



Deliver

Plans are made, everyone is ready and excited about the experience of the workplace programme you have worked hard to develop in partnership with your schools and colleges. Virtual tours and presentations have been filmed, activities have been thought through and outcomes decided upon. Students have been enlisted, all the paperwork has been done and you're ready to go!

If all your research, planning and preparation is robust, this part will be amazing!

Induction

Before you embark on the actual programme of activities, it's important to get to know your students a little. Like any employee entering a workplace, they will feel much more at ease and be more engaged if you take time to introduce yourself and your business. They may never have experienced a real work environment before and may have preconceived ideas about what the world of work is like. This is your chance to present your company and the reality of a great workplace to a whole new audience, and possibly your next generation of employees.

This could be partnered with a live Q and A session with an employee afterwards as the induction.

Many companies have made general introduction films which are available for you to look at online to get some ideas. [Severn Trent Water](#), for example, have created a great introduction to the processes they use. This could be partnered with a live Q and A session with an employee afterwards. This will give students the earliest opportunity to engage directly with one of your team. Putting a human face to your business early on will create a positive learning environment for participants. You may also want to include a very short ice-breaker activity so the students can tell you something about themselves.

Top Tips for online delivery

- Limit the time you spend speaking at the students to help them stay focused. Ask them questions to help break it up.
- Make the experience interactive by getting students to work on a range of activities - either individually or in groups. You can use breakout rooms on most platforms. This is important as extensive interaction with employees is another requirement of the Gatsby Benchmarks and greatly enhances the experience.
- Check your technology. Be prepared for technical difficulties. Make sure to have a non-tech dependent activity prepared. Check out our [Guidance on Technology](#).
- Establish 'housekeeping' routines at the beginning of each session - when to mute, how to ask a question, and record meetings with everyone's consent (for possible future use by the school and, more importantly, to ensure safeguarding). You will need to establish with the school or college where and how these recordings are stored to avoid any safeguarding or data breach.
- Think about who is going to deliver the online sessions - is it one person or more? It's useful to have more than one staff member in on the session if you are going to go into breakout rooms. And the interaction between them can encourage engagement from the students.
- Where are you going to present from? Make the surroundings professional but comfortable to look at.
- Stick to your timings - it's really easy to overrun online.
- Be prepared to be a little flexible with the planned content and outcomes - you never know where your discussions during a session may take you. Unexpected outcomes of sessions can inform the remainder of the programme, or individual outcomes for different students.
- Allow plenty of time for questions - this is where some valuable interaction with your business can take place.



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Evaluation

Evaluation is not something to leave until the very end of the process - it should be included in every session and be used to inform and tweak the remainder of the programme.

Students need regular feedback - not only as it will engage and motivate them, but because it is a requirement of Gatsby Benchmark 6.

It's important to build in the opportunity to meet with the teachers involved after each session to ensure all is going according to plan from their perspective, and for you to feedback your thoughts to them too. It may be that the students would benefit from a slightly different approach to the one

already planned, and this gives you the opportunity to tailor it to their particular needs.

Every project needs an ending and some kind of celebratory session to finish your programme will recognise your students' achievements during their work experience with you. If your programme is eligible for accreditation, this would be the time to present them with their award. But at the very least a certificate of completion positively marks the end of their experience and their hard work.

For more information about evaluating your programme, visit the [Evaluate](#) page on our Step By Step Guide.

Tips for employers when presenting to young people with SEND by Willmott Dixon

The team at construction company Willmott Dixon shared their tips to create an engaging session for young people with special educational needs and/or disabilities (SEND).

- Planning time with school is essential to know your audience. You need to know their capabilities and learning and teaching styles, a clear time table and plan of activities (including timings).
- Don't be put off by the first session – it's all about gaining trust.
- If groups are required, let teachers organise this as they know which students can work together and the abilities of each student.
- Smaller groups work better – there is less disruption and students get more involved.
- Allow more time than usual – don't rush.
- Encourage engagement. Props, visual aids, and Q&A are a great way for students to be involved.
- Allow more time to build trust and for students to familiarise themselves with delivery functions (i.e Teams, Zoom etc).
- Include something that students are familiar with or can relate to such as their school logo and a familiar font
- Make videos short and relevant.
- Think about facial expressions, smiling and eye contact.
- No complex job titles and introductions - people's first name are adequate.
- Focus on what your sector and organisation does and try to relate it to something that students will know.
- Speak in short clear sentences.
- Ask more direct questions to keep students engaged.
- Focus on their abilities, not disabilities.

