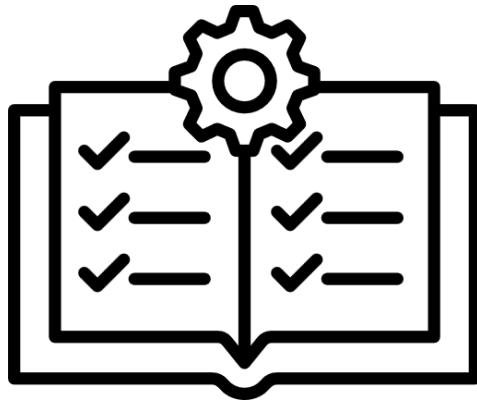


Resource Pack for West London Careers Leaders



A localised, practical, user-friendly guide highlighting easy ways for West London schools to reduce workload and meet Gatsby Benchmarks



Funded by
UK Government

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How to Use the Inspiring the Future Platform to Deliver Meaningful Employer Encounters

Looking to set up an employer encounter at your school but unsure how to get started? Here you will find out how to use the free Inspiring the Future platform to deliver meaningful employer encounters at your school to make an impact on your students and meet Gatsby Benchmarks.

What is Inspiring the Future?

Inspiring the Future:

- Is a free, self-service online platform for state school and college staff
- Helps you to plan multiple encounters with exciting workplace volunteers
- Gives you access to a range of pre-recorded resources
- Helps you to meet Gatsby Benchmarks 3-7

What encounters can teachers plan and find volunteers for?

The most popular encounters we see our platform used are:

- Mock interviews
- Speed networking
- In-person and virtual careers talks
- Mentoring and CV workshops
- Work experience
- Job shadowing

4 Steps to use Inspiring the Future



Step: Plan

Before using the platform, it is a good idea to have a plan of what sort of encounter you would like to run.

Use the how-to guides from this step for ideas and inspiration as well as access ready-to-go guides for different career activity formats.



Step: Create

When you have a plan for your encounter, you can create your activity on our platform by filling in details about it and then search for and invite volunteers! The how-to guides for this step will walk you through where to click to create your encounter and how to search for and invite volunteers.



Step: Prepare

Once you have created your encounter and some volunteers have accepted, you will need to prepare for the encounter.

Our 'Prepare' how-to guides will help you to contact and brief your volunteers, and give you some things to think about in preparation for having volunteers in school either in-person or virtually.



Step: Reflect

After the encounter, it is important for both you and your students to reflect. For this step, we have some suggestions of reflection activities for students and even some template emails to send to volunteers to say thank you.

To access how-to guides, [log into your account](#) and click on the button on the homepage:



How To Meet Gatsby Benchmarks Using Inspiring the Future

BENCHMARK	DESCRIPTION	HOW WE CAN HELP
3. Addressing the needs of each pupil	Opportunities for advice and support need to be tailored to the requirements of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	With no limit on the number of volunteers that can be accessed, one-to-one CV writing and mock interview sessions are available. Your ITF profile will show a record of the encounters that students have undertaken.
4. Linking curriculum learning to careers	Careers learning should be embedded within the academic curriculum, as a subject in its own right and as a feature of other subjects.	This is a gradual process of arranging careers-related activities across the whole school or college. Our research statistics can be used to generate buzz among staff, and ITF makes it easy to organise classroom talks.
5. Encounters with employers and employees	Students should participate in at least one meaningful encounter with an employer, every year. Education and Employers' own research on the impact of encounters supports this benchmark.	Speed networking events are a means of producing multiple encounters in one session. Alternatively, frequent, 20 minute assembly speeches are easy to arrange and are considered 'meaningful'.
6. Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to explore career opportunities and expand their networks.	Our volunteer pool includes thousands of employers who have registered to host out-of-school careers learning, and our showcase events with high-profile employers give ITF users exclusive access to workplace activities.
7. Encounters with further and higher education	Every student should understand the range of educational opportunities available to them, including both academic and vocational pathways.	Our apprentice volunteers can inform students about vocational pathways and discuss their routes through education, in an assembly devoted to the topic.

Example Volunteer Job Titles in West London

From Motion Designers to Occupational Therapists, there are a wealth of volunteers on your doorstep in West London. Here you will find a list of some of the job titles of volunteers who are based in West London and on the Inspiring the Future platform, which will give you an idea of volunteers who might be available for you to invite to an employer encounter to help you meet Gatsby Benchmark 5.

