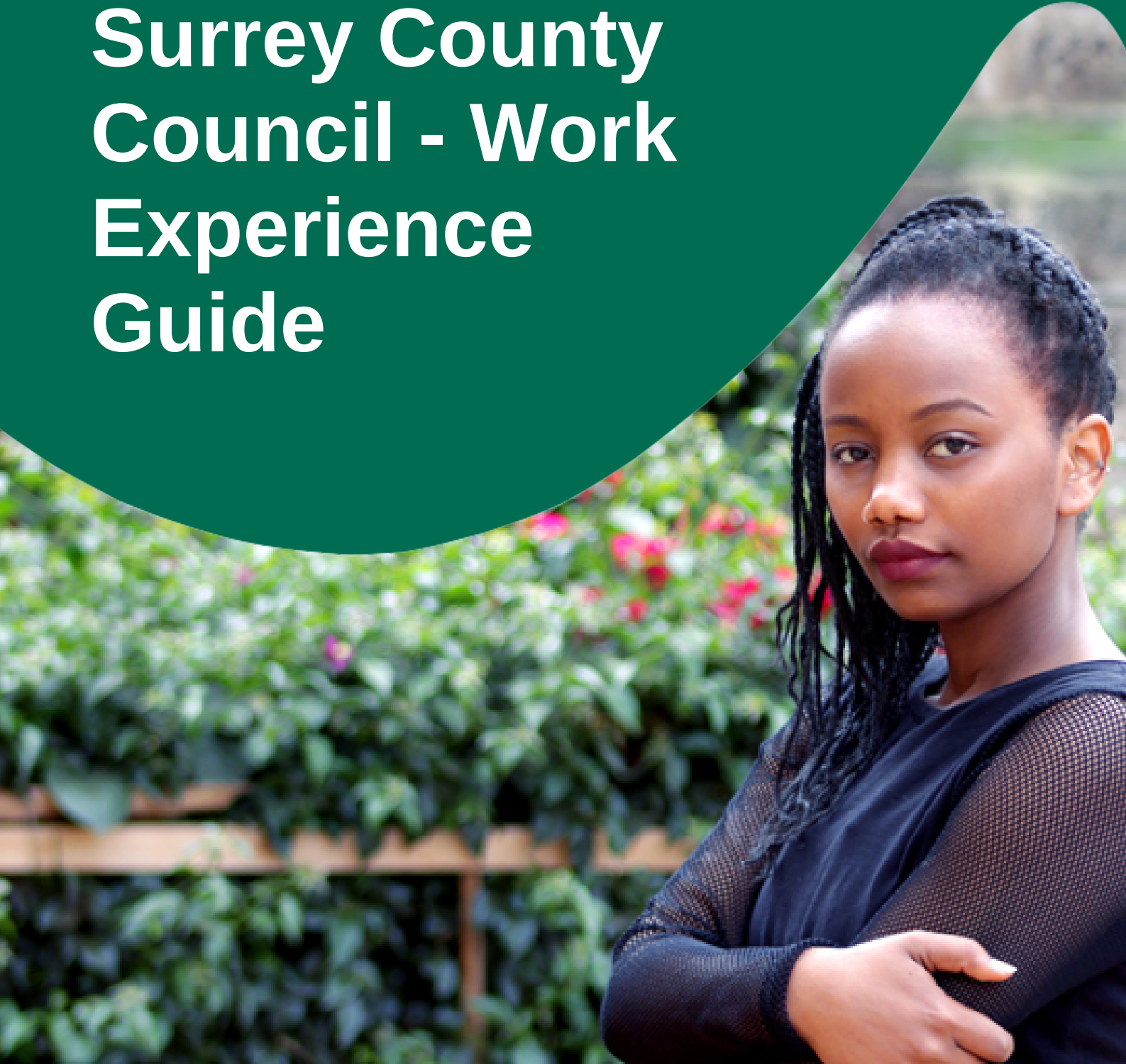


Explore Careers in Surrey County Council - Work Experience Guide



Key Stage 4

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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

Your Work Experience Guide

In this booklet you will begin to:

- Understand what Surrey County Council does
- Understand the departments within our areas of work and what they do
- Understand the range of careers available
- Understand the benefits of working here
- Understand the skills, behaviours, and experiences that Surrey County Council look for in future recruits



Introduction



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



3:17
mins

Hello!



