

RAF Experience Week





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This pack has been adapted from one developed by the *RAF* in partnership with *WISE* and the *Centre for Science Education* at *Sheffield Hallam University*.

My name

Welcome to the RAF Experience Week!

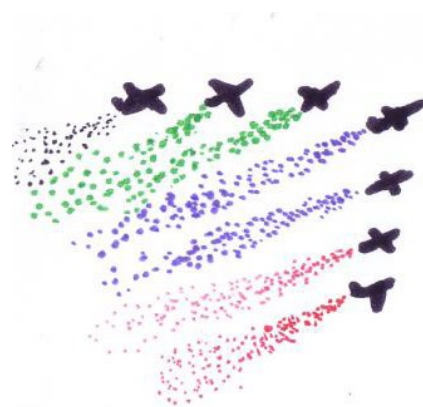
Wondering what you signed up to?

Do you want to get a 'full-on' experience?

Do you fancy some really cool hands-on stuff?

Are you ready for a new, challenging adventure of a lifetime?

Tighten your seatbelt and get ready for take off...



**LET'S
GO!**

The Royal Air Force (RAF) has arranged for you to enjoy a unique and exciting experience. Staying on site as our special guest, you will:

Discover how Science, Technology, Engineering and Maths (STEM) are used in the RAF... Get up close with military equipment and see how it works... Explore life in the RAF... Express your creativity through projects, and hopefully gain a British Science Association Creativity in Engineering, Science and Technology (CREST) award for your portfolio.

*The rest is a surprise,
but we promise it will
be an experience!*



WARNING!

THIS IS NOT LIKE SCHOOL

So get ready for an exciting



week with us...

So what's this notebook for?



Inside here you can record all the exciting things that are going to happen this week, plus your thoughts, your ideas for the future, etc.

It's great to be able to look back in a few years and see how far you've come, look for stuff you can apply to CV's (like skills you've learnt) and things about yourself which you'll want to keep.

We've included some tips for the week so that you can get your head round what's happening and where you're going next.

This notebook is split into two main sections....

- *the diary* - a place to record your experiences of the week and write down your thoughts about how it applies to you and your own goals.
- *the serious bit* - stuff you might find handy once you get back to school, and later when you apply for college, jobs or other things.

Throughout the notebook you will notice different quotes about people and some facts and figures. We have included these to remind you that the RAF is made up of a diverse group of people and we want to encourage individuals with the right skills and interests to apply for roles, regardless of their background.

The Essentials

The plan for the week



Day 1

Day 2

Day 3

Day 4

Day 5

Day One: Arrival

So, how was your first day?

The best part was...



My first impressions of the people, location and plans for the week are...

Approximately 5,800 West
Indians served in the RAF
during World War II

Day Two



Where's your head at?

The best bit about today was...

The most challenging bit for me was...

Who or what inspired me today and why?

Day Three



Getting into the swing of it

What I did (in a nutshell).....

Three things that I did today that I have never done before:

1)

2)

3)

How did it feel to try new things?

Day Four



The most surprising thing I learned today was:

I could use that to...

Group Captain Sara McMinn is the first woman in charge of the Search and Rescue helicopter force.

Summary of my RAF Experience Week

What are the best things about working in engineering this week? And what could be good about being an engineer? Want to know more about **engineering** and other science, technology and maths careers? Check out the websites list in the 'serious bit' at the back.

I surprised myself this week because.....

How might the things I experienced and learned this week apply to me in the future?

I think being in the RAF would be.....

The people I met

During the week you met people who went straight into the RAF after school and some who waited until they had attended college/university (or done other jobs). Think about what they told you about their experience and complete the following:

According to the people I met, the best thing about training at work (e.g. through an apprenticeship) is would be:

The benefits of going to college/university (e.g. to get a degree) before entering the RAF would be :

At the moment, I think the best option for me would be:

because.....



The coolest job I heard about this week was:

The most unusual career I heard about was:

The most interesting job I found out about was:

Careers I want to find out more about include:

Things to do when I go back to school/college.....

1. *e.g. find out if I can have a careers interview and go for a jog most days*

2.

3.

4.

5.

6.

What have I learned about myself this week?

Don't forget to include any skills you used in your notes - useful for those all-important college/university and job applications!

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The way I learn!

My techniques...

