

Discover Your Future 2021

Virtual Work Experience Suffolk

April – July 2021

Personal Workbook & Journal

Name:

Welcome!

Discover Your Future 2021 is your opportunity to engage with a number of employers representing a wide variety of different sectors.

The themes represent different aspects to working life that you will explore during this project. Throughout each session you will develop skills, qualities and characteristics needed in the workplace, build your confidence, and learn all about the opportunities available to you in the future.

The Future is not so far away. Sometimes decisions are made on impulse without much research or effort, but with something as important as your career it is best to take time to gather information to help you make informed decisions.

It isn't as scary as it sounds. This Workbook is here to help! It will support you to pull together information about yourself, such as your likes interests and assist you to research various jobs to see what interests you and what careers fit with your skills and strengths. Then you'll be able to set yourself some actions which will start you off on the path to create your dream job.

By using this Workbook you'll start to build a picture of your strengths and interests, possible careers paths and how you can go about achieving the goals you set yourself. You will be able to reflect and evaluate your experience as you go.

Before you get started... please fill in our pre-activity questionnaire using the QR code or the link.



https://cambridge.eu.qualtrics.com/jfe/form/SV_6Kg0pgMEb7x2zzw

The 5 Themes

Theme 1

EXPLORATION

Understand the careers opportunities within Suffolk and beyond

Theme 2

SKILLS

Thinking about the skills and qualities needed for employment

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

Theme 5

RESILIENCE

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

And finally

MOCK INTERVIEWS

Experience a virtual mock interview with an employer

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.

Keynote speakers

- **CJ Green & Jordan Holder**

Notes from the Keynote speech

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: You have 5mins to think of a job title for each letter of the alphabet and write down a brief description of each role (e.g., *Accountant: prepare business accounts*)

A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	

Exploration Employer session	<h2>Exploring Career Opportunities</h2>
<h3>Activity 1</h3>	<p><i>Write down as many businesses and services within 5- 10 miles of your school</i></p>

Business	What do they do?	How many people do you think might work there?	Is this a large business, medium or small?	What sector are they in? (e.g., Construction, Retail)	Type of Business (For Session 3)

Exploration:
Employer session

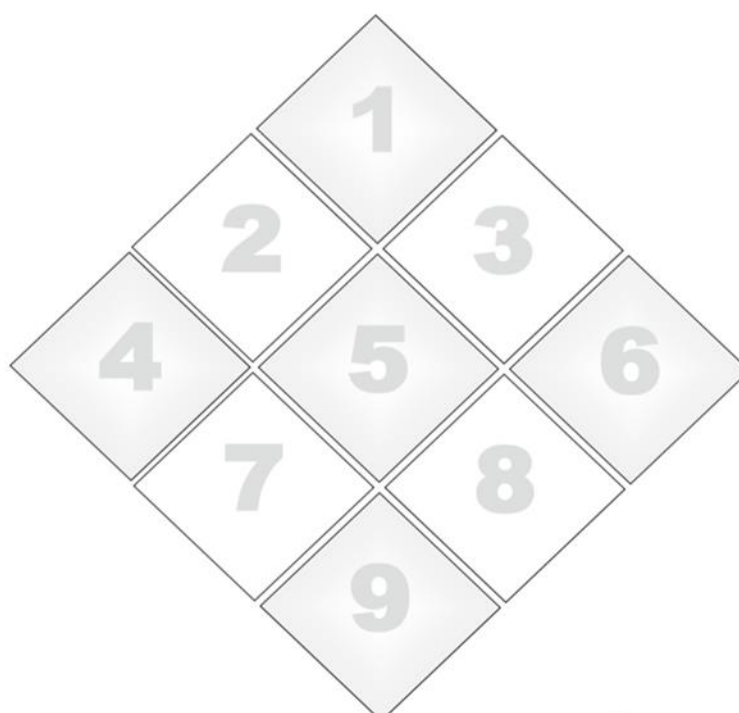
Exploring Career Opportunities

- What is a sector?
- What is a growth sector?



Place the following sectors on this grid in order of the ones you think would be most interesting. (1 being the most interesting).

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



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?

What sectors do not appeal to you and why?

Exploration
Classroom session

Exploring Career Opportunities

What is Labour Market Information (LMI)?

After watching the labour market information video, how many types of information do you think Labour Market information includes?

