



**Working together,
inspiring the future**

Employer Engagement Activities



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Introduction

Derby City schools would welcome any opportunity for employers to be involved in school activities; whether this is as a volunteer helping out in mock interviews, as a school governor, giving a careers talk or even as an Enterprise Adviser.

Why?

Research by the Gatsby Foundation into what makes Good Careers Guidance identified three key points:

- **Encounters** with employers, with workplaces, with further and higher education.
- **Information** about local jobs, how the curriculum connects to work.
- **A plan** tailored to an individual's needs and supported by guidance.

It is so important that young people have a range of opportunities to meet employers: to find out about the range of jobs available, to hear about the different pathways into careers and more importantly to develop key employability skills.

This guide has been developed to provide a summary of the different activities that require employer involvement and what would be expected. To give up a day or half a day to volunteer is quite a big ask and it is hoped that this guide will help to identify the activities that a business feel they can contribute to and would enjoy being involved in.

Each table provides a different offer being made by an organisation and their contact details.

If you would like to discuss a business wide approach to volunteering with schools as part of your Corporate Social Responsibility plans please do contact the Derby City Enterprise Coordinator, Jacqui Kinch.

jacqui.kinch@derby.gov.uk | 07812 301004

Engineering Development Trust (EDT)

Activity	Description	Employer Requirements
Go4SET Impact	<ul style="list-style-type: none"> Industry-mentored, environmentally themed STEM project. Groups of 6 students (Yr. 7 – 9) working on a project over 10 weeks. To include one employer based visit. Project can work towards a Celebration and Assessment Day where teams have to produce a project report, a model / display stand and do a 5 minute presentation. 	<ul style="list-style-type: none"> Ideally one employer would ‘sponsor’ a group or more and in doing so commit one member of staff per group. 1hr x 10 weeks – March to June. Brief will be provided by the EDT. Half day launch session at the University of Nottingham in March. Celebration and Assessment day in June (Birmingham).
Go4SET Year Group	<ul style="list-style-type: none"> 2 day activity (16th & 23rd April) at Chellaston Academy. There would be 10 teams taking place and during day two the teams will have produced a project report, a model / display stand and do a 5 minute presentation. 	<ul style="list-style-type: none"> Ideally each volunteer could support on both days. Volunteers would ‘float’ around the groups offering support. Brief will be provided by the EDT.
First Edition	<ul style="list-style-type: none"> STEM based one day activities for Yr. 7 – 11 students. Students will work on ‘hands on’ activities: renewable energies, and construct a wind turbine to be the most effective model it can. In addition, information on careers and study routes is incorporated throughout the day. 	<ul style="list-style-type: none"> 2 or more volunteers from each business. Would include the employer giving a short presentation on STEM opportunities within their business, and their own route in. 1 day activity.
STEM Family challenge	<ul style="list-style-type: none"> After school events (usually running for 2 hours) suitable for all ages. Designed to encourage young people to work with their family through practical hands on activities, whilst challenging misconceptions and raising awareness of the future careers available in STEM. 	<ul style="list-style-type: none"> 2 or more volunteers from each business. Would include the employer giving a short presentation on STEM opportunities within their business, and their own route in. 1 day activity.
Contact	Alan Young a.young@etrust.org.uk 0115 9516688	

Activity	Description	Employer Requirements
Raising Aspirations	<ul style="list-style-type: none"> Planned programme of support for small groups of learners focused on improving individual aspirations and supporting the next steps decision making process. Weekly or fortnightly interactions with employability key worker. Employer interactions will be required at different points of the programme, for instance work visits, supportive talks, career planning, mentoring etc. 	<ul style="list-style-type: none"> 6-7 employers. 0.5 – 5 days over the year. Employers selected based on the interests of students. Training will be provided by DEPB e.g. Mentoring. Information and support provided by DEBP.
Future Forward	<ul style="list-style-type: none"> 25 day programme supporting groups of students with careers planning to include job search, recruitment and selection, careers information. DEBP lead all sessions. Employer interactions will be required at different points of the programme. 	<ul style="list-style-type: none"> 10 employers. 0.5 – 5 days over the year. Range of different businesses to offer breadth of information. Training will be provided by DEPB e.g. Mentoring Information and support provided by DEBP.
SEND Employability	<ul style="list-style-type: none"> Bespoke provision for small groups of SEND learners. Remove barriers for young people to be employed. Employers needed to provide activities and information. One employer with multiple SEND work place opportunities to have more engagement. Work place visits, work placements, hands on activities. 	<ul style="list-style-type: none"> 5 employers. 1 day or 10 days. Employers who have multiple SEND work opportunities. Enlightened employers who are receptive to working with SEND students.