Welcome to your virtual
Surrey County Council
Work Experience Module

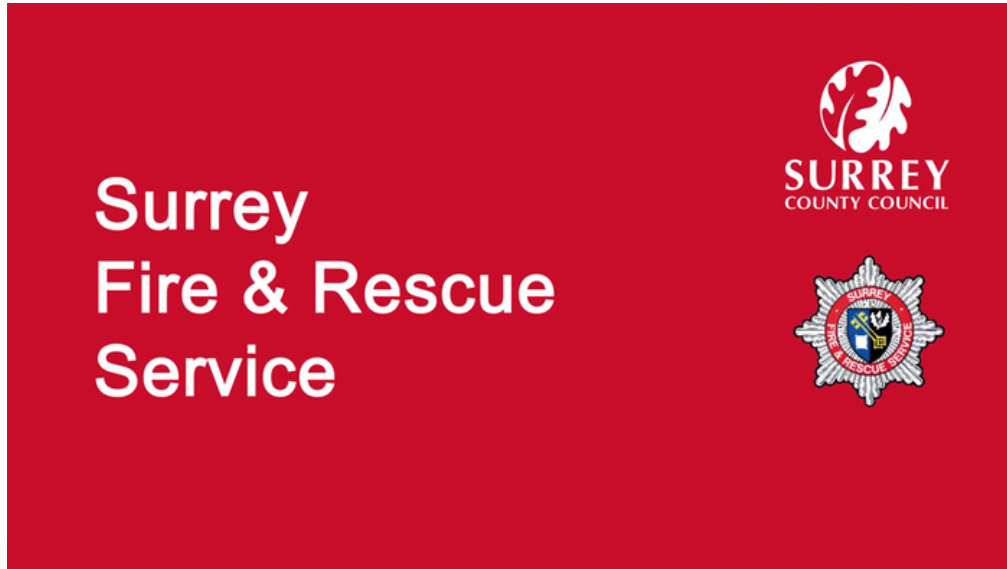
Fire and Rescue Service



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



9 mins



As you saw in the video, Fire and Rescue isn't just about firefighters! There are many roles within Surrey Fire and Rescue Service that help make Surrey a safer place to live, work, travel, and do business.

Below are a few examples of other roles you can expect to find in the department.

Role	Job description
Social Media Manager	Surrey Fire and Rescue Service has social media accounts where they can share advice, safety reminders and their community work with the county.
Health and Safety Advisor	A Health and Safety Officer will ensure that all employees promote health and safety to minimise accidents, injury, and illness in the workplace.
Training Officer	A Training Officer will support the knowledge, skill, and behavioural development of firefighters, and provide high quality training for the whole team.

a) Did you know that jobs like these were available in the fire and rescue service? Why do you think they are important roles?



b) What skills do you think may be required for these roles? Why do you think these skills are needed?

Role	Skills Required
Social Media Manager	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Health and Safety Advisor	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Training Officer	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Environment, Transport and Infrastructure



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



6 mins



Surrey County Council is committed to achieving net zero carbon emissions by 2050 and the Environment, Transport and Infrastructure department has a big role to play in their climate change strategy.

Net zero means achieving a balance between the amount of carbon we put into the atmosphere and the amount of carbon we take out of the atmosphere.

Surrey County Council have already implemented ways to reach carbon net zero for example introducing low emission buses, cycling and walking routes, and helping Surrey homes improve their energy efficiency.

a) Which of these things produce carbon?

- Bus Services
- Cars
- Making electricity
- Trees
- Animals

b) How can we reduce carbon emissions?



- Introducing green spaces
- Recycling centres
- Charging points for electric cars
- Using coal power
- Pedestrianising (making streets open to only pedestrians)

c) Which of these careers at Surrey County Council are helping to reduce carbon emissions?

- Town Planner
- Archaeologist
- Project Manager
- Data Analyst
- Technician
- Transport Manager
- Health and Safety Officer

Health, Wellbeing and Adult Social Care



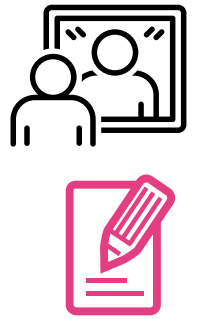
Before you start: have you watched the video? [Click here](#)



10 mins



Picture this scenario: In 2021, 1.54 million people were working in adult social care in England. There were 1.67 million jobs in the sector, which means there were 130,000 jobs left to be filled.



a) Why do you think there has been a growing need for people to work in adult social care?

