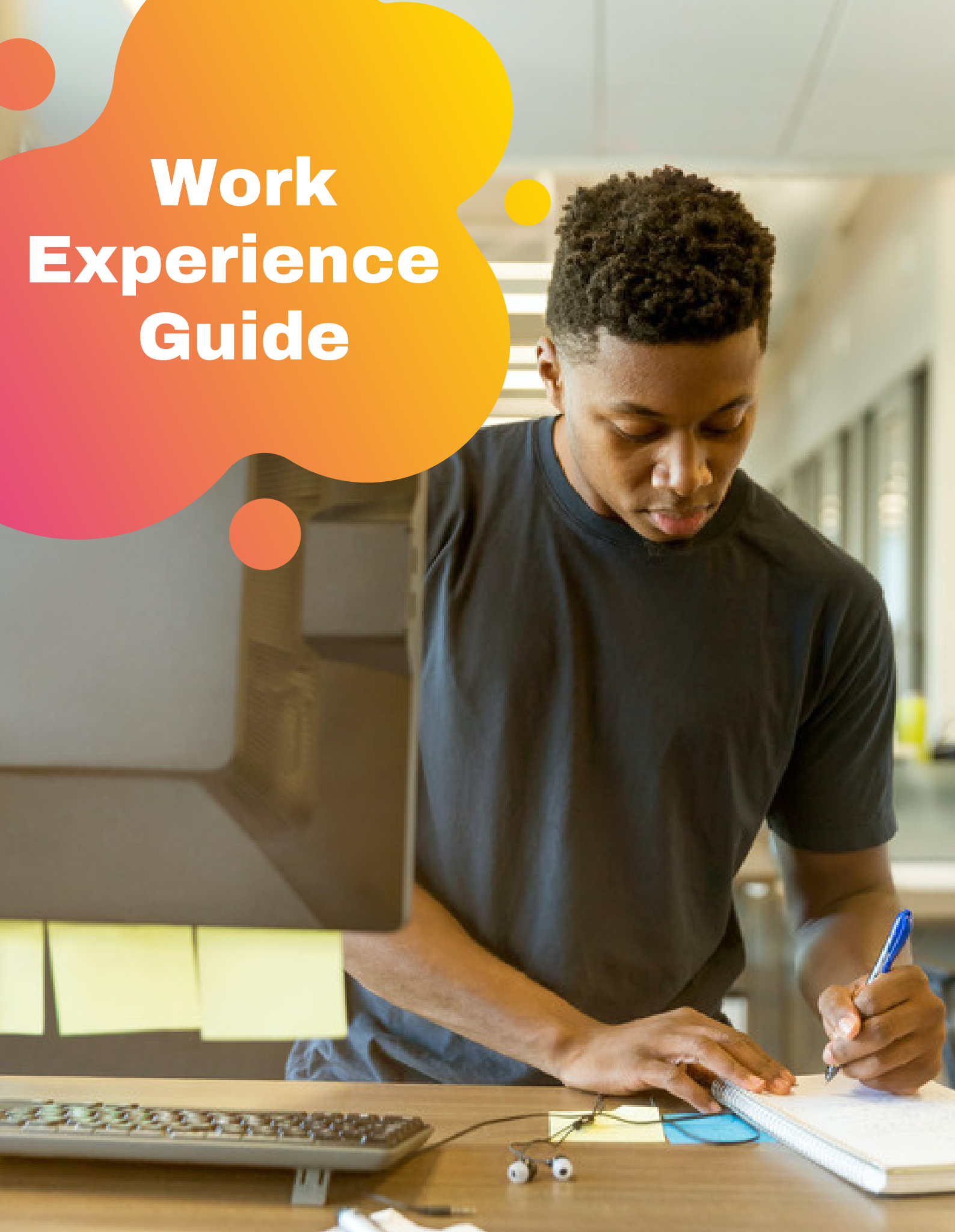


# Work Experience Guide



**Key Stage 5**



# Contents

Your Work Experience Guide	3
What to Expect	4
Key Employment Sectors	5
Different Types of Businesses	7, 8
How The World of Work Has Changed	9, 10
Key Business Functions	11
Different Career Roles	12, 13
Routes Into Work	14
Skills Employers Are Looking For	15, 16
Work Experience & Volunteering	17
Building Networks	18, 19
Next Steps	20

# Your Work Experience Guide

Watch each of our work experience videos and complete the activities in this workbook.