Why employer engagement is important

Activity	Description	Employer Requirements
Mock Interviews	<ul style="list-style-type: none"> Usually takes place as a whole year group and students have 25 minute slots to attend. Mock interview takes place and feedback on performance is provided within the timescale. Interviewers use pre-prepared interview questions and templates to provide feedback. 	<ul style="list-style-type: none"> 1 employer to 6/7 students. Employers ideally to have interviewing skills and experience. Coaching provided by E4E prior to the first session. Half day requirement.
CV Workshops	<ul style="list-style-type: none"> Interactive and practical workshop that is run by the employers. Session fully resourced by E4E (plan & powerpoint). Looks at good and bad examples of CVs and explains what employers are looking for. 	<ul style="list-style-type: none"> 2 employers per group of 25. Previous recruitment experience is useful but not essential. Half day training session available. Half day volunteering requirement.
Careers talks	<ul style="list-style-type: none"> Various approaches are taken depending upon the school: Assembly, Drop in sessions, Careers days. Purpose would be describe 'A day in the life of...', provide information about the entry routes and recruitment information. If able to provide hands on activities, this may be useful though dependent upon the nature of the session. 	<ul style="list-style-type: none"> Varies. Knowledge of the sector. Engaging manner and good presentation skills. Time requirement varies depending upon the activity.
Enterprise Challenges	<ul style="list-style-type: none"> Enterprise problem solving challenge set by E4E. Small groups work on a series of pre-determined exercises from setting up a business to pitching to a panel. Development of employability skills like team working, communication, innovation. Each group will be supported by an employer adviser. Fully resourced by E4E. 	<ul style="list-style-type: none"> 20 employers per event. Time requirement: full day or half day (dependent upon the school requirements)
Mentoring	<ul style="list-style-type: none"> 1:1 mentor sessions. 1hr x 6 sessions (mthly or fortnightly). Purpose is to work with students who have been referred by the school with a view to raise aspirations, help identify barriers to success and offer practical solutions. Aim is to raise aspirations, self-awareness and personal development of individuals. This is more of a 'lite touch' approach it is not counselling. 	<ul style="list-style-type: none"> Half day mandatory training session. Requires a volunteer who can empathise and offer practical guidance. 6 x 1 hr sessions.



The importance of a good hand shake and eye contact – first impressions count

Activity	Description	Employer Requirements
What's my line?	<ul style="list-style-type: none"> • Speed networking where students ask questions to explore the 'day in a life'. • Students are prepared prior to the event and provided with a prompt sheet. • If large groups it is run alongside a 1 hr 'Have a go' therefore students carousel round. 	<ul style="list-style-type: none"> • 50 students = 10 employers. • 1 hr with 10 min sessions. • Ideas4Careers provide employers with support.
The Apprentice	<ul style="list-style-type: none"> • Students work in groups of 6. • Given a task, have to identify roles, provided with resources that they can swap. Each group has an employer working with them and a pitch is then made to the teachers / head teacher (Lord Sugar role). • Very quick turnaround. • 2 hr session. 	<ul style="list-style-type: none"> • 1 employer per group of 6. • Ideally an employer with a sales/marketing/creative background. • Employers provided with a facilitators brief.
How to Get on at Work	<ul style="list-style-type: none"> • Ideas 4 Careers led • Students work in groups of 6 along with an employer, going through a set of pre-set questions to enable them to understand the rights and responsibilities of employers and employees in the workplace. • 2 hour session. 	<ul style="list-style-type: none"> • 3 employers preferably with an HR background. • Support provided by Ideas4Careers to shape the small workshops.
Impress the Employer	<ul style="list-style-type: none"> • Each employer works with a small group of learners to help them understand what employers expect to see on a CV. Employers support students with identifying the skills and personal attributes they already have and how to evidence these effectively. 	<ul style="list-style-type: none"> • 2 employers required per group of 6 students.
Mini-Job Club	<ul style="list-style-type: none"> • Training Providers have an opportunity to promote their provision for up to 10 minutes to a group of Year 11 or Post-16 learners. Employers also have the opportunity to show learners their website, discuss the application process and answer questions. The session also offers learners the opportunity to make applications online. 	<ul style="list-style-type: none"> • 3 training providers required. • Apprentices are also welcome at this session to talk about their own experiences and to answer questions.

Contact

Julie Mather | julie.mather@ideas4careers.co.uk | 07513 322 020



Asking questions and getting answers – being prepared is so important



Activity	Description	Employer Requirements
School Alumni Networks	<ul style="list-style-type: none"> Develop an alumni community for a number of schools that could be used to support employer engagement activities. 	<ul style="list-style-type: none"> Raising awareness with work force: Newsletter; e-shot updates; staff bulletins; company magazines; salary slip messages etc. Promotional materials can be provided by Future First.
World of Work days	<ul style="list-style-type: none"> Projects set by local alumni linked to their work place Careers talks Aim is to make the link from school to the work place 	<ul style="list-style-type: none"> 10 employers from a range of areas. Project brief devised by employer linked to work place. Facilitated by Future First staff. 1 – 2 hrs sessions.

