

**Explore Careers in
Buckinghamshire
Council - Work
Experience Guide**



**Buckinghamshire
Council**

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 should take you 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



Reflect on a scenario or your next steps



How long an activity may take to complete



Watch the video

Your Work Experience Guide

In this booklet you will begin to understand:

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



Introduction



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



3:30 mins



Adults & Health



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



Many people have misconceptions about what working in Adult Social Care is really like. Let's bust some myths and discover the truth about rewarding careers in Adult Social Care.

a) Tick the boxes to show which statements you think are true or false.

1. You don't need previous care experience. True / False
2. You only work with elderly people in care homes. True / False
3. Only women work in Adult Social Care. True / False
4. You don't need a university degree for Adult Social Care. True / False
5. Adult Social Care is all about hands-on, personal care. True / False
6. Social care work has no career progression. True / False

While getting a degree can be a good route to choose if it's right for you, starting out in entry-level roles, apprenticeships or doing a work placement while studying towards a different qualification are other good routes you can take. As you saw in the video, Buckinghamshire Council provides many different ways for you to get started in Adult Social Care.



b) Which skills do you think you would need to work in Adult Social Care?

c) Can you provide examples of how you have used these skills before?



Note: Your examples don't have to be related to social care. Transferable skills (e.g. communication, leadership, teamwork) that can be used in this sector will still look great on your CV and will help you show your potential when applying for work placements, training or job opportunities.

If you don't have any examples yet, why not think of the ways you could build them? (e.g. volunteering in your community, virtual work experience)

Children's Services



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



As you saw in the video, working in Children's Services is incredibly rewarding and there are so many different areas of work you can get involved in, from adoption to providing fun learning activities in the community to teaching in our schools.

There are many paid work experience opportunities out there, but it isn't essential if you're struggling to find something that works with your needs. Volunteering is another way to develop skills and experience in working with young people and you can look for opportunities to do this flexibly while you are still at school.

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?

If you don't know of many resources about where and how to find volunteering and work experience placements, why not have a look online and make a note of good websites here so you can come back to them when you need them.

Some good places to start are:
www.youthemployment.org.uk
<https://www.gov.uk/volunteering>
<https://nationalcareers.service.gov.uk/explore-careers>

If you want a career where you'll work with children and young people in future, it's important that you show an understanding of what it takes and what is important.

Through volunteering your time for others, you can show you understand what it's like to work with children and that you have the skills, knowledge and passion for this type of job!

c) Use this advice on talking about volunteering on your CV to show off your experience of working with children. If you have work experience , feel free to talk about that too. Make sure you update your CV with your experience!

If you don't have any experience yet, use the space above to continue with activities A and B on the previous page. Search for some opportunities in your local area or note down ways you could find them.

Use the #CreateYourFuture jobs board or the government website to help. You could also think about activities like assisting teachers at a school, babysitting, or helping at youth groups or clubs like the Guides, Scouts and Cubs.

Communities



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



On the next page is the Labour Market Information for roles you can find within the Communities teams.

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 estimates whether the industry is predicted to grow bigger or get smaller. If the percentage is negative, then there may be fewer job opportunities in the future as the industry is contracting. If the percentage is positive, then more job opportunities are going to appear as 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 these employees need to be replaced with new workers.

This data will be an average for these roles, so you may find that employers pay different salaries and working requirements to each other and to the national average.

Transport and Distribution Clerks and Assistants	
Weekly Pay £560	Annual Pay £29,120
Hours/Week 39h	Hourly Pay £14
Workforce Change (projected)	
Contraction -3.2%	Replacement 69.5%
<small>The workforce is projected to contract by -3.2% over the period to 2027, losing 2,200 jobs. In the same period, 69.5% of the workforce is projected to retire, creating 48,200 job openings.</small>	
You might find this job in Land transport, etc Warehousing, etc Wholesale trade Retail trade Services to buildings	

A

Archivists and Curators	
Weekly Pay £580	Annual Pay £30,160
Hours/Week 29h	Hourly Pay £20
Workforce Change (projected)	
Growth 3.3%	Replacement 54.8%
<small>The workforce is projected to grow by 3.3% over the period to 2027, creating 600 jobs. In the same period, 54.8% of the workforce is projected to retire, creating 9,100 job openings.</small>	
You might find this job in Libraries, etc Food & beverage services Sport & recreation	

B

Librarian	
Weekly Pay £660	Annual Pay £34,320
Hours/Week 33h	Hourly Pay £20
Workforce Change (projected)	
Growth 3.3%	Replacement 54.8%
<small>The workforce is projected to grow by 3.3% over the period to 2027, creating 1,100 jobs. In the same period, 54.8% of the workforce is projected to retire, creating 17,600 job openings.</small>	
You might find this job in Education Libraries, etc Employment activities Sport & recreation	

C

By looking at the LMI data, can you identify:

i) Which role has the highest weekly pay?

