Dear Year 10,

You are invited to participate in My Week of Work.

This is an online programme to support you to gain skills and knowledge of the workplace. This brilliant provision will give you virtual Workplace Experience, despite the Covid19 restrictions!

The programme consists of:

Programme 1: 20 sessions from Oak Academy https://www.thenational.academy (which will be available on their website **from** 8JUN20)

Programme 2: a series of interactive broadcasts with employers from LearnLive https://learnliveuk.com/my-week-of-work/ (which will be streamed live and will also be accessible as recordings after the event)

There are a full week's worth of activities online. You are invited to participate during your PSHCE lessons this week and at times convenient to you over the coming months. Access is available online each day, and also as recordings and resources after the event. You can choose the sections that interest you, or complete them all!

- 1) You will need to join the **My Week of Work** Team (it's an open Team, so no code is required) and register online, using the link above, for access to LearnLive.
- 2) There are 20 Assignments set up in Teams for the 20 Oak Academy sessions. You can upload the relevant projects, assessments or quizzes for each one. There is an additional Assignments file for any notes or evidence from the LearnLive broadcasts.
- 3) For every session attended with evidence submitted in the correct assignment folder you will be awarded an achievement point.
- 4) If you complete sessions and upload evidence to all the assignments by **6 AUGUST 2020** (submissions will not credited after this date) you will be awarded an RGS Virtual Workplace Experience certificate for your record.

| \square Bronze = 4 sessions |
|-------------------------------|
| \square Silver = 8 sessions |
| \square Gold = 12 sessions |
| \Box Platinum = 16 sessions |

Please read the information in this letter carefully and check the Teams thread regularly. If you have any further questions, please message me @Lucy Sowah through the **My Week at Work** Team. If there are any changes or general notices, I will post these on Teams too.

All the best, Ms Sowah

Programme 1: Oak Academy

Here is a quick overview of the week:

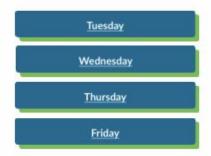
| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|---|-------------------------------------|-----------------------------------|--|
| Introduction | Meet the Team: Human Resources | Meet the Team: Marketing | Recruitment | Meet the Boss: Leadership |
| Investigate the Sectors (1) | Work Life Balance | Innovation and Creative Thinking | HR Recruitment | CV Creation |
| Investigate the Sectors (2) | Mental Health and Well Being in the World of Work | Marketing Campaigns | Understanding Entrepreneurship | Employability Skills in Everyday Life |
| Insight into the World of Work | Work Skills and Reflection | You as a Brand! | Project Planning | Reflection of the week |

From Tuesday to Friday, Learn Live will be running live broadcasts with employers - see page 29 for details.

Programme 2: Learn Live



The Learn Live sessions have employers ready to answer questions live (don't worry the pupils don't interact directly, and all questions are moderated in real time before publishing. Please see the Learn Live safeguarding policy earlier in this document for full clarification). If a pupil doesn't know whether to choose between Learn Live and an Oak session running at the same time, they should choose Learn Live as the employers are available at this specific time. The Oak sessions will be published for the whole week and can be accessed at any time.



| 1 | |
|-----|---|
| | Tuesday 9th June |
| 1 | 10:00am- 12:00pm, Health & Social Care |
| 2 | 12:00pm - 1:00pm, Mix of sectors |
| 3 | 1:00pm - 3:00pm, Creative & Digital |
| | Wednesday 10th June |
| 1 | 10:00am - 12:00pm, Engineering / Manufacturing |
| 2 | 12:00pm - 1:00pm, Mix of sectors |
| 3 | 1:00pm - 3:00pm, Construction |
| | - ALL COLORS AND |
| | Thursday 11th June |
| 1 | Thursday 11th June 10:00am - 12:00pm, Energy & Renewables |
| 1 2 | |
| | 10:00am - 12:00pm, Energy & Renewables |
| 2 | 10:00am - 12:00pm, Energy & Renewables 12:00pm - 1:00pm, Mix of sectors |
| 2 | 10:00am - 12:00pm, Energy & Renewables 12:00pm - 1:00pm, Mix of sectors 1:00pm - 3:00pm, Mix of sectors |
| 3 | 10:00am - 12:00pm, Energy & Renewables 12:00pm - 1:00pm, Mix of sectors 1:00pm - 3:00pm, Mix of sectors Friday |

^{*}Check back in the week to see if there'll be sessions available at these times.