Here is a word cloud of the most frequent individual job titles signed up to the Inspiring the Future platform who are based in West London. This may give you an indication of the most frequent volunteer job roles in your area.



Below you will find a list of job titles and descriptions of volunteers who are signed up to the Inspiring the Future platform and based in West London. This is not an exhaustive list of all the volunteers available to you; there are many more in addition to the job roles below.

- Motion Designer**

Works with animation, audio, and visual effects to create moving content for media such as TV, internet, and film.
- Ceramicist**

Makes objects out of clay, glass, or other fusible materials, often using tools such as a pottery wheel.
- Director of Film & TV**

Oversees the artistic aspects of a TV or film production.
- Artificial Intelligence and Data Consultant**

Creates and implements strategies to optimise data systems and technology.

Example Volunteer Job Titles in West London

Laboratory Museum Curator

Manages collections by researching, identifying, and cataloguing them.

Aerospace Cyber Security Certification Specialist

Ensures aerospace systems meet cybersecurity standards through assessments, risk analysis, and testing.

Deputy Editor

Plans and coordinates material for publication such as books or newspaper articles.

Presenter

Hosts a programme and introduces or interviews guests.

Musician

Performs, conducts, and arranges music.

Garden Designer

Oversees the design of outdoor spaces.

Consultant Radiologist

Specialises in examining and interpreting X-Rays, CT scans, MRI scans, PET scans, and bone scans.

Architect

Designs buildings to create well-organised structures.

Example Volunteer Job Sectors in West London

Here you will find a list of some of the job sectors of volunteers who are based in West London and on the Inspiring the Future platform to give you an idea of volunteers who might be available for you to invite to an encounter with employers and employees. This is not an exhaustive list of all the sectors available to you; there are many more in addition to the ones below.

Healthcare

The sector makes up of organisations that provide medical services, manufacture medical equipment or drugs, provide medical insurance, or those that provide the provision of healthcare to patients.

Media

The media industry includes roles in publishing and journalism, television, film and video game design.

Aerospace

The aerospace industry involves the manufacture of aircraft and spacecraft products.

Aviation

This sector is used to describe any role involving the manufacturing and operating of an aircraft.

Education

The provision of education and the various institutions, organisations and roles involved in it.

Financial

A section of the economy comprised of firms and institutions that provide financial services to commercial and retail customers.

Performing Arts

The performing arts sector is made up of various types of live performances that are to entertain audiences.

Example Volunteer Job Sectors in West London

Central/Local Government

The administrative divisions within a country that manage public policies, services and regulations.

Not for Profit

A business that aims to do something instead of profit for the owners, such as serving a public or social benefit.

Legal

The legal sector includes activities related to law and legal services.

Publishing

This sector includes businesses and professionals involved in the production, distribution, and sale of written content such as books, magazines, and academic journals.

Technology

This sector involves businesses that sell, produce, or develop goods and services in electronics, software, computers, artificial intelligence and other things related to IT.

Design/Arts/Crafts

This sector typically involves organisations that come up with ideas or a design for someone and/or creating something.

Information Technology

This sector involves organisations and professionals that develop, manage, and support technology and systems related to information processing, storage and communication.

Companies Based in West London

In this section, you will find a list of renowned companies that have headquarters in West London, as well as some information about each company.

Some of the following companies also have employees who are signed up to the Inspiring the Future platform for you to invite to an employer encounter.

This section will give you a rough idea of organisations and volunteers who might be available in your local area.

ITV

ITV, legally known as Channel 3, is a British free-to-air public broadcast television network.



White City

Disney

An American multinational mass media and entertainment conglomerate.



Hammersmith

Sky

A British broadcaster and telecommunications company that provides television, internet, fixed line and mobile telephone services.



Isleworth

The Coca Cola Company

A company that manufactures, sells and markets soft drinks including Coca-Cola, other non-alcoholic beverage concentrates and syrups and alcoholic beverages.



Uxbridge

British Airways

The flag-carrier airline of the United Kingdom.



Harmondsworth

Companies Based in West London

IMG

IMG, originally known as the International Management Group, is a global sports, fashion, events and media company.



