



## Introduction

We would like to invite local employers to our school to engage with our students and help us to deliver worthwhile, relevant experiences involving careers education and help promote work readiness.

Our students and teachers really appreciate learning first-hand about the skills and attributes that employers value and the attributes used in the world of work. We will be very grateful of any time you can give. These opportunities may also be recognised as an effective experience to extend employees skills and professional development.

Please consider the following volunteer opportunities:

- [Events](#) – whole day or half day involving students Year 7 - 13
- [Assembly and careers information talks to students](#) – lasting 10 minutes to an hour
- [Work experience](#) – offering placements to Year 11 and 6<sup>th</sup> form students
- [Curriculum support](#) - helping teachers link their subject to the world of work in lessons

## If you are interested

### Contact the Careers Lead:

**Fiona Came:** [f.came@littleover.derby.sch.uk](mailto:f.came@littleover.derby.sch.uk)

The opportunities available are extensive and may appear to be overwhelming in sheer quantity.

Please be reassured that a volunteer is equally valuable to us whether it be one item you commit to or five! We recognise that you are already very busy people and we are very grateful for any time you volunteer to help our students.

If you are an ex-student of our school and you are not yet signed up to our Alumni, please consider becoming part of this group so we can keep in touch.  
<http://www.littleover.derby.sch.uk/alumni.php>

## Events

### Year 7 Events

### Year 7 Enterprise Day

<b>Date:</b>	Friday 15 <sup>th</sup> February 2019, 8.30am – 1pm (optional extension to stay until 3.15pm)
<b>Coordinator:</b>	Mrs Jenni Oversby

#### Basic aim and objectives of event:

Coordinated, led and run by our PSHE department, students will be working in groups to create a profile/ promotion of a music band. Students will develop employability skills and attitudes such as:

- teamwork
- co-operation
- resilience
- being entrepreneurial
- accountability
- self-assurance
- numeracy
- creativity
- presentation
- marketing



#### What we need:

An employer from industry to be in the classroom working with students to provide a consistent, hands-on approach throughout.

#### Finer planning points:

We aim to have a total of 10 employers to enable this event to run smoothly and to add credence and relevance to the world of work. There are 10 classrooms with 30 students in each. School staff will also be present in the room. The students in each classroom will be sub-divided into 3 groups.

## Year 8 Events:

### Year 8 Cities of the Future

<b>Date:</b>	<p>Wednesday 27th March 2019, Thursday 28th March 2019, Friday 29th March 2019</p> <p>This is one event, but repeated 3 times over, to allow us to accommodate the whole Year 8 cohort in manageable numbers.</p> <p>8.30am – 1pm (optional extension to stay until 3.15pm)</p>
<b>Coordinator:</b>	Ms Lyndsay Birds

#### Basic aim and objectives of event:

Coordinated, led and run by our Geography department, students will be working in groups to create models and justify their designs reflecting architecture, function, and sustainability of potential buildings in future cities. Students will develop employability skills and attitudes such as:

- teamwork
- co-operation
- resilience
- Being entrepreneurial
- accountability
- self-assurance
- numeracy
- creativity
- presentation
- marketing
- research



#### What we need:

An employer from industry to be communicating, encouraging and advising students helping them identify skills, attitudes and making links to any real work. Employers involved in careers of construction, design, environmental impact, planning are especially welcome – although we can relate any employer's industry to this exciting event!

#### Finer planning points:

We aim to have a total of 4 employers on each day; volunteers are only needed on one day, not all 3 days! Having employers on site will enable this event to run smoothly and to add credence and relevance to the world of work. The students will be working in small groups in a large space, the main assembly hall. School staff will be leading and supervising in the room.

## Year 8 Creative Industries Day

<b>Date:</b>	<p>Friday 28<sup>th</sup> June 2019 8.30am – 3.15pm</p>
<b>Coordinator:</b>	Mr David Ashman

#### Basic aim and objectives of event:

Coordinated, led and run by our Creative Arts faculty, students will be working in groups to tackle various practical tasks and also experience skills using their creativity through mediums of drama, art, music etc. Students will develop employability skills and attitudes such as:

- teamwork
- co-operation
- resilience
- accountability
- self-assurance
- creativity
- presentation
- marketing
- artistic



#### What we need:

An employer from any associated creative industries to be communicating, encouraging and advising students, helping them identify skills, attitudes and making links to any real work examples.