As you saw in the video, most people think about the hands-on personal care roles when it comes to social care but there is a much bigger need for people with the right skills to work in many other roles.

Some of the most sought-after skills that you can develop are:

- Problem solving
- Communication
- Self-management
- Self-belief
- Teamwork
- Compassion
- Empathy
- Trust
- Respect

b) Which of these skills do you think are needed for these roles and why? Can you think of any other skills that might be needed?

<p style="text-align: center;">Reablement</p> <p>Reablement services help people after an illness or when they leave hospital so that they can regain their skills and confidence. This means that they will be able to manage at home and keep themselves well.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;">Residential Care</p> <p>This is the long-term care given to adults or children away from their own home. It includes homes for people with disabilities or long-term illness, elderly people, and children in the care system.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;">Practice Improvement</p> <p>This involves an ongoing improvement in the quality of services the sector provides so that the best care is provided to everybody.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;">Mental health</p> <p>Mental health services include access to psychological therapy, employment support, physical health care and support for serious mental health conditions.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Children, Families and Lifelong Learning



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



6 mins



Young people in difficult situations can often benefit from the help and support of other young people.



Volunteering is a great way to support other young people in your community. It also builds skills and experiences that can help you in your future career.



a) What volunteering opportunities are available in your area that interest you? Do you know of anywhere that could use your help?

b) How and where could you go to research for volunteering opportunities? Have you been provided with any good websites where you can find interesting opportunities?

Customers and Communities



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



7 mins



On the next page is the Labour Market Information for roles within the departments in Customers and Communities (Customer Service, Registration, Library Service, Surrey Arts and Active Surrey).

Note: Labour Market Information changes all the time so the data on the next page is just an example. For this activity, please work with the data provided.

If you ever want to check the latest Labour Market Data for various careers, [check out the Youth Employment UK career guides](#).

Labour Market Information (LMI) shows you data about the current economic and employment situation. This means you can see:

- Weekly pay
- Annual pay
- The hours you may work each week
- Hourly pay
- Contraction or growth - This is by how much the industry is expected to employ people. If the percentage is negative, then there may be fewer job opportunities in the future and the industry is contracting. If the percentage is positive, then more job opportunities are going to appear and the industry is growing.
- Replacement - This is how many people are predicted to retire and leave the industry. Lots of people leaving the industry means jobs will open up as the employee that retires needs to be replaced with someone else.

Record clerks and assistants	
Weekly Pay £520	Annual Pay £27,040
Hours/Week 38h	Hourly Pay £14
Workforce Change (projected)	
Contraction - 4%	Replacement 68.9%
<p>The workforce is projected to contract by -4% over the period to 2027, creating 5,400 jobs. In the same period, 68.9% of the workforce is projected to retire, creating 91,300 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Health Public admin. & defence Education Wholesale trade Legal & accounting 	

A

Librarians	
Weekly Pay £660	Annual Pay £34,320
Hours/Week 33h	Hourly Pay £20
Workforce Change (projected)	
Growth 4.3%	Replacement 55.3%
<p>The workforce is projected to grow by 4.3% over the period to 2027, creating 1,400 jobs. In the same period, 55.3% of the workforce is projected to retire, creating 17,600 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Education Libraries, etc Employment activities Sports & recreation 	

B

Archivists and curators	
Weekly Pay £580	Annual Pay £30,160
Hours/Week 29h	Hourly Pay £20
Workforce Change (projected)	
Growth 4.3%	Replacement 55.3%
<p>The workforce is projected to grow by 4.3% over the period to 2027, creating 700 jobs. In the same period, 55.3% of the workforce is projected to retire, creating 9,100 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> Education Food & beverage services Sports & recreation 	

C

a) Which role earns the most each week?

A B C

b) Which role is expected to replace the most workers?

A B C

c) Which role has the fewest working hours?

A B C

d) Which role has the lowest annual pay?