Why is it important for you?

Hot Jobs, Cold Jobs – Which of these jobs do you think are going to increase and which are declining? And why? Circle hot jobs in red, cold jobs in blue.

	Reasons		Reasons
Home healthcare nurse		Travel Agent	
Social Media Consultant		Chef	
Admin assistant		Factory worker	
Drone Operator		Fighter Pilot	
Cyber Security expert		Teacher	
Wind Turbine Engineer		Printer	

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

Using <https://www.icanbea.org.uk/career-o-meter/> or Suffolk Work and Skills Booklet find out as much as you can to complete this table. Feel free to look up more job roles.

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	Future employment opportunities Hot job 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.
Games designer						
Gardener						
Doctor						
Animal care						

Why don't you register with www.icanbea.co.uk and complete the careers wizard? What sectors come up that might interest you. See how much Careers and Labour Market information you can find out.



Your Feedback

- After this work inspiration session – **what went well for you?**

- Is there anything that you would have liked to be different?

Something we could add, explain better, more details... or anything else?

- What did you learn?

Skills

Key Skills that employers need

AIMS

- To help you understand key employability terminology.
- To help you understand the skills and qualities needed for employment.
- To help you identify your interests and how they can be used in future careers.

Keynote speakers

- **Gemma Head & Michelle Pollard**

Notes from the Keynote speech:

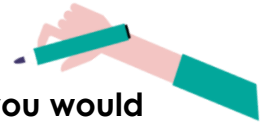


Skills: Employer session	Key Skills that employers need
Employer Name	
Employer Business	
Where can I find more information?	

Some of the key skills employers look for.



<h1 style="margin: 0;">Skills</h1> <h2 style="margin: 0;">Employer session:</h2>	<h1 style="margin: 0;">Skills Audit</h1>
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Go through the list of skills and tick which you already have and which you would like to improve.

Academic skills	Have skill? <i>(Tick)</i>	Want to develop? <i>(Tick)</i>
Literacy		
Do you enjoy researching information?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy summarizing information for a reader?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy writing for different audiences (e.g. writing an essay, song lyrics or stories?)	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy questioning ideas and opinions?	<input type="checkbox"/>	<input type="checkbox"/>
Any other English skills (write here)	<input type="checkbox"/>	<input type="checkbox"/>
Maths		
Do you enjoy solving Maths problems?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy interpreting graphs and charts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy using Maths to solve real-world problems?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy exploring new ideas in Maths?	<input type="checkbox"/>	<input type="checkbox"/>
Any other Maths skills (write here)	<input type="checkbox"/>	<input type="checkbox"/>
Digital Skills		
Do you enjoy using different technology devices?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy using technology to find out information?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy using technology to solve problems?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy using technology to be creative?	<input type="checkbox"/>	<input type="checkbox"/>
Any other digital skills (write here)	<input type="checkbox"/>	<input type="checkbox"/>
Personal skills		
	Have skill? <i>(Tick)</i>	Want to develop? <i>(Tick)</i>
Do you enjoy communicating with different types of people?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy working in teams?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy leading teams?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy working under pressure?	<input type="checkbox"/>	<input type="checkbox"/>

Any other personal skills (write here)		
Communication skills	Have skill? (Tick)	Want to develop? (Tick)
Do you enjoy persuading people?		
Do you enjoy listening to people?		
Do you enjoy expressing yourself to groups?		
Do you enjoy questioning ideas?		
Any other verbal skills (write here)		
Task skills	Have skill? (Tick)	Want to develop? (Tick)
Do you enjoy planning tasks?		
Do you enjoy setting priorities?		
Do you enjoy keeping calm in difficult situations?		
Do you enjoy solving problems during a task?		
Any other task skills (write here)		
Creative skills	Have skill? (Tick)	Want to develop? (Tick)
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 skills (write here)		
Resilience skills	Have skill? (Tick)	Want to develop? (Tick)
Do you enjoy completing tasks and meeting deadlines?		
Do you enjoy taking criticism and responding positively?		
Do you enjoy thinking of alternatives when things don't work as planned?		
Do you enjoy showing commitment to get better at something over time?		
Any other resilience skills (write here)		



Choose 2-3 skills that you think are your strengths. Write down an example of where you have demonstrated this.

Choose 2-3 skills you want to improve and think of ideas about how you could do this.

