've done to us. <i>If you don't have computer access you can develop a poster to promote work life balance in the workplace.</i>	 	NHS Improving Mental Health and Well Being HSE Talking Toolkit Young Minds
Three	Mental Health and Wellbeing	Start to recognise stress and how to maintain well-being at work. Understand how employers support staff around Mental Health and Wellbeing [MHWB].	https://classroom.thenational.academy/lessons/mental-health-and-well-being	Watch the video and complete the tasks they describe on the sheet at the end of the pack Email us your presentation/suggestions and we will look at how to put the best ones in place	 	A film about 'Hope' Wellbeing Resources and case studies for Students
Four	Self-awareness and Reflection	Reflect on your personal interests to explore career options. We will look at how we make informed decisions that would support a healthy work-life balance, and mental health and well-being at work.	https://classroom.thenational.academy/lessons/self-awareness-and-reflection	Watch the video and complete the tasks they describe on the sheet at the end of the pack		Think Ninja Empowering children and young people to build resilience, manage your emotional health and to fulfil your potential



WEDNESDAY

Lesson	Title	Aim of the session	Link	Task	Task Type
One	Meet the Team: Marketing	Gain an understanding of the roles and responsibilities of a Marketing Department. Identify a Marketing Mix [product, place, price, promotion] for a sports/product or service.	https://classroom.thenational.academy/lessons/meet-al	Watch the video and complete the tasks they describe on the sheet at the end of the pack	
Two	Innovation and Creative Thinking	Explore the process of innovative thinking, define the term innovation and understand the concept of continuous improvement.	https://classroom.thenational.academy/lessons/innovation-and-creative-thinking-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Email your thoughts to us and if it's the best we see, when they are presented in the autumn term you'll get a prize! <i>If you don't have much computer access see if you can come up an idea to "Innovate the Pizza" and how you would sell the idea to the boss of a pizza company</i>	
Three	Marketing Campaigns	Understand what goes into an effective marketing campaign and to create your own marketing campaign.	https://classroom.thenational.academy/lessons/marketing-campaigns-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Email your campaign to us and be prepared to share in return a chance to work on a real life marketing project! <i>Lack of computer access? See if you can plan a Social Media campaign to promote the importance of social distancing to 12-16 year olds.</i>	
Four	You as a Brand	Understand the importance of our own personal brand and what it says about u and how we might market ourselves.	https://classroom.thenational.academy/lessons/you-as-a-brand-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack <i>Alternative—create an elevator pitch all about you.</i>	

Click for links of the Day

[Simon Sinek Why start with why?](#)

[Accenture Digital Skills Courses](#)

[Ted Talk: 'Fake it till you make it'](#)

[Design your own video game challenge](#)

[Future Goal 'Pitch It' Leeds City Region Enterprise Partnership](#)

[We need a bigger definition of creativity](#)

[BBC Bitesize Creativity & Innovation](#)

[Future Learn: Innovation free course](#)

[Barclays LifeSkills—Enterprising Creativity](#)

[The Science of Persuasion](#)

[The power of advertising \[Taglines\]](#)

[FutureLearn: Creating a Social Media Marketing Campaign](#)



THURSDAY

Lesson	Title	Aim of the session	Link	Task	Task Type	Click for links of the Day
One	Meet the team: recruitment	Look at what employers look for when recruiting an employee, find out how to research employability skills, define eight key employability skills and consider how to best evidence these employability skills.	https://classroom.thenational.academy/lessons/recruit	Watch the video and complete the tasks they describe on the sheet at the end of the pack.		Barclays Life Skills— Young People Youth Employment UK Skills and Careers Activities PWC Employability The Literacy Trust Indeed: How to give an elevator pitch with examples Barclays Life Skills Interview Preparation Bejay, Supa Work It Video: United Nations Sustainable Goals Youth Social Action Toolkit
Two	HR Recruitment	Understand how and where businesses recruit, understand recruitment processes and to have the opportunity to apply knowledge and learning in a skills development task.	https://classroom.thenational.academy/lessons/hr-recruitment-v10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Submit your completed task to us. If you don't have much computer access see if you can come up with a plan to recruit for a role of your choice in a business.		
Three	Understanding Entrepreneurship	Recognise where you are applying skills and qualities demonstrated by enterprising individuals and entrepreneurs.	https://classroom.thenational.academy/lessons/understanding-entrepreneurship	Start by completing the quiz. Watch the video and complete the tasks they describe on the sheet at the end of the pack If you have a lack of computer availability see if you can develop a proposal for a youth social action project that is of interest to you		
Four	Project Planning	Understand the basics of Project Planning.	https://classroom.thenational.academy/lessons/project-planning-v10	Watch the video and complete the tasks they describe on the sheet at the end of the pack We'd love to see the notes you make in this session for your project but really, they are for you to develop your skill <i>Alternative—create a plan for your social action proposal.</i>		



FRIDAY

Lesson	Title	Aim of the session	Link	Task	Task Type
One	Meet the Boss— Leadership	Understand leadership and traits of successful leaders. Understand how to make effective decisions around careers management and development	https://classroom.thenational.academy/lessons/meet-the-boss-leadership-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack If you do make a video pitch send it in to be in with a chance of winning a prize <i>No computer? Create a poster to apply for the imaginary role of fundraising lead for a local group.</i>	
Two	CV Creation	Understand the purpose and key features of a CV and to begin to draft or develop a CV.	https://classroom.thenational.academy/lessons/cv-creation-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack You may all have wonderful CVs already done from your PSHE lessons, but see if you can improve what you have, listen to the insights of other employers, write a list of things you could do to improve your employability skills. Email your revised CV to Lindsay Stevens	
Three	Employability Skills in Everyday Life	Identify the most likely employability skills you will need to demonstrate in your chosen field and recognise the skills developed in everyday activities. Understand how to describe and demonstrate your employability skills to an employer	https://classroom.thenational.academy/lessons/employability-skills-in-everyday-life-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack	
Four	Reflection of the Week	Review your week's learning and skills development.	https://classroom.thenational.academy/lessons/reflection-of-the-week-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack	

Click for links of the Day

[BBC bitesize 'What is Leadership at work'](#)

CV Formats/Templates:
www.savethestudent.org/student-jobs/alternative-cv-examples-stand-out.html

<https://bragfolder.com/>
<https://fledglink.com/>
<https://www.myglobalbridge.com/>

[Creating a CV](#)

[Barclays LifeSkills Employability Skills](#)

[Careers information & tools for 11-19 yr olds:](#)

[School Parents Careers Guide](#)

[Cornwall Hub 11-16 Home Learning Careers Projects](#)