When I use them..

Watch how it's done

Listen a lot

Write it all down

Try things out

Think it through

Discuss with others

Work on my own

Ask lots of questions

Sketch out some ideas

Plan things out

Lead the way

Setting my personal targets

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Now for the serious bit!

The chances are that over the next couple of years you will be spending some time looking at your '**career**' **planning** - in fact, this is something you'll probably be doing at various stages of your life from now on!

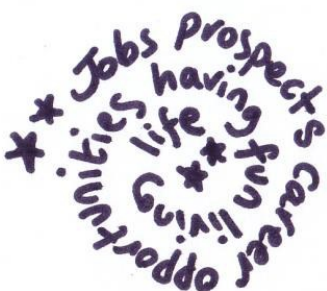
It may seem a bit soon to be doing that and you might have other ways to spend your time but it's always handy to hold onto bits and pieces of information (in your head or in a file) for future use.

According to Wikipedia a career is defined as "**an individual's course or progress through life**".

Well, this week at the RAF will be a very distinct section of that pathway - the following pages are designed to help you record **the bits we think you will find useful in the future**. There are loads of different ways to 'accredit' (or to get credit for) your learning on work experience.

You could use your RAF experience to impress your friends, teachers and future employers. Use the next section to do some of the formal stuff and **make sure you keep** those all important pieces of paper and evidence you've collected over the week!

And if you're the sort of person that worries about this stuff.....there's help at hand so don't panic. Apart from the help you will get from the Careers staff in school, you can use things like the *National Careers Service* website **to get more handy hints** about jobs, careers, college and beyond! They have trained advisers who can help you over the phone or on-line.



Don Walcott, father of footballer **Theo Walcott**, served in the RAF for over 17 years, as did his father before him!

Guidelines for the PowerPoint Slideshow

You have 10 minutes maximum to speak.

Try to limit the number of words on each slide - for example, no more than 3 bullet points of 20 words maximum.


Take care not to use too many fonts and colours - and make sure that your audience will be able to read it!

Include photos if you can and be prepared to say why they are included.

Here are some examples of what you could mention; what we really want is for you to tell us in your own words...

- What you like
- What you found hard
- What the RAF can change
- What you learned about yourself
- What you learned about the RAF
- How this might help you progress to your future career
- Add anything you think will be of interest to your audience



	<h3>What I did</h3> <ul style="list-style-type: none">■ The people I met■ The things I saw■ The places I visited■ The things I learned■■
---	---

Making the most of the evidence!

During the week at the RAF you have taken part in a unique experience - and now's the time to think about how you can use what you've learned to show what a star you are.

What you did	What it shows
Turned up on day one with no idea of who you would be working with	<p>You're adaptable and willing to take on new challenges.</p> <p>You get on well with people and can fit into new situations quickly.</p>
Completed personal development & team-building exercises	<p>You can co-operate and negotiate with other people.</p> <p>You can concentrate on the job in hand.</p>
Worked in teams	<p>You can take on the role of an effective team member.</p> <p>Maybe you were a leader at some point in the week?</p> <p>Maybe you supported someone in their idea/venture this week and it gave them the confidence they needed?</p>



Flight Lieutenant Jo Salter became the first female fast-jet pilot in 1994. Since then, many female pilots have followed in her footsteps

What you did	What it shows
Undertook a hands-on activity	<p>There's loads of unusual and interesting stuff you can include about this. Imagine how many other people will have had a chance to do something like this - not many, so you will be unique and different!</p> <p>Here are a few ideas to get you started:</p> <p>Being creative and experimental in your design;</p> <p>Problem solving and working accurately, paying attention to detail</p> <p>Working in a team (again!)</p> <p>Testing, diagnosing faults and retesting (which shows you are tenacious....or, put another way, you don't give up!)</p> <p>Communication - presenting your ideas to other people and having the confidence to explain why you did it your way.</p>
Followed technical instruction, including health & safety	<p>You are good at being alert, awake and responsible and can also follow instructions. You are much needed!</p> <p>Whilst it's great for people to take their own initiative it's also important for us to be able to follow instructions sometimes - some employers like that!</p>