#### Finer planning points:

We aim to have any number of employers to enable this event to run smoothly and to add credence and relevance to the world of work. School staff will work alongside employers to guide students and share their experience of working in the creative industries which will positively promote the creative industries as a viable career choice.

## Year 9 Events

### Year 9 Enterprise Day



<b>Date:</b>	<b>Friday 23<sup>rd</sup> November 2018</b> 8.30am – 1pm (optional extension to stay until 3.15pm)
<b>Coordinator:</b>	<b>Mr Mark Downward</b>

#### Basic aim and objectives of event:

Coordinated, led and run by our IT, Enterprise and Business faculty, students will be working in groups to organise an event such as a leaver's Ball. Students will develop employability skills and attitudes such as:

- teamwork
- co-operation
- resilience
- Being entrepreneurial
- accountability
- self-assurance.
- numeracy
- creativity
- presentation
- marketing

#### What we need:

An employer from industry to be in the classroom working with students to provide a consistent, hands-on approach throughout.

#### Finer planning points:

We aim to have a total of 10 employers to enable this event to run smoothly and to add credence and relevance to the world of work. There are 10 classrooms with 30 students in each. School staff will also be present in the room. The students in each classroom will be working together as a team but in different roles. This will be an extension activity to the experience students had when they were in Year 7.

## Year 10 Events

### Year 10 Employability Day

<b>Date:</b>	<b>Wednesday 8<sup>th</sup> May 2019</b> 8.30am – 1pm
<b>Coordinator:</b>	<b>Miss Fiona Came</b>

#### Basic aim and objectives of event:

Coordinated and run by our PSHE department, students will experience at least 3 workshops, led by employers or outside providers that will allow students to develop certain employability skills by actually doing an activity that maybe quite different from anything tackled by them before!

#### What we need:

This is a new event. Help us shape it! We need employers from industry (who can bring 3 colleagues each) who are prepared to lead activities that foster employability skills in a challenging, practical way. We want to foster in the students;

- self-assurance
- aspiration
- accountability
- resilience



#### Finer planning points:

**For example:** to build resilience and self-assurance we are inviting the Army to bring 3 colleagues to each lead a one hour, practical session to separate groups. Each colleague would repeat their workshop 3 times over to different groups.

## Year 11 Events

### Year 11 Mock interview night

<b>Date:</b>	<b>Thursday 22<sup>nd</sup> November 2018</b> 4.15pm – 7pm
<b>Coordinator:</b>	<b>Miss Fiona Came</b>

#### Basic aim and objectives of event:

To provide students experience and a greater understanding of what is expected in a typical interview. They will practice their presentation skills and receive feedback from the person interviewing them.

Coordinated, led and run by our PSHE department, students will undertake prior preparation for the event including compiling a CV which will be scrutinised by the interviewer. Students will develop employability skills and attitudes such as:

- resilience
- self-assurance
- presentation

#### What we need:

An employer from industry to meet with 6 students. Each student will spend 20 minutes with the employer who will conduct a mock interview and provide opportunity for feedback on the student's performance and their CV document.

#### Finer planning points:

We aim to have a total of 50 employers to enable this event to run smoothly and to add credence and relevance to the world of work. The interviews will be conducted in shared space e.g. the assembly hall and in classrooms.



## Year 12 Events

### Year 12 Next Steps Day

<b>Date:</b>	<b>Thursday 23<sup>rd</sup> May 2019</b> 8.30am – 1pm
<b>Coordinator:</b>	<b>Mr Vic D'Elia</b>

#### Basic aim and objectives of event:

Coordinated, led and run by our Sixth Form Team in conjunction with local companies, in-house teaching staff, universities and alumni students. Sixth Form students will attend a variety of workshops and presentations focussing on challenges and options Post-18. Students will develop their employability attitudes and life skills such as:

- numeracy
- presentation
- resilience
- self-motivation
- accountability and being more informed

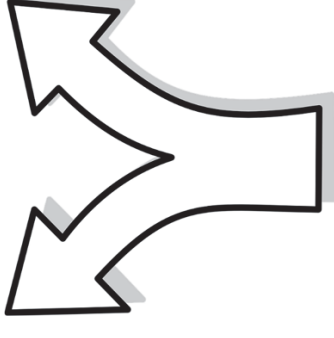
#### What we need:

An employer from industry to offer workshops related to their chosen career and discuss not only the requirements to succeed but also the people skills required in work.