Contact | Beth Goddard | beth.goddard@futurefirst.org.uk | 07956 450751

Activity	Description	Employer Requirements
Enterprise Challenge day	<ul style="list-style-type: none"> • General or STEM based activity. • A workshop day exploring the skills, knowledge and attributes required to be entrepreneurial. • Volunteers can add value by telling their stories to the young people as part of the activities. 	<ul style="list-style-type: none"> • STEM / Creative / Marketing / Entrepreneur. • Between 1 – 6 business volunteer. • Could provide a challenge. • Facilitated by and support provided by Learn By Design. • Full day activity.
Enterprise Challenge package	<ul style="list-style-type: none"> • As above followed by 4 half day workshops for a targeted group of students. • 4 workshops would look at different skills development linked to the challenge: Team working. • Enterprise. • Communication (pitch). 	<ul style="list-style-type: none"> • As above followed by 1 employer linked to a school to support where possible with the 4 follow on sessions. (could be the same employer).
Careers Fair	<ul style="list-style-type: none"> • Market place approach provided opportunities for students and parents/carers to talk to local employers about different employment opportunities. 	<ul style="list-style-type: none"> • Range of employment sector areas. • 3hrs, likely to be after school or early evening.

Contact

Louise Curd | louisecurd@bydesign-group.co.uk | 07471 351183 / 01827 316297

Nottingham Futures

Activity	Description	Employer Requirements
Enterprise Challenge day	<ul style="list-style-type: none"> • Challenge / Project brief provided by Nottingham Futures. • Year group split into small groups and supported by business volunteers. • Aim is to develop employability skills like team work, communication, problem-solving. • Notts Future will work with school prior to the day and school will prepare students. 	<ul style="list-style-type: none"> • 25 employers required. • Knowledgeable of sector they work in. • Able to engage and inspire. • Support provided by Notts Future and briefing given to all employers. • Facilitated by Notts Futures.

Contact

Amanda Payne | schools@futuresadvice.co.uk | 0115 9601551



Encouraging team work skills – always beneficial in the work place



Moving with the technological times – sharing and learning



Activity	Description	Employer Requirements
City of Tomorrow	<ul style="list-style-type: none"> Nationally run programme. Activity for students to explore how we will live, work and play in the future. Teams will work together to create their vision of the City of Tomorrow. Fully resourced and supported by Teen Tech. Students are briefed with information. Activities are supported by national industry mentors. 	<ul style="list-style-type: none"> 3 – 5 employers. Preferably local SMEs to complement the national industry mentors. Enthusiasm for STEM and supportive of young people. 1hr – full day.
Create your Future	<ul style="list-style-type: none"> Interactive day of workshops and assemblies providing information about the opportunities available to them in modern STEM industry. Use of role models to share careers pathways. The day is connected to the TeenTech Awards and City of Tomorrow programmes. 	<ul style="list-style-type: none"> 3 – 5 employers. Preferably local SMEs to complement the national industry mentors. Enthusiasm for STEM and supportive of young people. 1hr – full day.

Contact | Anna Sheard | anna@teentechevent.com | 07773 553757



Activity	Description	Employer Requirements
<p>Company Programme</p>	<ul style="list-style-type: none"> • Group of students work together to set up and run a business including selling to the public. • Each group would be supported by an employer who acts as a Business adviser. • YE and school support is provided throughout the project. • School businesses can aim for regional and national competitions. 	<ul style="list-style-type: none"> • One business per school who could offer support on different functions (planning, finance, marketing, sales etc). • 1 hr per week (flexible) – Sept – June <p>OR</p> <ul style="list-style-type: none"> • Employers to deliver 1hr workshops on finance, marketing, public speaking and sales. • Induction to YE provided by Young Enterprise.
<p>Team Programme</p>	<ul style="list-style-type: none"> • As above but working with SEN students (mild to moderate learning difficulties), or those working at Entry level and Level 1 qualifications. 	<ul style="list-style-type: none"> • As above. • Businesses volunteers willing to see the potential for SEN students.

Contact Bekah Anstey | bekah.anstey@y-e.org.uk | 0773 952 4979

Become an Enterprise Adviser

Working together, inspiring the future

Enterprise Advisers are senior level business volunteers. They work closely with a local school to develop a careers plan that puts opportunities with local employers at the heart of a young person's education..

Why this is right for you

Being an Enterprise Adviser can be incredibly rewarding. It's a great opportunity to:

- use your experience and network to inspire young people and improve their chance of getting a job
- address skills gaps in the local and national job market
- deepen your connection to the local community
- build your company's reputation
- develop your own interpersonal and strategy skills.

