



World of Work Careers Week

13th July- 17th July

2026

World of Work Careers Week

Preparation for post 16, 18 and the workplace

Welcome to your guide of what is happening over the week in school. The aim of the week is to give those of you staying in school some careers and futures related learning, to aid you in your transition into work or further study in the future. The days will involve virtual work experience, which although no substitute for going out into the workplace for real, it is the next best option available to you. It will help you explore what the world of work is really like, and what type of roles there are in it.

Monday 13th and Tuesday 14th

Normal timetable applies, but lessons will have a careers twist. Students go to all normal lessons on timetable, but some of those classes may be joined with others due to lots of year 10 being out on placement.

15th -17th July

Wednesday – Friday, you will be in school working on various virtual tasks to do with work experience and your futures. Each of you will be assigned a base classroom and notified on Monday where you will need to go.

Learning Outcomes

- To experience the work place and gain key soft skills.
- To participate virtually and gain an understanding of different professions.
- To develop interview technique through 'in person' one to one interviews and feedback.
- To undertake Virtual Work Experience and complete related learning tasks.
- To learn about your key skills and qualities.
- To learn about alternative post 16 options available to you in education.
- To learn about trips that you can get involved in to enhance your personal statements.
- To learn about CV writing and complete your first one.
- To learn about how to write a covering letter and personal statement.
- To learn about Apprenticeship and University pathways.

You will need:

- To be on time and in your own clothes 8:20 am in your base room.
- Bring a lunch or money to buy food from the restaurant
- Bring a fully stocked pencil case
- **Bring headphones which can be plugged into the computers each day**
- Remember your school login details and school email address

Timetable

	Wednesday 13th July
Registration 8:20	In your base rooms as below: Group 1: IT3 Group 2: IT4 Group 3: IT5
P1 8:30-9:30	Springpod Video series Apprenticeships Learn lounge Classroom-boardroom
P2 9:30- 10:30	World of work skills tests/Buzz quiz/LMI widget/Lifeskills
BREAK 10:30- 10:45	
P3 10:45-11:45	Springpod Brighton and Hove VWEX
P4 11:45-12:45	CAA Assessment Centre Escape Room Task Group task and individual assessment.
LUNCH 12:45-1:30	
P5 13:40-14:40	CAA Assessment Centre Escape Room Task Or Springpod Group task continues or Brighton and Hove VWEX continues

	Thursday 10th July
Registration 8:20	In your base rooms as below: Group 1: IT3 Group 2: IT4 Group 3: IT5
P1 8:30-9:30	Unifrog introduction and treasure hunt Quiz completion
P2 9:30- 10:30	Post 16 Destinations Unifrog Powerpoint
BREAK 10:30- 10:45	
P3 10:45- 11:25	What's Next? Online careers course about destinations post 18
P3- P4 11:25-12:10	Unifrog Degree Apprenticeships Complete the Unifrog work booklet on degree apprenticeships
P4 12:10-12:45	Thinking about next steps Researching next steps and using Unifrog to compile short lists for colleges/sixth form
LUNCH 12:45-1:35	
P5 13:40-14:40	Unifrog searching university and apprenticeships shortlisting

	Friday 11th July
Registration 8:20	In your base rooms as below: Group 1: IT3 Group 2: IT4 Group 3: IT5
P1 8:30-9:20	Unifrog CV writing
P2 9:30- 10:30	Spring pod Virtual Work Experience
BREAK 10:30-10:45	
P3 10:45-11:45	Spring pod Virtual Work Experience
P4 11:45-12:45	Covering letter for an apprenticeship/job of your choice
LUNCH 12:45-1:35	
P5 13:40-14:40	Sixth form/college application including a personal statement Write a personal statement to accompany your sixth form application and begin your sixth form applications online

Wed 15th July

Register in base rooms at 8:20am and start P1 8:30am

Meet at your base rooms at 8:20

P1 Base room 08:30-09:30

Spring Pod Video Series

In this session you are going to learn more about apprenticeships and hear inspiring careers stories. You will need to load up the link below and watch the videos. Click on the link and scroll down. Click on the 'watch series' links for apprenticeships, learn lounge and then classroom to boardroom.

