



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 & volunteers to engage with our students and help us to deliver worthwhile, relevant experiences involving careers education and help promote work readiness.

We are hoping to re-establish our full careers programme in the next academic year using a blend of face-to-face and remote opportunities. 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.

Now more than ever, we will be very grateful of any time you can give! Typical volunteering opportunities include:

- [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 Us:

Please complete the online registration form:

https://www.littleover.derby.sch.uk/resources/careers/#external_providers

Or email us at: careers.ed@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 you can help with one item 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>

Fiona Came, Careers Lead

Calendar of opportunities

Below is an example calendar outlining the events which usually take place during the school year. Exact dates vary each year.

The detail of each one is provided further into the booklet.

Month	Nature of Event	Year Group	Name of Event
October	Assembly	Year 11	Making an impact
	Work Experience*		Work Experience Fortnight
November	Assembly	Year 9	Being an Enterprising employee
	Group Work		Enterprise Day
	Assembly	Year 10	Work Experience – what employers want
	Workshop		CV Writing
	Mock Interviews	Year 11	Mock Interview Event
December	Assembly	Year 9	Making GCSE option choices
January	Assembly	Year 7	Employers value your personal strengths
February	Group Work		Enterprise Day
	Assembly		Education pathways beyond school
March	Assembly	Year 8	Employability skills
April	Group Work		Cities of the Future
May	Workshop	Year 10	Careers Fair
June	Assembly		Being resilient and being your own person
	Assembly		Employment in the creative industries
	Group Work	Year 8	Creative Industries Day

*Note 6th form work experience is flexible throughout the year.

We are open to new ideas and welcome the opportunity to make additions or enhancements to our programme of activities.

Assembly and Careers talks

General information:



Assemblies for Year 7 to 11 link to topics being covered in the set school programme. They typically have a running time of 15 minutes. The speaker needs to have some 'stage presence' to capture the attention of the whole year group – 300 students. There are audio and visual facilities available in school, remote delivery via 'Teams' is also possible.

Assemblies for Year 12 and 13 have a running time of up to one hour.

Careers talks: We would like to develop a library of careers talks for students to access independently. These would be pre-recorded and shared via our school IT network. 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.

Assemblies:

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

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

Events

Year 11 Mock interview event

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.

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:

Employers / volunteers to conduct mock interviews and provide feedback to students on their performance and their CV document. Each interview is approximately 20 minutes and will be held virtually for the 2021/2022 academic year.

Year 10 CV Writing Workshop

Basic aim and objectives of event:

Coordinated and run by our PSHE department and the Employer broker company, E4E, students will experience a workshop about effective CV writing hints and tips which will be led by employers. The outcome by the end of the session is for the students to type up their first draft of a CV.



What we need:

We need employers / volunteers who are prepared to follow the brief from E4E and then lead activities in the classroom (or virtually). We want to foster in the students;

- confidence
- literacy skills
- IT presentation skills
- resilience

Year 10 Careers Fair

Basic aim and objectives of event:

Our PSHE and Careers Dept will invite Post 16 and 18 pathway providers from Education institutions, Training providers and Employers who may be offering courses, apprenticeships or work experience opportunities to host a 'stall' in our assembly hall. Students will visit the stalls to ask questions, pick up information and become more informed of the range of options on offer when they leave school. As well as **improved knowledge**, by engaging with outside

providers students will further develop skills such as **independence, research, aspiration, self-assurance and communication.**



What we need:

This is a new event. We need employers / volunteers who are prepared to staff information stalls and engage students in individual conversations during the event. Promotional materials that are information giving will be welcomed should stall holders wish to provide these.

Year 9 Enterprise Day

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
- Accountability
- Self -Assurance
- Numeracy
- Creativity
- Presentation
- Marketing
- Being entrepreneurial

What we need:

Employers / volunteers to be in the classroom, alongside school staff, working with students to provide a consistent, hands-on approach throughout.

Year 8 Cities of the Future

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
- Accountability
- Self -Assurance
- Research
- Numeracy
- Creativity
- Presentation
- Marketing
- Being entrepreneurial

What we need:

Employers / volunteers 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!

