

The Youth Employment UK Virtual Work Experience Guide A Teacher's Guide

Welcome to Youth Employment UK's 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 opportunities available to them.

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 Virtual Work Experience Programme?

The programme consists of a series of short videos that cover a range of work related learning and career topics. Following each video is a set of activities to be completed by the learner which aims to build on their knowledge and understanding.

Key topics covered:

- Key employment sectors
- Different types of businesses
- How the world of work has changed
- Key business functions
- Variation of career roles
- Routes into work
- Skills employers are looking for
- Work experience and volunteering
- Building networks

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 9 videos and the interactive workbooks.

Teachers may choose to set the learner a task to complete the programme in their own time or run the programme within lesson time.

An alternative to running the programme in this way is to ask your learners to sign up to the [Youth Employment UK Young Professional Programme](#). The Young Professional Journey to Work Programme covers a range of modules, including work experience, where this exploration of work experience can be found and completed. There are 8 Young Professional modules in total, each with a range of interactive resources, quizzes and videos to help young people on their journey to work.

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 Career & World of Work.

By completing the Work Experience Programme through Young Professional, your learners will be able to share with you their progress and also explore all the other modules.

Key details for the Work Experience Programme

Learning outcomes for users To understand different employment sectors To understand different employer tips To understand the different roles and functions in a business To understand what employers are looking for To set out some next steps	Links to Gatsby & CDI Benchmarks Gatsby 2, 4, 5, 6 CDI 1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 14 & 15
Resources you will need Access to the internet and YouTube The relevant (KS4 or 16+) workbooks	Time Watching all of the videos and completing the activities should take 1 hour but this may depend on the users.

Getting started

You can choose to lead the programme and to play each video to the whole group, pausing at the key points (identified in each video) to allow learners to complete the associated activities.

Alternatively you can set learners the task of completing the programme in their own time, either through the Young Professional Programme or by simply completing the workbook that accompanies the videos.

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

Make sure that students can **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. You can print the workbooks but we have designed them to primarily be completed digitally.

The video and workbook tells learners that their answers they put in the workbook will not be marked.

If you are going to ask students to register with the Young Professional you can [get in touch](#) with the team who can set you a “teacher login” so you can track progress and register the entire cohort in one go. Visit our [Careers Education resources](#) for teachers and career leaders.

Running the Programme as a group with learners - this is just a suggested plan

Time Est, video & activity time	Activity	Notes
5 min	Introduction	Share with students that they will be completing the virtual work experience programme. They will watch a series of videos and complete the associated activities. Discuss the learning outcomes and why developing their understanding of the world of work, careers and pathways will support them on their journey to work.
8 min	Module 1	Includes a short introduction and Module 1 Key employment sectors
8 min	Module 2	Different types of businesses
6 min	Module 3	How the world of work has changed
6 min	Module 4	Key business functions
8 min	Module 5	Variation of career roles
5 min	Module 6	Routes into work
7 min	Module 7	Skills employers are looking for
5 min	Module 8	Work experience and volunteering
5 min	Module 9	Building network
5 min	Plenary Possible Group Discussion	What have the students learnt about the world of work? Has this guide helped to improve knowledge and understanding of the world of work and the careers that exist?

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, youth friendly employers and labour market information available