

Introduction

Work experience, whether face to face or virtual, is a valuable addition to support your CV. Use this worksheet to identify the skills that different job roles and industries require in real-life case study films. This will help you recognise which workplace skills you need to develop.

You can write or type your answers in the boxes below.



Start by watching this short animation which explains the core transferable skills many employers look for when recruiting for a role. You're likely to need some or all of these skills, whichever industry you are looking to work in. While you watch, start thinking about what skills you may already be using.

Note down the skills mentioned in this box along with example behaviour that shows them.

Activity one: Identifying core transferable skills

BBC Bitesize has created a series of career case study films following individuals in different job roles. Below is a sample of films where you can explore day-to-day tasks as well as how the young people got into their jobs.

In this activity you will also be focusing on the core transferable skills. In some job roles it might not be obvious which skills will come into play at the start, and you may be surprised by which skills are useful in others.



How to become a farmer:
[Aimee's story](#)



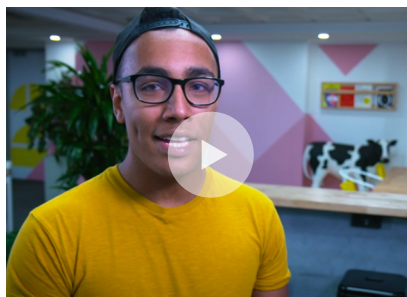
How to become an apprentice site engineer: [Zoe's story](#)



How to become a primary school teacher: [Toby's story](#)



How to become an air ambulance doctor: [Matt's story](#)



How to become a graphic designer: [Ste's story](#)



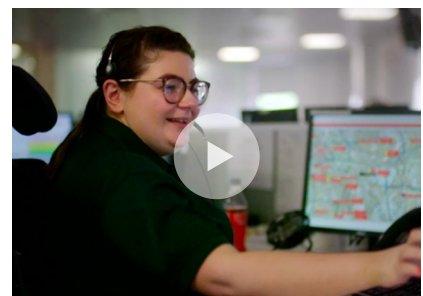
How to become a festival build manager: [Willy's story](#)



How to become a mental health nurse: [Jake's story](#)



How to become an apprentice engineer: [Jasmine's story](#)



How to become an ambulance dispatcher: [Emily's story](#)

Activity one cont.

Pick a minimum of two of the films to watch – ensure you include a job role you are immediately drawn to and one you don't know much about already. Think about the core transferable skills featured in the earlier animation, and note down which of those skills you feel are relevant alongside any others mentioned.

For example, Ste must demonstrate **positivity** and **resilience** when receiving feedback on his designs, and Zoe must practice good **leadership** and **communication** in her role as Apprentice Site Engineer when managing different teams and contractors and also strong **problem solving** skills to deal with challenges and make sure each part of the build happens on time.

Job role	Core transferable skill	Example

Activity two: Researching the role

Using one of the films you have watched, or picking a new one, research the role further online and/or by speaking to those around you.

Job role

Complete the following tasks and answer the questions as you go:

1. Find a job advert similar to the one you have picked, which of the core transferable skills are employers asking for?

2. Research an issue that could arise in that job/industry and highlight any of the core transferable skills that you think would be important to develop and why?