What you did	What it shows
Took part in the fun activities	There's more to you than just work! You're sociable and know how to let your hair down when the time's right and a sense of humour is handy in any situation! It can also demonstrate that you are prepared to take risks, try new things and step outside of your comfort zone - how many times have your friends dragged you to something and you've surprised yourself by enjoying it?!
Completed practical activities	The hands-on activities can be very useful for some jobs where good hand-eye co-ordination is important (e.g. from cutting hair to being a pilot) Things like spatial awareness (where you can judge things like distances and whether things will fit) are useful for lots of careers and for practical skills like driving, as well as jobs about the house too.
Met role models	Meeting role models can show how much of an opportunist you are and also reveal how you communicate with people who are older than you and that inspire you. How do you communicate with people who are doing the things that you are interested in? How do you find out more? It can indicate that you can talk to people from different backgrounds and ask questions to get the information you need (those all-important investigation skills aka nosiness, used to your advantage!)

What you did	What it shows
Obtained careers information	As you progress through the week you will find out quite a lot about different careers, directly from the people you meet. It's great to hear the 'real deal' from people you can quiz and you can build on that by finding out the official line using the Future Morph (and other) websites to get more detail about different ways to get to the same job (through apprenticeships, college, voluntary work, personal contacts etc).

Sqn Ldr Ben Livesey is a Weapon Systems Officer at RAF Waddington, currently flying on the Sentinel R1. As a flight commander he manages the rear crew Airborne Mission Commanders and Image Analysts delivering wide area surface surveillance.

Ben also competes as a runner at distances from 10km to Marathon. His successes include representing Scotland and England at cross-country and road running, plus RAF and Inter-Services titles on the track. Training at this level requires careful time management, and he does most of it outside of the working day.

Add your own examples of when you were a creative thinker, a good communicator, a team worker, a problem solver and when you coped with things that were new and different...

What I did	What it shows

Your experience with the RAF this week could be useful for a range of things you do at school and college where you will be asked to give examples of the skills above. They might come under some of these headings:

Work-related learning

Enrichment

Citizenship

Functional skills

Careers

Personal, Social and Health Education

Enterprise

Key skills

Fitness Activity

During the your time with the RAF you have taken part in some fitness and teambuilding activities which will give you clues about your physical strengths. If you are not sure, you can ask the RAF staff for help identifying what you can do to improve your fitness.



Examples of the things you could work on include: walking to school/work sometimes, riding a bike, going for a swim, playing tennis or badminton, skateboarding, gardening.

Task: Think about the activities you could do to improve your fitness levels; you could aim for 30 minutes activity x 3 each week. For example - ride your bike to school, go for a run twice a week.

	Morning	Afternoon	Evening
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Nutrition Quiz

- Eating a balanced healthy diet can help you to**
A: live longer
B: concentrate better at school
C: have more energy
D: all of the above
- Which snack has the highest calories?**
A: Small bag of ready salted light crisps
B: Small bag of Maltesers
C: Banana
D: Kit Kat
- How much of your diet should be made up of foods and drinks high in fat and sugar?**
A: 5% B: 0% C: 15% D: 40%
- How many spoons of sugar can be found in a can of fizzy drink?**
A: 5 to 6 B: 1 to 2 C: More than 10 D: None
- Potatoes, cereals, bread and pasta contain what nutrients?**
A: Carbohydrates
B: Minerals
C: Protein
D: Fats
- How much of your diet should be made up of carbohydrates?**
A: 10% B: 80% C: 25% D: 40%
- How many portions of fruit should you have a day?**
A: at least 5 B: 3 C: None D: 1
- Which of the following is not a full portion of fruit?**
A: A handful of blackberries
B: 1 apple
C: A small orange
D: 2 slices of pineapple
- What percentage of the salt we eat comes from readymade foods such as cereal, bread and baked beans?**
A: 75% B: 15% C: 0% D: 50%
- Which of the following can be symptoms of poor hydration?**
A: Poor concentration
B: Headaches
C: Dark urine
D: All of the above

Answers on inside back cover... no peeking!

What Next?



Some of us find it easier than others to plan ahead, and some people prefer to take life day-by-day.

Neither way is right, they are just different approaches. Do you plan or do you prefer to be spontaneous?

Whichever one you are, take a moment to think about all that you've achieved so far and what you hope for in the future.



