





# Discover Your Future 2021

Virtual Work Experience Suffolk

April – July 2021

Differentiated Workbook & Journal Name:







## Welcome!

**Discover Your Future 2021** is your opportunity to listen and talk online with employers from different jobs and sectors.



explore during this project. In each theme you will develop skills needed at work, build your confidence, and learn about the opportunities available to you in the future.



Use this Workbook to help gather information to support your career decisions. Look at strengths and weaknesses and how you can go about achieving the goals you set yourself. There are spaces to add thoughts as you go.

Before you get started ... please fill in our questionnaire.

Use the QR code or the link.



https://cambridge.eu.qualtrics.com/jfe/form/SV\_6Kg0pgMEb7x2zzw









## The 5 Themes



Theme 3 ENTERPRISE

Identify the skills and attributes needed to be a successful entrepreneur

Theme 4	PATHWAYS
	Understand the learning pathways, and map your aspirational route to success



### RESILIENCE

Help you find techniques to overcome new, challenging, or stressful situations



### MOCKINTERVIEWS

Experience a virtual mock interview with an employer

3







## **Q** Exploration

## Exploring career opportunities

## AIMS

- To help you understand the careers opportunities in Suffolk and beyond
- To help you understand what employment sectors are.
- To help you understand what career and labour market information is and how it can support with your career planning.



Notes from the Keynote speech 🏅				
Notes from the Keynote speech 🔰	> 🍠 👘			
	<b>_</b>			







Online session: Exploration	Exploring Career Opportunities
Employer Name	
Employer's company or sector	
Where can I find more information?	

### The A - Z of jobs challenge

Task: 1. Think of a job title for each letter. Do as many as you can.



~

2. Write a brief description of each role (e.g., Nurse, cares for sick people)

#### (We have started a few for you)

A		E	Electrician
В		F	
с	Carpenter Makes things from wood	G	
D		Н	







I		R	Receptionist
J		S	
К	Kitchen Assistant	T	
L		U	Umpire
м		V	
N		W	
0		X	
Р		Y	YouTube
Q	Quality Control Testing and trying products	Z	Zoo Keeper



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Exploration Employer session	Exploring Career Opportunities
Activity 1	Fill out this information about local businesses.

Business Name	What do they do?	How many people do you think work there?	vou think vork there?		What sector are they in? (e.g., Construction, Retail)	Type of Business (For session 3)	
		ŶĨĿ	0-49 people	50-249	250 or more		
TESCO			Small	Medium	Large		Profit
Vetores to Ipswich Hospital Heath Road Entrance			Small	Medium	Large		Public Sector
RSPCA			Small	Medium	Large		Charity
REALISE FUTURES			Small	Medium	Large		Social Enterprise
			Small	Medium	Large		
			Small	Medium	Large		











Put the sectors on this grid. (you can draw lines, pictures or write the name) Order them from 1 (really interested in) to 9 (not as interested in)

- Advanced Manufacturing & Engineering
- Agriculture
- Biotech & Life Sciences
- Construction & Maintenance
- Creative Industries
- Energy
- **Financial Services**
- Health and Social Care
- ICT
- Retail
- Transport & Logistics
- Travel & Tourism







What job do you think you might like?	
What sector do you think this job is in?	
Are there any other sectors this fits in to? (Some jobs fit into lots of sectors)	
What sectors do you not want to work in and why?	



How many types of Labour Market Information can you remember from the video?

Which ones are important to you? Why are they important?









Hot Jobs and Cold Jobs. What jo	obs do you think w	ill increase and which will	decrease? And why?
	be more of in the f will be less of in th	in red	Circle cold jobs in blue
Hot or Cold?	Why?	Hot or Cold?	Why?
Home healthcare nurse		Travel Agent	
Social Media Consultant		Chef	
Admin assistant		Factory worker	
Drone Operator		Fighter Pilot	
Cyber Security		Teacher	
Wind Turbine Engineer		Printer	

Just because some jobs are in decline it does not mean they will go away completely.

#### Complete The Table

Use <u>https://www.icanbea.org.uk/career-o-meter/</u> or Suffolk Work and Skills Booklet to find information to complete this table.



Where else could you find out this sort of information? Why is it important? What would be the most important piece of information for you?

