Welcome to Nottinghamshire County Council's Work Experience Booklet! 

Park scene: someone cleaning, parent and child walking their dog and somebody pushing another in a wheelchair, along the path.  

**Work Experience Booklet**

# Introduction

This workbook will accompany the Introduction to Work Experience module and has been designed to give you an insight into Nottinghamshire County Council, how it operates, its impact on surrounding communities, and the wealth of career opportunities available to you.

The workbook covers the following key themes, selecting the links below will take you to the related section on the [Council’s website](https://www.nottinghamshire.gov.uk/):

1. [Care](https://www.nottinghamshire.gov.uk/care)
2. [Education](https://www.nottinghamshire.gov.uk/education)
3. [Births, Deaths, Marriages, and Civil Partnerships](https://www.nottinghamshire.gov.uk/births-deaths-marriages-and-civil-partnerships)
4. [Council and Democracy](https://www.nottinghamshire.gov.uk/council-and-democracy)
5. [Culture and Leisure](https://www.nottinghamshire.gov.uk/culture-leisure)
6. [Transport](https://www.nottinghamshire.gov.uk/transport)
7. [Planning and Environment](https://www.nottinghamshire.gov.uk/planning-and-environment)
8. [Waste and Recycling](https://www.nottinghamshire.gov.uk/waste-and-recycling)
9. [Business and Community](https://www.nottinghamshire.gov.uk/business-community)
10. [Jobs and Working](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/about-us)
11. [Contacts and Complaints](https://www.nottinghamshire.gov.uk/contact-and-complaints)

There are 28 activities in this booklet. To help you complete these, use the lightbulb ‘Hint icon’ Lightbulb icon

# Care

Nottinghamshire County Council provide a range of Adult and Children’s Social Care

****Use pages **Care - Adult social care - Shared Lives** on the Nottinghamshire County Council website

## Activity 1:

What is Nottinghamshire County Council’s **Shared Lives** service? Use the words below to fill in the blanks:

**independently**

**people**

**vulnerable**

**community**

Shared Lives supports \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ so they can live as \_\_\_\_\_\_\_\_\_\_\_\_ as possible in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

Use pages **Care -** **Adult social care - Careers in Adult Social Care** on the Nottinghamshire County Council website

## Activity 2:

Nottinghamshire County Council provides a wide range of services within Adult Social Care. Give 3 examples of careers in **Adult Social Care**:

1.

2.

3.

## Activity 3:

Use pages **Care -** **Children’s social care - Youth support services** on the Nottinghamshire County Council website

Choose from the numbers below to fill in the blanks:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | 21 | 8 | 16 | 18 |

The Council’s **Youth support services** provides a range of support for young people aged between \_\_\_ and \_\_\_ years old.

# Education

There are different types of schools such as Primary, Secondary and Special Schools within Nottinghamshire.

Use pages **Education - Find a school - School search** on the Nottinghamshire County Council website

## Activity 4:

Using the [**school search tool**](https://www.nottinghamshire.gov.uk/search-for-a-school), find out how many schools are in your catchment area?

Primary Schools:

Secondary Schools:

Special Schools:

## Activity 5:

Nottinghamshire County Council maintained schools all have the same holidays. What date does the current school term end?

Answer below:

## Activity 6:

Use pages **Education -** **School meals - Nottinghamshire School Meals on** the Nottinghamshire County Council website

On the [Nottinghamshire school meals](https://www.nottinghamshire.gov.uk/education/school-meals/nottinghamshire-school-meals) pages, you can find ideas for healthy and affordable meals.



1. Which of the recipes on the [school meals pages](https://www.nottinghamshire.gov.uk/education/school-meals/nottinghamshire-school-meals) are your favourite?

1. Why do you think the County Council has ideas for ‘healthy and affordable meals’ on their website?

# Births, Deaths, Marriages, and Civil Partnerships

At Nottinghamshire Register Offices you can register a birth or death, give notice of intention to marry or form a civil partnership and have your wedding ceremony.