A

B

C

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

A

B

C

iii) Which role has the fewest working hours?

A

B

C

iv) Which role is expected to create the most jobs?

A

B

C

Deputy Chief Executive Services



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



6 mins



Something you may not have known until now is that Buckinghamshire Council has its very own legal services team.

We also train some of our employees to qualify as lawyers and legal assistants, through apprenticeships. You could follow this route straight from school!

This team provides their legal expertise to all departments in the council. This includes getting involved with:

- Welfare and Protection
- Safeguarding vulnerable adults and children
- Supporting care and adoption
- School transport
- Advising schools on issues such as exclusions
- Ensuring organisations have necessary licenses e.g. taxis, liquor licensing, animal welfare.
- Discrimination
- Criminal prosecutions such as fly tipping, environmental offences, food hygiene, fraud, non school attendance and misusing a Blue Badge (which are used by people who have a disability or medical condition that affects their mobility. It helps them to park closer to building or have more space around their vehicle which can be useful when using a wheelchair.)
- Data Protection
- and so much more!

As part of the legal team, whatever role you are in, data protection, safeguarding and cybersecurity will be very important. These things are also important to have a good understanding of in almost any role at the Council, and they are taken very seriously.

Why do you think they are important?



Planning, Growth & Sustainability



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



6 mins



Buckinghamshire Council aims to be carbon net zero by 2050. This means removing enough carbon from the atmosphere to balance with the amount of carbon that is put into it.

Planning, Growth and Sustainability oversee many projects and services that help to reduce emissions and introduce more sustainable ways of living and working in Buckinghamshire.

Activities include encouraging recycling and protecting green spaces near roads and highways to allow grass and wildflowers to grow for bees and other wildlife, and encouraging residents to create their own green spaces at home and in the community.

Protected species are also closely monitored to make sure they are safe and thriving in their habitat. You can [watch the Peregrine falcons in Aylesbury](#) through a live webcam that shows the birds nesting, hatching eggs and looking after the chicks.

There are many people that work towards transforming Buckinghamshire into a sustainable and environmentally friendly place to live, work in, and visit.

Which roles do you think help to provide these services?

- Planning Officer
- Heritage Officer
- Project Manager
- Data Analyst
- Economic Development Officer
- Regeneration Officer
- Climate Change Officer

Here are some jobs within Planning, Growth and Sustainability.

Climate Change
Officer

Data Analyst

Project Manager

Energy Officer

Heritage Officer

b) Can you match up the jobs to their roles and responsibilities?

	This job requires you to work with electricity distribution companies, review plans to make sure they are sustainable, and work with the wider government to reduce emissions from existing buildings.
	This job requires you to support energy and water efficiency related projects which can include procurement, contracting, and providing reports.
	This job requires you to support the care of historically important buildings, monuments and places. This includes inspecting sites, giving advice to the public, reviewing plans, writing reports and working on conservation projects.
	This job requires you review data and use it to make predictions or recommendations on current or future plans and their environmental impact.
	This job requires you to be responsible for multiple projects - you'll need to meet varying deadlines and provide solutions when problems occur to ensure the best outcomes for your customers.

Resources



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



10 mins



As you saw in the video, Resources is made up of lots of teams who all help Buckinghamshire Council departments to work effectively and provide the best services they can.

Let's take a closer look at our Procurement team, which is one of the teams in our Resources Service that you may not know much about. Our procurement team review how the Council spends its money and help to identify which products and services are the most suitable to purchase.

We buy goods like office supplies, equipment, furniture, technology, vehicles, medical supplies and other items that our staff use, to carry out the services we provide.

We also buy services that other businesses supply. They carry out work on our behalf as they have the expert skills needed. This could include waste collection, highway maintenance, and public transport.

Our Procurement team ensures we use our money in the best way possible. This means we try to get the best prices for good quality products and services.

As a Procurement Officer, you can build skills and gain qualifications that will be useful in many different industries!

These include:

Organisation

Analytical thinking

Numeracy

Teamwork

Communication

Creativity

Below are some examples of activities we do in procurement.



Can you identify which of the skills on the previous page you would need to use, and explain how you would use them?

