

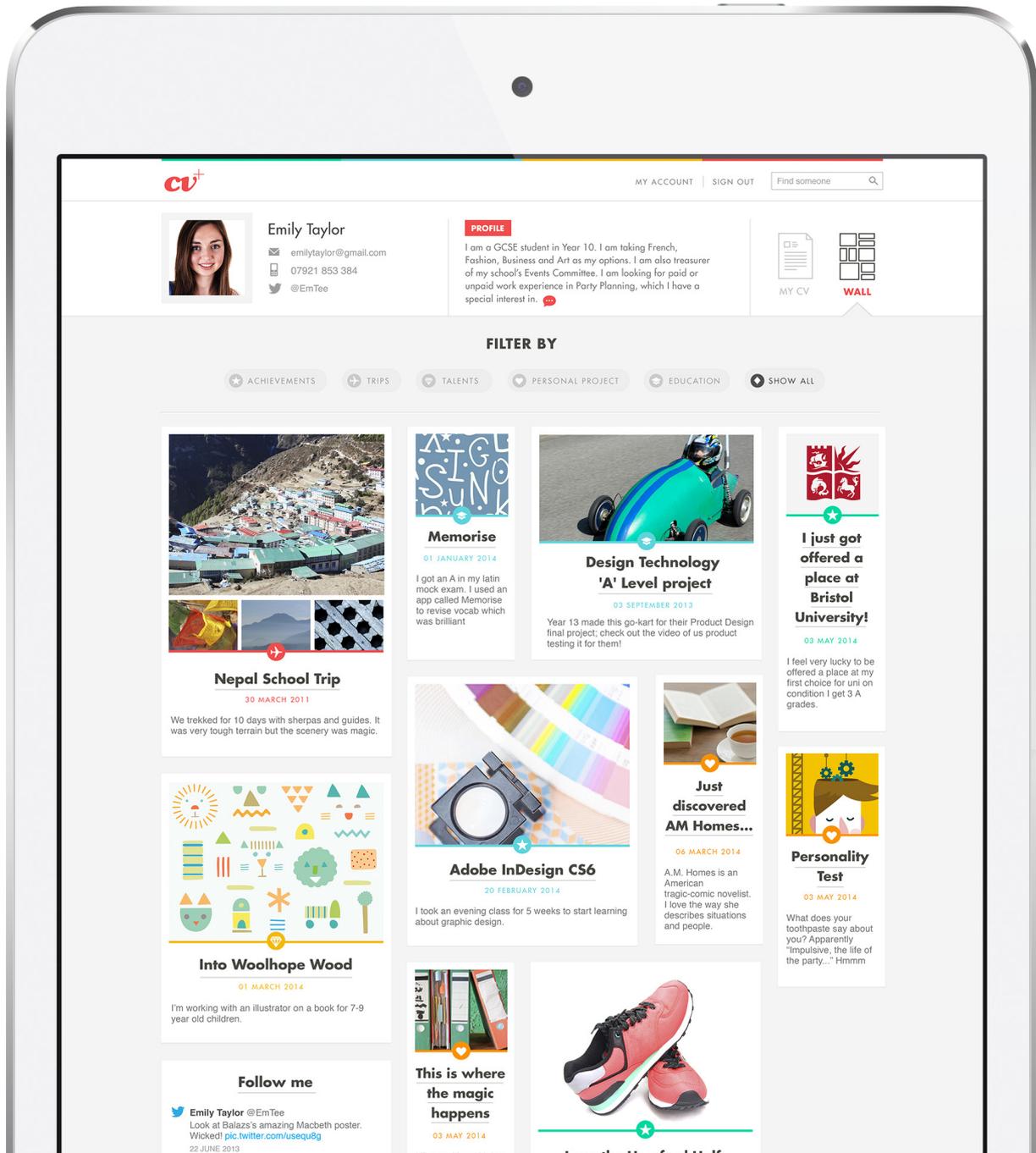


Workbook

This document contains the activities referred to in the Class Presentation and is ready for printing in A4 for distribution to students.