Year 8 Creative Industries Day

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:

- Artistic
- Teamwork
- Resilience
- Self-assurance
- Presentation
- Creativity
- Co-operation
- Accountability
- Marketing



What we need:

Employers / volunteers 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.

Year 7 Enterprise Day

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
- Resilience
- Self-assurance
- Numeracy
- Presentation
- Co-operation
- Accountability
- Being entrepreneurial
- Creativity
- Marketing

What we need:

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



Work Experience

Basic aim and objectives:

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:

A wide range of employers who are able to offer placements or work shadowing experiences to Year 11 or Sixth form students.

Due to the complexity of securing and monitoring suitable work experience placements for over 250 students, the dates for year 11 work experience are usually fixed. 2021/2022 work experience plans remain uncertain due to the ongoing pandemic. If you feel you may be able to offer a suitable placement or work shadowing this year, or in the future, please let us know – **no** firm commitment is required at this time.

The dates for Sixth form work experience are flexible and take place throughout the academic 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 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
- English (inc. Media Studies)
- Humanities
- Modern Foreign Languages
- Enterprise (inc. Business, IT and Computing)
- Design and Technology
- PSHE (inc. Careers)
- Mathematics
- Science
- Learning Support



Sunrise Club

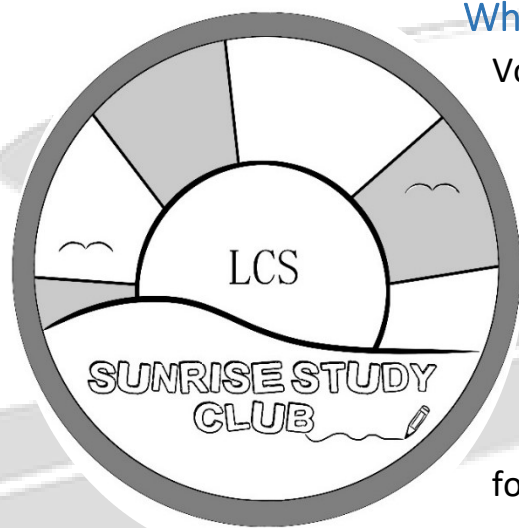
Basic aim and objectives:

Sunrise is a study club designed to support students in Year 11 in completing their studies in the core subjects of Maths and Science.

What we need:

Volunteers from any industry where maths and Science are needed or, volunteers with experience in these subjects to work with students in small groups. Students benefit from the additional problem solving and alternative methods that volunteers from industry can provide.

Students work on activities that compliment their learning in the classroom addressing specific areas of difficulty or, practice exam questions in preparation for forthcoming exams.



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



Volunteer Offer Form

Please complete online: https://www.littleover.derby.sch.uk/resources/careers/#external_providers

Alternatively, you can print & return the form to **Careers Lead, Littleover Community School, Derby, DE23 4BZ.**

Name: _____

Email: _____

Tel: _____

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 relative of a student currently at Littleover Community School **Yes / No**

I am a relative of an ex-student of Littleover Community School **Yes / No**

What is your employment status?

☐ Employed Industry (e.g. finance, construction): _____

☐ Self Employed Company Name: _____

Job Title / Role: _____

☐ In Education Course studied: _____

☐ Retired Details of most recent role: _____

☐ Unemployed Employer: _____

Job title / Role: _____

Date of leaving: _____

☐ Prefer not to say

I am interested in the following areas:

- ☐ Delivering an assembly to a whole year group
- ☐ Recording a careers information talk
- ☐ Conducting mock interviews
- ☐ Support / delivering CV writing workshops
- ☐ Promoting educational pathways or employment routes at a Careers Fair
- ☐ Supporting an Enterprise day
- ☐ Offering a work experience placement
- ☐ Providing curriculum support and relevance to subject lessons
- ☐ Sunrise club
- ☐ Other _____

LCS will retain your contact details in school and will not pass them onto 3rd parties in accordance with the UK GDPR. Should you no longer wish to be contacted, please email admin@littleover.derby.sch.uk to let us know and we will delete your information.