This is not going to be marked but is your opportunity to share your thoughts and reflections on what you learn about in the videos.



## On completing this workbook you should be able to...

- Understand the different employment sectors and work areas
- Understand the different types of employers
- Understand different business roles & functions
- Understand what skills employers are looking for
- Set out the next steps for your goals



# What to Expect



Use this workbook with the work experience videos. You can find them by clicking [here](#). You will need access to the internet. Make sure you download the workbook so you can save your answers as you go!

There are a mix of questions. Some will ask you to write a response and others will ask you to think and reflect.

It can take about 1 hour to watch all the videos and complete the activities in this booklet. The suggested times to complete each section are just for guidance.

## Getting Started

Each section has a video for you to watch first. These videos are short introductions to each section.

The questions in each section will help you expand on what you see in the video and what you might already know.

This workbook is yours to keep. No-one is marking it, so use it in your own way to explore what the world of work might look like for YOU.

## Guide to workbook symbols



Here is your space to write your answer



Watch the video



How long an activity may take to complete



Reflect on a scenario or your next steps

# Key Employment Sectors



Before you start: have you watched the video? [Click here](#)



a. List three jobs and then think about the sector or sectors they align to. You might pick from jobs you have had, your dream job or jobs your family and friends might have had.



Job Title	Sector
<i>E.g. Shop assistant</i>	<i>Retail &amp; Hospitality</i>

How has the video changed your expectations of what it is like to work in different sectors?

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b. Complete this table to help you explore more about what each of the below sectors will be like to work in:



Sector	What do you imagine it is like working in this sector?	What sort of jobs would there be?	Where would you work? Office/outdoors/ different country/etc?	Do you think these jobs have a good work life balance? i.e. What sort of working hours will they have?	Do you think you would like working in this sector?
Retail & Hospitality					
Creative & Design					
Engineering & Manufacturing					
Construction					
Social Care					



# Different Types of Businesses



Before you start: have you watched the video? [Click here](#)



5 mins

As you have heard businesses come in all shapes and sizes.



a. Complete the grid below:

Types of business	What does it mean?	Can you name an organisation of this type?
Private		
Public		
Sole Trader		
Charity		
Social Enterprise		



If you need some help exploring these organisation types visit our [Youth Employment UK Careers Hub](#)

b. The way an organisation is structured can depend on a number of things including how large it is, where they operate and what they do or sell.



We have listed two different types of organisation structure below, think about what the pros and cons would be for you working in each type:

Type	Pros	Cons
Flat: few levels of staff. Having one or two levels of management.		
Matrix: staff work across teams and projects as well as within their own department. Often have more than one manager to report to.		

c. Think of three reasons why a business would need to change their operating structure:

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# How The World of Work Has Changed



Before you start: have you watched the video? [Click here](#)



5 mins

Technology developments have had one of the biggest impacts on the world of work than anything else.



1

Think of a business that has changed the way it has had to work; what big changes did it make?

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2

How do you think these changes have improved the business?

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3

How do you think that might have impacted the type of staff they were looking for?

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b. Give an example of how technology has changed the way you do things.

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What has been good about the change?

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.....

What challenges have you faced with technology changing the way you do something?

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## Next Steps



c. How do you think the world of work will change again in the next 10 years?

- Are there any jobs that you think will be 'extinct' or no longer needed?
- What new jobs might exist?
- What new challenges might businesses face?



