

The longest summer of your life...

If you are a year 11 chances are you will be leaving school early in June which means that you have potentially at least three months before you start back in education. You may be looking forward to the long summer break, but having nothing to do can be detrimental to your well-being and self-worth, let alone the boredom, and there are only so many Tic-Toc videos you can make!

This workbook will help you use your summer to

- Develop your work based skills
- Consider your career ideas for the future: resources and activities to identify career plans
- Start to prepare for college/ 6th form and apprenticeships

Activity 1:

You are applying for a part-time job for this summer.

What are the top five things that employers will be looking for?

1. _____
2. _____
3. _____
4. _____
5. _____



What is employability?

Employability is:

- The skills
- The qualifications
- The experiences
- The attitudes

Employers want to see

Why is it important to you?

By developing these skills, experiences and attitudes you will be able to:

- Find jobs and careers that suit you
- Apply for jobs
- Speak about yourself positively
- Show employers why you are the best person for that job



Activity 2:

Consider the employability profile of these six year 11s

Who has the best employability skills? Who do you predict will be most employable?

Decide on an order you would place the students from 1st having the best employability skills to 6th having the worst

<p>Jon</p> <ul style="list-style-type: none"> • Is interested in a career in IT • Has had some work experience with his dad's friend who runs his own IT business • Has chosen to take Computer Science, Maths & Physics at College • Volunteers for Age Concern 	<p>Sarah</p> <ul style="list-style-type: none"> • Is interested in a career in journalism • Has written to newspapers and magazines but has not had much luck getting a work placement • Therefore she has completed some on-line courses for Creative Feature Writing and attended lectures at her local theatre by well-known journalists and writers • Has started her own blog
<p>Paula</p> <ul style="list-style-type: none"> • Does not have a clue what she wants to do • She has a part-time job in a local garden centre and baby sits for her parents' friends regularly • She has chosen to take French, History and Biology at Sixth Form • Is taking bronze Duke of Edinburgh award 	<p>Ranjana</p> <ul style="list-style-type: none"> • Is interested in a career related to Business and Accounting • She organised work experience with a local accountants and she has also attended insight days at Ernst & Young and IBM • She is taking Maths, Business and IT • She is a keen kick-boxer and her club has started entering her into competitions
<p>Ari</p> <ul style="list-style-type: none"> • Loves Sport and is thinking he may become a physiotherapist • He captains his school football team and also plays for a local team • He has found it hard to get a part time job • He plans to take Biology, PE and Business 	<p>Joey</p> <ul style="list-style-type: none"> • Not sure what he wants to do • Works part time at a local hotel as a silver service waiter at weddings and business conference dinners • Is planning to take Media Btec at college • Joey is popular and liked by other students in his year as well as teachers and was voted as head boy

As well as your qualifications, what do you think is most important to help you become employed in the future?

Developing your employability

You need opportunities to practice and develop your skills, attributes and attitudes

All of the following can help:

- Part-time jobs
- Work experience or insight activities
- Extra-curricular activities
- On-line courses
- Work related learning in the classroom
- Practicing responsibilities and behaviours expected at work

Getting experience

If at all possible, try to arrange either some part-time work or work experience. Even if it's the odd day visiting where a family member works, this will give you insight into the work place.

Virtual work experience is also a possibility. Check out www.springpod.co.uk/virtual-work-experience

Small businesses

Although it can be challenging finding part-time work for many under-18s, legally you can work in many workplaces from 13 and smaller family run businesses may be more open to younger workers than the bigger retailers. So try cafes, hair salons, barbers, independent shops, newsagents and convenience stores, and local builders and garages. Depending where you live, are there any local tourist attractions or theme parks? These types of employers usually take on lots of students this time of year.

Volunteering and taking part

You can also develop your work based skills by volunteering or taking part in programmes such as the National Citizenship Service Summer Programme. You can either take part in the two week or three week long programme which includes adventure based activities and community projects all designed to give you experiences to boost your skills and personal attributes to help you one day become more employable.

Check out www.wearencs.com/summer

Hobbies and interests

Another key way of developing your work based skills and general life skills is through hobbies and interests. Is there something you've ever fancied learning? There is now a wealth of free on-line courses and tutorials you can complete. Some even give you a certificate! Check out <https://www.mooc.org/>

Activity 3: What skills do you need to develop? Complete as much of the following as possible. You can include things you plan to do:

Key Skills	What subjects & kind of projects do you use these skills?	Which hobbies or extracurricular activities use these skills?	What kind of work experience or extra activities do you plan to get to help with these skills?
Communication skills being able to talk, listen and present information			
Interpersonal skills being able to relate to other people, mix well, interested in people			
Numerical skills being confident with numbers, basic arithmetic, maths etc			
Analytical skills being able to analyse information and make sense of it			
Problem solving skills being able to offer solutions to problems, being able to work through tasks			
Team work skills the ability to work with others to achieve something			
Leadership skills being willing to take responsibility, and encourage others			
Information technology skills the ability to use computers at basic or advanced levels			
Initiative skills the ability to work on your own without constant supervision			
Organisational skills the ability to organise your time and work to deadlines			

Exploring career ideas

Something you can be doing every time you have a spare five minutes is exploring career ideas. There are two key ways of doing this:

Your Personal Network

Your personal network is anyone you know, immediate family, relatives, neighbours, scout leader, football coach. What do they do for their main career? Do any of them do a job that you like the sound of? Or work for a company that is well-known? By speaking with them, you can find out not only what they actually do as part of that job, but how they got into it. At some point, if its something that interests you, they may be able to arrange some work experience where you try out the job to see if you like it.

