



Taverham Sixth Form
One vision. Our passion. Your future.

VIRTUAL WORK EXPERIENCE LOGBOOK

Name



Taverham Sixth Form Virtual Work Experience

Despite not being able to successfully secure an 'in-person' work experience placement, this booklet is designed to ensure that you still get the benefits of work experience opportunities. Work experience is a really valuable opportunity as it allows students to:

- get an insight into a job role or career that you may be interested in (or one that you didn't know you might be interested in!)
- get personal experience that will directly support a post-sixth form application
- develop transferrable skills that employers and university admission tutors find valuable
- get specific examples of experiences that can be discussed in a personal statement, job application or interview
- develop confidence and self-esteem
- show you are proactive and embrace opportunities

In Taverham Sixth Form, we don't want any students to be at a disadvantage and miss out on the many benefits work experience can bring. We have therefore devised a condensed programme of activities that you can engage with during the course of work experience week. You can tailor the programme to suit your interests, career goals, time and other enrichment commitments, both inside and outside school.

To make it a beneficial experience, you need to consider what you want to achieve from your work experience programme. Use the box below to write some goals, indicating what you would like to achieve.

Work Experience Goals

You will be expected to complete **25 hours** of work experience activities by the end of the week. A variety of activity suggestions below have each been given a time value to help you reach the total.

Your progress will be monitored by Miss Reding and you will need to **provide evidence of completion** of your activities. This may be a completion certificate, session notes or screenshots of what you have been involved in, as well as the reflection table at the end of this booklet.

Registers will be taken in the Sixth Form Study Centre at the start of each period. No home study is to be taken during the week.

The first activity is compulsory for everyone as it provides a very good overview to make sure you make the most of the programme. This will be emailed directly to you at the start of the week. You can then create a programme that best fits your needs using some of the examples below.

Please note that this is not an exhaustive list of opportunities. You can, therefore, log other activities that reflect a work experience opportunity. This should be above and beyond any paid employment that you currently do to broaden your experience.

You may also still independently arrange face-to-face work experience with an employer later on in your studies. This would be strongly recommended for highly competitive courses such as veterinary science, dentistry and medicine. Once arranged, please provide a letter of confirmation from the workplace to Mr Linnell and notify your form tutor.

COMPULSORY ACTIVITY	
<i>Youth Employment UK – Work Experience Guide</i>	
Complete the Work Experience Guide booklet and activities to get you started on your work experience journey	Approximately 1 hr

SUGGESTED ACTIVITIES	
<i>Youth Employment UK – Journey to Work Online Courses</i>	
Interactive courses with downloadable supporting resources to encourage reflection on your current skills and how these can help you in the world of work Youth Employment UK: online skills and careers courses	Approximately 1 hr each course
<i>British Red Cross – Become a First Aid Champion</i>	
Interactive courses with instructional videos to develop your first aid knowledge. Contact Miss Reding for a unique learner code to track your progress. British Red Cross: first aid skills	17 skills in total – approximately 4 skills can be covered in 1 hr
<i>Bespoke Careers Interview</i>	
Arrange a one-to-one careers interview with Mrs Warwick, our dedicated careers advisor. This can be used to explore opportunities available to you, developing a CV, supporting applications in a particular field or job interview coaching. Contact Mrs Warwick directly to arrange: a_warwick@taverhamhigh.org	Approximately 1 hr

