

Thank you for your support of this exciting opportunity for your business to support our students.

What is the idea?

Using Microsoft Teams, employees and employers can 'visit' our students to help students see that their current studies are relevant to careers, and to learn more about those careers. A short talk (10-15mins) from you about how you got into this career and what it involves is then followed by the opportunity for students to ask questions (10-15mins).



For **Careers LiveLink** your 'visit' will tie in to the work that they have been doing – the teacher will contact you so that you will know the topic and can perhaps refer to it and show how you use it (or how the school topic develops into real life). Our ideal would be that every class in every subject in every year gets one LiveLink so if you would like to do more than one or would like to volunteer other colleagues then please let us know.

In our **Working Lunch** students will have expressed an interest in this career, either to learn more about it or because they want ideas of how to improve their chances of landing that job! Our lunchtime is relatively short, so if you think more time is needed please let us know and we can consider changing it to a lesson time and withdraw students from their normal lessons to attend.



How do you get involved?

If you would like to offer a Teams visit then please contact us on mrc-careers@mrc-academy.org

If you'd like to suggest a particular subject that your career links best with then let us know – we are trying to think of those links too so will match subjects to volunteers.

How will it work?

The teacher will send a Teams meeting link to you. If you use Teams in work then you will be able to open it there, if you don't use Teams then you'll still be able to open the meeting and join in. We will need to 'admit' you to the meeting as our Teams are set up like this for safeguarding.

If you have a presentation then please send it to the teacher in advance, as that may be easier than the teacher trying to give you permissions to share your screen etc.

For safeguarding, please ensure you (and anyone potentially in your background) is in smart/office dress and that any background pictures (family or work) or discussions (colleagues etc) are appropriate for our students – if you can avoid a room with radio, television or other workers then that will make it easier anyway. It is fine for you to have your camera on and the teacher will start with their camera on. If you are using the Teams app then you can choose to blur your background or choose a picture as your background.

Thank you once again – we're very excited by the potential that these links hold for our students.

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Work Experience

What is the idea?

Students in Year 10 (age 14-15) and Year 12 (age 16-17) spend a week in a workplace to have an immersive experience and learn what it is like to have a full time job. For Year 10, most of our students will not have had even a part-time job so it really is an eye-opening moment for them. Students can shadow a particular employee, or see different jobs within your company. They could complete a small project for you, or be asked to look at your (or another) website to find information.

How do you get involved?

We encourage our students and their parents to search for placements themselves, so you may be contacted. If you would like to offer a placement in advance then please contact us on mrc-careers@mrc-academy.org. We will try to match any offered place to a student with an interest in that career, and will ask the student to then contact you.

In general, you need to have Employer's Liability Insurance in order for a student to be allowed to complete a work experience there. We will also arrange for a Health and Safety visit or assessment, although if you've had one of these before by the Chichester College Group then it should just be a brief update of it.

How will it work?

Students will contact you before the week to confirm any arrangements – what times to arrive and where; what they should wear; what they should bring (lunch etc).

We will give them a broad introduction to health and safety (the “do and don'ts”) and encourage them to be proactive, along with a few scenarios to make them think about how they would deal with them. We will impress on them that you will have your normal work to do, so they need to ask once and then be able to get on with any task. They will also have a small booklet to complete through the week, from contact details, fire alarm procedures to how it has developed their skills of communication, problem solving, independence etc.

Throughout the week, you will have the contact details for us here at college so you can feedback on how they are doing. Hopefully you will find students who become your potential employees – we know that Saturday or summer holiday jobs can follow from work experience placements, with the students developing a real interest in the company.

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