

Year 10 Virtual Work Experience Tasks

Task 1: Barclays Life Skills Virtual Work Experience

1. Go to www.barclayslifeskills.com
2. Click on Register near the top of the page
3. Select Young Person and fill in your details
4. Go to the following link <https://barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience>
5. Click start on the video and follow the virtual work experience scenario choosing from the options on the screen.

Task 2: Log onto Unifrog

1. Using the attached PowerPoint log into Unifrog, if you have not already done so.
2. Any problems please email me on wardk@haileyburyturnford.com
3. If you forget your password you can put your school email address in and it will send you a forgotten password reset link

Task 3: Understanding different jobs

In this session, you will interview a family member about their job and gather information about what they do. For this session you will need to use the following Unifrog tools:

- Locker
- Careers library

Why do this?

It's really important to find out the particular details of different jobs. You might discover the perfect job for you, or identify one that's definitely not! The more jobs you learn about, the easier it will be to narrow down a particular industry that you like the sound of, or recognise a type of role that would suit you.

Task a

Ask a parent (or guardian, sibling, or other family member) about their job. Find out the following information:

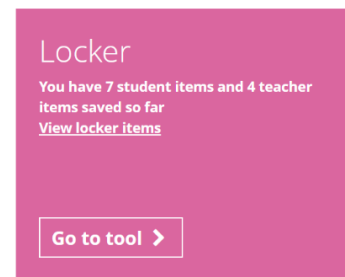
- What industry do they work in?
- What is their job title?
- What does that mean? What are their main day-to-day tasks?
- How many other people do they work with?
- What was their career path? i.e. Which other jobs did they do before their current one which led them there?
- What is their favourite thing about their job?
- What is the most challenging thing about their job?
- How is the current crisis affecting their job? Are they able to work from home? What changes have they had to make?

And finally, some questions for you:

- Does this sound like a job you would like to have one day?
- What sounded good about it?

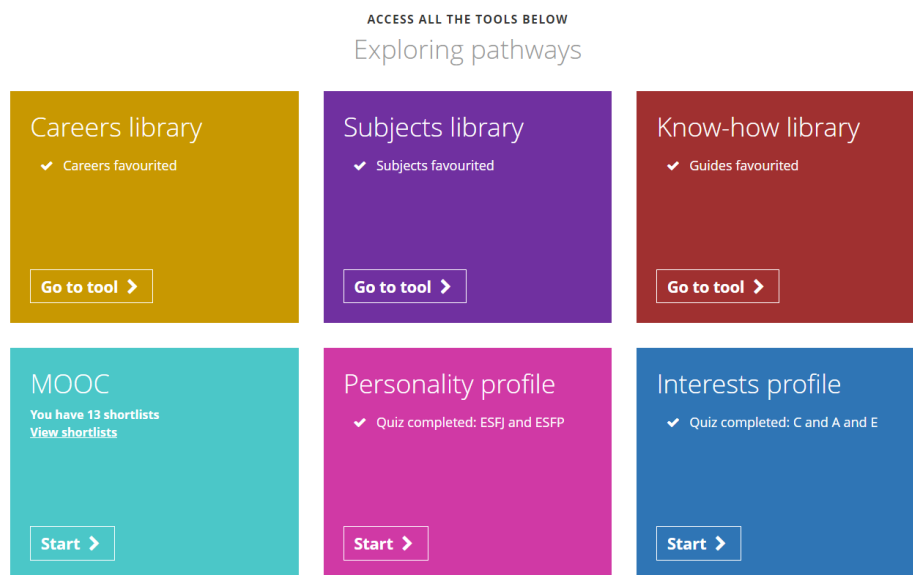
- If you didn't like the sound of it, why not? Which areas of it weren't for you?

Write down your answers on a piece of paper, or save them on your computer/tablet. Think carefully about the final three bullet points; you should aim to write at least 100 words. Once you've finished, upload your work to your Unifrog Locker.



Task b

Go to the Unifrog Careers library. You can search for different careers in a variety of ways. You could type in a keyword, or search by career area, or by theme.



Can you find the job that you interviewed a family member about? Try searching for the relevant industry in the 'By career area' section, or typing in a keyword.

By career area

- | | | |
|--------------------------------------|--|--|
| Administrative and clerical (58) > | Information technology and information management (37) > | Publishing and journalism (28) > |
| Alternative therapies (21) > | Legal services (28) > | Retail sales and customer service (50) > |
| Animals, plants and land (53) > | Maintenance, service and repair (77) > | Science and research (78) > |
| Arts, crafts and design (75) > | Management and planning (110) > | Security and uniformed services (43) > |
| Catering services (26) > | Manufacturing and engineering (161) > | Social services (59) > |
| Construction (74) > | Marketing, selling and advertising (37) > | Sport, leisure and tourism (52) > |
| Education and training (43) > | Medical technology (23) > | Storage, dispatching and delivery (28) > |
| Environmental sciences (36) > | Medicine and nursing (88) > | Transport (48) > |
| Financial services (41) > | Performing arts, broadcast and media (59) > | |
| General and personal services (46) > | | |

Once you've found the correct job, or a similar one, click into the job profile and read the guide. Does this match the answers you collected? If you liked the sound of the job, you can 'favourite' it by clicking on the heart. Or, search for similar careers that you might prefer. Try to find and favourite three jobs today on Unifrog!

