



# Explore Careers in Surrey County Council - Work Experience Guide



## **KS3 Teachers Guide**

**The Explore Careers In Surrey County Council  
Virtual Work Experience Module**

Supported by Youth Friendly Employer  
[Surrey County Council](https://www.surreycc.gov.uk)

## **Welcome to the Surrey County 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 Surrey County 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 Surrey County Council Virtual Work Experience Programme?**

The programme consists of a series of short videos covering 6 departments from Surrey County 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:**

- Surrey Fire and Rescue Service
- Environment, Transport and Infrastructure
- Health, Wellbeing and Adult Social Care
- Children, Families and Lifelong Learning
- Customers and Communities
- Resources

### **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 Surrey County 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 Surrey County 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 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.

## Suggested lesson plan (with timings)

Time (Est, video & activity time)	Total	Activity	Notes
3:17 minutes	-	Watch the <a href="#">Introduction to Surrey County Council video</a>	The video will provide an overview of who Surrey County Council are and what they do.
7:00 minutes	10:17 minutes	<a href="#">Watch the Surrey Fire &amp; Rescue Service video.</a>  Activity - match the correct job role to the description of what it does.	The video will provide an overview of the Surrey Fire & Rescue Service and give some helpful starting points for the upcoming activity.  Students should be able to identify key words in the description to help them match it to the correct job role.
6:00 minutes	16:17 minutes	<a href="#">Watch the Environment, Transport &amp; Infrastructure</a>	The video will provide an overview of the

		<p><a href="#">video.</a></p> <p>Activity - identify which of the things related to this department you have seen recently, and identify which roles in Surrey County Council you think helps to provide them.</p>	<p>Environment, Transport and Infrastructure department and give some helpful starting points for the upcoming activity.</p> <p>The roles in the activity are very varied. Students should learn that every role has a part to play in this department, no matter its nature or size.</p>
8:00 minutes	24:17 minutes	<p><a href="#">Watch the Health, Wellbeing &amp; Adult Social Care video.</a></p> <p>Activity: reflect and think about when you have used the stated skills recently.</p>	<p>The video provides an overview of the Health, Wellbeing &amp; Adult Social Care department and gives some helpful starting points for the upcoming activity.</p> <p>This will help students to think about the skills they already have, which will help with writing a CV in future. They should identify a skill they use and give an example of how they have used it.</p>
9:00 minutes	33:17 minutes	<p><a href="#">Watch the Children, Families &amp; Lifelong Learning video.</a></p> <p>Activity: Look at the Labour Market Information provided and identify key features. Explain why working with children and their families would be rewarding.</p>	<p>The video will provide an overview of the Children, Families &amp; Lifelong Learning department and give 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>

9:00 minutes	42:17 minutes	<p><a href="#">Watch the Customers &amp; Communities video.</a></p> <p>Activity: identify a service you have seen in your local area and explain what you think they do for the community.</p>	<p>The video will provide an overview of the Customers &amp; Communities department and give some helpful starting points for the upcoming activity.</p>
8:00 minutes	50:17 minutes	<p><a href="#">Watch the Resources video.</a></p> <p>Activity: match the service to the department who carries them out, and who they do them for.</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 pull out keywords and phrases that hint where they go in the table.</p>
10:00 minutes	60:17 minutes	<p><a href="#">Watch the How to start a career with Surrey County Council video.</a></p> <p>Activity: reflect on what you have learned in the module, and explore the departments that interest 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>The video will provide an overview of starting a career with Surrey County Council including the skills they look for, the benefits of working there and entry routes into a career.</p> <p>This gives students a chance to explore a career that interests them personally.</p>

## 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.

Encourage learners to visit the [Surrey County Council hub](#) on the Youth Employment UK website to further explore careers with Surrey County Council. They can watch videos, read case studies and explore the careers available.