

Year 10

Careers Research Using Xello

Learning objectives:

- Understand how to access XELLO using the school intranet to research career routes for Y10 Work Experience.

Planning your Y10 Work Experience

1. Identify your skills and interests
2. Explore career ideas
3. Make a decision.

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4. Research 5 local businesses in this area
5. Find out who to contact
6. Send your cover letter

Session 1

1. Identify your skills and interests
2. Explore career ideas
3. Make a decision.

1. Identify your skills and interests

- What am I good at?
- What are my interests, motivations and values?
- What do I most enjoy in school?
- What kind of lifestyle do I want?
- What do I want from my career?
- What is important to me?

2. Explore career ideas

- There are three job sectors:
- **Private** - sole traders, partnerships and limited companies
- **Public** - local and national governments, plus their agencies and chartered bodies
- **Not-for-profit** - often referred to as the third sector, or the charity and voluntary work sector.

3. make a decision

- Will I enjoy doing the job every day?
- Does it meet most of my preferences?
- Do I have the right skills?



Office →

Apps



Outlook



Teams



OneDrive



Forms



Excel



PowerPoint



Word

All apps →



Xello



HOW TO ACCESS XELLO

1. Click on the APP launcher.
2. Click on ALL APPS
3. Scroll down and select XELLO

Hey Alex!

0% All lessons Year 10

I would like you to select 'Matchmaker'

Setting Experience

Get started

Personality Styles 0%

Study Skills and Habits 0%

View all lessons

About Me

- Matchmaker
- Personality Style
- Mission complete
- Learning Style
- Skills Lab

Explore options

- Careers
- Colleges & universities
- Courses & apprenticeships
- Saved options

Goals & Plans

- My goals and plans

Portfolios New

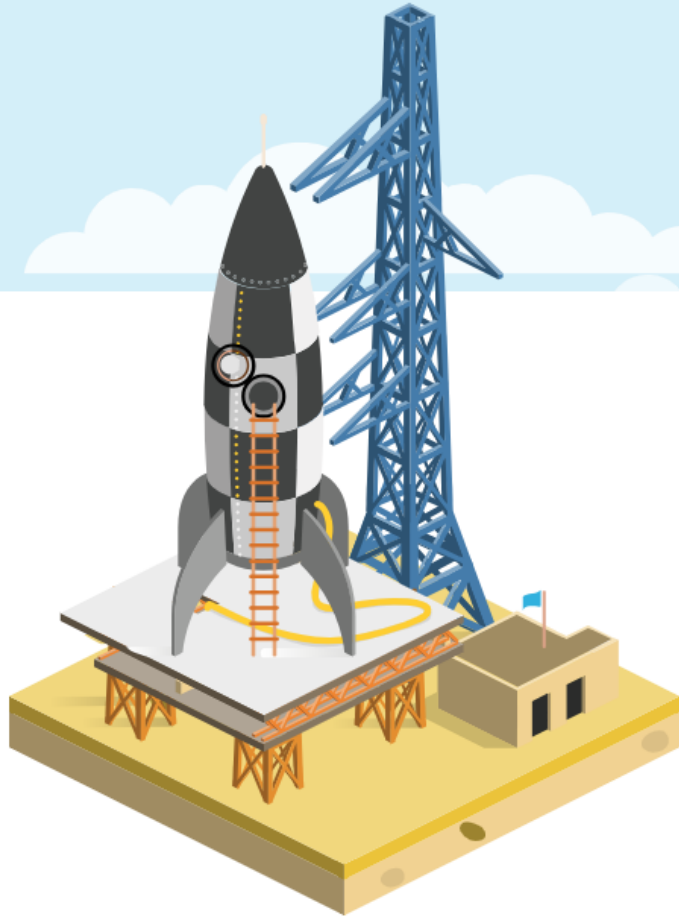
Showcase your skills, creativity, and learning with portfolios.

View portfolios

Assignments

You're off the hook! Nothing to see here yet.

Complete the questions to find out about careers of interest



Discover **careers**
that suit your interests

What is Matchmaker?

Matchmaker asks about your likes and dislikes and then suggests careers based on your interests. There are three phases in the quiz. Your matches will be updated as you complete each phase. Ready to see what's on your horizon?

[Launch Matchmaker!](#)

Using Xello, investigate a career you may have an interest in exploring for your work experience.

NAME:

Career	What skills do you need for this career choice?	What GCSEs do I need?	What subjects might be of use in the future for this career?	What further education do I need?	What do I find appealing about that career?

Further information about these careers in the Greater Manchester region can be found on:

<https://www.kdhs.org.uk/lmi.html>

Session 2

4. Research 5 local businesses in this area
5. Find out who to contact
6. Send your cover letter

How to find a placement?

- The internet, use search engines such as Google to look for local businesses. Type in key words related to the area of work that you would like to work within. For example if you would like to work in a Hair Salon you could use words such as: Hair salon, Hair stylist, Hairdressers etc as businesses refer to themselves in various ways.
- Social media - lots of small businesses have a large presence on social media (Instagram, Facebook, Tiktok and Twitter) and these businesses are very active and responsive on their social media platforms, so you could get a quicker response from them. But please remember to keep your message polite and professional, you are messaging a business not your friend!
- Be alert - when out and about in your local area, have a look around you, what businesses can you see, new businesses pop up all of the time. If you feel confident enough, you could go in and ask them if they can offer you a work placement, if not, take note of the name of the business and when you get home you can look them up and make contact with them

Who to contact when applying for work experience [HINT: Google the business name / work experience to see what pops up!]

While nothing beats picking up the phone, it's best to start with an email. Who you contact is important – a generic email address (i.e. one beginning with info@ or hello@) is not always the place to send your request for work experience. But if you can only find a generic email address, send a message to this one politely requesting the contact details of the person who deals with work experience.

Find out who the best person to contact is. It'll usually be someone in a managerial position/senior role (remember, you can [use LinkedIn](#)). After you find them, send them a friendly email introducing yourself.

Once you have the email address of a specific contact, make sure to address the person directly and thank them for their time. An email beginning 'Dear Sir/Madam' is unlikely to get a response –the more personalized your email is, the better.

Example Cover Letter: Contacting an employer via letter, email or message

Subject: Re: Year 10 Work Experience / [YOUR NAME] / King David High School

Dear [Insert name],

I am writing to enquire whether you could consider me for a week of work experience from the week beginning Monday 8th of July 2024.

I am ____ years old, in Year 10 and am currently studying my GCSEs at The King David High School.

I would like to do a work experience placement with your business because [give lots of reasons, talk about your qualities for example enthusiastic, reliable, responsible, punctual and your skills]

If you are willing to take me for work experience, please could you respond to this email so we can discuss next steps.

Yours sincerely,

[Insert your name]