Job Title	Salary	Working Pattern	Sector	Skills Needed	Pathway/ Qualifications	Next Steps. Hot or Cold job?
Electrician	£36,920 per year or £710 per week	45 hours a week Employed or self- employed.	Construction	Attention to detail, some Maths and Science, team working, good with hands, communication.	Apprenticeship or vocational course at college	Both! Demand is expected to decline but lots of workers will retire shortly. Electricians have many transferable skills to adapt to use in new technologies.

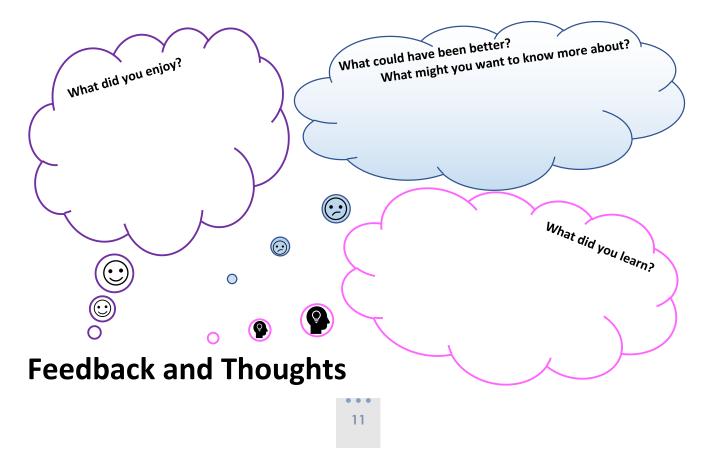






Job Title	Salary	Working Pattern	Sector	Skills Needed	Pathway/ Qualifications	Next Steps. Hot or Cold job?
Games designer						
Gardener						
Doctor						
Animal care						
Your Pick						

If you have time register with  $\underline{www.icanbea.co.uk}$  and complete the careers wizard? What sectors come up that interest you.















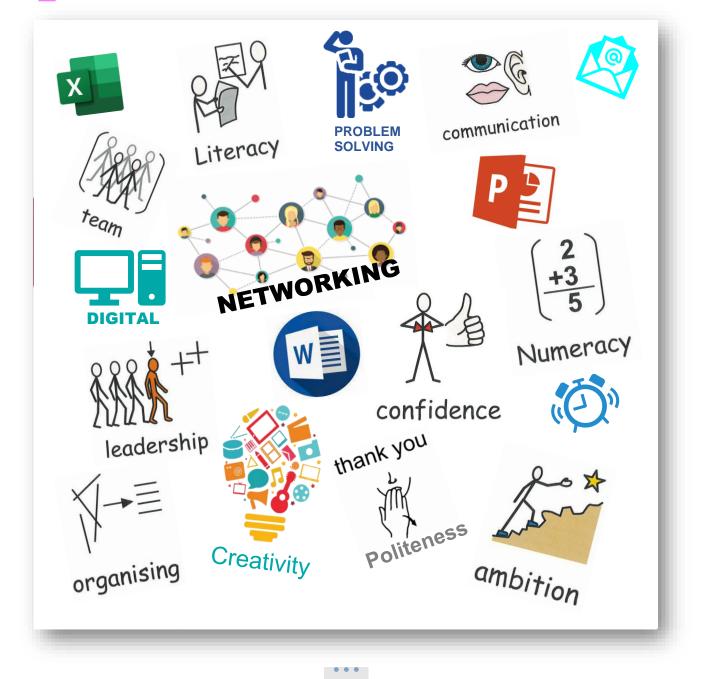




Skills: Employer session	Key Skills that employers need	*
Employer Name		
Employer Business		
Where can I find more information?		



Some of the key skills employers look for. Can you think of others?









Skills Employer session:	Skills Audit	**
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Go through the list of skills and tick which you already have and which you would like to improve.

