

TIBSHELF COMMUNITY SCHOOL

Y10 Virtual Work Experience User Guide



This booklet includes all the information you need to support you with your virtual work experience.

Virtual Work Experience

At Tibshelf Community School, we strongly believe that interaction with industry professionals is a vital part of a young person's development, not only in terms of career knowledge and motivation to achieve good grades, but also in terms of personal growth and maturity. Although virtual work experience may not have the same impact as a physical placement, we feel that it is important for students to engage in activities to further explore careers and their future.

The virtual work experience package has been developed to support students who were unable to secure a work experience placement. This programme is completely online, is available 24-7 and so can be accessed from pupils' homes. Although this experience will not be in person at a physical placement, students will be able to gain an insight into the many different careers that they may choose to explore, whilst also supporting them with post 16 choices, writing CVs, cover letters and preparing for interviews.

All worksheets and activities are downloadable which will allow students to keep a record of their completed activities. Once all the activities have been completed, pupils will be able to print a certificate which details all the tasks that they have achieved. This could then be used to support any future job or post 16 application.

Students are expected to complete all tasks to the best of their ability. The completed work and certificates gained will be used in September to support with post 16 choices.

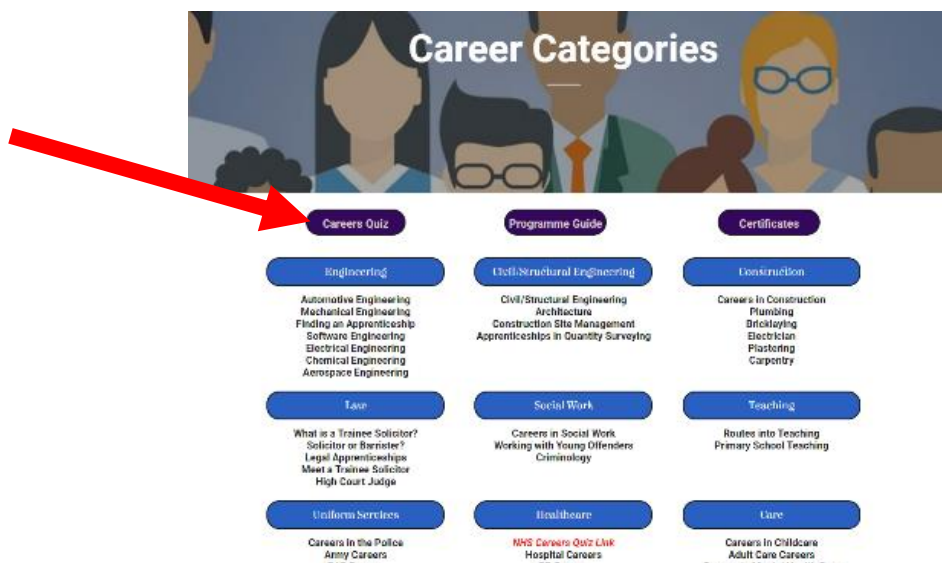
How to login:

Go to <https://www.vwes.co.uk>. Click 'login' and then option 4 (access all areas).

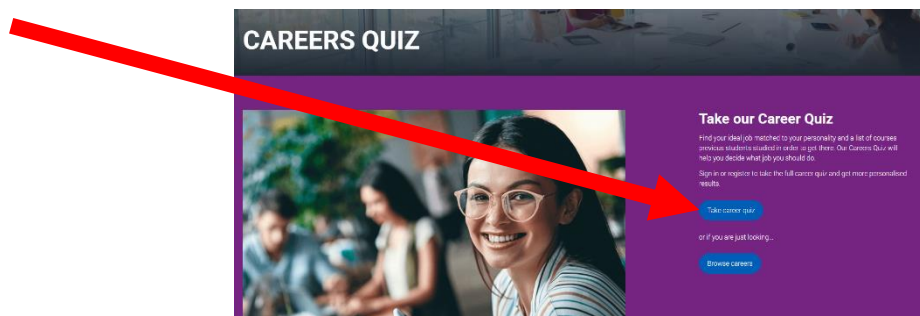
You will then need to enter the password: **VWEX274**

Monday

Task 1: Complete the 'Careers Quiz' to find out which type of career may be best suited for you. This will help you identify the careers sectors you may want to explore in more detail.



