**My Week of Work**

**Programme 1 and programme 2 timetable**

**( Students power point guide is on our website under Covid resources – My week of work )**

**There are also fun tasks you can do each day. These tasks are highlighted in bold.**

**Completed tasks sent to me at;** [**Claire.caddick@abbotsleaschool.co.uk**](mailto:Claire.caddick@abbotsleaschool.co.uk)

**Programme 1 accessed at:** <https://www.thenational.academy/>

**Programme 2 accessed at:** https://learnliveuk.com/careers/

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| **Monday** | **Programme 1: Oak national academy**  Lesson 1: Introduction to My Week of Work  Session Aim: Pupils to understand the outline of the week and how they can access the careers education and opportunity to gain insight into the world of work and develop employability skills  Lesson 2: Investigate the Sectors (1)  Session Aim: Pupils to explore key sectors to better understand key LMI information and the range of job roles/opportunities in these sectors.  Lesson 3: Investigate the Sectors (2)  Session Aim: Pupils to explore key sectors to better understand key LMI information and the range of job roles/opportunities in these sectors. Use the additional industry links at the end of this document to research into one of the sectors.  Lesson 4: Insight into the World of Work  No further information yet given on this Lesson. Also try the following website for a virtual tour from I Can Be to see inside the workplace and what it’s like to work there:- [www.icanbea.org.uk/virtual-tours/](http://www.icanbea.org.uk/virtual-tours/) |
| **TUESDAY** | **Programme 1 – Oak national academy**  Lesson 1: Meet the Team: Human  Session Aim: Exploring a ‘typical day’. Pupils to understand what a day in a specific working environment looks like.  Lesson 2: Work Life Balance  Session Aim: Pupils to understand the issue of work life balance and how employers and employees approach this. Arrange your knowledge so you can present it on your return to school. **If you don’t have computer access you can develop a poster to promote work life balance in the workplace.**  Lesson 3: Mental Health and Wellbeing  Session Aim: Pupils to understand how employers support staff around MHWB. **If you have some good thoughts and ideas on what employers should be doing to develop employee MHWB, get them ready to present on your return to school**.  Lesson 4: Work skills and reflection journal  Session Aim: Pupils to consider how different roles and environments may play to their strengths.  **Programme 2 – Learn live**  The Learn Live sessions have employers ready to answer questions on employment in various industries.  Today’s programme is:  10:00am—12.00pm Health and Social Care  12.00pm—1.00pm Mix of sectors  1.00pm—3.00pm Creative & Digital |
| **WEDNESDAY** | **Programme 1 – Oak national academy**  Lesson 1: Meet the Team  Session Aim: Pupils will gain an understanding of the roles and responsibilities of a Marketing Department. Pupils will identify a Marketing Mix (Product, place, price, promotion) for a sports/product or service.  Lesson 2: Innovation and Creative Thinking  Session Aim: Pupils to understand innovation and creative thinking and how to pitch ideas. Don’t forget to use some of the links here. **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.**  Lesson 3: Marketing Campaigns  Session Aim: Pupils to understand what goes into an effective marketing campaign and to create their own marketing campaign. **Get ready to present on your return to school if you think you have come up with something great. 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.**  Lesson 4: You as a Brand!  Session Aim: Pupils to evaluate and develop their own ‘brand’. Alternative—**create an elevator pitch all about you**  **Programme 2 – Learn live**  The Learn Live sessions have employers ready to answer questions on employment in various industries.  10:00am—12.00pm Engineering & Manufacturing  12.00pm—1.00pm Mix of sectors  1.00pm—3.00pm Construction |
| **THURSDAY** | **Programme 1 – Oak national academy**  Lesson 1: Recruitment  Session Aim: Pupils to understand skills that employers are looking for and that different roles will require different skills/qualities/attributes.  Lesson 2: HR Recruitment  Session Aim: To understand how and where businesses recruit, understand recruitment processes and to have the opportunity to apply knowledge and learning in a skills development task. **Why not submit your completed task to your teacher?**  **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.**  Lesson 3: Understanding Entrepreneurship  Session Aim: Pupils to recognise where they are applying skills and qualities demonstrated by enterprising individuals and entrepreneurs. **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.**  Lesson 4: Project Planning  Session Aim: Pupils to understand the basics of Project Planning. **Alternative—create a plan for your social action proposal.**  **Programme 2 – Learn live**  The Learn Live sessions have employers ready to answer questions on employment in various industries.  Today’s programme is:  10:00am—12.00pm Energy and Renewables  12.00pm—1.00pm Mix of sectors  1.00pm—3.00pm Mix of sectors |
| **FRIDAY** | **Programme 1 – Oak national academy**  Lesson 1: Meet the Boss  Session Aim: Pupils to understand leadership and traits of successful leaders. Pupils to understand how to make effective decisions around careers management and development. **No computer? Create a presentation or video to apply for the imaginary role of fundraising lead for a local group.**  Lesson 2: CV Creation  Session Aim: To understand the purpose and key features of a CV and to begin to draft a CV. You should all have wonderful CVs already done, 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.**  Lesson 3: Employability Skills in Everyday Life  Session Aim: To 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.  Lesson 4: Reflection of the Week Session Aim: Pupils to review their week’s learning and skills development.  **Programme 2 – Learn live**  The Learn Live sessions have employers ready to answer questions on employment in various industries.  Today’s programme is:  10:00am—12.00pm Mix of Sectors  12.00pm—1.00pm  Mix of sectors  1.00pm—3.00pm Your Next Steps |

**ADDITIONAL EXPERIENCES OF WORK LINKS**

Virtual Work Experience https://barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience

Future First Virtual Week of Work Experience. https://futurefirst.org.uk/product/free-work-experience-in-the-third-sector/

Halliday Fraser Munro Online Work Experience Programme (Architecture & Design) https://workexperience.hfm.co.uk/

Jacobs Virtual Work Experience Programme https://mcusercontent.com/f0c6997f9844e10f115781610/files/b1e8afb4-ae86-453f-b84d-f8f96a88c7d1/Jacobs\_Virtual\_Experience\_Programme\_One\_Page\_Summary\_.01.pdf

Brighton and Sussex Medical School Virtual Work Experience

https://bsmsoutreach.thinkific.com/courses/VWE

Look at Speakers for Schools virtual work experience and talks here: https://www.speakersforschools.org/”

Inside Sherpa (Pitched at undergraduate but may be appropriate for some Year 10): https://www.insidesherpa.com/

White & Case Virtual Legal Work Experience Programme: https://www.insidesherpa.com/virtual-internships/prototype/HECBn5zqCvBpAXitG/White-&-Case-UK-Programme?utm\_source=social&utm\_medium=(organic)&utm\_term=&utm\_content=&utm\_campaign=