<i>Unifrog – Getting Started</i>	
<p>Use the Activities tool to log the extra-curricular activities that you have completed during sixth form.</p> <p>Choose at least one of the activities logged and consider what skills you developed from it. Log these skills in your Competencies tool.</p> <p>What is a MOOC? Make a note of at least 3 reasons why a MOOC could support an apprenticeship or university application.</p> <p>Describe a time when you have faced a challenge and overcome it. How did this help you build skills in resilience?</p>	Approximately 1 hr
<i>Unifrog – Apprenticeship Jump Start</i>	
<p>Read the 'University vs. Apprenticeship' guide. Find 2 pros and 2 cons for each side.</p> <p>Find a business apprenticeship near you that offers a degree level qualification. What salary does it offer?</p> <p>Create an Apprenticeship shortlist.</p> <p>Use the Know-How Library to read 'Degree Apprenticeships and why you should take them'. What are the advantages of completing a degree apprenticeship?</p> <p>Go to the Apprenticeships section of the Know-How Library and read 'Higher Apprenticeships, Degree Apprenticeships and School Leaver Programmes'. What are the differences between these options?</p> <p>Find a career that has an apprenticeship route into it. Make a note of at least 3 interesting facts about that career.</p>	Approximately 1 hr
<i>Unifrog – World of Work Jump Start</i>	
<p>Find and name the skills required to be a newspaper or magazine editor.</p> <p>Use the Careers Library to find an unusual career within the NHS – not something obvious! Make a note of at least 3 interesting facts about that career.</p> <p>Use the Careers Library to find out the starting salary for an architect. What would a highly experienced architect get paid in comparison to this.</p> <p>Go to the Know-How Library and into the World of Work section. Read the article 'How to work out your take home pay'.</p> <p>Search for a career that interests you in the Careers Library. Make a note of at least 3 interesting facts about that career. What qualifications would you need to get into that career?</p> <p>Use the Careers Library to find a career with a starting salary that is between £20,000 and £30,000. What are the UK prospects (the amount of projected jobs in the future) for that job?</p> <p>Find, and conduct some research on, an unusual career within the Armed Forces using the Careers Library.</p> <p>Use the Know-How Library to research how to interview like a boss. What four steps should you follow?</p> <p>In the Know-How Library, read and watch the 'Acing your CV' guide and video. Make a note of the top tips.</p>	Approximately 1 hr

Unifrog – Webinars	
Click on the Webinars tool and watch a webinar of interest.	Approximately 1 hr each
Speakers for Schools Work Experience Programmes	
<p>Complete a work experience placement with an employer through the Speakers for Schools Programme. Current opportunities are being provided by the NHS, the Armed Forces, utilities companies, creative and digital media companies, construction, banking, tourism and many more.</p> <p>Speakers for Schools: sign up</p> <p><i>Note: this may not be scheduled during the week so additional hours may be needed.</i></p>	Starting at 4 hours
Up-skilling yourself	
<p>Complete an online course to support your career ambitions. Courses can be accessed for free or some require a fee. Courses can be completed at your own pace and can cover a wide variety of topics:</p> <p>Future Learn: online courses</p> <p>or</p> <p>MOOC: online courses</p>	Various
Write your CV	
<p>Reflect on your experiences and write your CV. Check out this website (and Unifrog) to help you along:</p> <p>Prospects: CVs and cover letters</p>	Approximately 1 hr
Academic Interest	
<p>For a more academic focus, use this course to prepare for university applications and study:</p> <p>FutureLearn: UEA preparing for university</p>	Up to 18 hours
NHS Work Experience	
<p>This programme is available to support aspiring healthcare students as an alternative to in-person NHS work experience during the pandemic. Sessions are available for nursing, midwifery, paramedicine, physiotherapy, occupational therapy, dietetics, radiography, prosthetics and orthotics, speech and language therapy, osteopathy, pharmacy or podiatry and are all completely unique. Dates don't coincide with this week, but please sign up if interested.</p> <p>Allied Healthcare Mentor: NHS health care careers</p>	7 hours

<p>Medic Mentors Enrol on self-led online programmes for medicine, dentistry and veterinary science. Includes access to professionals currently working in the fields and official certificate on completion. Medicine: Medic Mentor for doctors Dentistry: Medic Mentor for dentists Veterinary: Medic Mentor for vets</p>	<p>Various</p>
<p>National Work Experience Week On Demand Service Watch informative work experience sessions from employers in a variety of sectors from food and grocery to aerospace. National Work Experience Week</p>	<p>1 hr each</p>
<p>Tutor2u Skills Booster Programme Maximise your chances of doing well in your A-Levels and open doors to your future pathways by completing this programme linked to effective revision. Skills Booster Effective Revision</p>	<p>2-5 hours</p>
<p>Unifrog Know-How Library This tool is full of useful videos and articles linked to work experience, university applications, employment applications and areas of interest.</p>	<p>Various</p>
<p>Barclays Life Skills Explore the Barclays Life Skills website to investigate different job roles and the skills required to be successful in the world of work. Barclays LifeSkills</p>	<p>1-4 hours</p>

Use the table on the next page to log your work experience activities as part of the programme.

15 May	Work Experience Activity	How was this experience valuable?
P1		
P2		
P3		
P4		
P5		

16 May	Work Experience Activity	How was this experience valuable?
P1		
P2		
P3		
P4		
P5		

17 May	Work Experience Activity	How was this experience valuable?
P1		
P2		
P3		
P4		
P5		

18 May	Work Experience Activity	How was this experience valuable?
P1		
P2		
P3		
P4		
P5		

19 May	Work Experience Activity	How was this experience valuable?
P1		
P2		
P3		
P4		
P5		