



LCS Careers Volunteers

Littleover Community School Employer Engagement Programme.



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.

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 school has recently been recognised as E4E 'School of the Year 2019' for enabling students to benefit from employer contact. 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 6th form students
- [Curriculum support and study clubs](#) - 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

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>

Calendar of opportunities

Below is a date summary list of opportunities where you could help. The detail of each one is provided further into the booklet.

Date	Nature of event	Name of event
Tues 22/10/19	Assembly	'Making an impact' – Year 11
Mon 04/11/19	Workshop	CV writing
Tues 05/11/19	Workshop	CV writing
Fri 15/11/19	Assembly	'Being an Enterprising employee' – Year 9
Thur 21/11/19	Mock interviews	Year 11 Mock Interview night
Fri 22/11/19	Group work	Year 9 Enterprise Day
Mon 25/11/19	Assembly	'Work experience – what employers want' – Year 10
Fri 06/12/19	Assembly	'Making GCSE option choices' – Year 9
Wed 29/01/20	Assembly	'Employers value your personal strengths' – Year 7
Fri 07/02/20	Group work	Year 7 Enterprise Day
Wed 12/02/20	Assembly	'Education pathways beyond school' – Year 7
Thur 26/03/19	Assembly	'Employability skills' – Year 8
Wed 01/04/20	Group work	Cities of the Future – Year 8
Thur 02/04/20	Group work	Cities of the Future – Year 8
Fri 03/04/20	Group work	Cities of the Future – Year 8
Tues 05/05/20	Workshop	Employability event – Year 10
Mon 15/06/20	Assembly	'Being resilient and being your own person' – Year 10
Thur 18/06/20	Assembly	'Employment in the Creative Industries' – Year 8
Tues 23/06/20	Group work	Creative Industries Day – Year 8

Assembly and Careers talks

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: dates for these are at the employers convenience in negotiation with the school, hence do not appear specifically on the published calendar. The running time of the talk is 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.

Assemblies 2019-20:

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

Date	Year	Focus:
22 nd October	Year 11	Making an impact – top tips for effective CV writing and doing well in interviews
15 th November	Year 9	What it means to be an enterprising employee.
25 th November	Year 10	What an employer wants from someone on work experience.
6 th December	Year 9	Making GCSE options choices – some practical advice (we would particularly welcome Alumni to deliver this)
29 th January	Year 7	Acknowledging personal strengths and how this fits in with what potential employers are looking for.
12 th February	Year 7	Open student's minds to education pathways – raise aspirations; introduce university, and apprenticeships
26 th March	Year 8	Employability skills – Teamwork and Resilience.
15 th June	Year 10	Employability - being resilient and being your own person.
18 th June	Year 8	What it's like to work in any of the creative industries (any associate – artistic, dramatic, musical).

Year 11 Mock interview night

Date:	Thursday 21st November 2019 4.15pm – 7pm
Coordinator:	Miss Fiona Came

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 9 Enterprise Day

Date:

Friday 22nd November 2019

8.30am – 1pm (optional extension to stay until 3.15pm)

Coordinator:

Mr Mark Downward



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 7 Enterprise Day

Date:	Friday 7th February 2020, 8.30am – 1pm (optional extension to stay until 3.15pm)
Coordinator:	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 Cities of the Future

Date:	Wednesday 1st April 2020, Thursday 2nd April 2020, Friday 3rd April 2020 This is one event, but repeated 3 times over, to allow us to accommodate the whole Year 8 cohort in manageable numbers. 8.30am – 1pm (optional extension to stay until 3.15pm)
Coordinator:	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

Date: Tuesday 23rd June 2020
8.30am – 3.15pm

Coordinator: 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.

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

23rd – 27th September 2019

30th September – 4th October 2019

21st – 25th September 2020

28th September – 2nd October 2020

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 6th 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.



Faculty areas:

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

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

Fiona Came

f.came@littleover.derby.sch.uk

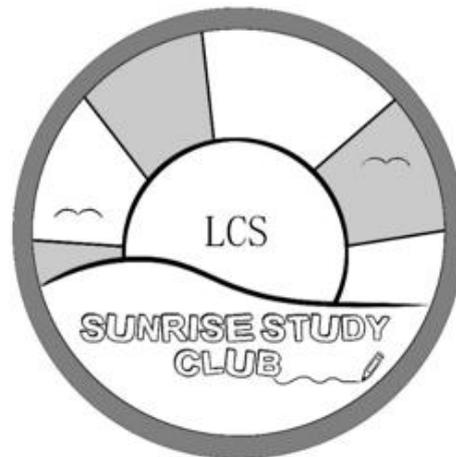
Sunrise Club:

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:

Michael Towlson, Coordinator of Sunrise

Volunteer Offer Form

Note: This form is available online at <https://tinyurl.com/LCSCV2019>

Name: _____

Organisation: _____

Email: _____

Tel: _____

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:

I am an ex-student of Littleover Community School

Yes / No

If yes, have you joined our alumni at

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

Yes / No

I am a parent/carer of a student currently at Littleover Community School

Yes / No

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

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

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

Volunteer Offer Form (cont.)

<input type="checkbox"/>	Year 7 Enterprise Day	
<input type="checkbox"/>	Year 8 Cities of the Future	<input type="checkbox"/> 1 st April 2020 <input type="checkbox"/> 2 nd April 2020 <input type="checkbox"/> 3 rd April 2020
<input type="checkbox"/>	Year 8 Creative Industries Day	
<input type="checkbox"/>	Year 9 Enterprise Day	
<input type="checkbox"/>	Year 10 CV Writing Workshops	<input type="checkbox"/> 4 th November 2019 <input type="checkbox"/> 5 th November 2019
<input type="checkbox"/>	Year 10 Employability Event	
<input type="checkbox"/>	Year 11 Mock Interview Event	

Return to:

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

f.came@littleover.derby.sch.uk

LCS will retain your contact details in school and will not pass them onto 3rd 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.