What you'll be doing

Volunteering doesn't take much of your time and we'll support you every step of the way.

As an Enterprise Adviser you'll:

- work with a head teacher or careers team to develop a careers strategy that gives students multiple opportunities to get to know the world of work
- share your insights about job opportunities and the key skills that local and national businesses need
- use your network to open doors and create more work encounters
- use our research to choose the most effective careers programme providers and resources
- be supported by a trained, full-time Enterprise Coordinator
- benefit from ongoing training, peer support from other volunteers and networking events.

Is being an Enterprise Adviser right for me?

Our Enterprise Advisers are people like you. They come from different walks of life, sectors and professional backgrounds. The most effective Enterprise Advisers are:

- business professionals who care about inspiring young people to achieve their potential
- enablers who are comfortable advising and collaborating with head teachers and careers teams
- networkers who enjoy bringing the right people together
- able to give around eight hours of their time a month.

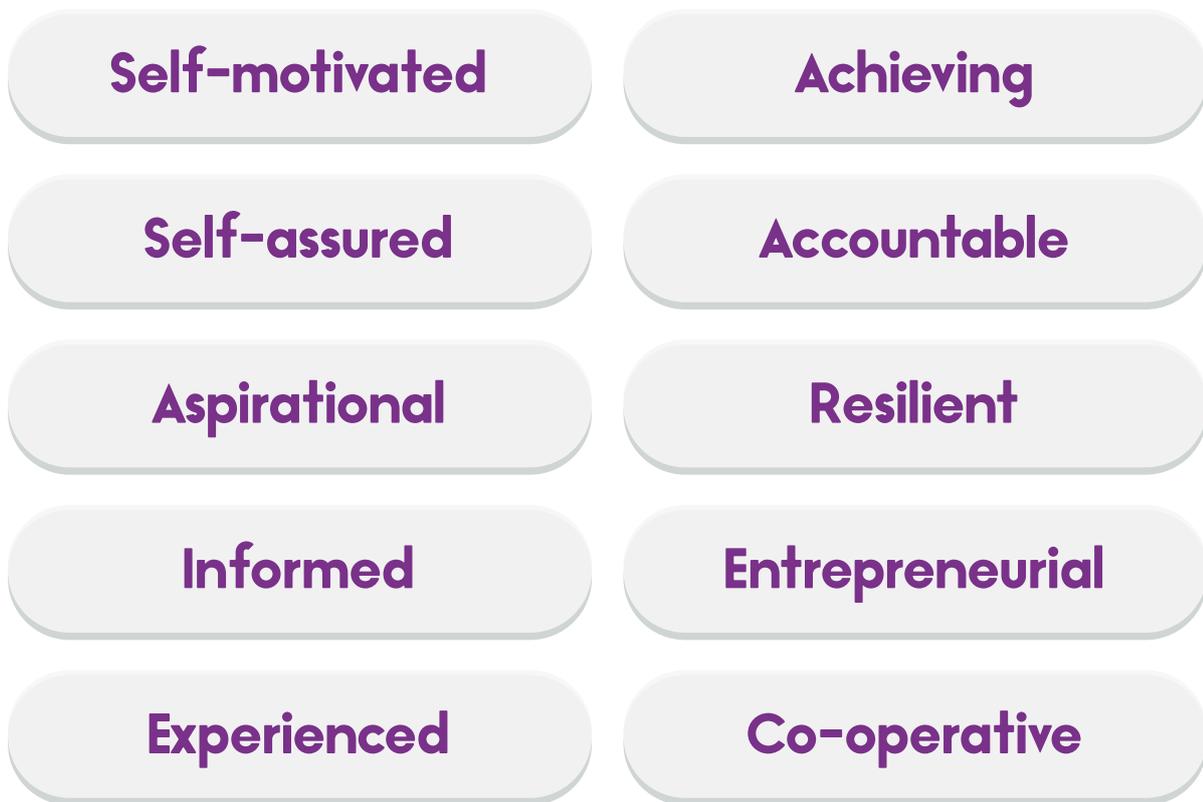
If you are interested in more information about becoming an Enterprise Adviser then please contact

Jacqui Kinch | jacqui.kinch@derby.gov.uk | 07812 301004

D2N2 Employability Framework

D2N2 is the Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire and has a vision of a more prosperous, better connected, and increasingly resilient and competitive economy. This will only be achieved if young people are employable and have the required skills to meet the needs of local businesses.

D2N2, in conjunction with employers and education have developed an Employability Framework detailing skills that have been identified as key areas considered when employing staff.



All the Derby City schools have adopted the Employability Framework as good practice and aim to embed the development of these skills. The engagement with local employers is vital to help support this, as young people need to hear from employers what they are looking for in a future employee.

Further information about the Employability Framework can be found at:

www.d2n2lep.org/skills/employability-framework

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Derby City Council

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