Uxbridge

GiffGaff

A mobile virtual network operator (MVNO) that uses O2's network.



Marylebone

Suntory Beverage & Food

A company that makes a range of soft drinks that include iconic brands such as Lucozade, Ribena and Orangina.



Uxbridge

Brompton Bicycle

A British manufacturer of folding bicycles and accessories.



Greenford

Cadbury

The second largest confectionary company in the world. It is well-known for its dairy milk chocolate and more.



Uxbridge

The Pokémon Company

A Japanese company that produces video games, anime television series, films, manga, home entertainment products and more.



Chiswick

How to Find Volunteers Who Took Non-University Pathways

Inspiring the Future can also help you to find volunteers who took non-university pathways into their careers such as apprenticeships, degree apprenticeships, and other vocational/technical pathways.

Below is a walk-through of how to find these volunteers using the platform.

Note: we recommend you set up the activity on the platform before you search for volunteers. If you would like support to do this, check out our how-to guides accessible from the homepage of the platform - [log in here](#).



Using the platform to find volunteers

After you have filled in all the details for your activity on the platform, you will be taken to the below page which will show you a map of your local area, with volunteers being shown as pins or numbers.

A screenshot of a web application interface for finding volunteers. On the left is a sidebar with various filters: 'Activity' (Career Insights), 'Radius' (3.00), 'Optional filters below' (Sector, Subjects, Languages, Other Specialist Topics, Took a vocational route, Can talk about Apprenticeships), 'Job Description Keyword Search', and 'Volunteer Job Title'. At the bottom of the sidebar are checkboxes for 'Former students only' and 'Virtual volunteers only', along with 'Reset' and 'Search' buttons. The main area shows a map of London with numerous pins and numbers. A legend at the bottom of the map identifies pin types: Home location (blue), Work location (blue), Other location (blue), Viewed (grey), and Selected (green). A 'View Shortlist' button is in the top right corner.

How to Find Volunteers Who Took Non-University Pathways

Option 1 - Searching for Vocational Routes

One way to search for volunteers who have taken a vocational route is to use the 'vocational route' filter on the left-hand side of the map. Whenever you add a filter, you will need to click 'Search' for that filter to be applied.

The screenshot shows a search interface with a sidebar on the left and a map on the right. The sidebar includes filters for Activity (Career Insights), Radius (3.00), and Optional filters below. The 'Took a vocational route' filter is highlighted with a red box and set to 'Yes'. Other filters include Sector, Subjects, Languages, Other Specialist Topics (set to 'None'), Can talk about Apprenticeships (set to 'None'), and Job Description Keyword Search. The map shows a grid of London with various colored pins indicating volunteer locations. A legend at the bottom identifies pin types: Home location (blue), Work location (blue), Other location (blue), Viewed (grey), and Selected (green). A 'View Shortlist' button is in the top right.