Starting a CV

A Curriculum Vitae (or CV) is something it's always handy to have, and you may have already prepared one in your careers lessons at school. A CV is a record of what you have achieved so far, things you may be proud of - whether it's playing the trumpet or passing exams! Your CV doesn't need to be all school focused though, it is also a space for you to highlight your interests and achievements outside of school!

To be honest, this section is not about how to write the perfect CV - there are loads of websites out there to help with that. This bit is intended to give you ideas about how to get your head around your strengths, skills and successes to date and how to use them to your advantage!

Using the blog you wrote and the list on the previous page to jog your memory, begin to write your own CV and use the following table as a guide...

LET'S GO!

Sgt Ann Thomas is currently based at RAF Cosford where she is a Trainee Development Co-ordinator for all Armourers, Survival Equipment Fitters and Aircraft Maintenance Mechanics. She is also a competitive weight lifter and is 7 times National, European and World Powerlifting Champion in her weight category for the Deadlift Discipline!



Heading	What to put	What it does
Contact details	Name, address, mobile number, email.	<p>Sorry to state the obvious but ... people need to know how to get hold of you easily. Make sure you keep the mobile number up to date and use a sensible email address which suggest professionalism e.g.</p> <p><i>yourname25@hotmail.com</i> <u>NOT</u> <i>bunnyhop934@hotmail.com!!</i></p>
Statement about yourself	A sentence or two to give people a sense of what you are passionate about and what you are good at.	Can give a quick indication to busy lecturers/employers about what sort of person you are. You can score some quick wins here if you include something which is a bit different, e.g. the RAF work experience week!
Life experiences	This is your chance to add anything different here which will help you stand out from the crowd, say what the experience is (e.g. doing voluntary work or being in a band/club like the RAF Cadets.)	<p>Qualifications are great but it's handy to have some other attributes to offer. Some people do things outside of school which say as much about them as the exams they've passed.</p> <p><i>One example I can give:</i></p> <p>.....</p> <p>.....</p>
Education	Name of school and location, years attended (e.g. 2007-present), exams taken (or what you plan to take), grades of anything passed already.	Factual information that colleges and employers need to assess if they think you will be able to do the job.

Heading	What to put	What it does
<p>Work experience</p>	<p>Place of work, location (dates worked). Include a job role and what duties you carried out and the skills you picked up.</p> <p>You may have a part-time job or other work experience placement (like babysitting) to add in this section as well as your RAF work experience. It's a good idea to use the right language, see the list at the end of this section for some ideas.</p>	<p>Gives an idea of what you can do already in the workplace, especially some of the people skills you might not get a chance to work on at school.</p> <p><i>My work experience includes:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Achievements and other info</p>	<p>What the achievement involved and what this shows about you.</p>	<p>You may have something that doesn't fit into a box anywhere else which you are really proud of - e.g. setting up a stall at a car boot sale to raise money to buy something, or fundraising for a local cause or event.</p> <p><i>I could add here:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Heading	What to put	What it does
Skills	Things that aren't covered above: e.g. Microsoft Word literate e.g. Car mechanic training.	You may have other skills that appeal to employers or lecturers like being good with a particular IT programme, fixing your bike or cutting hair.
References (2 if possible)	Name of head teacher and contact details. Name of tutor and contact details.	This gives an indication of what your future boss might look for - if you can get a positive reference from your headteacher or tutor then it shows how well you can fit in. If you work and/or volunteer, you can also ask your boss there to be a referee for you. Always ask first!



Women have greater representation in the RAF (13.9%) than in the other armed forces:
Army 8.3% - Navy 9.1%

Examples of skills and qualities to include

This gives you an idea as to what to include in your CV. Just circle or tick the skills you think are more relevant and important to you. You won't need to use all of these headings.



Here are a few 'action words' you can use as a crib sheet to help describe some of the things you can do already:

Planned *Developed* *Achieved* *Devised*

Supervised *Co-ordinated*

Liaised *Selected* *Created*

Negotiated

Designed *Researched*

Instructed *Discovered* *Recommended*

Tested

Monitored *Diagnosed*

Administered *Controlled* *Managed*

Budgeted

Evaluated *Investigated*



On the following pages are 2 sample CVs to give you an idea of what the finished article might look like.....

