



KS4 Teachers Guide

The Explore Careers In Local Government Virtual Work Experience Module

Welcome to the careers in local government 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 in local government.

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 careers in local government virtual work experience programme?

The programme consists of a series of short videos covering 6 common areas of work you can find in local government. 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 areas of work covered are:

- Transport & Highways
- Social care
- Legal & Licensing
- Planning & Town Development
- Environment & Sustainability
- Finance & Procurement

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 local governments do • Understand some of the common departments you can find in local government and what they do • Understand the range of careers available • Understand the benefits of working in local government • Understand the skills, behaviours, and experiences that local governments 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 in 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.

All of the videos and activities can be found [here](#).

Suggested lesson plan (with timings)

Time (Est, video & activity time)	Total	Activity	Notes
2 minutes	-	Watch the Introduction video	The video will provide an overview of local governments and what they do.
8 minutes	10 minutes	<p>Watch the Transport & Highways video.</p> <p>Activity - Give an example of when you have used one of these skills. Talk about what you did, how you used the skill, and what impact it had.</p>	<p>The video will provide an overview of Transport & Highways and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to provide at least one example of using one of the specified skills. It's useful for building their CV! If they are struggling to think of one, they could come up with ways to build their skills in the future.</p>

7 minutes	17 minutes	<p>Watch the social care video.</p> <p>Activity - look at the LMI data and tick the boxes to identify which job role matches the question.</p>	<p>The video provides an overview of social care and gives some helpful starting points for the upcoming activity.</p> <p>Students should use the Labour Market Information provided to answer the questions. All the answers are on the page. There is only one calculation - a simple addition of two stated numbers which can be done with or without a calculator.</p>
7 minutes	24 minutes	<p>Watch the Legal & Licensing video.</p> <p>Activity:</p> <ul style="list-style-type: none"> a) Can you remember why enforcing and keeping track of licences is important? b) Read the advice pages on work experience and volunteering and make useful notes you can refer back to. 	<p>The video provides an overview of Legal and Licensing and gives some helpful starting points for the upcoming activity.</p> <p>Students should be able to answer question a using the video. They can then read through advice articles about gaining volunteering and work experience and make any notes they think will be helpful to them in future.</p>
10 minutes	34 minutes	<p>Watch the Planning & Town Development video.</p> <p>Activity: Complete the table and identify how you can continue to build these while studying</p>	<p>The video will provide an overview of Planning & Town Development and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to identify ways they can build the specified skills</p>

			while studying and completing assignments. This provides an opportunity for those with limited work experience to learn how to build their skills during activities they already do.
7 minutes	41 minutes	<p>Watch the Environment & Sustainability video.</p> <p>Activity:</p> <ul style="list-style-type: none"> a) Which of these things produce carbon? b) How can we reduce carbon emissions? c) Identify which of these skills would be most important for environmental careers and explain why. 	<p>The video will provide an overview of Environment & Sustainability and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to answer the tick box exercise to think about why Environment and Sustainability is important, and then identify the skills they think are essential, and explain why they chose them. Examples are listed in the answer sheet.</p>
8 minutes	49 minutes	<p>Watch the Finance & Procurement video.</p> <p>Activity: identify how Finance and Procurement might help these other areas in local government that you've learned about.</p>	<p>The video will provide an overview of Finance & Procurement and give some helpful starting points for the upcoming activity.</p> <p>Students should be able to identify at least one example of how Finance & Procurement supports other departments covered in the course. Examples are in the answer sheet.</p>

10 minutes	59 minutes	<p>Watch the getting a job in local government video.</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 in local government including the skills their local council are likely to look for, the benefits 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.