 Use pages **Births, deaths, marriages, and civil partnerships - Register ‘Offices’ AND ‘fees’** on the Nottinghamshire County Council website

## Activity 7:

What is the address of your local registration office?

## Activity 8:

How much does a standard wedding ceremony cost at a registry office in Nottinghamshire?

1. Monday to Thursday:

1. Friday and Saturday:

## Activity 9:

How old mustyou be to change your name and how much does it cost?

# Nottinghamshire County Council and Democracy

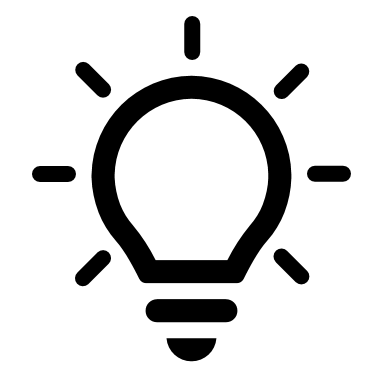
The Council provides more than 400 services which are used by people living, visiting, and working in Nottinghamshire. Decisions are taken by the County Councillors at committee meetings about which services to provide and how much money to spend on them.

Use pages **Council and democracy - Council structure - The Council’s structure** on the Nottinghamshire County Council’s website



## Activity 10:

What are the four Council Departments?

 Use pages **Council and democracy - Councillors - Contact a councillor & About County Councillors on** the Nottinghamshire County Council’s website

## Activity 11:

Are these statements **True** or **False**?

**?**  County Councillors are elected every five years True / False

**?** There are 66 County Councillors in Nottinghamshire True / False

**?** County Councillors represent 24 areas of the county True / False

## Activity 12:

Who is your **local** Councillor?

# Culture and Leisure

Nottinghamshire County Council supports a wide variety of Culture and Leisure activities throughout Nottinghamshire.

 Use page **Culture and Leisure** on the Nottinghamshire County Council website

## Activity 13:

**8** different departments fall under Culture and Leisure. What are they?

Please list these departments below:

## Activity 14:

 Use pages **Culture and Leisure - Events** on the Nottinghamshire County Council website

Using the **What’s on in Nottinghamshire** search box, find upcoming **Events** near you:

Use pages **Culture and Leisure - Country Parks** on the Nottinghamshire County Council website

A lake in Nottinghamshire, with ducks resting on the shore. 



## Activity 15:

Nottinghamshire is famous for its amazing parks and green spaces. Our Country Parks are listed [on the website](https://www.nottinghamshire.gov.uk/), is there one near where you live?

## Activity 16:

Do you have a favorite Nottinghamshire Country Park and if so, why do you like it?

# Transport

Nottinghamshire County Council is responsible for everything from public transport, road safety and parking to road maintenance and gritting.

Use pages **Transport -** **Road safety - Pre-driver training for 15 to 17-year-olds** on the Nottinghamshire County Council website

## Activity 17:

The Council offers **Pre-driver Training** courses for young people between the ages of 15 and 17. What does this one-day course include?











## Activity 18:

Use pages **Transport** **-** **Road safety - Road safety advice for cyclists** on Nottinghamshire County Council website

Use the words below to fill in the blanks in these sentences:

|  |  |  |
| --- | --- | --- |
| safe | cycling | one fifth |
| setting out | cyclists | injured |

Around 2500 \_\_\_\_\_\_\_\_ are killed or seriously \_\_\_\_\_\_\_\_\_ each year in Great Britain and about \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ of these are children.

Before \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ on your bike it's important to make sure you'll be \_\_\_\_\_\_ when \_\_\_\_\_\_\_\_\_\_\_.