[Careers Content | Meet Springpod](#)

- Scroll down in each section to the where you see videos listed and begin watching the videos in order in each section.
- Choose to watch videos from the apprenticeships, learn lounge and classroom to boardroom sections. Divide your time equally between the 3 sections.
- Make sure to watch videos in each category.
- Make any notes that you need to, to help you in researching careers in the future.

P2 Base room 9:30-10:30

WOW skills tests/ life skills registration/ ICould/ LMI widget

In this session, you will be using websites to help you understand a bit more about your personality. Companies have used these personality tests to help determine the types of roles candidates will be suitable for and are another type of personality quiz. They may be able to give you a bit of direction, and help you to begin your search of potential jobs that you may like to do in the future.

The LMI widget website helps you to compare different jobs, their salaries and whether the job is in demand or decline. This might help in planning a future career, to know that it is an expanding industry and therefore will require more people in the future.

We will also introduce you to a web site where you can work upon your employability skills and learn about different roles in industry.

What you need to do:

- Work through the links below and complete the different tests (first 4 bullet points).
- Then load up the important skills information link and watch the video.
- After, use the LMI link and start searching different careers or jobs to find out if they are in decline and how well they are paid. If a job card has a red % it means decline, a green % means we need more. Click in the middle of the tile/card (in the dotted square) to begin.
- The final link is a website you can sign up to and begin to develop your portfolio of skills and experiences

- <https://www.myworldofwork.co.uk/tools/about-me/start>
- [My Strengths | My World of Work](#)
- [Skills Discovery | My World of Work](#)
- [Buzz Quiz \(gov.wales\)](#)

- <https://www.myworldofwork.co.uk/tools/skills/start>
- <https://www.lmiforall.org.uk/careerometer>
- <https://barclayslifeskills.com>

Break time 10:30-10:45

P3 10:45 -11:45 Base room

Brighton and Hove Council Virtual Work Experience

In the absence of everyone going on work experience, we have this Virtual Work Experience opportunity for you, so that you can gain an insight into the workplace. It be accessed at school or at home, and you can complete it at any time. It is an accredited course and you can gain a certificate of completion when finished. Those out in the workplace will be working longer hours than you, but this course has enough content for you to cover approximately 8 hours of WEX.

We will be accessing one of two VWEX programmes based upon your interests. They are both put together by Brighton and Hove Council specifically for students in Sussex and showcase the various roles within local governance. Even if you have never thought about working within this area, it highlights the many different areas of industry that combine to run the country.

The course will involve watching videos, completing worksheets and quizzes. **YOU WILL NEED HEADPHONES THAT ARE ABLE TO PLUG INTO THE COMPUTERS.**

You are to choose from one of these two options and begin to work towards completing the VWEX programme and gaining your certificate.

What you need to do:

- Create a new file called 'work experience' in your documents. All work will be saved here.
- Load up one of the links below based upon your interest:

Brighton and Hove Council

[Your City, Your Future - Careers at Brighton & Hove City Council \(springpod.com\)](#)

Brighton and Hove Council Health and Social Care

[Social Care with Brighton & Hove City Council \(springpod.com\)](#)

- Click on the apply now button and create an account. Make sure to use your school email account.
- Begin completing the tasks. The platform will log your progress, just be sure to save any changes, or save documents to your work experience folder, in case there are any problems.

P4 11:45- 12:45 Base room

CAA Assessment Centre Escape Room Task

This activity is something that an employer may use on an interview to filter candidates and give the hirer more information to make their appointment. In this task, you will be divided into small groups of 3 or 4 depending upon the size of the class. Your task is an 'Escape Room' type activity and requires you to work together as a team to solve the problem. If you have ever watched The Apprentice, they use this type of group task to carefully analyse your skills, personality and how well you work in a team setting. The teacher will be watching you and assessing you against criteria on a mark sheet.

Here is the link: <https://stem.caa.co.uk/escape-room/>

When you get to the home screen enter the code AMS to get into the programme. Then click into the KS3 and 4 post it note.

Things to think about and what the assessor will be looking for: Communication, teamwork, problem solving, leadership, planning and organisation, adaptability

Lunch Time 12:45-13:35

P5 13:35-14:40 Base rooms

CAA Assessment Centre Escape Room Task OR

Brighton and Hove Council Virtual Work Experience continues

Continue to work towards your certificate. Aim to complete as many of the tasks and sections as you can. This is your chance to work on gaining accreditation, but you can always continue this outside of school too and build up your experience and skills.