Mentors and Facilitators

Identifying a member of staff to facilitate will ensure the programme runs smoothly. For example, Morgan Sindall have created a role description for facilitator volunteers which includes the following responsibilities:

- Host break out rooms
- Read out questions in the meeting chat function
- Ensure equal participation by each group and student
- Welcome students into the meeting
- Support teams in their presentations

Mentors can also play an important part in encouraging and supporting individual students. This is a great route for less experienced members of your team to build their own presentation and leadership skills. Staff members can be recognised for volunteer hours. It's a great way to get them engaged, possibly leading to them becoming work experience leads in future programmes.



Partnerships with other businesses

There may be the opportunity to introduce your students to other businesses you work with, which you may have worked into your online activity planning. This will be a really enriching experience for them as it will illustrate the interconnectivity of



the world of work. Businesses in your supply chain can provide pre-recorded resources, illustrating the role they play in your business. You could invite representatives of these businesses to be part of a virtual panel which students pitch or consider how you can work with SMEs in your network and encourage them to take part in your programme. If you do this, ensure that partner organisations taking part are equally briefed on issues such as safeguarding and complying with the requirements of the school or college.

Delivery in the Future

The pandemic has focused everyone's minds on how work can be effectively done in the virtual world. Whilst much of traditional work experience has moved online, the virtual world cannot replace the face to face experience. Taking the best of digital outreach and eventually blending this with on site experiences will offer the best of both worlds.

We do not know what the future is going to look like following the pandemic, but the effect on remote learning has made its mark.

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With the possibility of a real world session becoming more viable, thinking what a face to face session could be like would make a meaningful addition to your programme, even if for the longer term. Following Government guidance will obviously be essential to keep everyone safe, and associated risk assessments will need to be completed and agreed upon.

You can find resources to help you deliver a great experience of your workplace at www.wex.careersandenterprise.co.uk/deliver



Case study

Cornwall and Isles of Scilly Careers Hub & Cornwall Museums Partnership

Working together to give young people an exciting experience.

Cornwall Museums Partnership (CMP) is a charity that exists to help people learn about and be inspired by Cornwall's museum collections, develop audiences and diversify the workforce. In December 2020 Cornwall Careers Hub worked with the Cornwall Museums Partnership to offer three days of virtual work virtual work experience.

Celine Eliot Engagement Lead said: "Our aim is to improve access for children and adults from diverse backgrounds to experience and enjoy our network of museums and galleries. We seek creative ways to encourage young people in to our industry and demonstrate the range of pathways open to them. People have a very narrow vision of what a curator does and type of person they are. We would like to challenge this thinking.

We have not delivered work experience previously as essentially we are 13 people in a room and there's not much exciting about that from a young person's perspective. The Virtual Work Experience offered us the opportunity to extend our reach and impact a future workforce."

The team created activities for students about use of social media by museums to appeal to a wider audience and bust any myths that museums are only about history. The lockdown caused by COVID-19 meant education and business moved online. This was a particular challenge in Cornwall as the region has issues with poor wifi connectivity.

Despite this challenge, the consortium offered young people a taste of life working in galleries and museums across Cornwall and the opportunity to work with a range of employees of different ages, showing students how progression is possible.

Working with schools, Cornwall Council and CMP engaged young people online with their employees to show what their world of work is like. The employees involved said it gave them something positive to do during lockdown.

The virtual work experience gave CMP a 'golden opportunity' to reach many more students by removing the limitations of distance and travel or threshold anxiety. The result gave young people an opportunity to find out about careers they may have not even known existed in this cultural environment.

Most of the organisations that make up the Cornwall Museum Partnership are SMEs. By working together with Cornwall and Isles of Scilly Careers Hub, they were able to show a potential future talent pool what life is like in their world and enlighten a young generation to opportunities they may not have otherwise known existed.



Working with small employers

Celine Elliott, Engagement Lead, Cornwall Museums Partnership was our guest speaker for the launch of our digital [Give Young People Experiences of your Workplace](#) guide.



She shared their experience of working with small galleries and museums across Cornwall. She spoke about what it is like to deliver experiences of the workplace for small employers. You can watch again [here](#).



Give Young People Experience of Your Workplace

The digital guide

Need support to create a great experience of your workplace programme?
Visit <http://wex.careersandenterprise.co.uk> for a practical Step By Step guide,
downloadable resources and further information, plus further supporting research
reports and white papers. All in one place!

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