

My First Work Experience & Skills Booklet

NAME:

FORM GROUP/CLASS:

Welcome

This booklet will help you:


- Understand what **work experience** is
- Learn about **skills** you already have
- Try a mini work experience activity
- Practise **reflecting** on what you've done

You will use skills every day – in lessons, clubs, at home, and with friends. This booklet helps you spot them and talk about them.

What Is Work Experience?

Work experience is when you:

- Learn about different jobs
- Practise useful skills
- Find out what you enjoy (and what you don't!)

 You don't need a job or placement to build skills.

 Skills grow through **school, hobbies, clubs, and home life.**

Why Are Skills Important?

Skills help you:

- Do well in school
- Work with other people
- Feel confident trying new things
- Prepare for the future

You will use these same skills later when you:

- Apply for work experience
- Write a CV
- Go to interviews

Key Skills to Look Out For

Rate yourself 1 to 5 for each of the following skills that are important for your future career (5 being super confident and 1 being the least confident)

- Communication (talking & listening)
- Teamwork (working with others)
- Problem solving (finding solutions)
- Organisation (planning & managing time)
- Reliability (being responsible)
- Creativity (ideas & imagination)
- Confidence (having a go)
- Digital skills (using technology)

Which 2 skills are your strongest?

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Which 1 skill would you like to improve most?

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Where Do I Use Skills?

Write one example for each area:

At school:

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In clubs or hobbies:

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At home or in my free time:

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"I'm Good At..." Statements

Complete these sentence starters:

- *I'm good at...*

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- *People often ask me for help with*

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- *I feel confident when I*

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Success Stories

Complete the following:

- A time you felt proud

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- What skills helped you succeed?

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- What did you learn about yourself?

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Skills Target Setting

Choose one skill to improve this term

My skill target is

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One action I will take

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Who can support me?

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Exploring Springville (Class Activity)

As a class, you will explore **Springville** – an online town full of different workplaces.

Why We Use Springville

Springville is an online world that helps you learn about different jobs and workplaces. By exploring Springville together, you can listen to people talk about their jobs, see what they do at work, and spot the skills they use every day. This helps you practise **recording** what you've learned and **reflecting** on your experiences. These are important skills you will use again in the future, including when you are older and able to use Springpod independently.

Together, you will:

- Choose **one building** to explore
- Work through the activities inside
- Listen to people talking about their jobs
- Learn about the skills used in different roles

Springville helps you:

- Learn about real jobs
- Understand what people do at work
- Spot skills used in different workplaces

After the class activity, complete the **Springville Reflection** below.

Springville Reflection

1. What building did your class explore, and what job did you learn about?

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2. What is one skill someone used in that sector?

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3. What tasks or activities did you complete during your visit to Springville?

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4. What new skills did you develop during your visit to Springville?

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4. How did this experience help you understand your strengths, interests or career ideas?

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5. Would you enjoy working in a place like this? Why or why not?

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My Mini Work Experience

Choose **ONE** or more activities to complete.

Option A – Skills Challenge

What is the Skills Challenge?

The Skills Challenge is an activity where you will work independently or in a team to complete a practical task. The aim is to help you:

- recognise your strengths
- practise important skills
- identify areas you want to improve

You will choose **ONE** of the challenges below.

Choose ONE Challenge

1. Plan an Event

Plan a simple event that could take place in school or your community.

Your plan should include:

- What the event is and why it is happening
- Who the event is for
- What activities will take place
- Who will do what (roles)
- A basic timetable or plan

Skills you may use: organisation, teamwork, communication, leadership, problem-solving

2. Design a Simple Product or Service

Design a product or service that solves a problem or helps people.

Your design should include:

- What the product or service is
- Who it is for
- What problem it solves
- How it works
- Why it would be useful

Skills you may use: creativity, problem-solving, communication, critical thinking

3. Solve a Real-World Problem

Choose a real problem that affects school or everyday life.