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YOUR NAME:



A. Which job would suit which person?

CHOOSE FROM ONE OF THE POSSIBLE JOBS

- | | | |
|----------------------|-------------------------|-----------------------------|
| (A) BUTCHER | (C) ACCOUNTANT | (E) GRAPHIC DESIGNER |
| (B) ZOOKEEPER | (D) ARMY OFFICER | (F) CHILDMINDER |

Alistair

 I am good at making things with my hands and I really enjoy cooking. I love learning about new food trends, tasting new things and seeing new cool packaging ideas. I help my dad prepare meals, and am always careful about being clean and hygienic. I have spent lots of time on my uncle's farm where he rears chickens and cows, and now have the skills to care for a herd myself. I like helping him care for the animals. I did a 2 day cookery course last month and learnt how to make delicious marinades and sauces!

WRITE YOUR ANSWER HERE:

Gemma

 We have a dog shelter next door and I like to feed, walk pet and exercise the dogs. I think I have a skill for dealing with frightened animals. I even taught them some tricks. I took them to a local dog show and we even won a few rosettes! I have done some volunteering at a zoo and really I enjoyed it. I am interested in animal psychology and am always watching clips online and reading stuff in the school library to build my skills in animal communication.

WRITE YOUR ANSWER HERE:

Eric

 I get my highest marks at school in Maths. I like solving problems and my friends tell me that I explain stuff really well. I am also interested in business and the different ways that entrepreneurs make money. My dad organised for me to go on an evening course in Business and I won a prize for 'Quickest Answer' and now I'm setting up a small business with my friend who has chickens. She sells the eggs to her neighbours and I keep all the records of her sales.

WRITE YOUR ANSWER HERE:

Josh



I love being outdoors and going on adventures, like camping with my friends. We share the building, cooking, firelighting, clearing the camp, cleaning kit and first aid. I like to keep fit and ran a half marathon last year. I am interested in combat films and stories about people being brave in war; pulling together and protecting each other. I had work experience with the Territorial Army Corp in my town. I like DT at school and really enjoyed designing a heat-detecting alarm system- we entered it into the school design competition and won!

WRITE YOUR ANSWER HERE:

Daniela



I have good IT skills and recently made all the posters and flyers for the school fashion show. I incorporated a hand-drawn figure and then used photography and a cool layout. Everyone liked the design so much that I was asked to make all of the decorations to go in the school hall during the show. I have a special interest in fashion and like watching catwalk fashion shows online. I have set up a small business, drawing and selling portraits.

WRITE YOUR ANSWER HERE:

Ciara



My parents pay me to look after my brothers, though they insisted I get my First Aid Certificate first, so that I'm prepared in an emergency. I'm interested in seeing how professional childminders and teachers deal with children with problems. Last summer I worked for a family in France as an au pair and learned to speak French too! I like to create games for children. The best game I created was a treasure hunt for the local school children; I made a map and my little brother wore a helmet camera too so afterwards we could watch his journey all over the farm!

WRITE YOUR ANSWER HERE:

B. Can you spot a hobby, a skill, an achievement, an experience and a skill in each person's description? Circle them.

Tick the term in the list which matches the description above

01.

A wise and trusted counsellor

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

02.

A period of time in which a student temporarily works, with or without payment, for an employer, to gain experience.

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

03.

Working for some of the working day or working week.

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

04.

Working for all of the working week, usually 9am-5pm on week days.

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

05.

A paid training program to learn a trade or profession on the job, usually with an agreement to continue working for your trainer for a certain amount of time.

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

06.

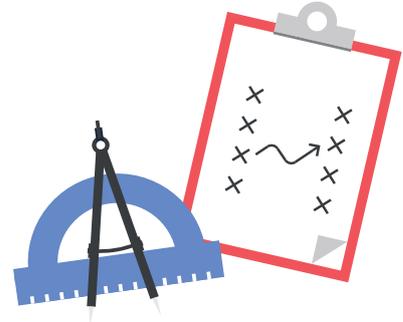
An opportunity to shadow a professional person to learn about an industry. This is an arrangement which lasts for less than 12 months and is paid minimum wage.

- MENTOR
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP
- INTERNSHIP

A. Which type of contract type would suit each person?

TYPE OF RELATIONSHIP/ WORK

- (A) MENTORSHIP
- (B) WORK EXPERIENCE
- (C) PART-TIME EMPLOYMENT
- (D) FULL-TIME EMPLOYMENT
- (E) APPRENTICESHIP



Jacob

 I'm Jacob. I like writing. I write lots of my own short stories and have started to write a novel. But I don't really know what I'm doing or how to do it well. I need someone with experience to guide me, give me advice and support when I'm struggling. It'd also be great if that person could introduce me to people in his/ her industry and help me to prepare for interviews, when the time comes.