SKILLS (Read through and tick if you can do already or if you are working on this)       Can do well?       Want to get better         LITERACY       Can you read easily with pictures?       Image: Can you read without pictures?       Image: Can you read without pictures?         Do you enjoy finding out new things (researching)?       Image: Can you read without pictures?       Image: Can you read without pictures?         Do you enjoy writing?       Image: Do you enjoy questioning ideas and opinions (discussions)?       Image: Can you recognise numbers easily?         VUMERACY       Can you recognise numbers easily?       Image: Can you count easily?         Do you enjoy adding up and subtracting?       Image: Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?       Image: Do you enjoy using graphs and charts?
LITERACY         Can you read easily with pictures?         Can you read without pictures?         Do you enjoy finding out new things (researching)?         Do you enjoy writing?         Do you enjoy questioning ideas and opinions (discussions)?         NUMERACY         (2 +3)         5         Can you recognise numbers easily?         Do you enjoy adding up and subtracting?         Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?
Can you read easily with pictures?
Can you read without pictures?
Do you enjoy finding out new things (researching)?       Do you enjoy writing?         Do you enjoy questioning ideas and opinions (discussions)?       Do you enjoy questioning ideas and opinions (discussions)?         NUMERACY       Can you recognise numbers easily?         (+3)       Can you count easily?         Do you enjoy adding up and subtracting?       Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?       Do you enjoy using graphs and charts?
(researching)?       Do you enjoy writing?         Do you enjoy questioning ideas and opinions (discussions)?         NUMERACY         (2)         (+3)         5         Do you enjoy adding up and subtracting?         Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?
Do you enjoy questioning ideas and opinions (discussions)?         NUMERACY         (2)         (+3)         5         Do you enjoy adding up and subtracting?         Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?
(discussions)?         NUMERACY         (2         (+3)         5         Can you count easily?         Do you enjoy adding up and subtracting?         Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?
NUMERACY       Can you recognise numbers easily?         (2)       Can you count easily?         (+3)       Do you enjoy adding up and subtracting?         Do you enjoy multiplying and dividing?         Do you enjoy using graphs and charts?
2 +3 5Can you recognise numbers easily? Can you count easily? Do you enjoy adding up and subtracting? Do you enjoy multiplying and dividing? Do you enjoy using graphs and charts?
2 +3 5Can you count easily?Do you enjoy adding up and subtracting?Do you enjoy multiplying and dividing?Do you enjoy using graphs and charts?
Do you enjoy multiplying and dividing?       Do you enjoy using graphs and charts?
Do you enjoy multiplying and dividing?       Do you enjoy using graphs and charts?
Do you enjoy using graphs and charts?
DIGITAL
Do you enjoy using different devices? (Phones, computers etc)
Do you feel confident using a computer by
yourself?
Do you enjoy using technology to find out new things?
Do you enjoy using technology to solve problems?
Do you enjoy using technology to be creative?
PERSONAL
Do you enjoy communicating with different types
of people?
Do you work well by yourself?
Do you enjoy working in teams?
Do you enjoy leading teams?
Are you good at being polite?







SKILLS		Can	Want
(Read through and tick if you can do already or if you are			to get
working on this)			better
COMMUNI		well?	
	Do you enjoy communicating with people you		
	know?		
	Do you enjoy communicating with new people?		
	Do you enjoy listening to people?		
<u> </u>	Do you enjoy expressing yourself to groups?		
	Do you enjoy persuading people?		
TASK / OR	GANISATION	1	
×1 —	Do you enjoy planning tasks?		
	Are you good at doing things in order?		
	Do you enjoy setting goals and deciding what to		
O.	do first?		
	Do you enjoy keeping calm in difficult situations?		
	Do you enjoy solving problems during a task?		
CREATIVITY			
	Do you enjoy art?		
	Do you enjoy dance?		
	Do you enjoy music?		
	Do you enjoy drama and performance? Do you like thinking about different ways to solve		
	problems?		
—	Any other creative skill (write here)		
RESILIENC			
	Do you enjoy finishing tasks on time?		
	Do you enjoy having feedback, even when it's		
	criticism?		
	Do you enjoy thinking of alternatives when things		
	don't work as planned?		
	Do you enjoy practicing activities to get them		
	right?		
	Any other resilience skills (write here)		
OTHER SK	ILLS YOU HAVE OR WANT TO PRACTICE	1	



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Pick 2 skills that you think are your strengths. Write down an example of where you have demonstrated this.

Skills I have	$\odot$	Example that demonstrates this skill
e.g., Making friends easily		e.g., When a new person starts at school, I am always first to make friends with them and check how they are feeling.



Pick 2 skills you want to improve and think of ideas about how you could do this.

