



**Explore
careers in
local
government**

**Key Stage 3: Virtual Work
Experience Guide**



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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 can take 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



Watch the video



How long an activity may take to complete



Reflect on a scenario or your next steps

Your Work Experience Guide

In this booklet you will begin to:

- 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 government looks for in future recruits



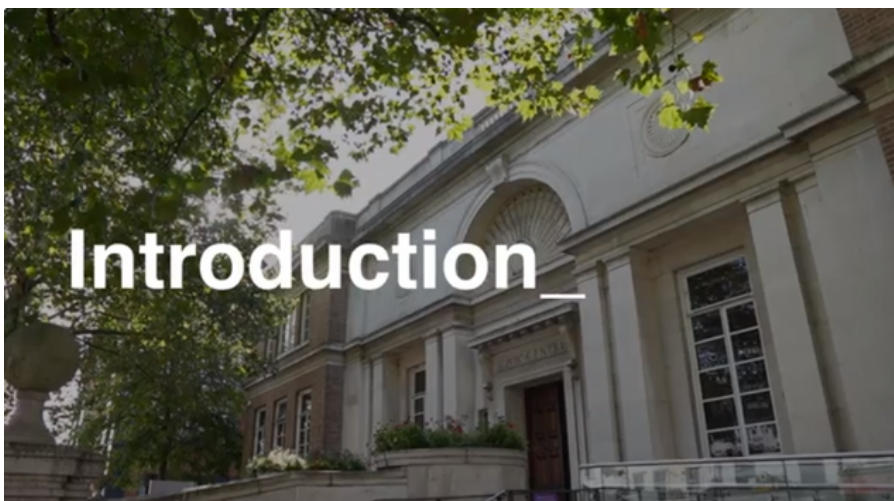
Introduction



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



2 mins



Transport & Highways



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



8 mins



As you saw in the video, work in Transport and Highways involves running public transport, educating the public and keeping people safe.

Whichever role you find interesting in Transport and Highways, maintaining safety will always be a part of your responsibilities. You could be educating people about road safety in communities, maintaining and improving transport structures for use, or even managing projects that improve transport links for your local area.

While knowing how to maintain safety will be something you learn throughout your career journey, there are skills you can develop and show you have in your CV that will help.

Some examples are:

- Communication
- Attention to detail
- Problem solving
- Leadership
- Being level-headed (keeping calm and being able to work under pressure)

Note down some ways you can learn how to build and develop these skills.



Hint: think about volunteering and work experience!

Social care



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



Many people have misconceptions (believing something that is untrue) about what working in social care is really like. Let's bust some myths and discover the range of careers waiting in Social Care.

On the next page, match the role to what they do.

Social Care Assistant

Occupational Therapist

Social Worker

Outreach Support Worker



This role will support people with mental health conditions and/or addictions, and their physical health. These could include people who struggle to take part in activities that matter to them. They will work on the strengths and difficulties the person has and help them gain independence with day to day activities.

This role will work and communicate with service users (people who use the support) and those who help them such as health professionals, care homes and agencies, and their families to support their care situation. They help to find available help, check in over the phone or through visits, and follow a care plan and report on their progress.

This role will identify and assess a person's personal support needs. They will work with vulnerable people and help find solutions to their problems to protect them and/or help them live independently. This can include children and their families/carers, adults and the elderly.

This role works with people who are 'hard to reach'. This can include young people, those in rural areas, people with disabilities, and ethnic groups. These are people who may have more barriers to getting support, and this role's job is to remove this barrier. It includes lots of work in the community.

Legal & Licensing



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



Careers in law are a very popular choice in the UK. Is this something you are interested in?

Law covers a range of different topics and you can specialise in a subject if you decide to pursue law as a career. As you saw in the video, licensing is a big part of legal work for local government.

a) Can you remember why enforcing and keeping track of licences is important?



b) Can you match the different types of licencing areas to what they do?



	Drivers and private hire vehicles must be inspected and reach certain standards. This includes a medical exam, DBS check and practical driving test to ensure the driver is 'fit and proper' for safe transport.
	People who want to breed or sell, open a zoo, provide paid care, etc must meet welfare guidance and legislation, and may be awarded a star rating.
	Businesses must have licences to play music (including live music), sell alcohol to those legally allowed to drink it, and must meet hygiene regulations.
	You must have a licence to distribute printed material in certain parts of counties and towns. This will include leaflets and posters.