Task 4: Practicing Interview Skills

In this session, you will be practicing your interview skills when applying for a job. You will need to use the following Unifrog tools:

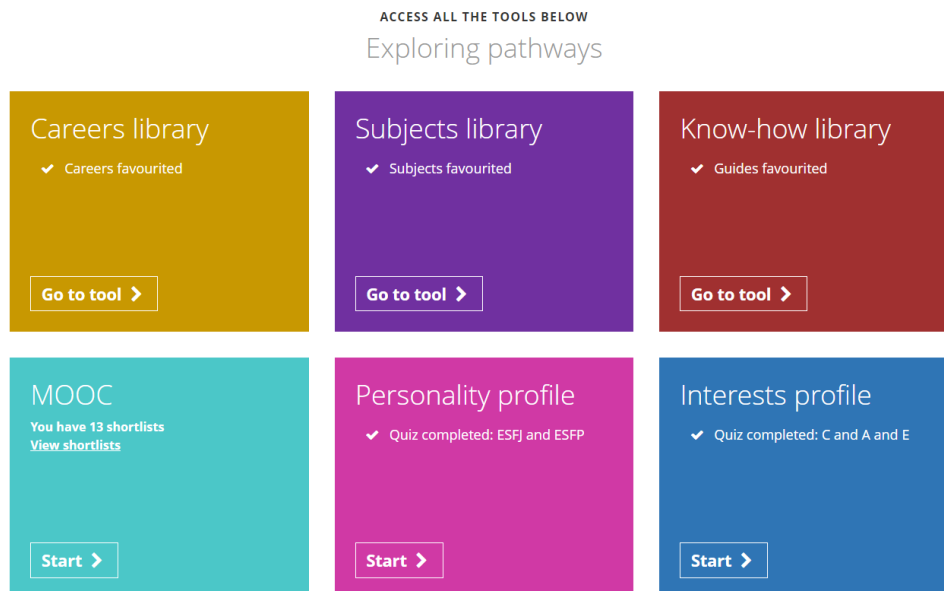
- Know-how library
- Activities

Why do this?

You will probably have lots of interviews in your life, and you get better at interview skills by practicing. The better you are at interviews, the more likely you are to get your dream job.

Task a

There are lots of useful guides about the world of work in the Unifrog Know-how library. Click into the tool and then type in 'interview like a boss' to the search box.



Now read the 'How to interview like a boss' guide, and jot down some notes on the main parts of the guide you'd like to remember.

Task b

Think of a job that you would like to have at home this week, or over the next couple of days. Would you like to make lunch for everyone? Would you like to be in charge of cleaning or gardening? What about a PE teacher (take over from Joe Wicks this week!), or a family therapist, or a dog groomer?

Now, ask a parent/guardian/sibling to role-play an interview with you, for the job you've chosen. You might give them the following questions to ask you, or they can make up their own questions. Remember to act professionally! You could even film the interview, so that you can watch it back and evaluate how you think you did.

- i. Why do you want this job?
- ii. What do you think your main responsibilities will be?
- iii. What experience have you had that makes you suitable for this job?

- iv. What unique perspective/skills could you bring to this role?
- v. What do you think the most challenging aspects of the role would be?

Once you've completed the interview, reflect on how it went. Were you pleased with your answers? Did you act professionally? Do you think you'll get the job?

Go the Unifrog Activities tool, and log your practice interview.

Recording what you've done

Activities

- ✓ Started
- ✗ Recorded at least 10

Go to tool >

Competencies

- ✓ Started
- ✗ Completed all 12

Go to tool >

Interactions

- ✓ 19 Interactions recorded
- ✗ Missing 6 Interaction types
- ✗ Missing 6 Interaction focuses

Go to tool >



Add activity

Record what you've done.

* Your role

Practice interview

18 of 50 characters

What type of activity was it?

Each activity can only be associated with one type.

Check [how to define the different types](#) ✓

* Activity type

Work experience

Description + achievements

Write like a boss by [following these 5 tips](#) ✓

* Description

My Mum interviewed me for the role of dog walker. I'd done my research beforehand, and practised my answers to the questions I thought she'd ask. Overall, the interview went well, but she surprised me by asking me what my weaknesses are! I've now prepared an answer for that, so next time I'll be ready in case someone asks me that.

332 of 500 characters

Bonus task


Ask a relative/friend/neighbour who **doesn't live with you** to repeat Task 2 with you. But this time, the interview should be conducted over the phone, or over Skype (or Zoom/ FaceTime etc). Think about the following tips...

- If you're speaking over the phone, the interviewer won't be able to see your facial expressions. Can you put expression/ warmth/ interest into your voice instead?
- If you're interviewing over a video call, your face will be much more prominent than in a usual face-to-face conversation. Make sure you're still and comfortable, and try to look into the camera, without your eyes darting around the screen too much.