Use pages **Transport** **- Road safety - Road safety advice for cyclists AND Planning and environment - Walking, cycling and rights of way - Cycling** on Nottinghamshire County Council website

## Activity 19:

Are these statements True or False? (Please select True or False)

* Nottinghamshire has more than 650 miles of countryside and urban cycle routes and some fantastic cycling-specific facilities True / False
* Nottinghamshire County Council does not offer and provide child cycle training courses through schools across the county for children aged nine and over. True / False

# Planning and Environment

Nottinghamshire County Council is committed to protecting the environment. The Nottinghamshire Plan addresses its pledge to tackle environmental issues which will benefit and improve the health and wellbeing of residents across Nottinghamshire.

## Activity 20:

Use pages **Planning and Environment** **Climate Change - What We’re Doing - Our Activities AND** at **Planning and Environment** **- Flooding help and advice** on the Nottinghamshire County Council website

What activities are Nottinghamshire County Council undertaking to help combat **Climate Change**?

## Activity 21:

As the lead local flood authority, Nottinghamshire County Council works closely with partners to deliver flood risk management schemes, and to react to flood events when they occur. Partners include: the Environment Agency, Internal Drainage Boards, District/Borough Council, infrastructure/utility providers.



Why do you think it is important for the Council to manage floods?

# [Waste and Recycling](https://www.nottinghamshire.gov.uk/waste-and-recycling)

A wide range of items can be recycled or disposed of at Nottinghamshire’s recycling centres.

Use pages **Waste and recycling - Recycling and disposing of waste - Check what you can recycle - Use the Recycling Checker now** on the Nottinghamshire County Council’s website



## Activity 22:

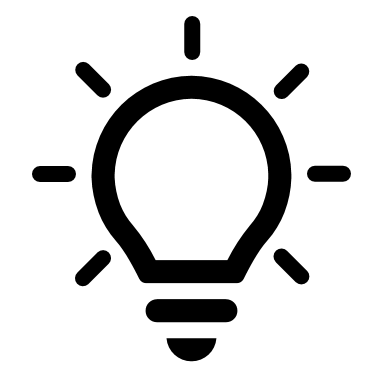
Are these common household waste items accepted at Nottinghamshire recycling centres?

Please indicate ‘Yes’ or ‘No’ next to each item.

|  |  |
| --- | --- |
| **Item** | **Taken at Recycling Centre?** |
| Aerosol cans |  |
| Animal waste |  |
| Bicycles |  |
| Batteries |  |
| Coat hangers |  |
| Computers |  |
| Dead animals |  |
| Mobile phones |  |
| Nappies |  |
| TVs |  |
| Tyres |  |

## Activity 23:

How many recycling centres are there in Nottinghamshire?

 Use pages **Waste and recycling - Recycling centres - Recycling centres details** on the Nottinghamshire County Council’s website

Please select the correct answer from the list below:

* 0
* 4
* 7
* 12
* 22
* 36

# Business and Community

Nottinghamshire County Council and its partners support businesses and communities throughout Nottinghamshire.

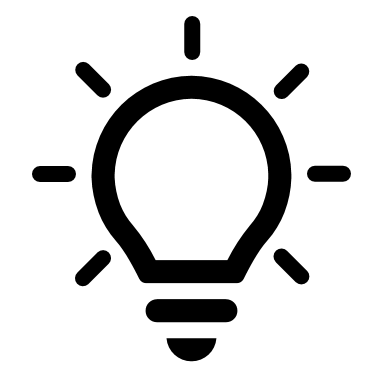
Use pages **Business and community - Better Broadband for Nottinghamshire programme - The benefits of fibre broadband** on the Nottinghamshire County Council’s website



## Activity 24:

List the benefits of Fibre Broadband? Reading the ‘[Resident](https://www.nottinghamshire.gov.uk/business-community/better-broadband-for-nottinghamshire-programme/the-benefits-of-fibre-broadband/how-fibre-broadband-can-help-your-family)’ and ‘[Businesses](https://www.nottinghamshire.gov.uk/business-community/better-broadband-for-nottinghamshire-programme/the-benefits-of-fibre-broadband/how-fibre-broadband-can-help-your-business)’ case studies may help.