3. What training or qualifications would you need for this role?

4. Are there different pathways you could take into this industry?

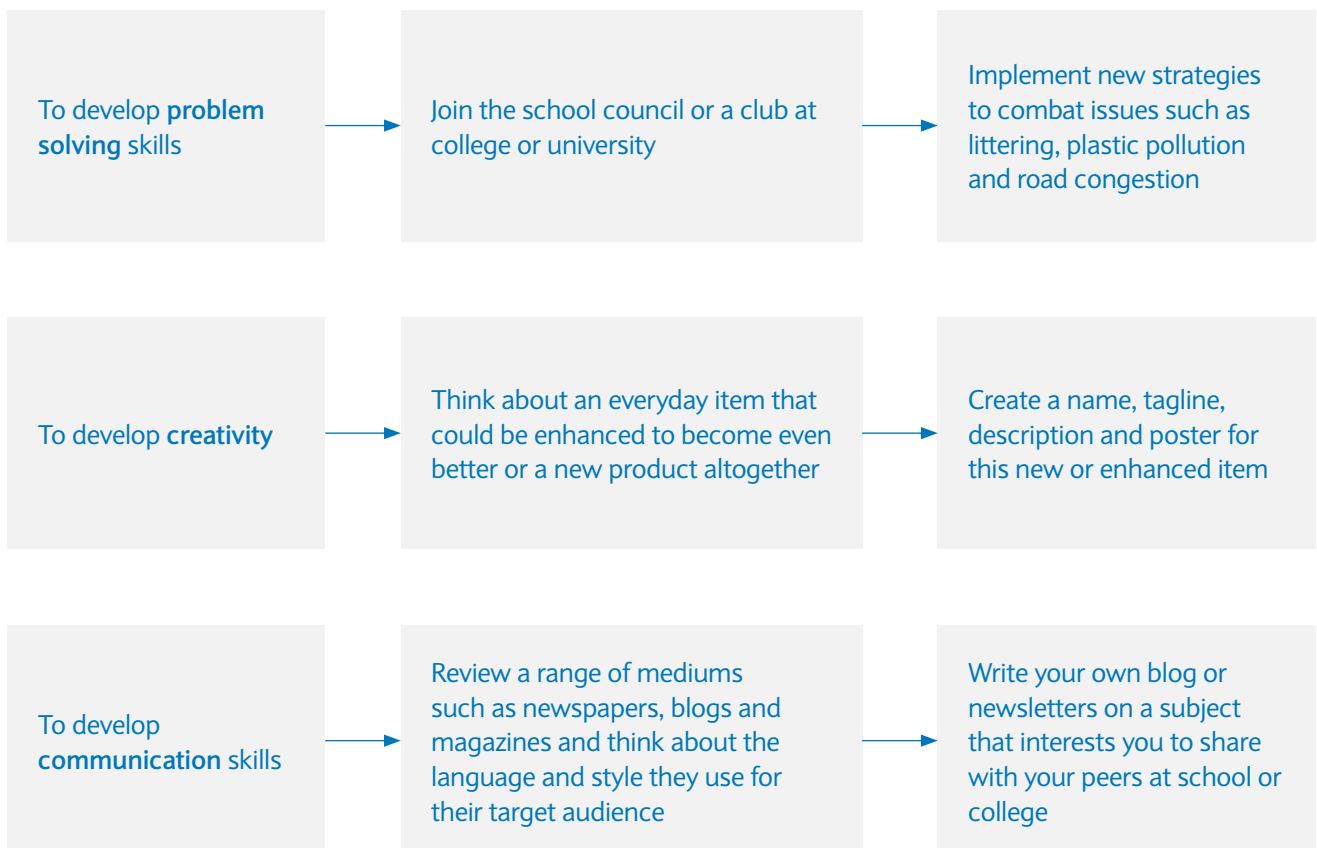
5. If you were interested in the role, what could you do before applying to build some relevant skills?

6. If you were interested in the industry, consider how you could start to follow those organisations on various social media platforms. How could you start to get involved in discussions?

Activity three: Creating an action plan

Think about any job role that you have an interest in; this could be in an industry included in the films above or the other ones on [BBC Bitesize](#), or something else. Using what you already know about the role, or by researching it further, write down the core transferable skills it may require.