WRITE YOUR ANSWER HERE:

Ali

 I'm Ali. I want to work in film. I really need experience in a real studio! I'm not sure if I'd be better at Prop design and making and costume or maybe at actually operating cameras; I enjoy all of these things in my spare time. I don't mind not being paid, I just need to understand how it all works. I hope I'll be able to contribute to the team because I already know the basics.

WRITE YOUR ANSWER HERE:

Liam

 I'm Liam. This summer, I found out that I got 8 GCSE's with a B in Maths and French and a C in English and IT. I am a friendly, pleasant and organised person. I'd like to work as a receptionist and start earning money! There are some courses I could take to improve to become a secretary, which I might consider doing in the future, but right now I feel ready to start working and earning!

WRITE YOUR ANSWER HERE:

Emma



I'm Emma. I'm still at school but I have a skill in coding. I built a website for my friend who wanted to raise money for a skateboard park project, and also for my mum who wants to earn money baking birthday cakes. I taught myself everything I know, and have been on a few short courses to make sure I'm not missing out on anything clever. I'd like to build on my experience and earn some money in my spare time.

WRITE YOUR ANSWER HERE:

Aisha



I'm Aisha. I'd love to get a job in car mechanics, but I don't have any experience. When I leave school I'd be prepared to work for less money if the owner of the business would be patient and teach me the basics. In return I would commit to working for the business when my training is completed for a certain amount of time.

WRITE YOUR ANSWER HERE:

Mohammed

I'm not confident enough to contribute yet, but I'd really like to learn how the web design world works. I'm looking for a company which would let me shadow their employees. I can't afford to take this time off work, but if the company could pay me the minimum wage, I could justify it, for the sake of my future career. You never know, maybe one day I could repay them for the opportunity by working for them!

WRITE YOUR ANSWER HERE:

B. Tick which type of contract type you would like to do soon?



- MENTORSHIP
- WORK EXPERIENCE
- PART-TIME EMPLOYMENT
- FULL-TIME EMPLOYMENT
- APPRENTICESHIP

A. Take a look at the list. Tick a maximum of 5 skills you feel you have and make a note of when you've shown evidence of this skill.

1. Adapting

.....

Have you started at new schools or clubs and found it easy to get used to new environments and people around you?

2. Analysing

.....

Think about your reaction to books in English Literature or stories in History; do you like to dig around in the detail?

3. Articulating

.....

Do you describe your ideas well? Are you good at explaining concepts in Science to your friends?

4. Assessing

.....

Do you like evaluating results in Science?

5. Budgeting

.....

Are you good at managing money from your part time job and saving for things? Do you like talking about big budgets in Business class?

6. Calculating

.....

Maths! Do you quickly see how to reach the answer to a problem?

7. Coaching

.....

Do you teach a special skill you have to others? Are you good at supporting others and helping them to understand new things?

8. Collaborating

.....

Team work!

11. Empathising

This is a Key Skill. Do you like IT, web design and/or information organization?

12. Explaining and simplifying

Some people are just good at explaining. They get to the point, use relevant examples and have patience.

13. Generating ideas

This could be in English, Art, Design, Technology, Music- anything that's creative, instead of fact-based.

14. Handling conflict

Are you good at helping others resolve an argument? Do you keep calm and stay rational?

15. Helping

Do you volunteer? Does anyone rely on your help?

16. Implementing

Are you a do-er? Are you someone that gets stuff done?

17. Informing

Have you researched something and spread the word about it?
Do people like to listen to your ideas?

18. Initiating

Have you had an idea and made it happen?

19. Innovating

Have you made a process or design better? Maybe in DT?

20. Inspiring

Have you had an impact on other people and encouraged them to try something new or think about something new?

21. Interviewing

Are you someone who people open up to? Do you listen to people carefully and make them feel comfortable?

22. Investigating

Do you like researching things?

23. Learning quickly

Do you have a good memory?
Do you find it easy to remember facts in subjects like Science, Geography and History?

24. Presentations

Do you get nervous about public speaking or enjoy it?

25. Marketing and Selling

Could you sell snow to Eskimos? Are you interested in branding and packaging? Are you interested in what groups of people like to buy? And how you reach them?

26. Motivating

Do you get your team motivated and feeling like they can achieve and win? Think of sport and group projects.

27. Networking

Do you find it easy to meet new people? Are you interested in what they're into and what their plans are?

28. Organising

From your locker, to your weekend to your files- do you naturally tidy and organized?