Taxi licencing

Animal licencing

Entertainment, food and drink licencing

Trade and industry licence

Planning & Town Development



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



As you saw in the video, working in Planning and Town Development careers requires organisation and project management skills.

Did you know that these are skills that you likely already have and you'll continue to build? Whether you're in school or homeschooled, you'll be developing your skills while working on studying, assignments and exams.

Provide examples of the ways you think you've used the skills below. It's good practice for CV writing!



<p>Time management (planning your time and keeping yourself accountable)</p>	
<p>Communication (speaking and writing)</p>	
<p>Ability to set SMART goals and check your progress (setting goals and meeting deadlines)</p>	
<p>Attention to detail (noticing the little things that matter, e.g. punctuation and spelling)</p>	

Environment & Sustainability



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



The UK government has a net zero goal of 2050, and local governments across the UK each have their own individual targets to help reach this goal, with some aiming for 2030!

Net zero means achieving a balance between the amount of carbon we put into the atmosphere and the amount of carbon we take out of the atmosphere.

Councils all have a big part to play and are introducing ways to help reduce climate change.

a) Which of these things produce carbon?

Farming

Trees

Public transport

Cars

Construction

b) How can we reduce carbon emissions?

Introducing green spaces

Recycling centres

Charging points for electric cars

Pedestrianising (making streets open to only pedestrians)

Using coal to make power

Everyone in local government has a role to play in reducing climate change. While those who have environmental specific careers work more closely with climate change strategy, everyone can have an impact e.g. they bike to work, print paper only when they need to, and turn lights off when they aren't needed. Small acts make a big change.

Let's talk about green skills. These are the skills and expertise we need to support reaching net zero targets.

Identify which of these skills below would be most important for environmental careers.

Critical thinking

Communication

Creativity

Problem solving

Technical skills

Organisation and planning

Finance Procurement & HR



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



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.

Look at this LMI data for a Finance Officer.

Note: LMI changes all the time so this data is just an example. For this activity, please work with the data provided. It is correct for October 2023.

Remember that this is estimated for the industry. The actual amount of hours/pay will depend on where you work, but is likely to be very similar.

Finance officers	
Weekly Pay £670	Annual Pay £34,840
Hours/Week 36h	Hourly Pay £19
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 1,400 jobs. In the same period, 69.5% of the workforce is projected to retire, creating 29,700 job openings.</small>	
You might find this job in	
Public admin. & defence	
Education	
Financial services	
Auxiliary services	
Head offices, etc	



a) How much could you earn in a year?

b) How many jobs are expected to be created from contraction and replacement?

c) What percentage of the workforce is expected to retire?

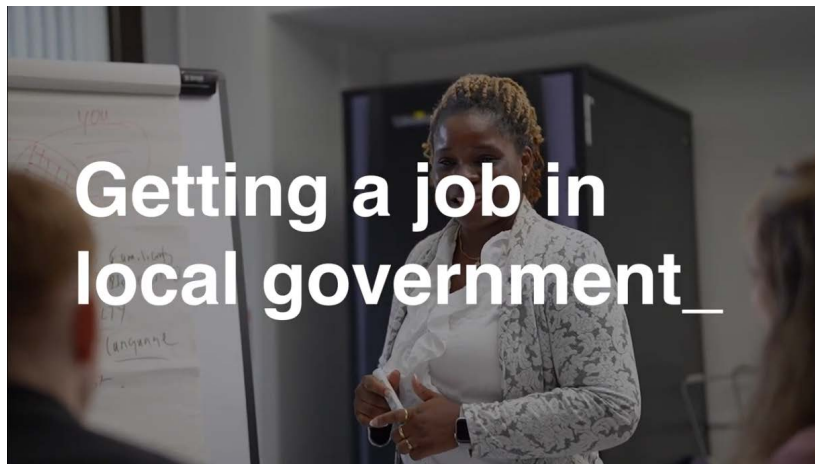
Getting a job in local government



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



10 mins



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



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

Transport & Highways

Work experience and volunteering are great ways to build and develop skills! They allow you to work with lots of different people and build essential skills you can use in any job or industry in a real working environment.

