



# KS4 Teachers Guide

**The Explore Careers In Buckinghamshire Council  
Virtual Work Experience Module**

## **Welcome to the Buckinghamshire Council Virtual Work Experience programme.**

Thank you for your interest in this programme. We hope that it will provide a great introduction to young people about the world of work and the amazing careers and opportunities available at Buckinghamshire Council.

This guide aims to help you understand how to use and get the most from the programme and the supporting resources freely available from Youth Employment UK for all 14-24 year olds across the UK.

## **What is the Explore Careers in Buckinghamshire Council Virtual Work Experience Programme?**

The programme consists of a series of short videos covering 6 departments from Buckinghamshire Council. Following each video is a set of activities to be completed by the learner which aims to build on their knowledge and understanding.

### **The 6 departments covered are:**

- Adults & Health
- Children's Services
- Communities
- Resources
- Planning, Growth & Sustainability
- Deputy Chief Executive Department

### **How should you deliver the programme?**

This is entirely down to you and your learners. The programme should take around 60 minutes in total to watch each video and complete its associated activity. We have created a space on our website where you will find all 8 videos and the interactive workbooks.

You may choose to set your learners a task to complete the programme in their own time or run the programme within lesson time.

This module can become an additional unit to the [Youth Employment UK Explore Work Experience course](#) which introduces students to the world of work and helps them explore a range of work related learning and career topics.

This module can also become an additional unit to the [Young Professional programme](#), providing some industry and company specific insight alongside the module content included within the Young Professional Programme.

Modules in the Young Professional programme include: You and Your Needs, Confidence & Emotions, Skills for Life & Work, Education & Training, Work Experience & Volunteering, Taking Charge of Your Careers & World of Work.

## Lesson Overview

<p>Learning outcomes for users</p> <ul style="list-style-type: none"> <li>• Understand what Buckinghamshire Council does</li> <li>• Understand the departments within their areas of work and what they do</li> <li>• Understand the range of careers available</li> <li>• Understand the benefits of working here</li> <li>• Understand the skills, behaviours, and experiences that Buckinghamshire Council look for in future recruits</li> </ul>	<p>Links to Gatsby &amp; CDI Benchmarks</p> <p>Gatsby 2, 4, 5, 6</p> <p>CDI 1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 14 &amp; 15</p>
<p>Resources you will need:</p> <p>Access to the internet and YouTube.</p> <p>The relevant KS3 workbook.</p>	<p>Time</p> <p>Watching all of the videos and completing the activities should take roughly 1 hour, but this may depend on the group and setting.</p>

## Getting Started

Once you are clear on how you want to deliver the session then it is time to begin!

We recommend that you test that you can access the videos and that there are no sound or buffering issues. Each video is roughly 1:30 - 3:30 minutes long so it should not take long to test or download.

Make sure that students save the workbook locally and fill them in as they go. They may need to keep saving their progress as they switch between workbook and video. Alternatively, you can print the workbooks but we have designed them to primarily be completed digitally.

All of the videos and activities can be found [here](#).

## Suggested lesson plan (with timings)

Time (Est, video & activity time)	Total	Activity	Notes
3:30 minutes	-	Watch the <a href="#">Introduction Buckinghamshire Council</a> video	The video will provide an overview of who Buckinghamshire Council are and what they do.
8:00 minutes	11:30 minutes	<p>Watch the <a href="#">Adults &amp; Health</a> video.</p> <p>Activity - Tick the boxes to show which statements you think are true or false and identify the skills you think are useful for working in this department.</p> <p>Provide examples of how you have used these skills.</p>	<p>The video will provide an overview of the Adults &amp; Health and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to choose whether statements are true or false, which could be a discussion point for the class, to identify misconceptions about adult social care. They should then be able to choose the skills they think are most important. They should also be able to provide at least one example of using a skill. It's useful for building their CV!</p>
8:00	19:30	Watch the <a href="#">Children's</a>	The video will provide an

minutes	minutes	<p><a href="#">Services</a> video.</p> <p>Activity - think about volunteering opportunities that are available in your local area and look for good websites where you can find some. Write about your volunteering or work experience.</p>	<p>overview of the Children's Services department and give some helpful starting points for the upcoming activity.</p> <p>Helpful websites are provided to help them explore finding volunteering opportunities. They may not want to apply for any now, but it provides a good starting point for thinking about volunteering. They also have the opportunity to talk about work experience or volunteering using the article to help as more CV writing practice.</p>
5:00 minutes	24:30 minutes	<p>Watch the <a href="#">Communities</a> video.</p> <p>Activity: look at the LMI data and tick the boxes to identify which job role matches the question.</p>	<p>The video provides an overview of the Communities department and gives some helpful starting points for the upcoming activity.</p> <p>Students should use the Labour Market Information provided to answer the questions. They do not need to do any calculations. All the answers are on the page.</p>
6:00 minutes	31:30 minutes	<p>Watch the Deputy Chief Executive Services video.</p> <p>Activity: Explain why data protection, safeguarding and cybersecurity are important.</p>	<p>The video will provide an overview of the Deputy Chief Executive Services department and give some helpful starting points for the upcoming activity.</p>

			Data protection, safeguarding and cybersecurity are important in any role. Students should be able to identify, or research, why these are important.
6:00 minutes	37:30 minutes	<p>Watch the <a href="#">Planning, Growth &amp; Sustainability</a> video.</p> <p>Activity: Identify the roles you think help provide the above services.</p> <p>Match the stated roles to their responsibilities.</p>	<p>The video will provide an overview of the Planning, Growth &amp; Sustainability department and give some helpful starting points for the upcoming activity.</p> <p>You can find all of the roles in this department. Students should be able to pick out keywords in the responsibilities to match them to a job role.</p>
10:00 minutes	46:30 minutes	<p>Watch the <a href="#">Resources</a> video.</p> <p>Activity: identify which of the skills on the previous page you would need to use, and explain how you would use them</p>	<p>The video will provide an overview of the Resources department and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to choose at least one skill that would be useful for the activities and explain why they think that.</p>
15:00 minutes	61:30 minutes	<p>Watch the <a href="#">How to start a career with Buckinghamshire Council</a> video.</p> <p>Activity: reflect on what you have learned in the module, and explore the departments that interest</p>	<p>The video will provide an overview of starting a career with Buckinghamshire Council including the skills they look for, the benefits of working there and entry routes into a career.</p>

		<p>you most. Explain why you would like to work in that department, what skills you might need, and how you could build these skills.</p>	<p>This gives students a chance to explore a career that interests them personally. There is space to explore 2 departments, but students may explore as many as they wish.</p>
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### **Suggested next steps:**

Encourage learners to register with the [Youth Employment UK Young Professional](#) and complete other modules to improve their confidence, knowledge and understanding.

Encourage learners to visit the [Youth Employment UK Careers Hub](#) to explore the range of careers, pathways, and labour market information available.