



Explore Careers in Surrey County Council - Work Experience Guide



KS4 Teachers Guide

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

Supported by Youth Friendly Employer
[Surrey County Council](https://www.surrey.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"> • Understand what Surrey County Council does • Understand the departments within their 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 	<p>Links to Gatsby & CDI Benchmarks</p> <p>Gatsby 2, 4, 5, 6</p> <p>CDI 1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 14 & 15</p>
<p>Resources you will need:</p> <p>Access to the internet and YouTube.</p> <p>The relevant KS4 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 Introduction to Surrey County Council video.	The video will provide an overview of who Surrey County Council are and what they do.
9:00 minutes	12:17 minutes	Watch the Surrey Fire & Rescue Service video. Activity - explain why the stated job roles are important to Surrey Fire & Rescue Service and explain what skills the role would need and why.	The video will provide an overview of the Surrey Fire & Rescue Service and give some helpful starting points for the upcoming activity. This activity is designed to get students to explore roles within the Fire & rescue Service that they might not have known about. Students should

			<p>understand that every role in the service is important, especially those behind the scenes whose work helps firefighters on the front line.</p>
6:00 minutes	18:17 minutes	<p>Watch the Environment, Transport & Infrastructure video.</p> <p>Activity - select the things that produce carbon and the ways in which we can reduce carbon emissions from the provided options. Identify which careers in Surrey County Council and the department help to reduce carbon emissions.</p>	<p>The video will provide an overview of the 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 in what they do. Students should learn that every role has a part to play in this department, no matter what it is or its size. All careers at Surrey County Council should be working to reduce carbon emissions, no matter their department.</p>
10:00 minutes	28:17 minutes	<p>Watch the Health, Wellbeing & Adult Social Care video.</p> <p>Activity: Explain why you think there is a need for workers in this industry and identify which of the required skills would be used in each role.</p>	<p>The video will provide an overview of the Health, Wellbeing & Adult Social Care department and give some helpful starting points for the upcoming activity.</p> <p>Activity A provides an opportunity to be opened up as a discussion for the class.</p>
6:00 minutes	34:17 minutes	<p>Watch the Children, Families & Lifelong</p>	<p>The video will provide an overview of the Children,</p>

		Learning video. Activity: Think about what volunteering opportunities are available locally, and think about anywhere you could offer to volunteer with. Identify places (websites or services) where you could find volunteering opportunities.	Families & Lifelong Learning department and give some helpful starting points for the upcoming activity.
7:00 minutes	41:17 minutes	Watch the Customers & Communities video. Activity: Use the three LMI cards provided to answer the 4 questions by selecting A, B or C.	The video will provide an overview of the Customers & Communities department and give some helpful starting points for the upcoming activity. Students should use the Labour Market Information provided to answer the questions. They do not need to do any calculations as all the answers are on the page.
9:00 minutes	50:17 minutes	Watch the Resources video. Activity: match the service to the department who carries them out, and who they do them for.	The video will provide an overview of the Resources department and give some helpful starting points for the upcoming activity. Students should be able to pull out keywords and phrases that hint where they go in the table.
10:00 minutes	60:17 minutes	Watch the How to start a career with Surrey County Council video.	The video will provide an overview of starting a career with Surrey

		<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>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>
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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.

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.