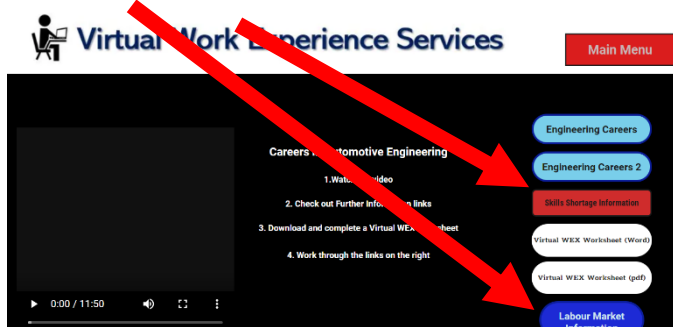
Click on 'take career quiz' and then follow the onscreen instructions.



Virtual tour part 1 – take a look round a company of your choice, clicking on the icons to do the challenges and find more information out about the company. [Virtual Workplace Tours – Panjango](#)

Task 2: Research four different career sectors that you may be interested in. There are no limits as to how many videos you can watch.

1. Watch the video
2. Look at the skills shortage and labour market information.
3. Download and complete the virtual work experience worksheet.
4. Click on the further information links to access more detail regarding that career sector.

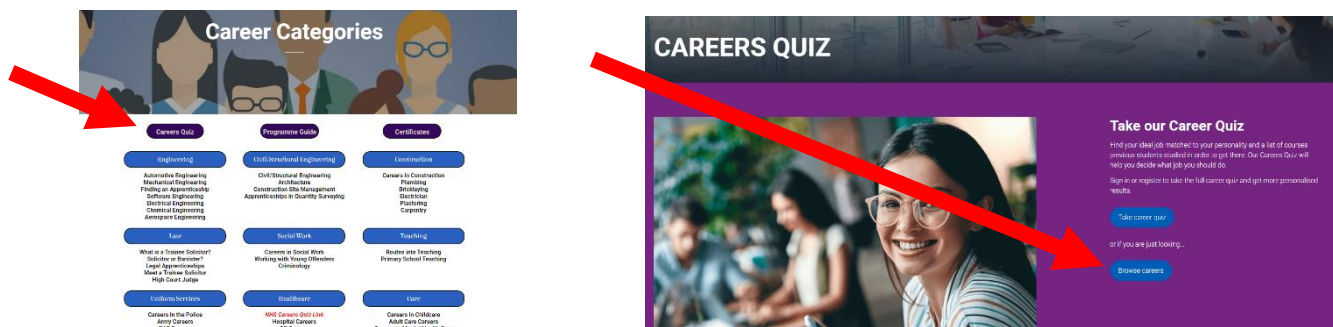


The worksheet tasks ask for feedback about the video/s and provide questions to ensure you have done your research and that you clearly understand the qualification and skills requirements for each role. You are required to complete the entire sheet. If you do not know the answers, please revisit the research information.

Each Video/Worksheet activity should take around 40—60mins to complete in full.

Tuesday – Extended Virtual Work Experience

Click on 'careers quiz' and then 'browse careers'. You will then be able to select from a range of 50+ careers.

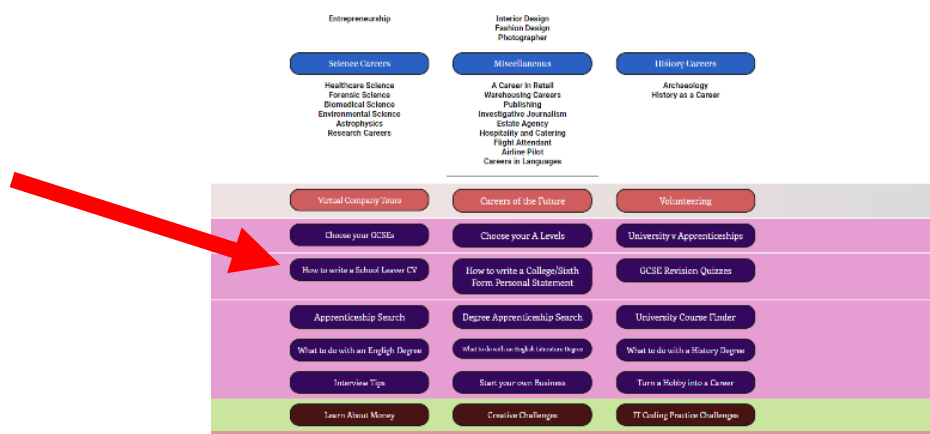


Task 1: Research 4 different careers and create a summary of each. Your summary should include:

- General roles and responsibilities
- Type of work – e.g. office based, computer based etc.
- Qualifications required
- Typical Salary
- Typical working hours
- Progression opportunities

Task 2: Creating a CV.