## Activity 25:

Use pages **Business and community - Community and voluntary sector - Supporting the voluntary and community sector (VCS)** on the Nottinghamshire County Council’s website

What does the [**Council’s Communities team**](https://www.nottinghamshire.gov.uk/business-community/community-and-voluntary-sector/supporting-voluntary-sector) help with?

# Jobs and Working

Nottinghamshire County Council aims to be an Employer of Choice. Employer of choice is a term used to indicate that the organisation has an extraordinary work environment, many applicants are willing to work for the employer and employees are willing to stay with the employer.

## Activity 26:

There is a wide range of opportunities at the Council for people at the beginning of their career and for people looking for a career change or seeking continuous professional development.

Find out more about the opportunities available at Nottinghamshire County Council by selecting our website links below:

* [Apprenticeships](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/opportunities-with-us/apprenticeships)
* [Careers in Adult Social Care](https://www.nottinghamshire.gov.uk/care/adult-social-care/careers)
* [Careers in Children's Social Care](https://www.nottinghamshire.gov.uk/care/childrens-social-care/childrens-social-work-in-nottinghamshire)
* [Careers in Public Health](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/public-health-careers)
* [Graduate Development Programme 2023](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/learning-and-development/graduate-development-programme)
* [Search for Jobs](https://ce0689li.webitrent.com/ce0689li_webrecruitment/wrd/run/ETREC105GF.open?WVID=7449142C1w)
* [Step up to social work regional partnership](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/opportunities-with-us/step-up-to-social-work-regional-partnership)
* [Vacancies](https://nottinghamshire.tal.net/vx/lang-en-GB/mobile-0/appcentre-ext/brand-2/candidate/jobboard/vacancy/1/adv/?_ga=2.133830535.803740406.1678200411-1193876628.1672911365)
* [Volunteering](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/opportunities-with-us/volunteering)
* [Work Experience](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/opportunities-with-us/work-experience)

Use pages **Jobs and Working - Equality - Our commitment to equality** on the Nottinghamshire County Council’s website

## Activity 27:

Nottinghamshire County Council is committed to treating people fairly. As a public body, we are required to:

* eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010
* advance equality of opportunity between people who share a protected characteristic and those who do not
* foster good relations between people who share a protected characteristic and those who do not.

Please tick (ü) the following boxes you think are considered a **‘protected characteristic’:**

| **Protected Characteristic:** | **Tick (ü)** |
| --- | --- |
| Disability |  |
| Religion |  |
| Eye Colour |  |
| Sexual orientation |  |
| Age |  |
| Hair colour |  |

# [Contacts and Complaints](https://www.nottinghamshire.gov.uk/contact-and-complaints)

The Council wants to hear people’s views about their services, good or bad, so they can improve services and plan for the future.

Use pages **Contact and complaints -** **Comments, compliments, and complaints** on the Nottinghamshire County Council’s website

## Activity 28:

How would you contact Nottinghamshire County Council with a general enquiry or complaint?



# Congratulations!

You have now completed the Nottinghamshire County Council Work Experience Workbook.

## Infographic representing the 3 stages of Nottinghamshire County Council's work experience offer: Stage 1: using the initial introduction webpage Stage 2: using the virtual work experience portal Once you completed stage 1 & 2, you are ready for stage 3! Which is an in-person work experience placement. Explanation of Next Steps:

Thank you for making your way through this Work Experience booklet. We hope that this booklet was useful and that you may be interested in requesting access to our Virtual Work Experience and then afterwards, an in-person work experience placement.

## Virtual Work Experience:

Our Virtual Work Experience portal offers a range of modules reflecting the work of the Council and a section designed to develop your skills in applying for employment. Participation in the Virtual Work Experience will give a better insight into the Council’s departments, range of opportunities, and careers. Once you have worked through some of the modules that interest you, you can apply for an in-person work experience placement.

# Information and Contacts:

For further information please contact:

[work.experience@nottscc.gov.uk](mailto:work.experience@nottscc.gov.uk)

Or visit:

[Work Experience | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/opportunities-with-us/work-experience)