

STUDENT GUIDE

OUR FUTURE

YOUR WAY :)

WORKBOOK

NAME:

CLASS:

Berkshire
CAREERS HUB

THE **CAREERS &
ENTERPRISE**
COMPANY



- **Pages 3-4:** Trip Tracker
- **Page 5:** Reflection Journal

THIS IS FOR YOU

Hopefully by now you've been through your **Our Future, Your Way guidebook** and considered some ways you can prepare for your upcoming school trip.

This workbook will help you apply everything you've learned from that guidebook to the trip you're about to take. This is your space to record your experiences and consider your future opportunities. Each time you go on a school trip, complete one of these workbooks and save your reflections to look back on later - it could help you make some important future decisions!

Let's get going!



BEFORE



- Think about where you are about to visit. What skills and strengths do you think you would need if you were working there?
- When assessing these skills, consider transferable skills such as team building, presentation skills, leadership, communication, etc, as well as more occupational-specific skills, like knowledge of processes, activities and cultures which are specific to a particular career.
- Think about what observations you are wanting to make when you visit (see your “During” page for some guidance).

Think about your first impression - as a student, you are representing your school wherever you go in the public eye. Therefore, wearing your uniform is important! What's even more important is you showing up as your most confident self - be the energy YOU expect to see in the room.

- Analyse and challenge your assumptions on who might work where you are visiting. Who may dominate the industry you are about to visit? How does that make you feel? (After your visit, come back to these prompts and see if your judgements are correct).



Visit these links for more advice:

- <https://www.ucas.com/careers/getting-job/10-ways-get-most-out-work-experience>
- <https://successatschool.org/advice/how-to-get-the-most-out-of-work-experience/77>

SCAN THIS QR CODE TO WATCH A
QUICK VIDEO



(AND EARN A BADGE)





DURING



WHAT SHOULD I ASK?



About the work role:

- What does a typical work week look like?
- What are your main responsibilities?
- What key skills are needed (in the job role and/or workplace)?
- What are the pros and cons of this work?

About the organisation and culture:

- What does your management structure look like?
- What are your methods of working?
- What are your key workplace values?
- What is the reality of working for the organisation vs popular perceptions of it?

About getting in:

- How do you get into this industry?
- What qualities and qualifications are sought after?
- What might be some useful stepping stones?
- What are the possible barriers to entry?
- Where are job vacancies advertised?



About career development:

- What is your staff retention rate?
- Are there any opportunities to take on additional responsibilities?
- How is the work you do changing?
- What opportunities are there for career development and tips for progression?



AFTER



WHAT SHOULD I ASK?

To get the full benefit of your visit, take some time to reflect on your experience and what you learned.

Here are a few prompts for you to consider - you can use these to complete the Reflections section of your trip tracker, and you might want to discuss them with friends, a parent/guardian or your teacher:

What did you learn about the organisation you visited?

What did you discover about the different job roles available at this organisation?

Did anything particularly interest you?

Did anything surprise you? Did the experience match your expectations?

Do the roles, organisation or sector you learned about appeal to you? Why / why not?

What did you think of the environment that you visited? Did it feel comfortable / uncomfortable? Did you find yourself having any strong emotional or physical reactions?

Do you think your personal skills and strengths would be well-suited to a role at this organisation or in this industry?

What skills, knowledge or qualities do you think you would need to work on if you did want to pursue a career in this kind of environment?

If this is a role/organisation/sector that appeals to you, how can you learn more about it? What support can you reach out for to develop the skills and knowledge you need?

What will be your next steps following this experience?

Trip Tracker

Where did I go/am I going?

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What profession am I visiting?

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What questions will I ask?

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What do I want to learn from this trip in particular?

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What have we learned about roles and pathways in this sector?

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TAG: FEEDBACK

use the T.A.G. method to get meaningful feedback from each workplace experience / trip

_____ is reviewing the work of _____

T

tell
something
you like



A

ask a
question



G

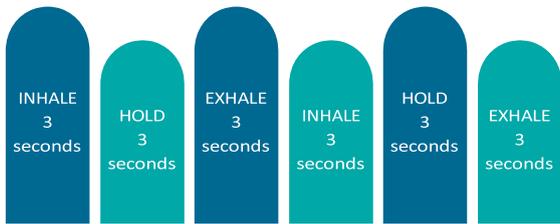
give a
suggestion



5 Minute Reflection: Journal

S M T W T H F S

Breathe before writing

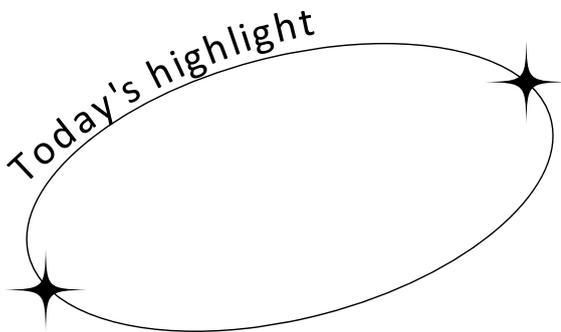


3 best things about today

Three rounded rectangular boxes for writing the best things about today.

Things you're grateful for today

Five horizontal lines for writing, each preceded by a small blue asterisk icon.



Describe today in a drawing

A large empty rectangular box for drawing, with a small pencil icon to its right.

Things that you learned

Four horizontal lines for writing things learned.

Today's affirmation

Two horizontal lines for writing the affirmation.

🌟 UNTIL NEXT TIME 🙌

THANK YOU!

WEBSITES

<https://berkshireopportunities.co.uk/>

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