Click on 'how to write a school leaver CV'. From here, you will find examples of CV's and advice on how to create a good one. Use this information to create your own CV which could potentially be used when applying for jobs in the future.



Wednesday

Task 1: How to write a personal statement.

A personal statement is something you may need to do when applying for a post 16 course or a job. This guide shows you how to create a good personal statement.

Click on 'how to write a college/sixth form personal statement'. Read the guidance to create your own personal statement.



Virtual tour part 2 – take a look round another company of your choice, clicking on the icons to do the challenges and find more information out about the company. Can you find out what qualifications are needed to do the job roles at the company? [Virtual Workplace Tours – Panjango](#)

Task 2: Apprenticeships vs University

Apprenticeships can be a great way to gain qualifications whilst also gaining experience of work. However, for some people, going to university might be a preferred option. Click on 'university v apprenticeships'.



Read the information to find some of the advantages and disadvantages of university and apprenticeships.

Summarise the advantages and disadvantages of studying at university or gaining an apprenticeship.

	University	Apprenticeships
Advantages		
Disadvantages		

Task 3: Use the information to research a job role that can be achieved by doing an apprenticeship.

Include the following information:

General roles and responsibilities

Type of work – e.g. office based, computer based etc.

Qualifications required

Typical Salary

Typical working hours

Progression opportunities

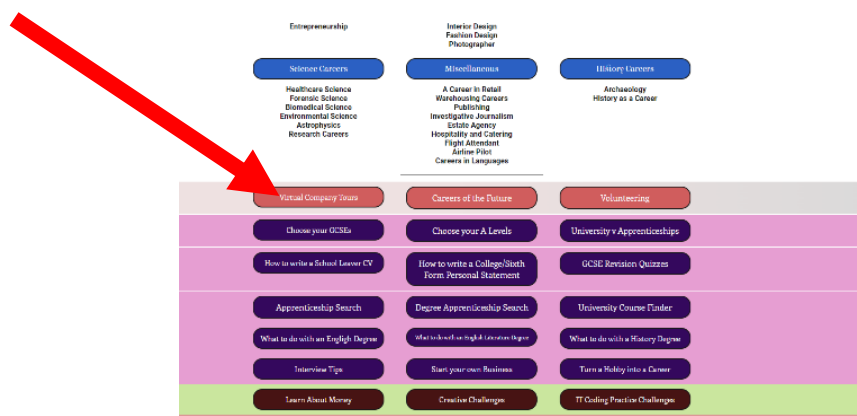
Length of study

Thursday

Virtual work experience is obviously very different to an actual physical placement. However, virtual tours of companies can help to give you an insight into how some companies work.

Task 1: View a minimum of 3 virtual tours of businesses and 3 virtual trips. Make a list of the following:

1. What industry does this business/ trip belong to? (E.g., education, manufacturing, government etc).
2. What job roles are available within the business?
3. Describe the range of roles available e.g., high paid/ low paid, skilled/ unskilled work, office based, customer facing/ backroom staff etc and give examples.
4. What skills/ qualities is the company looking for in its employees for specific roles? Which of these skills do you already possess, and which might you need to further develop? E.g. a tour guide will need to be friendly, approachable, enthusiastic and knowledgeable.



Virtual Tours



Take look around some BT offices, meet some staff and see videos explaining what they do (click on them to hear what they have to say)

Careers covered include:

- TV and Digital Services
 - Network Engineers
 - Cyber Security
 - Openreach Engineers
- Software Engineers and IT



Have a look around the UK manufacturing plant for this multi-national company.

They make construction and mining equipment



Take look around Ipswich Town Football Club.

Meet some staff and see videos explained what they do.

Click on them to hear what they have to say



Take look around a Construction company site, meet some staff and see videos explaining what they do (click on them to hear what they do)



Find out how a Building Society operates

Meet some staff (click on them for info)



RNA make industrial machinery in Birmingham and in other factories across Europe.

If you are interested in Robotics Automation, this is a good one for you

Task 2: By now you will hopefully have had time to think about potential jobs or career pathways that interest you. You now need to think about your next steps in life and consider what you will need to do to gain one of these careers.