Skills I have	Example that demonstrates this skill
Skills I want to develop.	Ideas for improving these skills
<i>e.g., Planning tasks</i>	<i>e.g., Think about different ways which I can plan doing homework activities.</i>

<h2 style="margin: 0;">Skills</h2> <h3 style="margin: 0;">Classroom session</h3>	<h2 style="margin: 0;">Key Skills that employers need:</h2> <h3 style="margin: 0;">Activity 2</h3>
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- ▶ **What skills do the following four people have and are they transferable to other roles? Look at the job roles on [National Careers Service](https://www.nationalcareersservice.gov.uk) website to get more ideas of the skills these people might use in their jobs.**



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!

Key Skills	
Transferable Skills	
Possible other roles	



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.

Key Skills	
Transferable Skills	
Possible other roles	



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: The work is too easy and gets boring, not having friends at work, not seeing a chance to progress.

Key Skills	
Transferable Skills	
Possible other roles	



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.

Key Skills	
Transferable Skills	
Possible other roles	



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.

Key Skills	
Transferable Skills	
Possible other roles	

Skills Classroom session	<h2 style="margin: 0;">Key Skills that employers need</h2>
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- ▶ After watching the video [what transferable skills](#) do you think you have?

<h2 style="margin: 0;">Activity 1</h2>	<p>Choose three sectors from the Work and Skills Booklet and list what you think are the top skills needed for each sector.</p>
Sector 1	
Skill 1	
Skill 2	
Skill 3	
Sector 2	
Skill 1	
Skill 2	
Skill 3	
Sector 3	
Skill 1	
Skill 2	
Skill 3	

- ▶ Why don't you find out more about skills for work on [BBC Bitesize](#).
- ▶ Or do this [quick quiz](#) to find out what sort of person you are.



Your Feedback

- After this work inspiration session – **what went well for you?**
-

- Is there anything that you would have liked to be different?

Something we could add, explain better, more details... or anything else?

- What did you learn?