Option 2 - Searching for Apprenticeship Volunteers

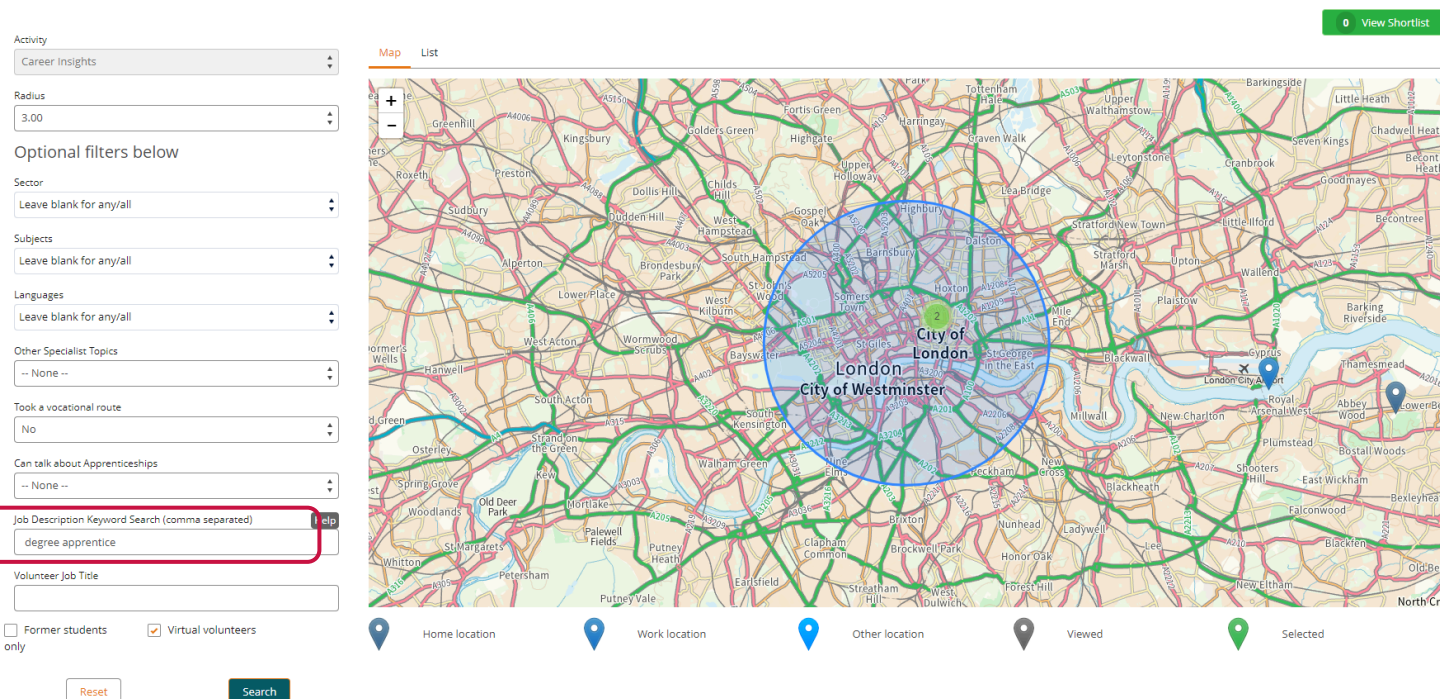
You can search for volunteers who can talk about apprenticeships in the same way, by using the 'Can talk about apprenticeships' filter. These volunteers will include professionals who are former or current apprentices, lead apprenticeship training, or can talk knowledgeably about apprenticeships.

The screenshot shows the same search interface as above, but with the 'Can talk about Apprenticeships' filter highlighted with a red box and set to 'Yes'. The 'Took a vocational route' filter is now set to 'No'. The map shows a different distribution of pins, reflecting the change in filters. The 'View Shortlist' button is in the top right.

How to Find Volunteers Who Took Non-University Pathways

Option 3 - Using the 'Keyword Search' filter

If you would like to search for a specific pathway into careers (for example degree apprenticeships), you can utilise our new 'Job Description Keyword Search' filter. This filter searches the job descriptions that our volunteers fill out when signing up with us, meaning you can search for really specific volunteers.



Tips for Searching for Volunteers

- If there is a smaller volunteer pool in your area, increase the search radius filter on the left-hand side (second from the top) to search a wider area and receive more results.
- If you are looking for a specific volunteer that you can find in your local area, consider searching for virtual volunteers and have them join your class remotely (Zoom, MS Teams etc). To search for virtual volunteers, tick the 'Virtual volunteers' box (just above the 'Search' button) and then click the search button.
- Click on 'List' above the top-left of the map to see volunteers in a list view, rather than the map view.
- When you find a suitable volunteer(s), add them to the shortlist (this is like favouriting them). Once you have enough volunteers in your shortlist (we suggest 4x the number required), click on 'View shortlist' above the top-right of the map, then click on 'Review shortlist and invite'. You will be able to view your shortlist once more before then clicking on 'Invite volunteers' which will send invitations.

Provider Access Legislation (PAL)

This new legislation requires schools to provide six encounters with providers of apprenticeships and technical education for all their students. By using Inspiring the Future, as shown above, we can help you to connect with these providers, thereby following the legislation.

Aligned with Gatsby Benchmark 5 (Encounters with employers and employees)

Aligned with Gatsby Benchmark 6 (Experience of workplaces)

Case Study: Park High School

Careers and Employability Coordinator Donna Foster discusses some of the virtual and in-person activities she held at Park High School this year and the impact of these. Continue reading to learn about employer encounters you can easily replicate at your school.