Skills I want to develop.	$\odot$	Ideas for improving these skills
e.g., Planning tasks		Ideas for improving these skills e.g., Think about different ways which I can plan doing homework activities.









Key Skills that employers need:

Activity 2



What skills do the following people have?



Are these skills that can be used in other jobs? (Transferable skills)

Look at the job roles on <u>National Careers Service</u> website to get more ideas of the skills these people might use in their jobs.

WE HAVE FILLED IN THE FIRST ONE TO HELP GIVE YOU IDEAS



Name: Joe Job: Pharmacist

**Pathway:** GCSEs, Science A Levels: 4-year Degree in Pharmacy

Employment: Hospital pharmacist for 3 years

**Further learning:** I had to take more qualifications to gain my registration and carry on with courses to make sure I am updated about new drugs and developments in treating medical conditions.

Things I like about my job: helping people get well, working in a team, using my scientific skills and knowledge.

Things I don't like about my job: Shift work!

Skills	Working with drugs, team working, scientific knowledge
Transferable Skills	Team working, likes to learn new things
Possible other jobs they might enjoy	Work in care helping people, work somewhere like Boots or another shop that has a chemist, setting up his own business









Name: Ayan Job: Call Centre Team Leader

**Pathway:** GCSEs, BTEC Level 3 in Business, sales jobs in different companies.

**Current employment:** Working for an internet service provider for 2 years.

Further learning: I had to do training courses at work to progress to team leader – managing people, Equality and Diversity, new services from the company.

**Things I like about my job:** Being busy, working for a growing company, problem solving, dealing with difficult situations.

Things I don't like about my job: Not being creative.

Skills	
Transferable Skills	
Possible other jobs they	
might enjoy	



Name: Sarah Job: Accountant

Pathway: GCSEs, Apprenticeship

Further Learning: some accountancy qualifications but not fully qualified.

Current employment: Accounts department in a small removal firm.

Things I like about my job: Getting paid!

**Things I don't like about my job: T**he work is too easy and gets boring, not having friends at work, not seeing a chance to progress.

🤗 ? Skills	
Transferable Skills	
Possible other jobs they might enjoy	









Name: George Job: Platform host

Pathway: Entry level qualifications, Supported Internship

Further Learning: I had to do training courses at work in things like Health and Safety and Customer Service.

Current employment: Local train station.

Things I like about my job: Being around trains, working in a team, talking to visitors.

Things I don't like about my job: Wanting to do more practical work.

Skills	
Transferable Skills	
Possible other jobs they might enjoy	



Name: Sam Job: Electrician

**Pathway:** GCSEs, College courses in Electrical Installation – Level 1,2 & 3.

Further Learning: I have to do training courses at work to understand new ways of working and new legislation.

Current employment: Housing Association.

Things I like about my job: Being part of a team, solving problems, doing a good job for the clients, understanding how all the trades work together.

Things I don't like about my job: I'd like to learn more about site management and progress.