A B C

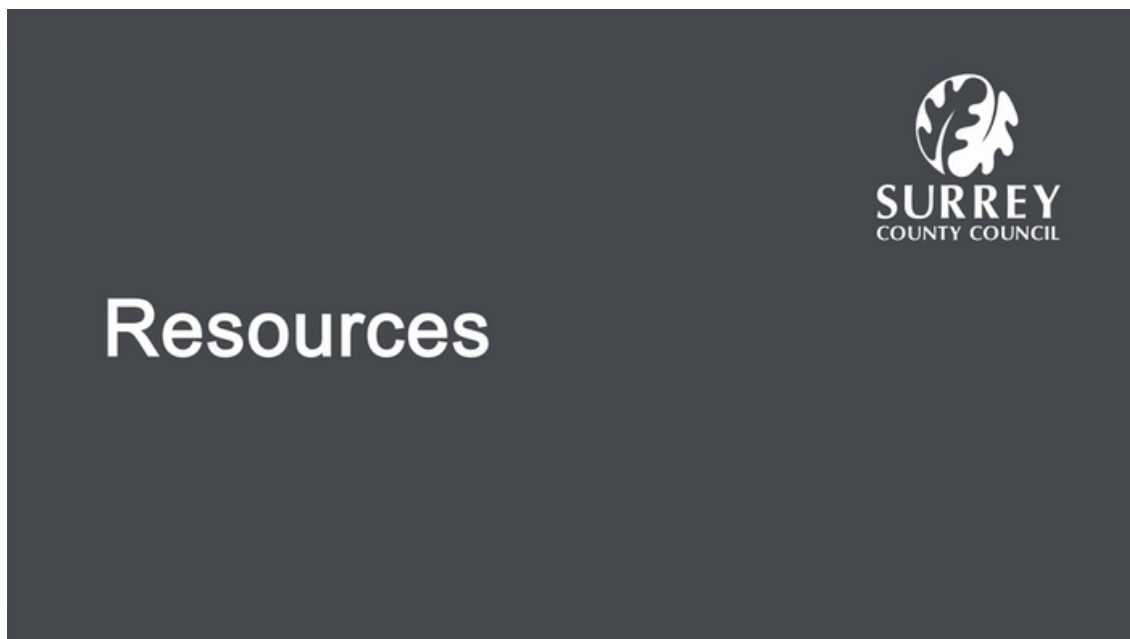
Resources



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



9 mins



Resources have a key role in supporting front line workers to carry out their day-to-day activities.

a) Can you match the services in the table below to the area of work that needs them and the department in Resources that provides them?

We have completed three for you.



	Department		
Resources department	Highways	Education	Social care
Finance	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Providing funding for teaching resources	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
IT and Digital	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Protecting personal data of families
Land and Property	Consider traffic flow and management of roads during maintenance work	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

- Provide hardware and software for adult education centres
- Providing care homes for children
- Support use and updates of project management systems
- Creating budgets for residential care housing
- Providing school buildings
- Create budgets for repairs and maintenance

How to start a career with Surrey County Council



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



10 mins



Pick two departments you have learnt about today and think about what it might be like to work in that team.



What interests you about that area of work and what would you like to do in that department?

What skills will you need and what jobs might you be able to do well?

What skills might you need to develop to be successful, and how could you do this?

ANSWER SHEET

Environment, Transport & Infrastructure

a) Which of these things produce carbon?

Bus services, cars, making electricity and animals.

b) How can we reduce carbon emissions?

Introducing green spaces, recycling centres, charging points for electric cars and pedestrianising.

c) Which of these careers at Surrey County Council are helping to reduce carbon emissions?

All of them! Everyone at Surrey County Council helps to reduce carbon emissions whatever their role is. This could be by cycling to work, using less paper, turning lights off when they leave the room, or creating new ideas to reduce carbon. It's everyone's responsibility!

Health, Wellbeing & Adult Social Care

a) Why do you think there is a growing need for people to work in adult social care?

Here are just a couple of reasons why:

- People are living longer, so more people will need to use it's services.
- The COVID pandemic has meant that a lot more people need care because they are catching COVID, have long term symptoms, or need to isolate as they are at risk.

ANSWER SHEET

Customers and Communities

- a) Which role earns the most each week? B
- b) Which role is expected to replace the most workers? A
- c) Which role has the fewest working hours? C
- d) Which role has the lowest annual pay? A

Resources

	Department		
Resources department	Highways	Education	Social care
Finance	Create budgets for repairs and maintenance	Providing funding for teaching resources	Creating budgets for residential care housing
IT and Digital	Support use and updates of project management systems	Provide hardware and software for adult education centres	Protecting personal data of families
Land and Property	Consider traffic flow and management of roads during maintenance work	Providing school buildings	Providing care homes for children

Congratulations!

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

Ideas for next steps:

[Youth Employment UK careers hub](#)

[Find an apprenticeship](#)

[Surrey County Council Hub](#)



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youthemploymentuk



Youth EmploymentUK



Youth EmploymentUK



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