Career Research

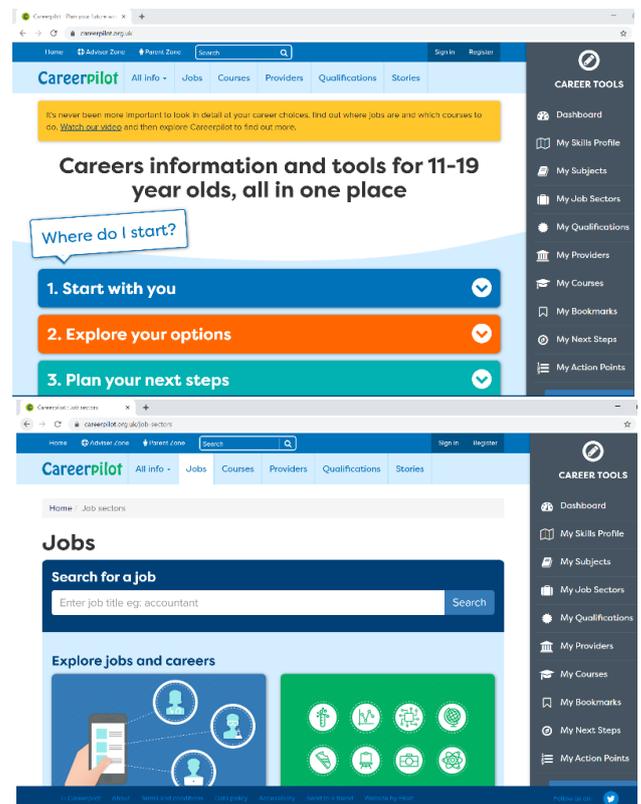
Try the Buzz Quiz <https://icould.com/buzz-quiz/>

Activity 4:

We will be using a website called

www.careerpilot.org.uk

1. Click on “Jobs” on the menu at the top of the page
2. This will take you to the Jobs page.



3. Once here you can either explore “Jobs by job sector” which will show you a range of different career pathways and industries or “Start with a subject” which will show you a range of careers related to your favourites subjects
4. Once you **find a sector or subject that you like**, click on it. Then follow the link to the “Selection of jobs using” that subject or the “Job Profiles”

Find a job you like the sound of and answer the following questions by circling your answer:

What job did you select? _____

What do you think of the salary?	Great!	Okay	Rubbish!
What do you think about the working hours?	Great!	Okay	Rubbish!
Will there be more jobs doing this in the future?	Yes, there is an increase in opportunities	It's about the same	No, there will be a decrease in opportunities
Would you want to do the day to day tasks involved in this job?	All	Some	None
Would the working environment suit you?	Yes	Maybe	No
Taking a look at the entry requirements, would you mind having to do this?	I wouldn't mind, it would be worth it	Maybe	I really wouldn't want to have to do this, to get into this job
Scrolling further down past the video stories, in terms of the skills required for the job, do you have any of these skills or be willing to develop them?	Yes I have those related skills and would be willing to develop any I need	I may have some and I may be willing to develop them	I don't have the skills and not sure I would want to develop them
Do you like the sound of this job?	Yes	Maybe	No

Start to prepare for college, 6th form and apprenticeships

Get ahead

After a year of online and independent study, you may not want to think about any further learning. However, because of the disruption, any extra work you can do over the summer to prepare for the subjects and courses you will be taking in the Autumn, will put you at an advantage.

Here are some suggestions for getting prepared for next level learning:

Get in touch with your sixth form or college and see if they can send you a reading list, suggested resources and websites.

For those planning to take an academic pathway, get reading. Classic literature, journals, National Geographer, Science journals, political journals, broadsheet and foreign newspapers. Whatever A levels you are planning to take, you now need to be developing a wider world view, undertaking independent reading and keeping up with world events.

For those planning to take vocational courses and apprenticeships, can you undertake any relevant activities and experience close to what you will be studying? Remember to try out www.mooc.org for free short courses as well as YouTube and social media where you can watch videos and follow interesting people from all sorts of industries from hairdressers to engineers to cake decorators and business entrepreneurs.

Have fun!

I'm sure this will be on your list of priorities but obviously make time for relaxing and having fun this summer while staying safe. However, as you approach the end of your longest summer try to get into a good routine with sleep, remember to get your pencil case ready and be prepared to work hard on whatever you have chosen as your next step. Good luck!