Skills	
Transferable Skills	
Possible other jobs they might enjoy	

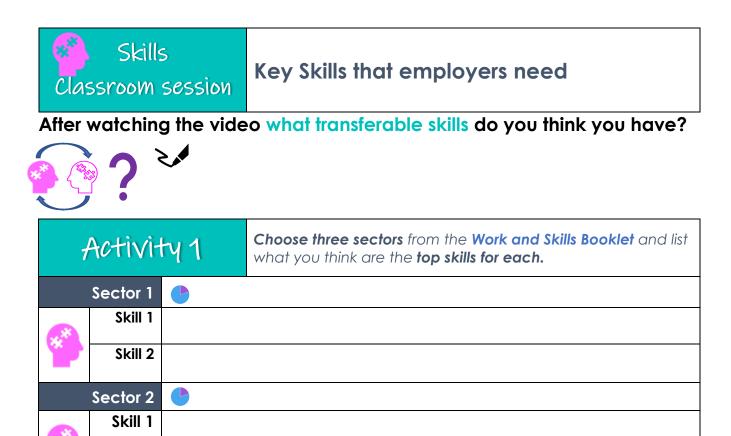


Skill 2

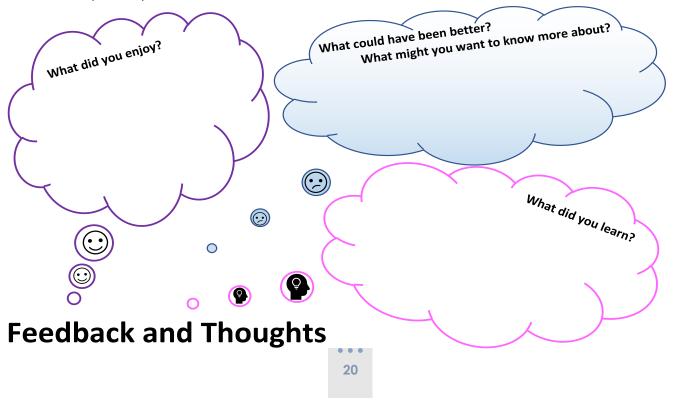
Skill 2

Sector 3 Skill 1 





▶ Why don't you find out more about skills for work on <u>BBC Bitesize</u>.





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# ENTERPRISE & ENTREPRENEURSHIP

Employer Session

Employer Name	
Employer Business	
Where can I find more information?	

Activity 1 - Draw or describe what an entrepreneur looks like? What skills do they need? Could this be you?



Activity 2 Types of business – go back to page 7 in the booklet – look at the companies in your area. What sort of business are they? For profit, Public Sector, Not for Profit – charity or social enterprise.

Why do you think people set up social enterprises?

Describe what the following are:Social Enterprise:Public Sector:Profit Making:Charity:







Enterprise	Enterprise Challenge	-`Ċ
Classroom session		, ×Ţ,

#### Your Aim: Invent a social enterprise idea that makes a difference!

Come up with an idea that will makes a difference to your local community and make money. There will be a prize for the best idea.

You have 30 minutes to plan your idea and tell your class about it.

#### 1 Be Creative

- What is your mission?
  - What are you trying to fix? What is the problem or issue? Here are a few ideas.
    - Health issue
    - Communication?
    - Social
    - Educational
    - Environmental
- Do you have a realistic business idea? Do you think it could make money?
- Is it going to be a product (an item, something you can touch)
- Is it going to be a service? (something you do, attend or use)

#### List your top ideas:

1.			
2.			
3.			

#### 2 Project Selection

Choose your best idea so you can present it.

#### • Project Idea:

#### • Action planning:

What steps do you need to make your idea happen? This could include people, marketing, social media, supplies, production etc.





How will you go about starting your social enterprise?





#### 3. Presentation

Your team will now present your project. Your teacher will be judge. The best ideas from each class will go forward to be judged by team of employers.

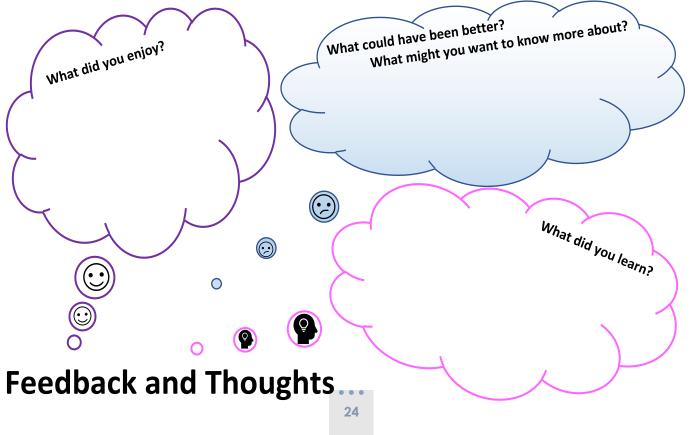
 Where did your idea come from?

 Why did you choose this idea?

 What will you do?

 Who are your customers?

Why don't you look at <u>Princes Trust</u>, Your Business Your Personality to see if being an entrepreneur could be right for you.





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Pathways

### **Understanding routes to success**

## AIMS

- To help you make informed independent decisions about your pathways.
- To help you to feel confident about what is on offer in the future.
- To help you identify pathways and qualifications to fulfil your career aspirations.
- To help you to link your interest and subjects to different careers.

## Keynote speakers

What are their names?.....