Your solution should include:

- What the problem is
- Why it is important to solve
- Possible solutions
- The best solution and why you chose it

Skills you may use: teamwork, decision-making, analytical thinking, communication

4. Complete a Team Task

Work with others to complete a practical challenge set by your teacher.

You should:

- Work together respectfully

- Share ideas and roles
- Follow the rules and time limits

Skills you may use: teamwork, communication, leadership, time management

Reflection

After completing your challenge, answer the questions below:

1. Which challenge did you choose?

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2. Describe the task and what you did to complete it

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3. What skills did you use during the task?

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4. What is one skill you used well? Give an example.

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5. What is one skill you would like to improve?

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6. What would you do differently next time?

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Remember

This activity is about **learning and developing skills**, not being perfect. Trying your best and reflecting honestly is what matters most.

Option B – Workplace Encounter

For your first work experience activity, you can choose to watch videos where employers talk about their careers, or you can interview someone to learn more about their job or why not do both!

Watch a Video

If you choose to watch a video, complete the reflection questions below to show what you have learned.

Reflection Questions (After Watching the Video)

1. What job or career was featured in the video?

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2. What are three main tasks involved in this job?

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3. What skills or qualities does the person in the video need for their job?

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4. What did you find most interesting about this career?

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5. Was there anything that surprised you about the job? Explain your answer.

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6. What school subjects do you think are useful for this career?

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7. What do you think would be the most enjoyable part of this job?

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8. What do you think would be the most challenging part of this job?

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9. Would you be interested in this career in the future? Why or why not?

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10. What is one thing you learned from this activity that you didn't know before?

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If you choose to interview someone about their career, complete this prompt sheet

Job Interview Worksheet

Student name: _____

Interviewee name: _____

Job title: _____

Date of interview: _____

About the Job

1. What is your job, and what do you do?

2. What does a typical day at work look like?

3. Where do you usually work?

4. Who do you work with?

Skills and Responsibilities

5. What are your main responsibilities?

6. What skills are most important for your job?

7. What do you enjoy most about your job?

8. What is the most challenging part of your job?

Education and Career Path

9. What subjects at school helped you in this job?

10. Did you need any qualifications or training?

11. What was your first job?

Advice

12. What advice would you give to someone my age who is interested in this job?

13. What skills should students start developing now?

Reflection

14. One interesting or surprising fact about this job:

15. Would you recommend this job? Why or why not?

In three words, how would you describe your job?

1. ----- 2. ----- 3.

Student reflection: What did you learn from this interview?

My End of Programme Reflection

1. What did I do?

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2. What skills did I use?

- Communication Teamwork Problem solving Organisation
 Reliability Creativity Confidence Digital skills

3. What went well?

One thing I'm proud of:

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4. What would I improve next time?

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What Have I Learned About Myself?

One skill I'm good at:

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One skill I want to improve:

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Next Steps & Goals

This section helps you think about what you've learned from your work experience and how it connects to your future goals.

Reflection prompt:

Based on the activities you did and your own personal opinions and reflections on these activities, what are your next goals in understanding and navigating the workplace — e.g. goals you need to learn or further develop

You could use examples such as:

- Researching more about the sector you experienced
- Sharing your learning with others
- Identifying skills you'd like to strengthen next
- Work with your teacher on your next goals

Name up to three next steps or actions you'd like to take.

1. -----
2. -----
3. -----

Why This Matters for the Future

By completing this booklet, you have:

- Started building skills for work experience
- Practised reflecting like older students do
- Learned how to talk about your strengths

Keep this booklet – you can use it again in the future!

When you are 13+ years you can start exploring Springpod independently to engage with leading employers and universities, explore your interests and earn certificates.

Create your Springpod account here - <https://space.springpod.com/sign-up>

Good luck from the Springpod team. We can't wait to see where your Springpod journey takes you!

Tutor Sign-Off

I confirm this booklet has been completed.

Tutor name: _____ Date: _____

