

ABOUT THIS RESOURCE

This resource has been created by a team of specialist practitioners at HCS Ltd who are responsible for organising work experience programmes for many of the schools in Hertfordshire and place over 12,500 students each year. Based upon our experiences and feedback from employers, teachers and students we have developed a programme of interactive activities that we hope young people will find engaging and good fun and will ensure that they are well prepared for going into the world of work for their work experience placement.

The programme has been mapped to the Personal Learning and Thinking Skills and designed to ensure that you comply with your responsibilities in relation to preparing young people for going into the world of work. This resource pack provides a comprehensive yet manageable programme of preparation that careers teachers will be able to fit into the curriculum time they have available.

Everything that you need to deliver the programme is provided including, letters to parents, lesson plans, handouts and a range of optional activities that enable you to extend the programme.

The programme can be delivered on a flexible basis and is suitable as a collapsed timetable day that you can deliver for whole year groups or for a series of individual lessons. Our recommendation would be that you try to deliver the programme as near to the date of your students going out on placement as possible, since much of the content is directly relevant to making contact with the employer, creating that all important first impression and knowing how to behave when they get into the work place.

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OUTLINE OF THE PROGRAMME

The programme is divided into 5 sections:

Setting Personal Goals

Gives students an understanding of why work experience is important. Helping them to discover the benefits of work experience and develop their understanding of key employability skills they need in the workplace. All students will identify three S.M.A.R.T objectives to achieve during their work experience placement.

Think Safe 2 B Safe

Provides students with an awareness of Health & Safety, gives an insight into common work place hazards and practices and helps them to develop strategies to keep safe. Students reflect upon - What If... situations that might occur whilst on work experience and formulate realistic solutions to these situations.

How To Get Hired Not Fired!

Helps students get ready for that all important first meeting with the employer. They take part in a team building activity and learn about first impressions and the interview process. Students will participate in role play interviews and be involved in the decision making process to select which candidates get hired.

What Have I Got to Offer?

Students identify their individual personal attributes and key employability skills. They role play making business calls and create personalised business cards.

The Final Show

This is the final part of the students' preparation and consolidates much of what they have learnt during the programme; they develop a code of conduct for their placement and explore expectations about business dress. How to use their work experience journal or diary can also be covered during this session. We recommend you finish with a rewards and recognition ceremony.

USING THE RESOURCE

Each section of the programme has been prepared to make it as easy as possible to deliver and contains the following:

Outline - giving the scope of each lesson.

Content - a breakdown of the activities within each session, including optional activities and the time it will take to deliver each activity.

Learning Outcomes - clear outcomes for the session.

Materials - a breakdown of all the materials you will need to deliver the session. These are listed in order of items you will need per classroom, per group and per student.

Personal Learning and Thinking Skills - a map of the skills that will be developed during the session.

Lesson Plan - guidance notes and materials. This includes relevant responses to questions or activities which are indicative of the nature of relevant feedback but are not intended to be an exhaustive list. You may add individual emphasis or interpretation.

Worksheets - photocopiable resources that you will need to deliver the activities.

USING THE RESOURCE

Key of the Symbols

Symbols are used in the lesson plans to help aid delivery and make the activities easy to follow.



Class Discussion



Teacher Briefing



Relevant Responses



Groupwork



Individual Exercise



Worksheet

TEN TOP TIPS FOR MAKING YOUR PROGRAMME A SUCCESS

1. Adopt a business approach to how you run your event and make it seem more like a conference than another day in school.

Write to all the parents telling them well in advance about the programme and invite the students as delegates to your conference. This approach will help to set the tone for the day and makes it a more real business experience for the students. A sample letter for both audiences is included which can be personalised for your school.

2. Select teachers that will support the delivery of the lessons with care. Make sure that your colleagues have some knowledge or interest in the subject area they have been asked to deliver. For example, "Think Safe 2 B Safe", may be best delivered by a Design and Technology teacher; "How to Get Hired not Fired" is a good session for Drama teachers. The most important fact to take into account is their enthusiasm and ability to make the session fun and the learning as relevant and real as possible. Ask yourself "Do they have experience of working in business and an informed perspective with which they can contextualise the learning and give real examples of what happens in the work place?"