Analyse a 'business case' which justifies a project. We look at cost, benefits, risks and solutions of every project.	
Compare the best prices for services/products	
Write contracts and reports	
Manage multiple projects	

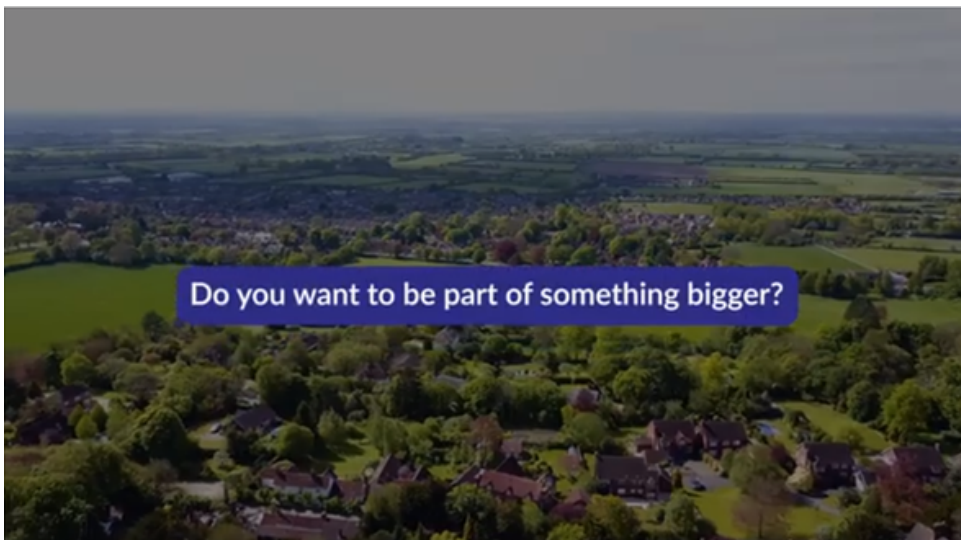
How To Start A Career With Buckinghamshire Council



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



15 mins



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



Area of Work 1

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?

Area of Work 2



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

Adults & Health

a) Tick the boxes to show which statements you think are true or false.

1. You don't need previous care experience. TRUE

You don't need any experience to get started in Adult Social Care. You'll receive all the training you need to do your job confidently and there are lots of opportunities to get qualifications while you work. However, work experience can be an advantage, so if you think you would like to work in adult Social Care, look for opportunities to gain some experience, including volunteering to help you on your way.

2. You only work with elderly people in care homes. FALSE

An adult is someone who is over the age of 18, so not everyone who needs care is elderly. This means Adult Social Care is all about helping people of varying ages to have more independence and your work could include providing care for someone with physical health conditions, mental health conditions or learning disabilities no matter what age they are.

3. Only women work in Adult Social Care. FALSE

Adult Social Care is all about caring for others and that doesn't mean that only women can do it. Anybody, no matter what gender or age they are, can work in Adult Social Care if they genuinely care about helping people and have the dedication to help make a difference in their community.

Answer Sheet

4. You don't need a degree in Adult Social Care. TRUE

You don't always need a university degree to work in this sector. A university degree in social care is definitely a route you could take, but you can also start in an entry level role or do an apprenticeship in social care to gain the knowledge you need and any necessary qualifications (like a degree if it is needed) for the job you want to do.

You would need a professional qualification to become a social worker, but there are lots of other roles, both hands-on and behind the scenes, that don't require a formal qualification.

5. Adult Social Care is all about hands-on, personal care. FALSE.

While personal care (meaning to help with bathing, dressing and using the toilet) can certainly be an important part of your role, that's not all it is. There is so much more to Adult Social Care careers. Each service user requires different care for their different needs. Other tasks can include helping to prepare meals, household cleaning, support to do social activities, and being a friendly face that helps make their day brighter.

There are also other roles that still work directly with service users, but focus less on typical social care, and more on health. These include Health Practitioners, Health Psychologists and Mental Health and Substance Misuse Practitioners.

Adult Social Care also requires lots of different roles to keep things running efficiently. If you don't think working directly with people who need care is for you, you could still work in the sector but take up a role on the admin side which is just as important for this type of work.

There are lots of other supporting roles in this area that don't involve direct communication with those who are supported by our services e.g. community safety, team managers and commissioning.

Answer Sheet

6. Social care work has no career progression. FALSE

There are lots of opportunities to get more training, gain new qualifications, and even specialise your expertise. With more skills and more experience under your belt, you can even progress into more senior roles. New jobs and career routes are being created all the time, so you could progress into an interesting job you don't even know about yet.

b) Which skills do you think you would need to work in Adult Social Care?

There are many skills that could be useful in Adult Social Care so there is no right or wrong answer. Whatever skills you think are important, are important.