Reflect on whether you already have the skills you have written down and, what you could do to help develop them to showcase to an employer. Use the space on the next page to create an action plan for developing these skills and working towards this role. For example:

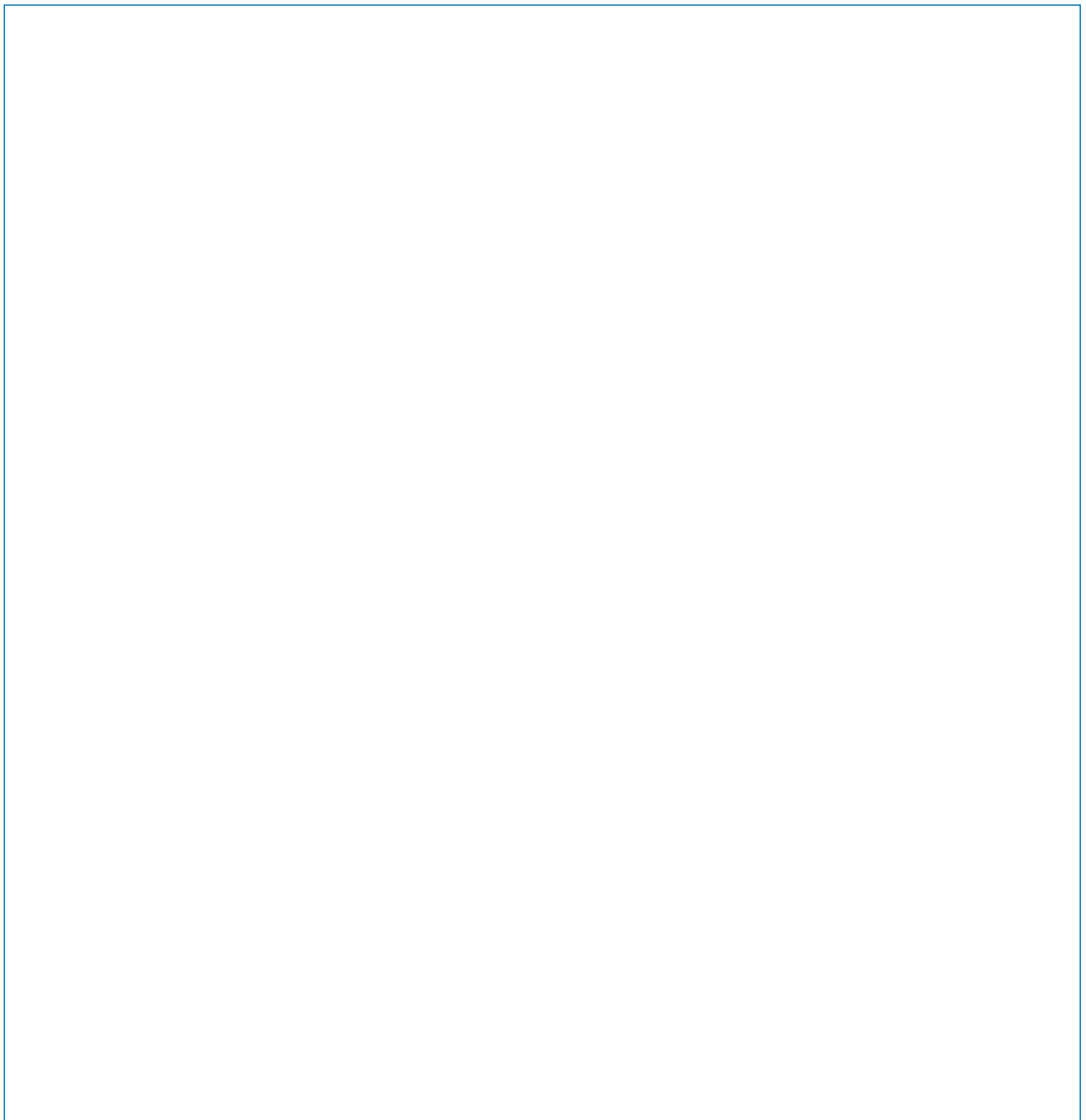


Activity three cont.