Notes from the Keynote speech:

Notes from the Keynote speech:	∽	

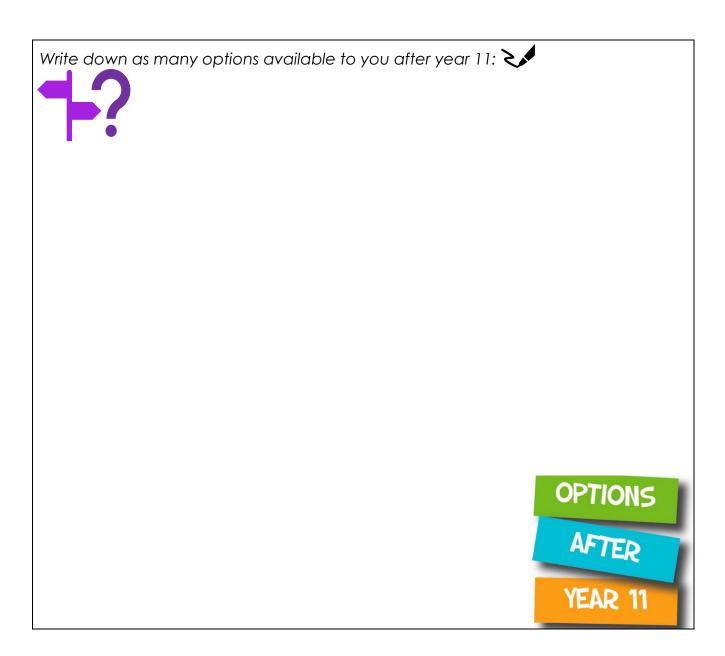








Pathways Employer session	Exploring Pathways
Employer Name	
Company or sector	
Employer's pathway	
Where can I find more information?	







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### Gemma:

	Advantages 💽	Disadvantages 😥
Route 1: Degree Apprenticeship		
Route 2: University Degree		
Route 3: Full- time work		

Which next step do you recommend? Are there any other routes they could take?







### Alison:

	Advantages 💽	Disadvantages 😧
Route 1: Supported Employment		
Route 2: Level 2 college course		
Route 3: Traineeship		

Which next step do you recommend? Are there any other routes they could take?

### Jamal:

? 🕇

	Advantages 😲	Disadvantages 🕑
Route 1: Level 2 college course		
Route 2: Traineeship		
Route 3: Apprenticeship		

Which next step do you recommend? Are there any other routes they could take?





Step 2





Pathways Classroom session	Plot your own pathway!
Over to you	Today's session is all about you and your pathway. Using the template on the next page, you are going to plot your pathway. You can make notes, draw and decorate your pathway to demonstrate your route to success.
Step 1	X marks the spot! Before you unlock your future, let's reflect on where we are right now. Put an X on the pathway where you think you are now. Make notes, write your school and favourite subjects too.

#### Kesearch!

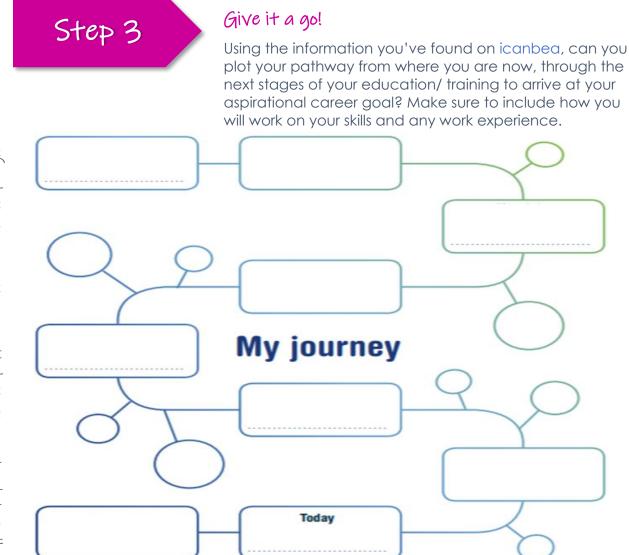
Go to <u>www.icanbea.org.uk</u> and use the career wizard to find out about potential career routes. Fill in the following table with your research. You have space for two careers, but feel free to explore more and draw another table on scrap paper.

Career/Job	Entry Entry requirements	Skills	Career Tips?	Next Steps
	e.g. GCSEs, BTEC, A level, Degree	e.g. Communication Team Work etc.	e.g. Volunteer	e.g. get a 4s in Maths and English, look at level 2 IT courses…









Your pathway will take twists and turns and may include opportunities that you didn't expect. Being prepared and understanding how to achieve your long-term goal will motivate you to keep going!

