- Don't worry if you need a few seconds to think of a response, but don't leave too much dead air. If you need the interviewer to repeat the question, ask.
- When you're face-to-face, it's much easier to have a natural flowing conversation, as you can spot when your interviewer is about to speak. Over the phone, or even over a video call, this can be more difficult. Make sure you listen carefully, and don't start speaking until the interviewer has finished their question.
- Clear the room of any distractions (including pets and family members). Turn the TV or radio off, and put your phone on 'Do not disturb' (unless you're using it for the interview).

Once you've finished, take some time to reflect. How was this second interview different? What changes did you have to make to your behaviour, now that you weren't speaking face-to-face? Did you find it harder?

Go to the Activities tool



Add activity

Record what you've done.

* Your role

Practice interview: over Skype

30 of 50 characters

What type of activity was it?

Each activity can only be associated with one type.
Check [how to define the different types](#) ✓

* Activity type

Work experience

Description + achievements

Write like a boss by [following these 5 tips](#) ✓

* Description

I did a practice interview with my Uncle over Skype. In some ways, I found it harder because I didn't like not being able to move as much, or having to greet him professionally without shaking his hand. But it did mean I could bring a few notes with me, and subtly look over at them when I needed.

297 of 500 characters

Task 5: Work Experience in the Home

Remember the job you applied for in the last session? Did you choose to be the family cook, or gardener, or dog walker? Well, congratulations - you've just been given the job!

In this session, you will be completing your work experience (at home). You will need to use the following Unifrog tools:

- Activities
- Competencies

Why do this?


Having some Work Experience will be really useful when applying for jobs in the future. You'll also learn which skills you need to develop for the job you want.

Task a

Write down a specific description of the job you're going to be completing. Think about the following:

- What is your job title?
- How long are you going to be completing this job for? Just for today? All week?
- What are your responsibilities?
- Who is your line manager? (i.e. Who will be checking that you've completed it correctly, or who will be there to help you if you get stuck?)

Now you're ready! Complete your work experience (at home). Once you've done it, remember to log it in the Unifrog Activities tool.



Add activity

Record what you've done.

* Your role

Work Experience (at Home)

25 of 50 characters

What type of activity was it?

Each activity can only be associated with one type.
Check [how to define the different types](#) ✓

* Activity type

Work experience

Description + achievements

Write like a boss by [following these 5 tips](#) ✓

* Description

I took on the role of PE teacher last week, and led my younger brother and sisters in a morning workout every day. I had to organise the timetable, and make sure they were dressed and ready for the session. And then I had to motivate them even when they were tired and wanted a lie-in on Saturday. I also used my Biology textbook to learn the names of the muscles we were stretching during the cool-down, and tested my brother on them.

435 of 500 characters

Activities

- ✓ Started
- ✗ Recorded at least 10

Go to tool >

Task b

Look at the following skills. Which ones do you think were most relevant to the job you've just completed during your Work Experience (at home)? Or were there any others skills that you had to use for your work experience?

Independence

Creativity

Communication

Teamwork

Leadership

Analysis

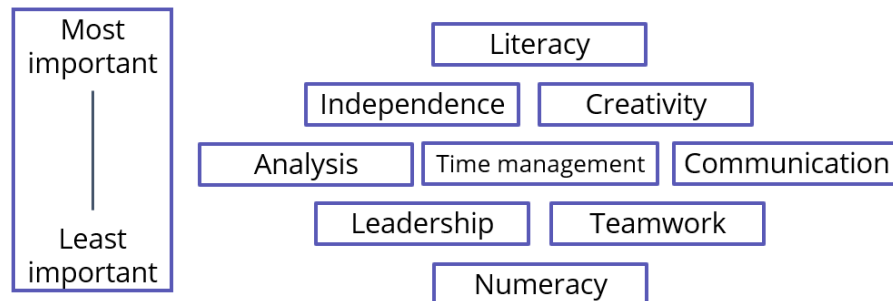
Literacy

Time management

Numeracy

On a piece of paper, draw a large diamond. At the side, draw a double-ended arrow and label each end 'Most important' or 'Least important'. Now fill in the relevant competencies based on how important they were to your role. See below for an example.

Example: Journalist (writing a family newspaper)



Pick the top three competencies you identified as being most relevant to your work experience role. Go to the Unifrog Competencies tool, and explain how you used each one during your Work Experience (at home).



Add an example of a competency

Record in detail how you've demonstrated a competency.

What type of competency was it?

Each of your examples can only be associated with one competency.

Check [how to define and write about the different types](#) ✓

* Competency type	Leadership
* Situation	Work experience
* Date started	April 2020

* Description

For my Work Experience (at Home), I was appointed the Family Therapist for the weekend. Two of my siblings had a big fight, so at dinner I made them both share how they were feeling using their words. At first it was very difficult to stop them talking over each other, but I was in charge of chairing the discussion, so I made them hold a pillow when they were allowed to speak, so they had to listen to each other.

Competencies

- ✓ Started
- ✗ Completed all 12

[Go to tool >](#)