

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 be credited after this date) you will be awarded an RGS Virtual Workplace Experience certificate for your record.

- Bronze = 4 sessions
- Silver = 8 sessions
- Gold = 12 sessions
- 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 of 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.

- [Tuesday](#)
- [Wednesday](#)
- [Thursday](#)
- [Friday](#)

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
Thursday 11th June	
1	10:00am - 12:00pm, Energy & Renewables
2	12:00pm - 1:00pm, Mix of sectors
3	1:00pm - 3:00pm, Mix of sectors
Friday	
1	10:00am - 12:00pm, Mix of sectors*
2	12:00pm - 1:00pm, Mix of sectors *
3	1:00pm - 3:00pm, Your Next Steps

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