Emma Brown

12 Holly Close, Rotherfield, South Yorkshire RF27 4BR

Date of Birth: 10 March 1997

Mobile: 07999999999 email: emmab@madeupinternet.co.uk

PERSONAL STATEMENT

A positive team worker with good leadership skills. As a member of the Girls Venture Corps Air Cadets, have developed personal and technical skills such as remaining calm under pressure and flying an aircraft. Able to manage time, balancing school and leisure activities effectively.

EDUCATION: Rotherfield Comprehensive School 2008 - 2013

June 2011

GCSE Mathematics

GCSE English

GCSE Science (single award)

GCSE Religious Studies

GCSE ICT

GCSE French

GCSE Geography

GCSE Art

WORK

EXPERIENCE:

RAF Cosford July 2013

Participated in national programme of work experience giving 24 young women the opportunity to learn about the RAF and engineering. Working in teams and individually, problem solving, technical and creative projects including building a glider, testing and diagnosing faults and presenting a PowerPoint to RAF personnel and other invited guests.

Babysitting January 2013

Regular babysitting duties for local family, supervising children aged 8 and 10, ensuring their safety in their parents' absence. Helping out with homework from time to time.

**SKILLS AND
PERSONAL
QUALITIES:**

- Hard working and reliable
- Good attendance record at school
- Cheerful and work well with others
- Keen and enthusiastic
- Willing to train and gain further qualifications
- Work well on own or in large groups
- Manage stressful situations well

**OTHER
INFORMATION:**

**2012-Present Girls Venture Corps Air
Cadets (GVCAC), Rotherfield**

An enthusiastic and regular attender, taking part in all group activities. Attained Aviation badges and attendance awards as well as Silver level 3 skiing. Captained football team and awarded trophies for this

**2013 Silver CREST Award (British Science
Association)**

Awarded for science project undertaken as part of RAF Work Experience, recognising skills acquired over 30 hour engineering design project

**2012 St John Ambulance First Aid
Certificate**

INTERESTS:

GVCAC, Netball, Music, Swimming

REFEREES:

Mr R Hart
Headteacher
Rotherfield Comprehensive School
Park Road, Rotherfield
South Yorkshire
RF29 1ZZ

Ms Jones
Rotherfield GVCAC
Rotherfield TA Centre
Donmarsh Road
Rotherfield, South Yorkshire
RF32 1AA

NAME Chris Jones
ADDRESS 42 Zebra Court, Westminster, London SW1 1AB
TELEPHONE 0123 456789

SKILLS AND ABILITIES

- Computer skills (emails, Internet, basic Word)
- Good communication skills (written and spoken)
- Good time-keeping
- Bilingual (English and German)

EDUCATION

St. Waterfall School, September 2008 to June 2013

GCSE Art	grade B	GCSE German	grade A*
GCSE English	grade C	GCSE Maths	grade C
Language		GCSE PE	grade C
GCSE French	grade E	GCSE Science	grade E/E
GCSE Geography	grade D	(double)	

WORK EXPERIENCE

Value Supermarket

February 2013 to present

Part-time sales assistant

Duties: till work, shelf filling and serving customers

Premium Insurance Ltd

October 2012 (School work experience)

Office assistant

Duties: opened post, filing and computer work

INTERESTS

I enjoy playing football with a local team every weekend.

I love to cook for the family.

I also enjoy playing computer games in my spare time.

REFEREES

Mr A Felden

St. Waterfall School

Snopake Road

London SW3 7TS

Tel: 0123 456789

Ms P Munir

Value Supermarket

22 Muffin Avenue

Wandsworth SW11 3MN

Tel: 0123 456789

example of CV from <http://www.centrallondonconnexions.org.uk>

Why STEM careers?

It makes good business sense to have a diverse workforce with people from lots of different backgrounds represented in the workplace.

Although figures from the Office for National Statistics show that the number of young people in Science, Technology, Engineering and Maths occupations has increased, individuals from minority ethnic backgrounds have a greater representation in careers allied to medicine and not many girls are choosing engineering.

The RAF is keen to play its part in encouraging young men and women from all backgrounds to learn about the fantastic career options that are available to those studying STEM subjects at school and at college.

However, some areas of STEM careers have a greater representation of people from a variety ethnic backgrounds (e.g. in medical careers) and the RAF is encouraging more young people from different communities into all STEM occupations.