We also need providers who can deliver generic information about apprenticeships; interview techniques and how to develop personal resilience.

#### Finer planning points:

We aim to have a total of 15-20 presenters to enable this event to run smoothly and to add credence and relevance to the wider world of work. The students will opt for certain workshops, based upon their career aspirations, therefore class sizes will vary widely from year to year.



# Assembly and careers information talks to students

## General information:

**Assemblies** for Year 7 to 11 have a running time of approximately 15 minutes starting at 2pm. You need to have some 'stage presence' as the visitor would need to capture the attention of the whole year group – 300 students looking up at you whilst you are at the front. There are audio and visual facilities available.

**Assemblies** for Year 12 and 13 have a running time of up to one hour starting at 2.15pm.

**Careers talks** have a running time of approximately 45 minutes starting at 1.10pm. The content of talks can have a 'wide brief'; they could be promoting any job or industry sector, they could be from providers giving information about options pathways at transition points at 14 years, post 16 or post 18.

## Dates for delivery

Opportunities for assemblies are required to link with the set school programme. Dates for careers talks have greater flexibility. In both cases there is a list of dates for the academic year for volunteers to 'sign up' to.

Contact the Careers Lead, Fiona Came.

## Provider Access Policy

The Technical and Further Education Act of 2017 inserts section 42B into the Education Act 1997 and came into force in January 2018. This policy document which is included in the appendix of the school's careers policy and is also published separately on the school website, sets out circumstances in which education and training providers will be given access to students.

## Assemblies:

If you think you could deliver any of the assemblies listed below, please get in touch.

Date		Year	Focus:
October 2018	Year 9	Year 9	What it means to be an enterprising employee.
	Year 10	Year 10	What an employer wants from someone on work experience.
	Year 11	Year 11	Making an impact – top tips for effective CV writing and doing well in interviews
Tuesday 27th November 2018	Year 12	Year 12	Choices - the apprenticeship route and what you need to know
	Year 9	Year 9	Future education courses and pathways to choose from
December 2018	Year 9	Year 9	Making GCSE options choices – some practical advice (we would particularly welcome Alumni to deliver this)
Monday 21st January 2019	Year 13	Year 13	Choices - the apprenticeship route and what you need to know.
February 2019	Year 7	Year 7	Open student's minds to education pathways – raise aspirations; introduce university, and apprenticeships
	Year 10	Year 10	Future education courses and pathways to choose from.
March 2019	Year 7	Year 7	Acknowledging personal strengths and how this fits in with what potential employers are looking for.
	Year 8	Year 8	Employability skills – Teamwork and Resilience.
Monday 25th March and Monday 8th April 2019	Year 13	Year 13	Financial decisions – what money can do for you.
	Year 10	Year 10	Employability - being resilient and being your own person.
May 2019	Year 8	Year 8	What it's like to work in any of the creative industries (any associate – artistic, dramatic, musical).

# Work Experience

Are you able to offer a placement?

We want to ensure our students have the greatest opportunities to be 'work ready'. We know how vital this experience is for young people to begin to understand the attitudes, skills and qualifications that employers want.



**What we need:**

Employers to offer a one week placement to Year 11 students. The calendar dates are set as

24<sup>th</sup> – 28<sup>th</sup> September 2018

1<sup>st</sup> – 5<sup>th</sup> October 2018

**Contact:** Mrs Jenni Oversby, Coordinator of work experience if you feel you can offer placement(s) on one or both consecutive weeks for Year 11.