Resilience Employer session	Staying Strong	

Employer Name	
Company or sector	
Where can I find more information?	

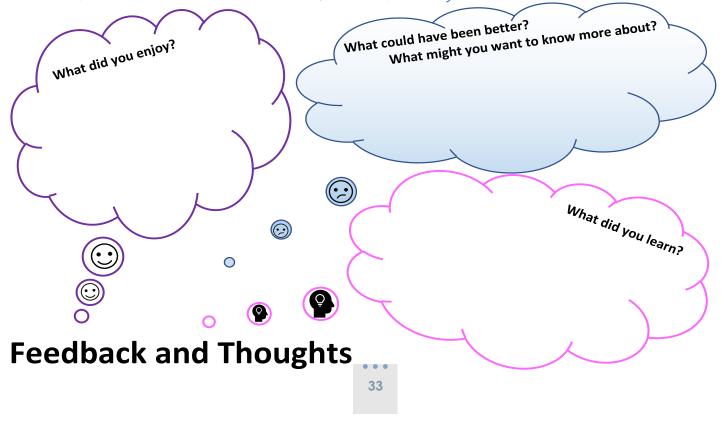






Resilience Techniques or ways to stay strong	What makes this helpful?	Would this be helpful for a college, apprenticeship, or job interview?
1.		
2.		
3.		

► Why don't you go onto The Source and do the 30 day What's Up Challenge. <u>https://thesource.me.uk/health/30-day-whats-up-challenge/</u>









Mock Interviews: Classroom session

Preparing for a mock interview

#### Use the STAR technique to answer some common interview questions:

S - Explain	the <b>Situation. Something that has happened</b> . This could be when you were on work experience, an activity at school, a volunteer position, or any other relevant event. Be as specific as possible.
T – Task	Next, describe your <b>task</b> or <b>responsibility</b> in that situation. Perhaps you had to help your group complete a project, get over a disagreement with a someone or use your initiative to solve a problem.
A – Action	You then describe how you completed the task. Focus on what YOU did, rather than what your team or others. (Tip: Instead of saying, "We did," say "I did")
<b>R</b> – Result	Finally, explain the outcomes or <b>results.</b> It may be helpful to highlight what you achieved or what you learned.

## Prepare answers to these questions. (If you use a communication device, use these questions to prepare your answers in advance)

		(ignore STAR for these questions)					
Ť	Tell me about yourself						
**	What skills do you have? What are you good at?						
	How do you communicate?						
+	What would you like to do in the future?						
	STAR	Situation (Where and when this happened)	Task (what needed to be done)	Action (What you did)	Result (What happened)		
	Tell me about a time where you <b>worked with a group</b>						
	Tell me about a time when you have had to <b>use your</b> <b>communication skills</b>						







-Č.	Tell me about a time <b>when</b> you came up with a new idea.		
	Describe a situation when something didn't go to plan. What did you do and what did you learn?		
6 <u>1</u> ();	Describe a time when you have had to solve a problem without help.		
	Tell me about a situation you had to <b>complete a task</b> within a tight deadline		

One question interviewers nearly always ask is: 'Tell me a bit about yourself'

Have a few key points to talk about – this could be what you enjoy at school or in your spare time, what you hope to do in the future, what you are good at. But don't tell them your whole life story!

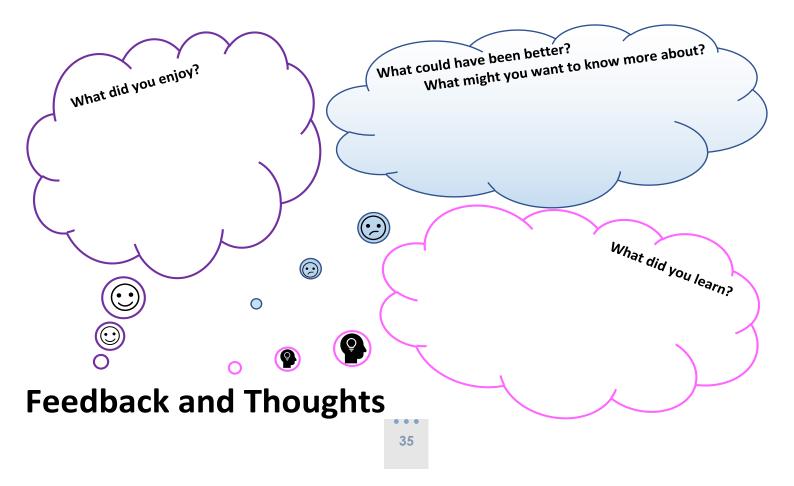
Have a question to ask your interviewer.