In terms of careers, girls traditionally go for ***the 5 C's***:

- *Catering*
- *Cleaning*
- *Cashiering*
- *Clerical*
- *Caring*

The 5 C's usually don't pay as well as some of the careers that boys go into, which means that women still earn **17% less than men!**

...and the RAF wants to ensure that girls do not miss out on careers in STEM. There is nothing wrong with these careers; we just want girls and boys to make their career choices knowing the huge range of options available.

Engineering

Engineering is a subject that most people don't get to try out in school – or even understand what it is. That's why the RAF has teamed up with Women into Science and Engineering (WISE), Sheffield Hallam University and the British Science Association to offer opportunities for a wider range of young people to try engineering and technology-based activities and see what they think! Even if you discover that these careers may not be for you, by the end of the week you will have tried something different, learnt all about STEM in the RAF, made great friends and had loads of fun!

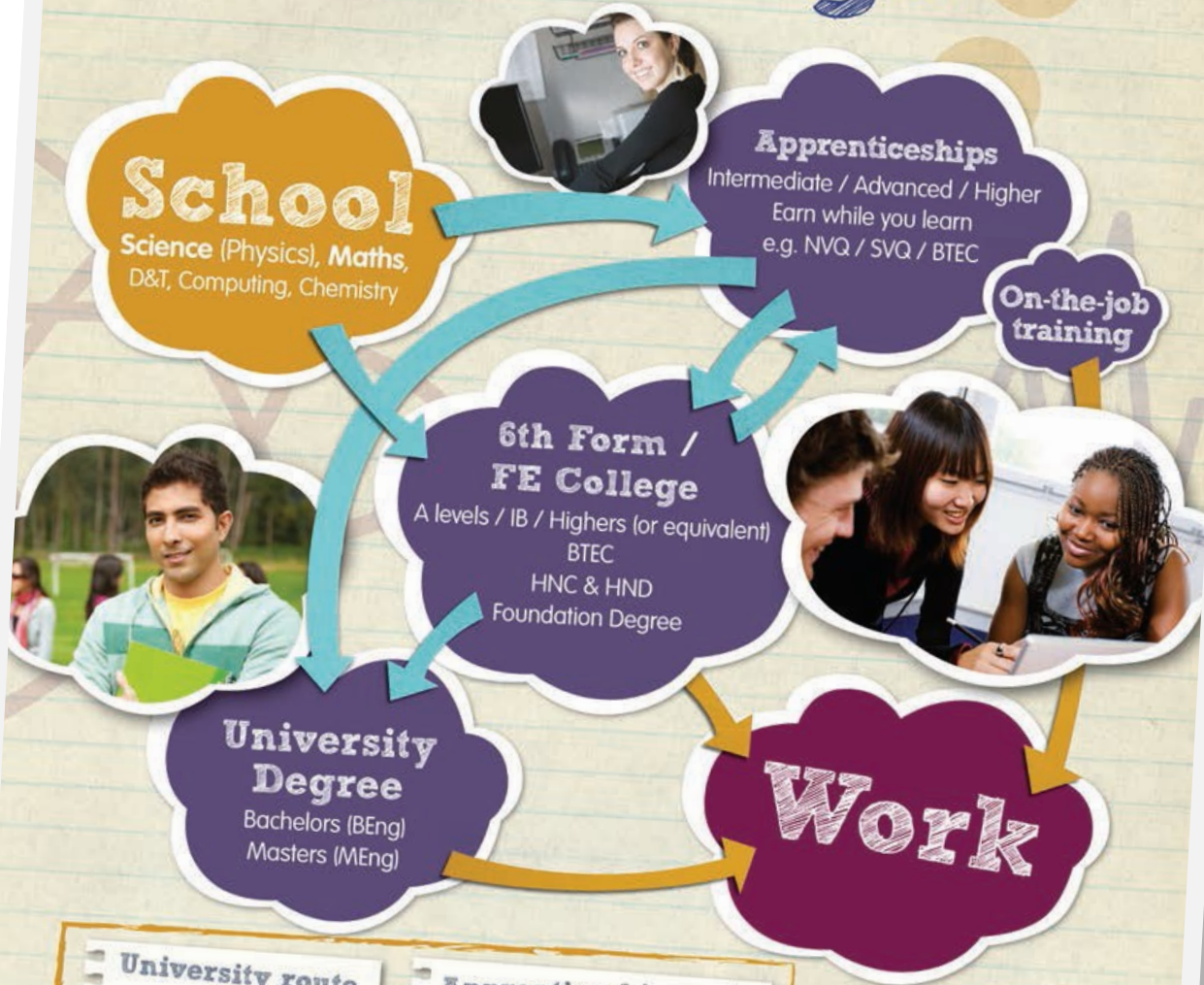


Flight Lieutenant Nosheen Chaudry is an Aero Systems Engineering Officer on the RAF Aerobatic Team - 'The Red Arrows' - and is responsible for training and monitoring the standards and practices of over 100 engineering technicians and logisticians. Her role ensures that the highest standards are maintained across the Team both at home and abroad during the display season; this she does in pursuit of 'excellence' in line with their motto – 'Eclat'.



Getting into Engineering...

Tomorrow's Engineers



University route



Yasmin Ali, Operations Engineer

Apprenticeship route



Richard Kirkland, Electrical Maintenance Technician

Find out more about the work of real-life engineers, like Yasmin and Richard, here



www.tomorrowsengineers.org.uk



Where do I go from here?

Look no further! These links give you the starter that you need...



www.raf.mod.uk

The A-Z of life in the RAF!

www.mod.uk

Ministry of Defence (MOD): This site has info about all of the armed forces: The Army, RAF & The Navy as well as other Ministry of Defence jobs and news. Info about what life in the forces is like

[nationalcareersservice.
direct.gov.uk/
youngpeople](http://nationalcareersservice.direct.gov.uk/youngpeople)

National Careers Service website can provide information on learning, work, apprenticeships and choosing the right university. You can also get advice on your choices in Year 9 and Year 11. There's a contact page so you can phone, email, text or webchat with a careers adviser.

www.futuremorph.org

