

Resource 1: *Skills bank*

|                                                                                     |                                                                              |                                                                        |                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Problem solving</b><br>Identifying challenges,<br>suggesting effective solutions | <b>Communication</b><br>Sharing ideas or thoughts<br>clearly with others     | <b>Numeracy skills</b><br>Being able to work with<br>numbers           | <b>Literacy skills</b><br>Reading and writing                                      |
| <b>Organisation</b><br>Managing time well, planning<br>effectively                  | <b>Teamwork</b><br>Working well with others                                  | <b>Listening</b><br>Listening to others' problems or<br>points of view | <b>Leadership</b><br>Being able to direct and inspire<br>others to achieve goals   |
| <b>Creative skills</b><br>Coming up with original ideas                             | <b>Resilience</b><br>Being able to withstand or<br>recover from difficulties | <b>Adaptability</b><br>Being able to adjust to new<br>situations       | <b>Computing/Tech skills</b><br>Knowing how to use digital<br>devices and software |

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## Resource 2: *Job skills*

**Postal worker**



**Web developer**



**Fashion designer**



**Lawyer**



**Hairdresser**



**Plumber**



**Nursery worker**



**Sport's coach**



## Resource 3: *A Day in the Life*

### Job: Postal worker



| Time     | Tasks                                                                                                                                                  | Skills |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 5.30 am  | I arrive at the post office sorting hub very early! Machines sort letters and parcels into postcode areas, for me and the rest of the team to collect. |        |
| 7.00 am  | I start delivering the post, either by bike or in a van. If parcels or letters need signing for, I collect customer signatures.                        |        |
| 11.45 am | The post round is finished so I go back to the sorting hub. I meet with my colleagues about the rota for the following day.                            |        |
| 1.30 pm  | I make a record of any issues or undelivered post online.                                                                                              |        |

## Resource 3: *A Day in the Life*

### Job: Web developer



| Time     | Tasks                                                                                     | Skills |
|----------|-------------------------------------------------------------------------------------------|--------|
| 9.00 am  | I go into the office most days and start by checking my emails and sending replies.       |        |
| 11.00 am | I have a meeting with colleagues about a project we are working on and how to improve it. |        |
| 2.00pm   | I make edits to my project using a new software tool – my boss shows me how to use it.    |        |
| 5.00 pm  | Towards the end of the day, I troubleshoot any problems with our company website.         |        |



## Resource 3: *A Day in the Life*

### Job: Fashion designer



| Time           | Tasks                                                                                                                                                                                                | Skills |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 10.00 am       | I start work at 10.00 am so I can take Faro to school. In my studio, I look over some designs I drew yesterday and make some changes. Then, I research which colours and fabrics to use.             |        |
| 2.00 pm        | I visit the fabric warehouse and buy some new materials. Whilst I'm there I talk to other designers about current trends and what is selling well.                                                   |        |
| 3.00 pm        | Back in the studio, I begin trimming the fabrics and matching them to the design. Tomorrow I'll start sewing the parts together. I used to be a seamstress and then started designing later in life. |        |
| 4.00 – 5.00 pm | At the end of the day, I check my customer orders online and email them to say when the items will be delivered.                                                                                     |        |



## Resource 3: *A Day in the Life*

### Job: Lawyer



| Time     | Tasks                                                                                                                                                | Skills |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 8.30 am  | I work with a big team of people and meet with them all once a week. We talk about our work and ask each other for advice about any difficult cases. |        |
| 11.00 am | I meet with clients and interview them about their case.                                                                                             |        |
| 3.00 pm  | I then do research on how best to help them and provide legal advice.                                                                                |        |
| 5.00 pm  | Towards the end of the day, I spend time writing legal documents and prepare anything I need for court.                                              |        |



## Resource 3: *A Day in the Life*

### Job: Hairdresser



| Time     | Tasks                                                                                                                                                                                                | Skills |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 9.30 am  | I arrive at the salon and check the online booking system to find out all the appointments for that day. I meet with my colleagues to discuss the rota.                                              |        |
| 10.00 am | I start working with customers – I talk to them about the haircut they would like and then do a wash and cut. I also use dye to colour customers' hair or do styling for weddings.                   |        |
| 4.00 pm  | I have the last appointment and then we work as a team to make sure the salon is swept and cleaned for the next day. Finally, I check for any more bookings and input them into the online calendar. |        |





## Resource 3: *A Day in the Life*

### Job: Plumber



| Time    | Tasks                                                                                                                                                                                                                        | Skills |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 8.30 am | I check my appointments for the day and plan my travel routes. I have a van with all my equipment.                                                                                                                           |        |
| 8.45 am | I arrive at my first appointment and talk to the customer about what the problem is. I look at the issue and then work out the cost. Jobs can include installing new water or heating systems and finding and fixing faults. |        |
| 4.00 pm | I email customers to let them know the cost of the job and when it can be done. I then go to a hardware shop and buy parts for the following day's appointments.                                                             |        |





## Resource 3: *A Day in the Life*

### Job: Nursery worker



| Time     | Tasks                                                                                                                                                                             | Skills |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 8.00 am  | I arrive at nursery and work with my team to set up the classroom with the day's activities.                                                                                      |        |
| 9.00 am  | The children arrive at the nursery. I greet them and their parents/carers and help the children settle into their first activity.                                                 |        |
| 10.00 am | I organise an obstacle course in the garden for children to complete, and then lead a drawing activity with a small group. After lunch I help to put the children down for a nap. |        |
| 3.20 pm  | Parents/carers arrive to collect their children and I give them an update on what the children have been doing.                                                                   |        |
| 3.30 pm  | I tidy the classroom with my team and then we discuss the planning for the next day.                                                                                              |        |



## Resource 3: *A Day in the Life*

### Job: Sports coach



| Time    | Tasks                                                                                                                                                                                                                                                                              | Skills |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 9.30 am | I meet with clients at the gym or online and do one-to-one sessions with them. I talk to them about how they want to improve their strength and fitness and make an action plan with them. I also make sure they are doing the exercises properly, so that they don't get injured. |        |
| 2.00 pm | I go to a college and work with a basketball team. They need help with their passing and teamwork, and I provide some advice on tactics.                                                                                                                                           |        |
| 4.00 pm | I have some more clients and then attend an online course about fitness and healthy eating – I'm always trying to improve my knowledge so I can help my clients.                                                                                                                   |        |



## Resource 4: *WHO*

| Wish                    |              |                 |
|-------------------------|--------------|-----------------|
| I want to improve my... |              |                 |
| resilience              | adaptability | creative skills |
| teamwork                | leadership   | problem-solving |
| communication           | listening    | organisation    |
| numeracy                | literacy     | computing       |

| How                                      |                               |
|------------------------------------------|-------------------------------|
| I'll work on it by...                    |                               |
| joining a sport's club                   | joining an after- school club |
| asking a friend or family member to help | reading a book or magazine    |
| doing a new hobby                        | using a trusted online source |

| Outcome                             |                         |
|-------------------------------------|-------------------------|
| When I achieve this, I will feel... |                         |
| good                                | proud                   |
| excited                             | ready for a challenge   |
| fulfilled                           | ready for the next step |