Some example of helpful skills are:

- Listening skills
- Communication
- Teamwork
- Decision making
- Problem solving
- Organisation
- Leadership

Children's Services

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

While opportunities will vary from town to town, ways you can gain some experience include contacting local schools to ask if you volunteer as an assistant, babysitting, and helping out in youth groups like the Cubs, Scouts, and Guides (or any relevant clubs in your area).

Answer Sheet

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?

There are many ways to find opportunities. You can use the websites provided in the activity to find information about volunteering, including how to find opportunities and how to write about your experience in your CV.

Communities

By looking at the LMI data, can you identify:

- i) Which role has the highest weekly pay? The answer is C.
- ii) Which role is expected to replace the most workers? The answer is A.
- iii) Which role has the fewest working hours? The answer is B.
- iv) Which role is expected to create the most jobs? The answer is A.

The answer is A. Although the card says that the industry is contracting and will lose jobs, transport is a big industry and is always changing. It is expected to create 48,200 jobs by replacing people who are retiring which is more than B or C overall.

Answer Sheet

Deputy Chief Executive Services

Why do you think things like data protection, safeguarding and cybersecurity are important?

As is the case for most of our services, in Deputy Chief Executive Services we often work with information relating to vulnerable adults and children.

Safeguarding is important because we need to ensure that they are safe and that we protect their privacy.

Data protection keeps all of our information (and other peoples information) secure and safe from those who do not need to see it. Cybersecurity also keeps information safe as it stops people from accessing what they should not see and can be as simple as staff having passwords on their computer and files, or as complex as having a secure system across the council that protects our data.

Not only is it important that we keep information safe for people, it is also the law. Data protection, safeguarding and the security of our systems are all protected by laws and regulations. If we do not comply with them, we would face large fines and penalties.

Planning, Growth and Sustainability

Which roles do you think help to provide these services?

They all help to make Buckinghamshire sustainable and environmentally friendly!

Whether the role is in Planning, Growth and Sustainability or in another department in the council, they all have a responsibility to help the council and county improve.

This could be by leading on large scale sustainability projects or in small but important ways like turning off lights when you leave a room or only printing a document if it is necessary.

Answer Sheet

b) Can you match up the jobs to their roles and responsibilities?

Climate Change Officer	This job requires you to work with electricity distribution companies, review plans to make sure they are sustainable, and work with the wider government to reduce emissions from existing buildings.
Energy Officer	This job requires you to support energy and water efficiency related projects which can include procurement, contracting, and providing reports.
Heritage Officer	This job requires you to support the care of historically important buildings, monuments and places. This includes inspecting sites, giving advice to the public, reviewing plans, writing reports and working on conservation projects.
Data Analyst	This job requires you review data and use it to make predictions or recommendations on current or future plans and their environmental impact.
Project Manager	This job requires you to be responsible for multiple projects - you'll need to meet varying deadlines and provide solutions when problems occur to ensure the best outcomes for your customers.

Answer Sheet

Resources

Can you identify which of the skills on the previous page you would need to use, and explain how you would use them?

All of the skills are important in different ways for these tasks, so your answer will be right no matter which ones you chose. However, here are some examples of the ways you could use these skills.

Analyse a 'business case' which justifies a project. We look at cost, benefits, risks and solutions of every project.	Analytical thinking will help you weigh up the pros and cons of the project. You'll need good communication so that you can write (and tell others) about your decisions when you have reviewed a case to ensure everybody understands your thoughts.
Compare the best prices for services/products	Numeracy and analytical thinking will be important so that you can compare which prices are better for quality and make the best decisions.
Write contracts and reports	You'll need good written communication skills so that others clearly understand your report. Being organised will also help you to manage the many deadlines you are likely to have when writing contracts and reports.

Table continued on the next page.

Answer Sheet

Manage multiple projects

Creativity will help you think outside of the box and is useful when coming up with solutions if a problem appears

Organisation will be important as you'll need to be able to keep track of tasks and prioritise them to make sure you meet deadlines.

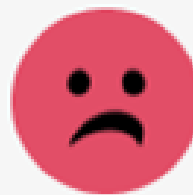
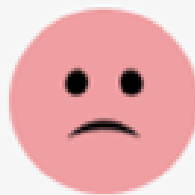
You'll need to be able to work with your team for each project (perhaps a different group of people) and be able to lead them.

Congratulations!

You've completed this online work experience programme.

Let us know what you thought of this virtual work experience programme - [click here](#)

How was your overall experience of the virtual work experience platform?



Ideas for next steps:

Explore your next careers steps:
[Youth Employment UK careers hub](#)

Find training:

[Find an apprenticeship](#)

Explore more careers with us:

[Buckinghamshire Council](#)



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