Thursday July 16th

Register in base rooms at 8:20am and start P1 8:30am

P1 Base room 8:30- 9:30

Unifrog- general navigation and treasure hunt

Unifrog is the platform that we use in school to help with planning your future destinations, whether that be in education or in apprenticeships. It is a one-stop site for all your post school needs.

In these sessions we will be showing you how to access and use the platform to search future pathways either in higher education, or in apprenticeships. You will learn how to use the various different aspects of the platform that help to keep a record of the skills you are building. You will also complete 'the treasure hunt' task.

Why is this important now? You will be making Sixth Form applications very soon, so an idea what you might like to study after you are 18 will help in making informed choices about your A-Level subjects. By doing some research before you apply to Sixth Form, you will hopefully have an idea of what subjects you need to choose, to be able to do your course or apprenticeship once you leave Oriol High School at the end of year 13.

Each student has a Unifrog account. Your login is your school email address. If you haven't been on before, then click reset password and a new one will be sent to your school email. Make a new password and you will get in.

What you need to do:

remember your school email address, because this is the method through which you can login using this link: <https://www.unifrog.org/>

- Load up the Treasure Hunt PowerPoint from this location and work your way through it using Unifrog to help you (20mins). It can be found on the central resource, under careers section:
- [T:\Careers\Year 10 activities week careers work\2026\Wednesday 15th](#)
- Follow the teacher's instructions to navigate through the Unifrog site. Look what is available to you.
- Scroll down to the purple skills profile quiz and pink tile with Quiz Profile written in it
- Complete the skills quiz and the 4 others (Interests, Personality, Work Environments and Skills)
- Learn how to research university and apprenticeship pathways by clicking on the red UK Universities tile and the Pink Apprenticeships tile.
- Check out the purple tile with skills written in it, in the recording column and complete the activity.
- Look at the section on MOOCs

P2 Base Rooms 09:30- 10:30

Post 16 Destinations

In this session you will begin to use Unifrog to research what options you have post 16 (after you have left year 11). You will learn about education options, including course types, employment options and apprenticeships.

What you need to do:

Load up the central resource library and go to the careers folder, and then to the year 10 activities WEX folder, then the 2026 file. Open the Thursday file and load up the **post 16** digital work book and work your way through with the teacher.

Break time 10:30-10:45

P3 base rooms 10:45- 11:25

What's Next?

A look into Post 18 options

This session is dedicated to you beginning to think about the path you may take in the future. Although a few years away, in practice, the choices you will be making about what to do once you finish school can have a large impact upon what you do at the age of 18.

What you need to do:

- Click on the link below and register to access a resource that will help you think about what is right for you. Use your school email address.
- Work through the activities and questions in the What's Next' link [Careers Courses for Post-18 Decision-Making \(lon.ac.uk\)](https://lon.ac.uk/careers/courses-for-post-18-decision-making)

P3 and p4 base rooms 11:25- 12:10

Introduction to degree apprenticeships

This session is designed to help you begin to understand what a degree apprenticeship is and what makes them such a great option for potential future pathways. You will work with the teacher exploring degree apprenticeships and then complete a short task.

What you need to do:

Load up the degree apprenticeships word document from the central resource library:

T:\Careers\Year 10 activities week careers work\2026 and go to the Thursday 16th File

Work with your teacher on class tasks and complete the form by the end of this short session.

P4 Base room 12:10-12:45

In this session, you have 35 minutes to begin to use Unifrog and compile your shortlist of colleges/sixth forms you would like to apply to. Remember, when you return in September, you will have until Christmas holidays to apply, with some applications needing to be in way in advance of the Christmas holidays! Some sixth forms and colleges have deadlines as early as the end of October, but most are around December and January. For colleges that do not have deadlines, their courses fill up quickly, especially for popular courses. You need to apply early to these to secure a place.

What you need to do:

- Load up Unifrog and head to the orange college/ sixth form tile and click on it
- Begin to search colleges/sixth forms based upon your interests
- Research potential courses
- Begin to build a short list of potential colleges and course you would be interested in studying and save it on Unifrog.

Lunch Time 12:45-13:35

P5 Base room 13:35-14:40

Unifrog- apprenticeships and universities

In this session we will be showing you how to access and use the platform to search future pathways either in higher education, or in apprenticeships.