Equally you could invite local employers to attend to help make the learning as real as possible. Getting employers to share their experiences with the young people enhances the insight into business and provides a context for the learning.

3. Hold a briefing session for the teachers who will be involved during the day to familiarise them with the content and materials.
4. Hold an assembly or use tutor time to brief the students, reinforcing the need to wear appropriate business dress and explain the outline of the programme so they know why they are being asked to come along and how it will help them prepare for their work experience.
5. Ease the burden of delivery for your colleagues by operating the programme on a carousel basis where students are not all doing the same session at the same time (see the sample schedule included in this section); each teacher then only needs to become very familiar with one session, although Setting Personal Goals and the Final Show need to be delivered for all students at the same time i.e. the beginning and end of the day.
6. Class room layout has an impact on the dynamics for group working and all the rooms that you use should have tables where teams of 5/6 students can work together to undertake the activities. **Sitting in rows won't help to facilitate working as a team!**

TEN TOP TIPS FOR MAKING YOUR PROGRAMME A SUCCESS

7. Book the classrooms and the hall well in advance of the programme to get the space that you really want and make sure the IT equipment and technical support will be available if you need it. You will need the hall for the introduction to the day and rewards presentation at the end of the day.
8. Organise the students into teams before the event. Give them the opportunity to work with peers they may not usually work with and provide name badges or labels for them to wear so that if there are employers coming in to support the event they have a name to address them with when talking to them. Give students folders with all the relevant information they need; this also helps to make it feel more like a conference and less like a day in school. We recommend that students keep their completed worksheets in their folder as this will help them with the debrief and evaluation process when they return to school after their work experience placement.
9. Throughout the day rewards and recognition can provide positive affirmation and if delivered in a timely and specific way, these can really motivate the young people throughout the programme. The programme gives young people the opportunity to showcase what they can do and their talents; offering appropriate prizes adds to the fun.

During the rewards and recognition session at the end of the day, thank the students for their participation and recognise students who have performed well during the day. Ideas could include:

- Best Dressed Boy/Girl
- Best Team Leader
- Best Interviewee
- Highly Employable
- Best 'Effort'
- Most 'Initiative'

The nature of the prizes will be at your discretion but we recommend you make the prizes a relevant incentive to reward positive contributions and achievement.

10. Find a practical way to get feedback from the students to evaluate the programme. A sample questionnaire is included in the pack; alternatively you could simply give students a 'Post It' note and ask them to rate the event as they leave, using a scale of 1-5, with 5 being excellent and 1 being poor. More detailed feedback is useful as it helps to highlight areas that can be improved and reinforces what works well.

EXAMPLE SCHEDULE

PERIOD 1					
All Students Introductions Main Hall 20 Minutes					
Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room
Setting Personal Goals	Setting Personal Goals	Setting Personal Goals	Setting Personal Goals	Setting Personal Goals	Setting Personal Goals
Group A	Group B	Group C	Group D	Group E	Group F
PERIOD 2					
Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room
Think Safe 2 B Safe	Think Safe 2 B Safe	How To Get Hired Not Fired!	How To Get Hired Not Fired!	What Have Got To Offer?	What Have Got To Offer?
Group A	Group B	Group C	Group D	Group E	Group F
PERIOD 3					
Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room
Think Safe 2 B Safe	Think Safe 2 B Safe	How To Get Hired Not Fired!	How To Get Hired Not Fired!	What Have Got To Offer?	What Have Got To Offer?
Group E	Group F	Group A	Group B	Group C	Group D
PERIOD 4					
Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room
Think Safe 2 B Safe	Think Safe 2 B Safe	How To Get Hired Not Fired!	How To Get Hired Not Fired!	What Have Got To Offer?	What Have Got To Offer?
Group C	Group D	Group E	Group F	Group A	Group B
PERIOD 5					
Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room	Teacher Room
The Final Show	The Final Show	The Final Show	The Final Show	The Final Show	The Final Show
Group A	Group B	Group C	Group D	Group E	Group F
All Students Rewards & Recognition Main Hall 20 Minutes					