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# Key Business Functions



Before you start: have you watched the video? [Click here](#)



6 mins

Sometimes business functions are called different things in different organisations but their key job role remains broadly similar.

Scenario: Imagine you are on the board of a big organisation that sells pens, there is bonus of £1,000 per employee that you can award to one department.

Human Resources

IT

Sales

Finance

Operations

Marketing

- Which department do you think will be the biggest?

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- Who do you think has the hardest job?

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- What criteria or questions would you want to ask before you decided who was awarded the money?

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- Which department would you chose to get the money and why?

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# Different Career Roles



Before you start: have you watched the video? [Click here](#)



The video talks about Labour Market Information (LMI). Now let's take a closer look:

Pay rate & typical working hours

Finance officers	
Weekly Pay <b>£580</b>	Annual Pay <b>£30,160</b>
Hours/Week <b>36h</b>	Hourly Pay <b>£16</b>
<b>Workforce Change</b> (projected)	
Contraction <b>-5.9%</b>	Replacement <b>67.5%</b>
<p>The workforce is projected to contract by -5.9% over the period to 2027, losing <b>2,600</b> jobs. In the same period, 67.5% of the workforce is projected to retire, creating <b>29,700</b> job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Public admin. &amp; defence</li> <li>Education</li> <li>Financial services</li> <li>Auxiliary services</li> <li>Head offices, etc</li> </ul>	

Powered by LMI For All

Legal associate professionals	
Weekly Pay <b>£680</b>	Annual Pay <b>£35,360</b>
Hours/Week <b>36h</b>	Hourly Pay <b>£19</b>
<b>Workforce Change</b> (projected)	
Growth <b>7.5%</b>	Replacement <b>51%</b>
<p>The workforce is projected to grow by 7.5% over the period to 2027, creating <b>5,600</b> jobs. In the same period, 51% of the workforce is projected to retire, creating <b>37,900</b> job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Legal &amp; accounting</li> <li>Public admin. &amp; defence</li> <li>Auxiliary services</li> <li>Head offices, etc</li> <li>Employment activities</li> </ul>	

Powered by LMI For All

% of workers due to retire creating new jobs

Projected growth or retraction of sector

Which sectors the job role might feature in

Engineering professionals n.e.c.	
Weekly Pay <b>£850</b>	Annual Pay <b>£44,200</b>
Hours/Week <b>38h</b>	Hourly Pay <b>£22</b>
<b>Workforce Change</b> (projected)	
Growth <b>5.9%</b>	Replacement <b>40.3%</b>
<p>The workforce is projected to grow by 5.9% over the period to 2027, creating <b>6,100</b> jobs. In the same period, 40.3% of the workforce is projected to retire, creating <b>41,700</b> job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Specialised construction</li> <li>Other trans. equipment</li> <li>Architectural &amp; related</li> <li>Machinery, etc</li> <li>Metal products</li> </ul>	

Powered by LMI For All

Production managers and directors in manufacturing	
Weekly Pay <b>£1,110</b>	Annual Pay <b>£57,720</b>
Hours/Week <b>38h</b>	Hourly Pay <b>£29</b>
<b>Workforce Change</b> (projected)	
Growth <b>9.1%</b>	Replacement <b>49.8%</b>
<p>The workforce is projected to grow by 9.1% over the period to 2027, creating <b>32,700</b> jobs. In the same period, 49.8% of the workforce is projected to retire, creating <b>179,700</b> job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Architectural &amp; related</li> <li>Wholesale trade</li> <li>Metal products</li> <li>Specialised construction</li> <li>Machinery, etc</li> </ul>	

Powered by LMI For All



# LMI Quick Fire Questions



a. Take a look at the sectors you might find this job in?  
Are there any there that surprise you?

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b. Think about a career role you liked the look of, can you find relevant LMI information for that role or a similar one?