**Contact:** Mr Vic D'Elia, Deputy Head of 6<sup>th</sup> form, if you feel you can offer a sixth form student a work experience placement at any point in the calendar year.

# Curriculum support

**What we need:**

Employers who can be involved in lessons, supporting our teachers and helping them make clear connections to the attitudes and capabilities sought by employers. It is also an opportunity to increase students' knowledge increase knowledge of what careers are 'out there'.

Supporting in this way will help us raise students' aspirations and foster a sense of direction and purpose in students' time in school.

List of Faculties areas:

- Creative Arts
- Design and Technology
- English (includes Media)
- Enterprise (includes Business, IT and Computing)
- Humanities
- Mathematics
- Modern Foreign Languages
- Science
- PSHE (includes Careers)
- Learning Support

If you are able to support any of these faculties, contact the Careers Lead:

**Fiona Came**

[f.came@litleover.derby.sch.uk](mailto:f.came@litleover.derby.sch.uk)

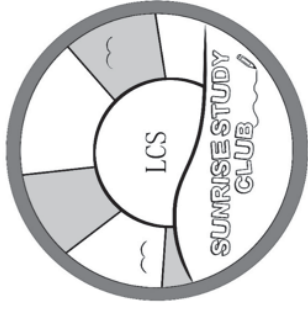
# Sunrise Club:

Sunrise Club is a study club to help students in Year 9 and above with their core subjects (English, Maths and Science).

## What we need:

Volunteers who have expertise in specific subjects of English, Maths and Science, who can work with students and offer alternative methods and ideas about approaching these subjects.

Students work on exercises that complement their classwork, address specific areas of difficulty or practise exam questions in preparation for forthcoming exams.



Subject	Day	Time
Sunrise English	Tuesdays	7.30am – 8.20am
Sunrise Maths	Wednesdays	7.30am – 8.20am
Sunrise Science	Thursdays	7.30am – 8.20am

## Contact:

Helen Barry, Coordinator of Sunrise

# Volunteer Offer Form

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

I am an ex-student of Littleover Community School

Yes / No

If yes, have you joined our alumni at

Yes / No

<http://www.littleover.derby.sch.uk/alumni.php> ?

What industrial sector does your company belong to? (e.g. Finance, Education, I.T.)

What is your role (or job title) in your organisation?

We will be very grateful for any contribution and time you can give.

Please indicate by a tick or cross in the boxes below, which activities you would like to volunteer for and we hope to be able to take up your offer.

Please return this form as soon as you possibly can and you will receive follow up contact shortly:

<input type="checkbox"/>	<a href="#">Year 7 Enterprise Day</a>
<input type="checkbox"/>	<a href="#">Year 8 Cities of the Future</a>
<input type="checkbox"/>	<a href="#">Year 8 Creative Industries Day</a>
<input type="checkbox"/>	<a href="#">Year 9 Enterprise Day</a>
<input type="checkbox"/>	<a href="#">Year 10 Employability Day</a>
<input type="checkbox"/>	<a href="#">Year 11 Mock Interview event</a>
<input type="checkbox"/>	<a href="#">Year 12 Next Steps Day</a>

List continues on next page..

# Volunteer Offer Form (cont.)

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<input type="checkbox"/>	<p><u>Assembly :</u> Please detail which one (or more) you are interested in delivering below:</p>
<input type="checkbox"/>	<p><u>Careers information talk</u> Please detail what you want to base your talk about below:</p>
<input type="checkbox"/>	<p><u>Offer a work experience placement –</u> Please detail whether this is for Year 11 or 6th form students below:</p>
<input type="checkbox"/>	<p><u>Curriculum support</u> Please state which faculty area(s) you can contribute to below:</p>
<input type="checkbox"/>	<p><u>Sunrise Club</u></p>

## Return to:

**Fiona Came,**  
Careers Lead,  
Littleover Community School,  
Derby.  
DE23 4BZ

[f.came@littleover.derby.sch.uk](mailto:f.came@littleover.derby.sch.uk).

*LCS will retain your contact details in school and will not pass them onto 3<sup>rd</sup> parties in accordance with the GDPR 2018. Should you wish to no longer be contacted please let us know and we will delete your information.*