Enterprise

Enterprise & Entrepreneurship

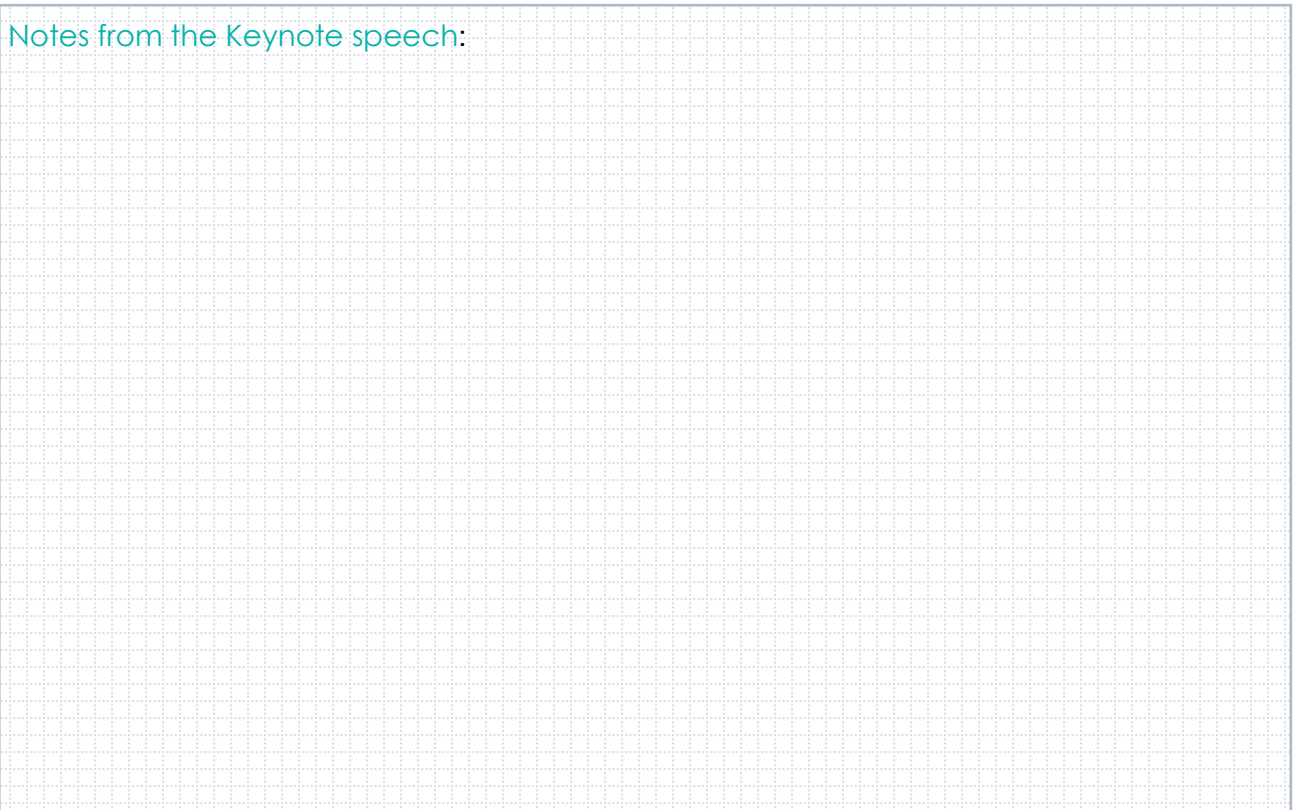
AIMS

- To help you identify the skills and attributes needed to be a successful entrepreneur.
- To help you to explore the different roles and responsibilities involved in running a social enterprise.

Keynote speakers

- **Clare Friel & Scott Russell**

Notes from the Keynote speech:



ENTERPRISE & ENTREPRENEURSHIP

Employer Session

Employer Name	
Employer Business	
Where can I find more information?	

Activity 1 What does an entrepreneur look like? What skills and qualities do they need? Could this be me?

Activity 2 Types of business – go back to page 6 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 Classroom session

Enterprise Challenge

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 while making 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? Are you trying to fix a health, communication, social, educational or environmental problem?
- Do you have a realistic business idea? Is it going to be a product or service?

List your top three 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? List some the steps you will take to achieve your aim: supplies, authorizations, people, marketing, production etc.

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?
- **How** will you go about starting your social enterprise?

- ▶ **Why don't you** look at Princes Trust, Your Business Your Personality to see if being an entrepreneur could be right for you.



Your Feedback

- After this work inspiration session – **what went well for you?**

- Is there anything that you would have liked to be different?

Something we could add, explain better, more details... or anything else?

- What did you learn?

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

- **Karis Theophane**

Notes from the Keynote speech:

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

Write down as many options available to you after year 11:

OPTIONS
AFTER
YEAR 11



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?

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.

Step 2

Research!

Go to www.icanbea.org.uk 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.

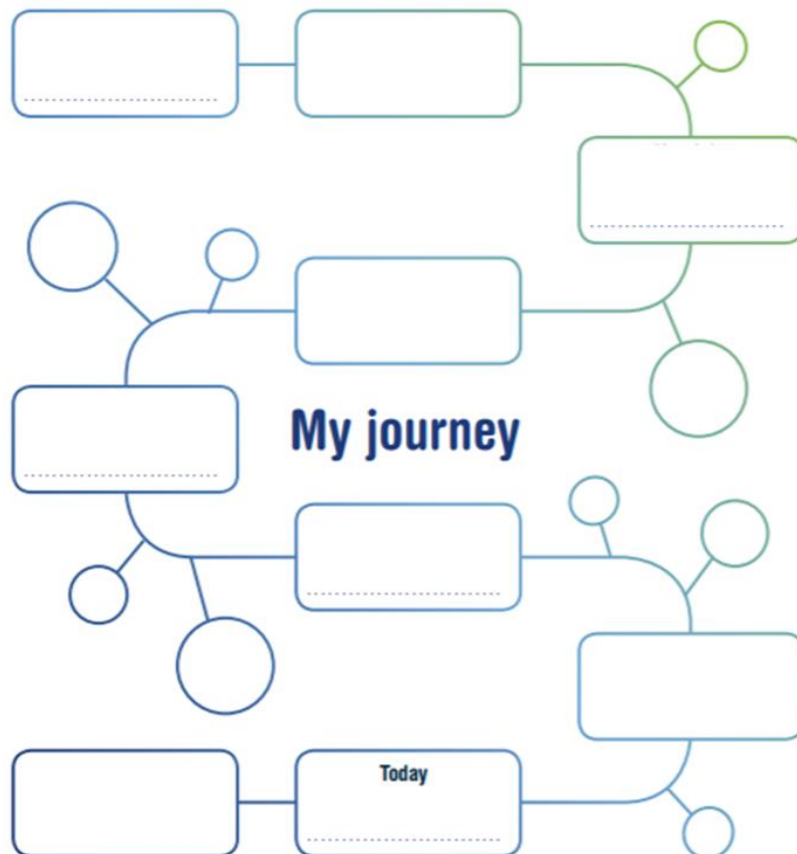
Career	Entry requirements <i>e.g. GCSEs, BTEC, A level, Degree</i>	Skills <i>e.g. Communication Team Work etc.</i>	Career Tips? <i>e.g. Volunteer</i>	Next Steps <i>e.g. get a 4s in Maths and English, look at level 2 IT courses...</i>