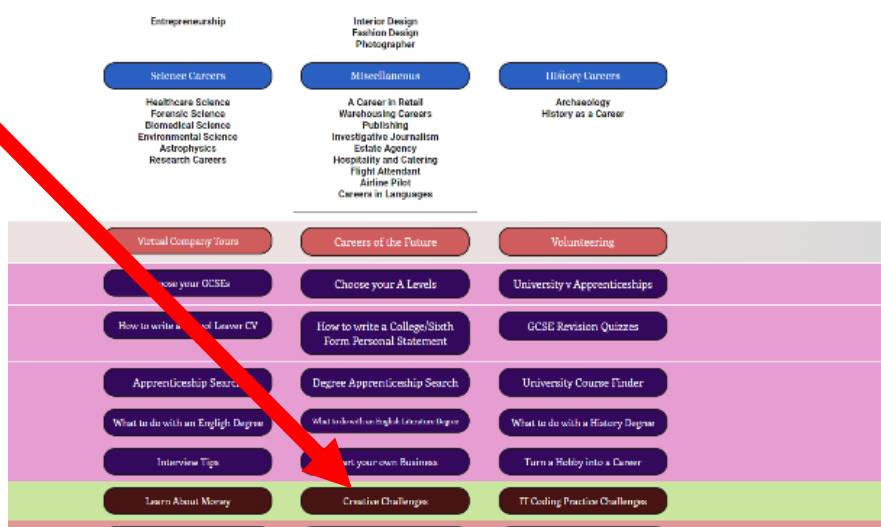
Research the different post 16 pathways available to you (sixth form, college, apprenticeships, degree apprenticeships and higher education).

Compare and contrast the advantages and disadvantages for each one.

Advantages	Disadvantages

Friday

Task 1: Click on 'creative challenges'. Here you will be able to be creative by designing your own logo, car, interior space and zoo!



Virtual tour part 4 – take a look round another company of your choice, clicking on the icons to do the challenges and find more information out about the company. Count how many different job roles there are at the company.

Virtual Workplace Tours – Panjango

Creative Challenges

Develop your Creative Skills with our range of fun activities

			
<p>Daily Logo Challenge</p> <p>Sign up and get a daily brief to design a logo. A different one each day! See how quickly you can design a logo based on a set criteria.</p>	<p>Design a Car</p> <p>Can you design something totally original? Choose one of the four options and unleash your creativity. Drawing a car is easy. Make it different.</p>	<p>Interior Design Challenge</p> <p>Can you design a Three Bedroom Family home according to a design brief? Get a paper and pens/s and let your creativity run free. You have freedom to do as you please.</p>	<p>Design a Zoo</p> <p>Chester Zoo have created a fun challenge for school pupils. The link provides resources to Design a Zoo and includes a number of zoo-related challenges.</p>

Task 2: Deciding your next steps after Tibshelf School is hugely important as this can set you on the right pathway towards achieving your goals. It is therefore worth you spending some time thinking about what you want from life and how you are going to achieve your goals.

This week, you have had the opportunity to explore a range of different industries, careers, and businesses, whilst also learning about your own skills and interests. This task is designed to help you structure your thoughts and think about what you need to do to help you with your next steps.

Research some of the courses available from local colleges/ sixth forms. You will need to think about the following:

- Qualifications needed to access the course
- The level of study (e.g. level 2, or 3)
- The content being taught (what will you learn?)
- The facilities available
- How you would get there
- How you will be assessed (exams, coursework etc)
- What support will be available to you (e.g. head of sixth form, tutor, careers adviser etc)
- Opportunities for post 18 study or work

Try some of looking at some of the following post 16 providers if you are unsure where you would like to study after Y11.

- West Nottinghamshire College
- Chesterfield College
- Ashfield School
- Tupton Hall
- Swanwick Hall

Task 3: Action plan:

This task links closely to the previous tasks you have completed. To achieve the future you want, it is often worth thinking about what you need to do to achieve it. Think about the following and make a list of your answers:

- What skills do you already possess that would help you in the world of work? e.g., good communicator, team player, trustworthy etc.
- Which skills do you feel you would like to develop and how might you do this? e.g. join a sports club to increase confidence, become a student leader such as a Character Champion to develop leadership skills, do some voluntary work to gain experience of a workplace etc.
- Your targets/ mock results – which subjects are you performing well in? What can be done to improve your academic grades? What grades do you need to access the post 16 courses you are interested in?

Create 5 SMART targets that will help you to secure your future goals and aspirations. These can be written or typed. Keep them safe as we will be looking at these in September.

SMART Targets are:

- **Specific** – state exactly what will need to be done
- **Measurable** – clear what success will look like
- **Achievable** – know it is possible
- **Realistic** – know it is practical
- **Time-bound** – state when it will be achieved

Once complete, you will be able to download and save your certificates.