- What is the rate of pay? \_\_\_\_\_
- How many hours a week does it require you to work? \_\_\_\_\_

## Next Steps

c. Find out what the most 'needed' jobs are for the next ten years:

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d. Find out what the least needed jobs will be for the next ten years:

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## Reflections

Has the information you have found out about the job role changed your mind at all? If so, how?



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\_\_\_\_\_  
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More LMI information can be found [here](#).

# Routes Into Work



Before you start: have you watched the video? [Click here](#)



5 mins

The video has helped us explore all the very different ways in to work.

a. List the reasons why each route might suit you and any reasons why you think it might not suit you. Think about the skills you have, how you like to learn and your ambitions to help you answer.



Apprenticeship

Graduate Role

Entry Level

Self Employment

This will suit me:

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This might not be right for me:

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## Next Steps

b. Think of a career role that you are interested in. Explore if you can get a job in your chosen career through each of these routes. Visit the [Youth Employment UK Careers Hub](#) to help you explore.



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# Skills Employers Are Looking For



Before you start: have you watched the video? [Click here](#)



Whatever the job role that you are looking for, you can be confident that the employers who have these roles will be looking to recruit the best candidates. Businesses need to recruit people who have the right attitudes and behaviours.

a. Can you highlight the skills you think are most important to employers?

Communication

Teamwork



Problem Solving

Creativity

Self Management

Self Belief

Leadership

**Sign up to the free Young Professional to develop your skills for life & work**

b. Rate your confidence 1-5 against these seven skills:  
 1 = low confidence, 5 = high confidence



<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Communication</b></p>	<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Teamwork</b></p>	
<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Problem Solving</b></p>	<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Creativity</b></p>	<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Self Management</b></p>
<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Self Belief</b></p>	<div style="border: 1px solid #ccc; border-radius: 10px; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0;">1</span> </div> <p style="text-align: center; margin: 5px 0;"><b>Leadership</b></p>	

c. These skills will be useful in any job and are ones all employers look for.  
 List ways you can improve on each skill:

**Communication**

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**Creativity**

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**Leadership**

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**Problem Solving**

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**Self Belief**

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**Self Management**

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**Teamwork**

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# Work Experience & Volunteering



Before you start: have you watched the video? [Click here](#)



a. Can you list the skills and benefits of doing some of these activities:



Skills you can develop

What you can say about it on your CV

National Citizen Service or Duke of Edinburgh

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Taking part in team sports

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Volunteering

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Work experience

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Paid part-time work

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Hobbies

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Side hustle

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# Building Networks



Before you start: have you watched the video? [Click here](#)



5 mins

We have networks of people around us that help us with different things. We have a family network who connects us to our past and values, a friend network who provides us with support and common interests and a support network that might include teachers, youth workers, people we have met in part-time jobs, volunteering or other communities we are part of.

Building your network is important to help support your work experience and future job prospects.

a) Think about building your network as a way of reaching more opportunities.



- How many companies do you have connections to?

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- Can you think of ways to increase your connections?

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Think about the people you already have in your network: Do your family work? How about your friends' parents or your neighbours too?



Social media can help too. Most companies will have their own social media channels and you can follow them to see what opportunities they have and what they are sharing with their followers. By engaging with this type of content you can build your knowledge and connection with those businesses.



b. Develop a list of people that you know who may have good connections that you could tap into.



Are you part of any groups? Are you friends with the person who runs your local shop or drives the bus – do they know anyone? Every business has links to suppliers and you never know who these people know outside of work. Be polite and reach out.

Contact

What organisation/s are they connected to?

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## Next Steps



Set up your LinkedIn profile.



# Congratulations!

**You've completed this  
online work experience  
programme.**

## Ideas for next steps:

**Complete the Young Professional Training**

**Work through the Looking for Work Booklet**

**Visit the Careers Hub to look for more great  
careers help & advice**

@YEUK2012



youthemploymentuk



Youth EmploymentUK



Youth EmploymentUK



[www.youthemployment.org.uk](http://www.youthemployment.org.uk)



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