Name: Donna Foster

School: Park High School

Role: Careers and Employability Coordinator and Careers Lead

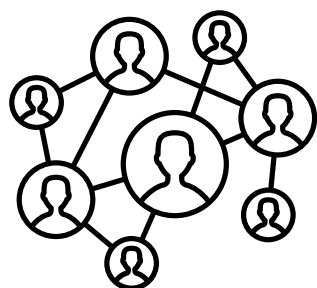
Area: Stanmore, Harrow

About our school

We are a truly comprehensive 11-18 academy located in Stanmore, North-West London, and we teach students with a range of abilities across all year groups. Our careers provision is linked to our school's character virtues and we also connect careers-related learning to the curriculum. We hold regular careers activities every week during tutor time; this includes looking at different jobs, how subjects link to jobs, and some labour market information.

Virtual employer encounters to allow for flexibility

This year, I held a virtual activity called 'Where Do I See Myself?', which ran across the academic year. We had volunteers from a range of industries speak to groups of students during registration time, followed by Q&A. This tied in well with our character virtues (compassion, teamwork, integrity, resilience, and curiosity) and helped the students realise the importance of being curious.



We have 270 students in each year group and it's normally difficult to find enough volunteers to come in person for each class, so I searched for virtual volunteers on the Inspiring the Future platform instead.

Using the virtual option meant that every year group could interact with at least six employers across the year. The virtual option also opened the pool of volunteers to a more diverse range of speakers that we had access to from across the UK – in areas like Manchester and Portsmouth - as well as London.

Whenever we have virtual sessions, we record the presentations too so if any of the students have technical issues they won't miss out. This means we now have a bank of recordings for our students which has been helpful.

Aligned with Gatsby Benchmark 5 (Encounters with employers and employees)

Aligned with Gatsby Benchmark 6 (Experience of workplaces)

Case Study: Park High School

During our 'Where Do I See Myself?' activity, the volunteers engaged well with the students. The volunteers were inspirational by speaking about their background and career journey, and they communicated the importance of not giving up - linking to our character virtue of 'Resilience'.

In 2024/25, students will engage with a volunteer who didn't discover what they truly wanted to do until 30 years later, showing how you can find the right route irrespective of age.

Fostering in-person connections with local employers

We've made long-lasting connections through networking with various local employers. Last September, our Work Experience Coordinator attended 'Harrow Means Business' and networked with local businesses. After that, a number of employers from that event attended our in-person mock interviews with Year 10 students.

Using school alumni as role models

We have found former Park High School students on the Inspiring the Future platform who have supported us with both our Year 10 and Year 12 in person mock interviews this year.



School Alumni act as inspiration and role models for our current students, providing them with an expert insight into potential future careers and industries. Hearing about their journey since Park High School makes them think "that could be me one day". As a school we understand that people may not be available to return in person during a school day. Therefore, this virtual event provided flexibility with the volunteers' work commitments.

Making an impact on all students

There has been positive feedback about the virtual talks. The introduction of this activity has allowed students to:

- Learn about the importance of transferable skills.
- Appreciate the vast range of jobs available and how they link to curriculum subjects.
- Learn about different qualifications and pathways.
- Learn new careers terminology.
- Students found hearing from a wide range of speakers from different social, economic and ethnic backgrounds very inspiring.

List of Local Employers That Offer Work Experience Placements to West London Schools

Work experience is a great opportunity for young people to learn and gain an understanding of the world of work and how organisations work.

In this section, you will find a list of employers that offer work experience placements to West London schools, as well as some information about what they have to offer and who would be eligible. You will also find how to contact these employers should you wish to discuss or organise work experience placements with them.

The Hill Group, Hounslow, Brentford, and Ealing

- **About the organisation:** Hill is an award-winning, five-star housebuilder that specialises in developing modern, beautiful new homes across London and the South. We have a commitment to social value and run a number of initiatives across various projects in and around London.
- **What they offer:** Hill offers work experience placements, but they don't offer trade-based work experience placements unless students have a CSCS card.
- **Who is it for?** Hill's work experience placements are for students aged 14 years plus.
- **How to contact:** You can contact Hill on the [Unifrog](#) platform or at residents@hill.co.uk.