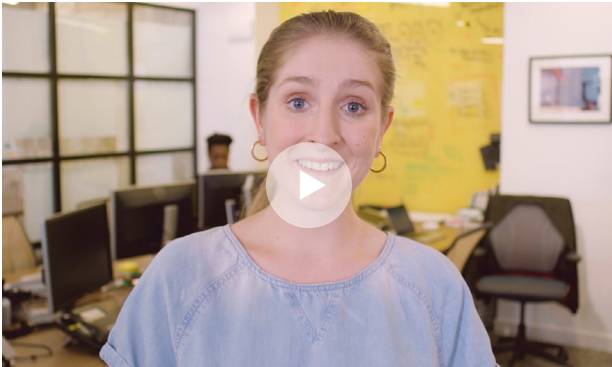
Your action plan could also include practical information like:

- Who you could talk to for more information about the industry
- Where you could look for work experience
- What qualifications or training you need to complete

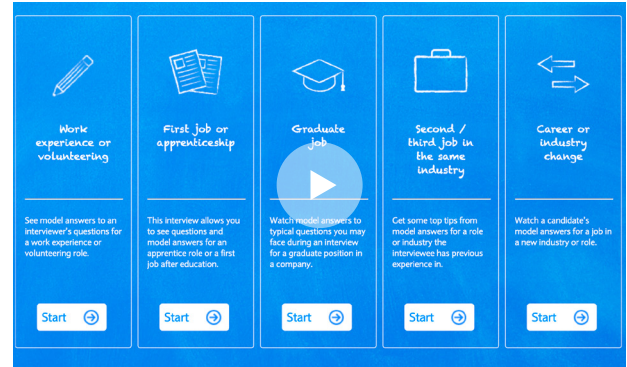
Get creative; your action plan can be a flow diagram, a poster, a timeline or something else. Make sure you add in the title of your dream job role.



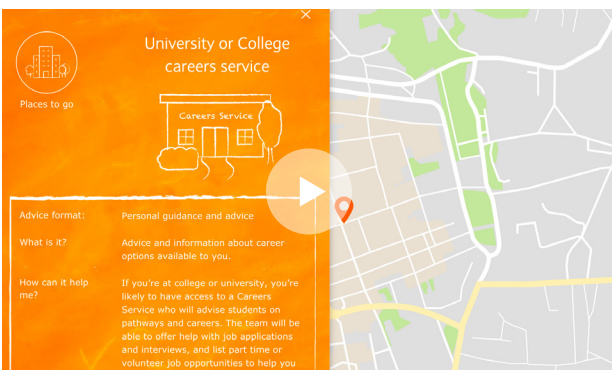
Further activities to build your work experience skills



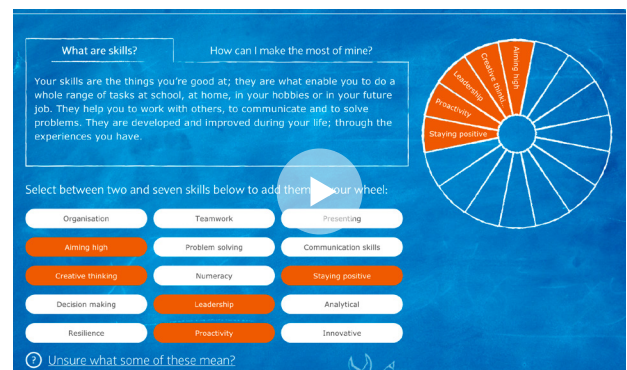
Try the [Virtual Work Experience Tool](#) to put yourself in some different scenarios in an office, meeting colleagues and solving problems



Use the [Virtual Interview Practice Tool](#) to try out responding to some common questions employers might ask when you are interviewing for a placement or job



Explore the [Advice Map](#) to understand where you can look for information about jobs and preparing for work experience



Complete the [Wheel of Strengths](#) to identify the skills you have and look at job roles that might suit your interests