Did you know that studying science technology and engineering and maths could lead onto designing a snowboard? A video game? Working as a camerawoman! Future Morph shows you how! Great quizzes too!

[www.tomorrowsengin
eers.org.uk](http://www.tomorrowsengineers.org.uk)

Wondering what a job in engineering or technology is all about? Find out more here!

www.mathscareers.org.uk

Want to know more about what makes rainbows arc the way they do? How stadiums are designed? Similar to Future Morph - designed to show you where maths can take you!

www.generatinggenius.org.uk

Well, apart from anything else....to see the photos from the RAF week! And some other films, photos info on role models and upcoming events!

www.wisecampaign.org

Has some films, photos, information on role models and upcoming events! Designed to encourage more young women to go into science, engineering and construction careers.

School resources

Teachers

Your form tutor or subjects teachers can help - talk to them about your week away, what you liked, what you didn't like, and ask them to advise you about the options available linked to their subjects

Careers Adviser

If you would like to chat 1-1 about your career, and your interests, you might be able to see a careers adviser in school. Ask your School's Careers Co-ordinator, who should be able to organise an appointment for you. Otherwise you can try online at www2.cxdirect.com

Careers Library

Prefer hard copies to virtual versions? Check your school's Careers library for more info on what to do next

In your own time

Air cadets

Loved the activities this week? Like to get even more stuck in? Well, it needn't be a one off! Air cadets have local groups all over the place – check out this link to find out more...

www.raf.mod.uk/aircadets

Volunteering

Do you want to meet new people? Do something for your community? Have a CV that shines?! Then volunteering is for you!

From gardening to playing music, from helping old people to working with children in need, volunteering takes you places, click on these to get inspired:

www.csv.org.uk

www.princes-trust.org.uk

www.dofe.org

www.ukyouthparliament.org.uk

www.do-it.org.uk

www.vinspired.com

Armed Forces Careers Office

Want to know more about a career in the forces? Here is the link to find out more, local to you!

www.raf.mod.uk/recruitment/contact/recruitment-centres/

My extra notes....

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A British Science Association programme



BAE SYSTEMS

Arkwright
SCHOLARSHIPS

Sheffield
Hallam
University

Centre for
Science
Education

IET AWARDS
The Institution of
Engineering and Technology

YOUNG WOMAN
ENGINEER
SPONSOR 2011



Answers to Nutrition Quiz:

1D, 2B, 3A, 4C, 5A, 6D, 7A, 8C, 9A, 10A