SCS Railways, Ealing

- **About the organisation:** SCS JV is part of a project creating the London tunnels section of a new high-speed railway, constructing 13 miles of twin-bore tunnels on the HS2 route to its southern terminus at Euston.
- **What they offer:** SCS Railways offers bespoke work experience to individual students. They also typically offer work experience to groups of students during the summer period. During work experience, students will part in a 'world of work' project which has an underlying engineering and construction theme and also includes elements of sustainability and design.
- **Who is it for?:** This opportunity is open to students in Year 10 and above. Students will need to be interested in construction, engineering, technology, or problem-solving.
- **How to contact:** Email at joshua.marlow@scsrailways.co.uk with a cover letter saying why you'd like to have work experience with SCS Railways.

Great Ormond Street Hospital, Bloomsbury

- **About the organisation:** The UK's largest paediatric centre for many services including heart problems, brain surgery and gene therapy.
- **What they offer:** The organisation offers the GOSH Young Visitors Programme. This is an initiative to offer short placements in the different areas of GOSH to students thinking of applying for a career in the NHS.
- **Who is it for?:** This programme is suitable for students aged 16 to 19 years (ideally sixth form students) and runs throughout the year during school holidays, offering one to five-day placements in the area of the student's choice. Places are dependent upon availability.
- **How to contact:** Contact Young.Visitors@gosh.nhs.uk to find out more.

List of Local Employers That Offer Work Experience Placements to West London Schools

British Airways, Harmondsworth

- **About the organisation:** The flag-carrier airline of the United Kingdom.
- **What they offer:** [Inspire](#) is their award-winning work experience programme that gives students a taste of what it's like to work for British Airways and what it's like to work in an aviation career.
- **Who is it for?:** The British Airways Work Experience Programme is aimed at full-time students in the local community, either at school or college. Students can also apply if they have a relative who works for British Airways.
- **How to contact:** Contact inspire@ba.com for more information. [Speedbird-Z](#) is British Airways' dedicated student website. This is where you can complete the work experience pre-learning modules. After you've completed the pre-learning content and project work, you'll then be able to apply for a placement.

London North West University Healthcare NHS Trust, Brent, Ealing, and Harrow

- **About the organisation:** The team that looks after people in North West London and beyond through their three hospitals in Brent, Ealing, and Harrow.
- **What they offer:** They offer work experience in clinical and non-clinical roles to give you an insight into the NHS. You can apply for one of their work experience programmes at the following hospitals: Central Middlesex (Park Royal), Ealing Hospital (Southall), or Northwick Park (Harrow).
- **Who is it for?:** This opportunity is open to Years 10-13 only. To qualify, you also need to be living in Brent, Ealing, or Harrow, and considering a healthcare career.
- **How to contact:** Applications normally open in September. You can access more information at London North West University Healthcare's [work experience page](#).

Brentford FC Community Sports Trust, Brentford

- **About the organisation:** A pioneering organisation for the local community, using the power of sport to educate, motivate and inspire people from all backgrounds.
- **What they offer:** They offer a three-week structured work experience programme for spring and summer cohorts. There is a Sports pathway and Office-based pathway. Find out more [here](#).
- **Who is it for?:** You will need to be: in Year 10-13, living within West London and the local areas where the Trust delivers work, and interested in gaining experience in community-facing industries.
- **How to contact:** Contact workexperience@brentfordfccst.com for more information or support with your application.

Where to find out more about work experience opportunities

- [First Careers](#) features a work experience tab with work experience opportunities which is updated regularly.
- Check out the Speakers for Schools [work experience opportunities page](#) to find a range of companies that are offering work experience.
- Looking for virtual work experience? [Springpod](#) features a range of digital learning programmes including work experience and even university course taster experiences.
- Visit the [West London Careers Hub](#) website to find guidance on careers education in West London.
- Check out the [West London Alliance Workfinder](#) to find a directory of opportunities to upskill, reskill, or move into a new job in West London.

List of Local Employers That Offer Apprenticeship Opportunities

Here you will find a list of local employers that offer apprenticeship opportunities and their contact details should you wish to find out more. You can share this list with students to help your them understand the vocational pathways available to them in your area.

Typically, your students can apply for an apprenticeship while still at school but they'll need to be 16 or over by the end of the summer holidays to start. However, specific requirements vary depending on the organisation.