Step 3

Give it a go!

Using the information you've found on [icanbea](http://icanbea.com), can you plot your pathway from where you are now, through the next stages of your education/ training to arrive at your aspirational career goal? Make sure to include how you will work on your skills and any work experience.

- ▶ 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!

- ▶ Why don't you look at your local school or college website and find out more about the types of qualifications they offer and the careers they might lead to.



Your Feedback

- After this work inspiration session – **what went well for you?**

- Is there anything that you would have liked to be different?

Something we could add, explain better, more details... or anything else?

- What did you learn?

Resilience

Building confidence & Interview skills

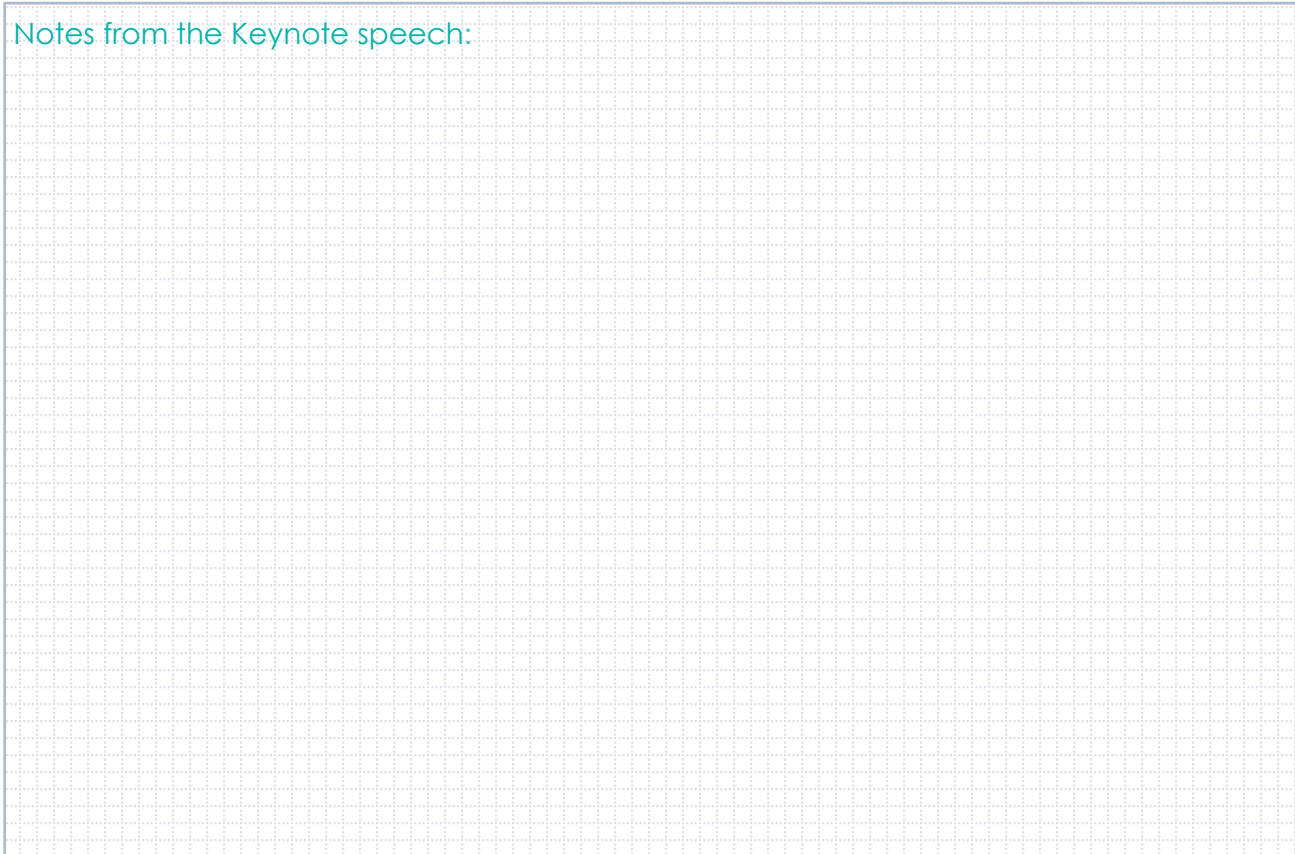
AIMS

- To help you find techniques to overcome new, challenging, or stressful situations.
- To give you some tools to prepare and practice for a job/college/Apprenticeship/university interview.
- To increase your confidence for a mock interview

Keynote speakers

- **Laura Bird**

Notes from the Keynote speech:



Resilience
Employer session

Staying Strong

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

Wellbeing Bingo

Have a go at playing our wellbeing bingo and try it with your friends and/or family

In the past week I have...

<p>Spent time with my animal/s</p> 	<p>Had a good sleep</p> 	<p>Had a good exercise / sports session</p> 	<p>Listened to / practiced music</p> 
<p>Spent some time outdoors</p> 	<p>Cooked/baked something delicious</p> 	<p>Spent time gaming</p> 	<p>Read something interesting</p> 
<p>Spent time with my friends / family</p> 	<p>Done something creative</p> 	<p>Had some 'me' time</p> <p>SELF CARE</p> 	<p>Had a good laugh with someone</p> 
<p>Danced</p> 	<p>Did something kind for someone else</p> <p>IT'S COOL TO BE KIND</p> 	<p>Watched a great film / boxset</p> 	<p>Other...</p> 

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.
<https://thesource.me.uk/health/30-day-whats-up-challenge/>



Your Feedback

● After this work inspiration session –
what went well for you?

● Is there anything that you would
 have liked to be different?

*Something we could add, explain better,
 more details... or anything else?*

● What did you learn?

Mock Interviews: Classroom session

Preparing for a mock interview

Use the STAR technique to answer some common interview questions:

- S - Explain** the **Situation**. This situation can be drawn from a work experience, a volunteer position, or any other relevant event. Be as specific as possible.
- T - Task** Next, describe your **task** or **responsibility** in that situation. Perhaps you had to help your group complete a project within a tight deadline, get over a disagreement with a co-worker or classmate or use your initiative to solve a problem.
- A - Action** You then describe how you completed the task or tried to meet the challenge. Focus on what **YOU** did, rather than what your team, other students, boss, or co-worker did. (Tip: Instead of saying, "We did xyz," say "I did xyz.")
- R - Result** Finally, explain the outcomes or **results**. It may be helpful to highlight what you achieved or what you learned.

Try preparing a few answers to these questions. Complete as many boxes as you can.

	Situation	Task	Action	Result
Tell me about a situation you had to complete a task within a tight deadline				
Tell me about a time where you worked with a group to achieve a task				
Describe a time when you have had to use your initiative to solve a problem.				
Tell me about a time when you have had to use your communication skills to get some information to				

	Situation	Task	Action	Result
people or solve a problem				
Tell me about a time when 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?				

- ▶ **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!

- ▶ Why don't you go onto [icanbea...](#) and complete the CV Builder.



Your Feedback

- After this work inspiration session – **what went well for you?**
-

- Is there anything that you would have liked to be different?

Something we could add, explain better, more details... or anything else?

- What did you learn?

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?**

 Explore Enterprise Skills Mock Interviews Pathways Resilience

- ▶ Why don't you look at [Speakers for Schools](#) website and see what work experience opportunities you can apply for?

Further Information



icanbea...



**National
Careers
Service**
Helping you take
the next step



SPEAKERS
for schools



BBC
Bitesize



THE
SOURCE



i**could**

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 <https://www.takeyourplace.ac.uk/how-we-use-participant-data>. neaco may also get in touch by email to facilitate your involvement in the *Take Your Place* programme. Please contact info@takeyourplace.ac.uk if you have any questions about how neaco use your data.

Notes