Unifrog is a great way to do research about your future pathways. In this session we would like you to research university courses and apprenticeships.

What you need to do:

remember your school email address, because this is the method through which you can login using this link: <https://www.unifrog.org/>

- Follow the teacher's instructions to navigate through the Unifrog site. Look what is available to you.
- Learn how to research university and apprenticeship pathways
- Create a shortlist of universities and or apprenticeships that you would be interested in. this is not the end list, but one that you can modify and change at any time over the coming years.

Friday 12th July

Register in base rooms at 8:20am and start P1 8:30am

P1 Base room 8:30- 9:30

CV writing- completed on Unifrog

In this session, you will use Unifrog to begin to build your CV. CV writing is a very important skill and one that everyone needs to master. When you apply to jobs, you will need to give in your CV detailing all of your experiences and qualifications. Whilst you may not have any qualifications presently, you will in the near future and we can set up a CV in advance, to help you when you need one. Maybe you will want to apply for weekend jobs in the near future? If you think this might be you, you will need a CV!

What you need to do:

- Research what needs to go in a CV using the internet and make notes on what should be included
- load up the link below which should take you to the Unifrog page whereby you can begin to develop your CV. Make sure you save it.

[Cv - Student - Unifrog](#)

P2 Base rooms 09:30-10:30

Spring Pod Virtual Work Experience

Load up the Spring Pod Virtual Work Experience website using this link:

[Springpod Virtual Work Experience Search | Springpod](#)

On this homepage, you can search for a virtual work experience to begin. You can search by scrolling through the pages, or by a specific subject, career, company or industry. When you have found one that you would like to do, load it up and sign up. Please note, some of the VWEX activities are only within certain dates.

Begin to work through the tasks in the VWEX, completing and saving them as you go.

Break time 10:30- 10:45

P3 10:45 -11:45 Base room

Spring Pod Virtual Work Experience

Continue to work on your Virtual Work Experience on Spring Pod from P2

Load up the Spring Pod Virtual Work Experience website using this link:

[Springpod Virtual Work Experience Search | Springpod](#)

On this homepage, you can search for a virtual work experience to begin. You can search by scrolling through the pages, or by a specific subject, career, company or industry. When you have found one that you would like to do, load it up and sign up. Please note, some of the VWEX activities are only within certain dates.

Begin to work through the tasks in the VWEX, completing and saving them as you go

P4 11:45- 12:45 Base room

Covering letter

In this session you will spend the time writing a covering letter for an apprenticeship you found on Unifrog that you like the sound of. Here is a link that will help explain more about what is required to be in it and why you need to have one:

[How to write a winning cover letter : Know-how library](#)

What you need to do:

- **make a NEW, post-16 file on your 'My Documents' which is where these will be saved**
- write a covering letter on MS Word for an apprenticeship you found on Unifrog.
- use the list below to help guide you with what to write

Covering letter-Points to cover- at this point in time, no more than one A4 side (30 mins)

- What employability skills you have and examples
- What experience you have
- Why you think that you would be suitable for the role
- What it is about the company that appeals to you
- What you think you could bring to the company

Lunch Time 12:45-13:35

P5 Base room 13:40-14:40

Sixth form application- Personal Statement

In this session you will spend time writing a personal statement for your sixth form application. This is a hard task, but one that must be overcome to be able to apply to further education. If you intend on going to university, you have to write a long personal statement which will be scrutinised by the admissions officer, professors and lecturers from the course you want to study. It will also form the basis of any interview for the course, but could also lead to your application being dismissed straight away. Luckily, a personal statement for college is much shorter and simpler to write.

What you need to do:

Sixth form application- The Personal Statement

Use the personal statement section to tell the Sixth Form:

- what motivates you
 - what are your ambitions- for the next three years; the next decade; long term goals.
 - If you don't know what you want to do after 6th form that's okay too, just tell us what makes you tick.
 - What is it about the courses that you would like study that you are the most interested in
 - How have you demonstrated your interest in the subjects outside of school
 - How have you been a good member of the Oriel High School community
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- Once this is completed and checked by your class teacher, begin your applications to different colleges and sixth forms. Remember, you can apply to as many as you like.
 - These will need to be completed for the deadlines and certainly by Christmas!