The Hill Group, Hounslow, Brentford, and Ealing

- **About the organisation:** Hill is an award-winning, five-star housebuilder that specialises in developing modern, beautiful new homes across London and the South. We have a commitment to social value and run a number of initiatives across various projects in and around London.
- **What they offer:** Hill offers apprenticeships for young people to train on our developments.
- **Who is it for?** You will need to be a resident of Hounslow to qualify for an apprenticeship with Hill. There are requirements for certain apprenticeships; you will need to have a level 2 qualification to do plumbing, electricity, or carpentry.
- **How to contact:** You can contact Hill on the [Unifrog](#) platform and at residents@hill.co.uk.

Hammersmith and Fulham Council, Hammersmith and Fulham

- **About the organisation:** One of London's leading councils for the borough of Hammersmith and Fulham.
- **What they offer:** The organisation offers a range of 'Earn While You Learn' apprenticeships.
- **Who is it for?:** Students must be aged 16+, no longer in full-time education, and need to be a resident of Hammersmith and Fulham.
- **How to contact:** Contact apprenticeships@lbhf.gov.uk to find out more.

Great Ormond Street Hospital, Bloomsbury

- **About the organisation:** The UK's largest paediatric centre for many services including heart problems, brain surgery and gene therapy.
- **What they offer:** GOSH offers over 35 apprenticeship programmes - including Nursing and Healthcare Science - which you can find out about on their [website](#).
- **Who is it for?:** Requirements depend on the specific apprenticeships that GOSH has to offer.
- **How to contact:** Check out GOSH's [page on apprenticeships](#) and their list of [apprenticeship vacancies](#).

List of Local Employers That Offer Apprenticeship Opportunities

L'Oréal, Hammersmith

- **About the organisation:** A French multinational personal care and beauty company.
- **What they offer:** L'Oréal offers a degree apprenticeship where you can gain hands-on work experience while earning a graduate degree.
- **Who is it for?:** You'll need to apply through one of their partners (Pearson Business School and WhiteHat) to be considered; check out their websites for more details.
- **How to contact:** Check out Pearson Business School and WhiteHat for more details.

Sky, Isleworth

- **About the organisation:** British broadcaster and telecommunications company that provides television, internet, fixed line, and mobile telephone services.
- **What they offer:** Sky offers a range of apprenticeship opportunities from Business and Technology roles to Customer roles.
- **Who is it for?:** Requirements depend on the specific apprenticeships Sky has to offer.
- **How to contact:** Contact apprenticeships@sky.uk to find out more information.

British Airways, Harmondsworth

- **About the organisation:** The flag-carrier airline of the United Kingdom.
- **What they offer:** British Airways' apprenticeships offer young people the chance to learn from the best in the business across their Customer, Business and Operations teams. You can earn while you learn and gain qualifications. You can explore their [apprentice programmes](#) to find out more.
- **Who is it for?:** Requirements depend on the specific apprenticeships British Airways has to offer.
- **How to contact:** Contact at flight.training@ba.com.

Ambassador Theatre Group, West End

- **About the organisation:** A major international live entertainment organisation that runs more than 64 venues in Britain, the US and Germany, including 10 West End theatres, Richmond Theatre and New Wimbledon in London.
- **What they offer:** They offer a two-year long, level 3 technical apprenticeship, which includes time with lighting, flies, and stage. Find out more [here](#). ATG also offer [Work in Theatre](#): a work experience placement that costs £120 per student, plus workshop, CPD and ticketing initiatives for schools.
- **Who is it for?:** Students aged 18+ who are not in full-time or part-time education are eligible. Apprentices are also required to hold Level 2 qualifications in English, Maths and ICT.
- **How to contact:** Contact westendclcp@atgentertainment.com for more information.

Where to find out more about apprenticeship opportunities

- Visit the gov.uk website to search for apprenticeships and filter by job titles, company names, or location.
- Visit the [Amazing Apprenticeships](#) website to find a [list](#) of employers that offer apprenticeship opportunities with some information about the organisations.
- The [Unifrog](#) platform allows students to compare university courses, apprenticeships, and further education courses to explore what they are interested in before making a decision.
- Visit this page about [Early Connect](#): a partnership between UCAS and the Department for Education to support more young people to find apprenticeships.
- [Labour Market Information London](#) contains information about jobs and career opportunities in London.

Menu of Cross-Sector Work Experience Tasks

By giving young people workplace tasks during their work experience placement, they will have the opportunity to build their transferable skills - including skills they may not have the chance to build on in a school environment.