What might you ask them?



Why don't you go onto icanbea... and complete the CV Builder.



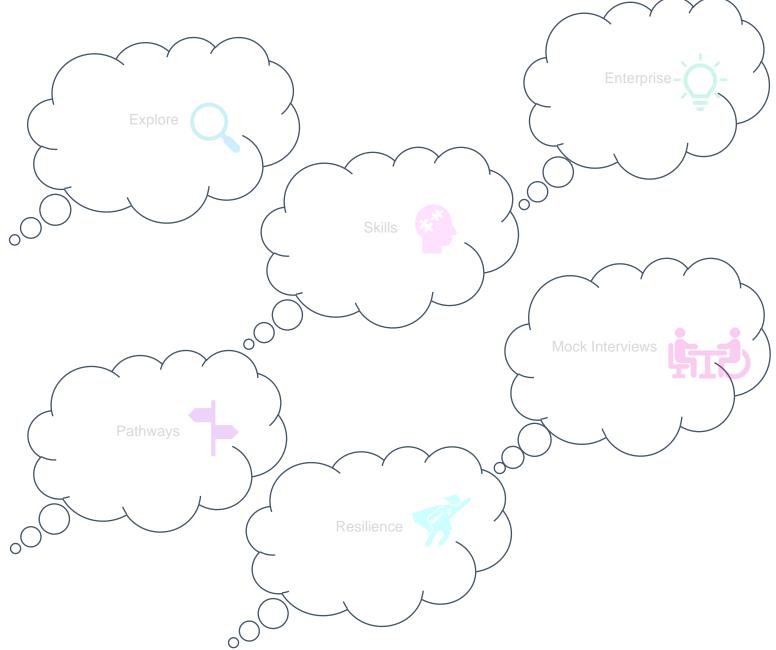






Reflections

Use the thought bubbles below to reflect on your experience of each Discover Your Future theme. What is one important thing you can take away from each session?



► Why don't you look at <u>Speakers for Schools</u> website and see what work experience opportunities you can apply for?









## Further Information



















## Thank you and WELL DONE for your hard work!

We would love to know what you think about Discover Your Future and your experience of the programme.

Please use the QR code or link to complete the feedback survey.



https://cambridge.eu.qualtrics.com/jfe/form/SV\_0pO3yHc7nRGNetg?HEAT\_ID=482066

#### Data Protection Notice

Discover Your Future is a project aimed at helping young people to explore their future options. It is run by a partnership of neaco, Suffolk County Council and the New Anglia Enterprise Network. As part of the Discover Your Future project, personal information will be processed and held by, and may be shared within, neaco, for the purposes of the programme.

The Network for East Anglian Collaborative Outreach (neaco) is a project aimed at increasing the number of young people going into Higher Education. neaco consists of the University of Cambridge (including its Colleges), Anglia Ruskin University, the University of East Anglia, Norwich University of the Arts, and the University of Suffolk. *Take Your Place* is the programme which is being run by neaco in schools and colleges in East Anglia.

Information about how your personal information will be used by neaco in connection with the administration of the Take Your Place programme, and for related purposes, is available at <a href="https://www.takeyourplace.ac.uk/how-we-use-participant-data">https://www.takeyourplace.ac.uk/how-we-use-participant-data</a>. neaco may also get in touch by email to facilitate your involvement in the Take Your Place programme. Please contact <a href="mailto:info@takeyourplace.ac.uk">info@takeyourplace.ac.uk/how-we-use-participant-data</a>. neaco may also get in touch by email to facilitate your involvement in the Take Your Place programme. Please contact <a href="mailto:info@takeyourplace.ac.uk">info@takeyourplace.ac.uk</a> if you have any questions about how neaco use your data.