To explore ways to build your skills, take a look at these free resources:

- [Work experience tips and advice](#)
- [Volunteering tips and advice](#)
- [Young Professional training](#)

Social care

Occupational Therapist	This role will support people with mental health conditions and/or addictions, and their physical health. These could include people who struggle to take part in activities that matter to them. They will work on the strengths and difficulties the person has and help them gain independence with day to day activities.
Social Care Assistant	This role will work and communicate with service users (people who use the support) and those who help them such as health professionals, care homes and agencies, and their families to support their care situation. They help to find available help, check in over the phone or through visits, and follow a care plan and report on their progress.

Social Worker	This role will identify and assess a person's personal support needs. They will work with vulnerable people and help find solutions to their problems to protect them and/or help them live independently. This can include children and their families/carers, adults and the elderly.
Outreach Support Worker	This role works with people who are 'hard to reach'. This can include young people, those in rural areas, people with disabilities, and ethnic groups. These are people who may have more barriers to getting support, and this role's job is to remove this barrier. It includes lots of work in the community.

Legal & Licensing

a) Licences are important because of... safety! They're all about protecting YOU. They make sure that businesses operate safely and cover all types of things from transport to food to buildings.

b)

Taxi licensing	Drivers and private hire vehicles must be inspected and reach certain standards. This includes a medical exam, DBS check and practical driving test to ensure the driver is 'fit and proper' for safe transport.
Animal licensing	People who want to breed or sell, open a zoo, provide paid care, etc must meet welfare guidance and legislation, and may be awarded a star rating.

Entertainment, food and drink licensing	Businesses must have licences to play music (including live music), sell alcohol to those legally allowed to drink it, and must meet hygiene regulations.
Trade and industry licencing	You must have a licence to distribute printed material in certain parts of counties and towns. This will include leaflets and posters.

Environment & Sustainability

a) All of these things produce carbon except for trees. Trees produce forms of carbon during their life, but they are best known for their ability to store carbon and release oxygen, which is why they are so important!

Things like buses, trams, cars, farming and building all produce carbon, and it might be something you hear about a lot in the news. There is a lot of work to be done towards reducing climate change, but councils introduce new ways of working and regulations that allow us to use transport, build homes, and farm produce in a more environmentally friendly way.

b) These are all ways to reduce carbon emissions except for coal. Coal produces gases like carbon dioxide when burned, which is why its use is being reduced over the years and more sustainable ways of heating homes are being fitted.

Recycling centres encourage people to dispose of their waste responsibly and it can be sorted into the correct categories to be recycled. Electric charging points make fueling electric vehicles (which emit fewer greenhouse gases than petrol or diesel) more accessible for drivers. Pedestrianising reduces the amount of cars in specific areas, and makes it a safer place for people to walk and cycle.

c) All of these skills are important for environmental careers, so it doesn't matter which skills you chose as the most important as long as you know why you chose it. Here are some examples to help you:

- **Critical thinking** - this skill will help you weigh up different sides of arguments using facts and evidence to choose the judgement that will have the best impact.
- **Creativity** - this skill will help you come up with innovative new ideas and solutions to climate change problems.
- **Technical skills** - these skills aren't essential for every role, but if you want a career where you get to do hands-on work or get involved in more scientific work, you'll need specific skills. You can gain these by learning through an environmental degree, apprenticeship and training.
- **Communication** - knowing how to share your ideas with others and doing it clearly is key!
- **Problem solving** - this skill will need your creativity and critical thinking to help solve short term and long term environmental issues (this means things that can be changed right now and things that can be changed over time).
- **Organisation and planning** - you'll be working towards reaching a climate change strategy which means planning and organisation is essential. You could find yourself managing sustainability projects that help reach the net zero goal.

Finance Procurement & HR

a) £34,840

b) 28,300

c) 69.5%

Congratulations!

**You've completed this
online work experience
programme.**

Ideas for next steps:

Youth Employment UK careers hub

Find an apprenticeship

**Find your local government and explore
their website and careers**



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Youth EmploymentUK



Youth EmploymentUK



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