This section features a list of cross-sector tasks to give you a rough idea of what your students may do during their placements, as well as the transferable skills each task links to. This list applies to various workplaces and sectors and can be adapted by organisations to ensure their work experience is meaningful for young people.

Continue reading to also find suggestions of how careers leaders can best use the list of work experience tasks.

Task: Carry out customer service duties such as answering email and phone enquiries.

Soft skills: Customer service, communication, teamwork, time management and problem-solving.

Task: Create a social media plan for the organisation for a target audience e.g. young people.

Soft skills: Creativity, written communication, critical thinking and attention to detail.

Task: Create posts for the organisation's socials and write website/blog copy.

Soft skills: Creativity, written communication and attention to detail.

Task: Carry out administrative duties such as: observing and writing minutes of an online meeting, entering data, filing records, printing/ photocopying, and organising/ordering stock.

Soft skills: Organisation, attention to detail, administration and teamwork.

Menu of Cross-Sector Work Experience Tasks

Task: Plan a recruitment campaign to boost diversity and inclusion within the organisation.

Soft skills: Organisation, attention to detail, administration and teamwork.

Task: Create a plan for a virtual team-building day for your team as if you are co-workers that are working remotely.

Soft skills: Organisation, teamwork, time management, decision-making, leadership and communication.

Task: Shadow a member of staff carrying out various tasks and write a notes and a reflection about their day-to-day tasks.

Soft skills: Communication and active listening.

Task: Research the organisation and any competitor organisations and write comparison notes on what the organisation is doing well in comparison and what they could do better.

Soft skills: Research, critical thinking, decision-making and problem-solving.

Task: Conduct market research on how the your sector of interest is changing as a result of a market trend/a recent technological development and present your findings.

Soft skills: Research, presentation, critical thinking and public speaking.

How careers leaders can best use work experience tasks

- Send to employers in advance of the placement to give them a rough idea of tasks they may wish to set.
- Set these as pre-tasks. You could adapt some of these tasks for students to do in school to prepare for their work experience.
- Link tasks to the curriculum and consider how you can embed them or the related skills within relevant lessons.

Work Experience Template for Employers

Feedback is valuable for students so they can learn more about their skills in the workplace. Here you will find editable work experience templates for employers to give feedback to students.

Please rate to what extent...	Excellent	Good	Adequate	In-adequate	N/A	Please expand and say why you gave this rating
Student(s) followed instructions						
Student(s) completed tasks						
Student(s) produced quality end results						

Work Experience Template for Employers

Please rate to what extent...	Excellent	Good	Adequate	In-adequate	N/A	Please expand and say why you gave this rating
Student(s) demonstrated a positive attitude						
Student(s) fitted into the work environment and got on well with others						
Student(s) presented and conducted themselves appropriately and professionally						

Work Experience Template for Employers

Please rate each student/s' skill...	Excellent	Very good	Good	Adequate	Inadequate	N/A
Active listening						
Speaking						
Written communication						
Creativity						
Positivity						
Leadership						
Attention to detail						
Planning						
Time management						
Problem-solving						
Decision-making						
Presentation						
Critical thinking						
Adaptability						
Teamwork						

Thank you for reading this resource pack. We hope that you have found it helpful and that you can use this to help your careers provision at your school or college. Here is a list of some potential next steps you can consider.

1. If you don't have an account already, [sign up](#) to the Inspiring the Future platform. Set up an activity and check out some of the volunteers who might be available to you for an in-person or virtual activity. Need support setting up your activity? Don't hesitate to get in touch with the Inspiring the Future team at enquiries@inspiringthefuture.org or 0207 566 4880.
2. Reach out to any contacts on our lists of local employers that offer work experience and apprenticeship opportunities. Use the contact details we have provided to find out more information from each of the companies.
3. Start introducing the skills or tasks from the cross-sector workplace task list into lessons to prepare students for their future work experience placements.
4. For upcoming work experience placements, make a checklist of everything you need to make each placement meaningful for your students. Consider sending our cross-sector workplace task list or work experience template to employers ahead of placements.

Thank you again for reading this resource pack. We wish you all the best with your careers provision!

This resource pack was created by [Inspiring the Future](#) in partnership with [West London Careers Hub](#), [The Careers & Enterprise Company](#), and the Mayor of London.

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