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Developed in partnership with:

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Introduction

A skilled workforce is at the heart of every business. As a business leader you get enquiries to work with local schools, colleges and universities – and you'll probably have some questions given the education and skills landscape can be complex to understand. There are many different ways to get involved – but which are the best fit for your business, and how will they help connect you to your future workforce, or boost productivity by upskilling your current team?

This Index is an accompanying resource to *A Guide for Employers*, which describes options for working with schools, colleges and universities, young people* and older learners, and the benefits of doing so for your business. You can also find out how technical education is changing to better meet your skills needs – including apprenticeships, T Levels and Higher Technical Qualifications.

In this Index

This Index summarises the different types of activity and schemes you may be asked to get involved with. For each category there may be numerous individual schemes, some of which may be specific to your local area. As schemes change over time, we have not attempted to capture all of these, but any opportunity that you come across should fit within one of the categories. Each category describes the benefits and commitments the activity brings, to help you choose the right opportunities for your business.

* The term young person is used to include students at schools, colleges and universities up to age 24.

Overview

Take a look at the overview of opportunities available to find ones to suit you and your organisation.

Supporting students

From page 5

Much of your future workforce is currently in education. Sharing your knowledge, experience and advice will inspire and inform their career choices – helping them to develop the confidence to move into a role that is right for them – and to be the right employee for you. Opportunities include giving a class careers talk or providing one-to-one mentoring for a student on a longer-term basis.

Supporting high quality teaching

From page 10

Your input into classes will ensure that teachers can share up to date knowledge, and gives you the opportunity to shape the skills being taught around your business needs. You could help design a course or support a student project, give teachers the opportunity to find out about current industry practice by hosting a site visit, teach a masterclass yourself, or even donate some equipment or workshop time for students.

Providing workplace experiences

From page 15

Nothing beats hands-on experience for gaining an insight into working life, and your business can also benefit in a number of ways. Opening your doors to young people is an opportunity to raise awareness and understanding of your organisation and industry, and help students transition into the workplace. And in the longer-term you could have a future employee. Activities include hosting short workplace visits or longer industry placement opportunities for older students.

Providing expert guidance

From page 21

Nobody knows your business like you do. Sharing your knowledge and expertise with government, and with the education institutions around you, will help to influence what is

taught so that it is relevant to your business. You could work with a college to design a course relevant to your business or be a school or college governor. Or you might contribute to the expert employer panels that shape technical education nationally or locally.

Work-based learning

From page 24

Helping an individual learn whilst they work in your business is a great way to develop a motivated, skilled, and qualified employee. For example, apprenticeships offer real job experience whilst a person studies for a formal qualification. You can adapt these training programmes to meet the needs of your organisation and fill gaps within your workforce skillset. Managing students also offers professional development for existing employees.

Timelines for each opportunity are described as short (completed in one day or less), longer (up to two weeks), and/or ongoing (an activity that runs for the length of a project, training course, or year etc.).

Supporting students

Careers talk

Schools, colleges and universities value employers delivering a presentation about career paths in a particular industry or organisation and sharing personal career journeys with students. The host institution will discuss with you the proposed content and timings of your talk, so that you can be confident it will be appropriate for the age and interests of the students and any wider audience members (e.g. parents, carers and guardians).

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Short
- Liaison with education institution

Careers events

Getting involved in careers events enables you to increase young people's understanding of your organisation or industry and inspire their future career choices. It can also be an opportunity to inform and influence parents, carers and guardians who can play a key role in young people's career decisions. Careers events are usually targeted at students aged 14 and above, and you may be asked to act as an ambassador, contributing to school or college choices events, careers and/or recruitment fairs, speed-networking events, or present a careers talk (see previous section).

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Short
- Liaison with education institution
- Preparation time may be substantial (e.g. for a stand at a careers or recruitment fair)

Preparing for job applications

Employers can provide invaluable advice and support on writing CVs, completing job applications and interviews. Activities you can take part in include offering CV feedback or workshops, practice interviews and Q&A sessions. All of these will help students to build their confidence, develop essential communication and presentation skills, and identify potential job vacancies.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Short
- Liaison with education institution

Further information

resources.careersandenterprise.co.uk/resources/transition-skills-mock-interviews-and-cv-workshops-what-works

Employer mentoring

Mentors provide a positive role model for young people. You work one-to-one with a student, typically aged 14 or above, to help build their confidence, develop their resilience, and support their aspirations. Some mentors also help students to develop particular subject knowledge and skills. You will build your relationship with a student through regular meetings over an extended period of time. In some cases, the mentor-student work has a specific goal, such as preparing for an apprenticeship or job applications, or for higher level study at college or university.

Headline benefits

- Being part of your local community
- Building partnerships
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Liaison with education institution

Further information

resources.careersandenterprise.co.uk/resources/effective-employer-mentoring

Supporting extra-curricular activities

Employers can help students to develop essential skills – such as teamwork, communication and problem solving – by getting involved in a range of extra-curricular activities. These activities include school clubs, and skills or entrepreneurial competitions at local, regional or national events. Your support could be in the form of setting challenges, running workshops, mentoring teams, and/or judging competitions.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Short
- Equipment
- Liaison with education institution
- Preparation time may be substantial (e.g. for workshops)

Supporting high quality teaching

Contributing facilities or specialist equipment

Schools and colleges may not have access to industry-standard equipment on site. Employers can help by donating or loaning surplus or 'retired' equipment including machinery, tools, computer hardware and software or workshop items. Alternatively, you may wish to consider providing occasional access to your premises where possible. Some colleges also host manufacturers' equipment, enabling local companies to view demonstrations on their sites.

Headline benefits

- Being part of your local community
- Building partnerships

Your commitment

- Delivery time: Short/ongoing
- Equipment and/or facilities
- Liaison with education institution

Professional development for teachers

Employers can give teachers first-hand experience of their industry through professional development opportunities such as site visits, short placements for teachers, or longer-term part-time working arrangements. These opportunities help to maintain teachers' knowledge of the latest technical and professional developments in your industry, including present and future career opportunities, and the knowledge, skills and behaviours required for different roles. Teachers use these insights to inspire their students and keep the teaching curriculum up to date.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Short/ongoing
- Equipment and/or facilities
- Liaison with education institution

Further information

resources.careersandenterprise.co.uk/resources/teacher-cpd-delivered-employers-what-works

Providing specialist input for classes

Employers can share specialist knowledge with students in a variety of ways, such as advising on new technologies, processes and services within a specific industry. You could be involved in a range of activities with students including presenting masterclasses, helping to deliver workshops or lectures.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Short
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time

Helping design a course

Employer input can add real relevance to educational programmes to bring the curriculum to life and equip young people for the transition from school or college into the workplace. You can support teachers in a range of ways, from giving feedback on the curriculum content, to co-designing courses. For particular topics you may help with designing a specialist lesson or workshop or being involved in case studies and projects (see the next section).

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Liaison with education institution
- Preparation time may be substantial, (e.g. for co-designing courses)

Setting and supporting student projects

With employer-set projects students address a 'real-life' challenge experienced by a local employer – their client. You will be involved throughout the project, working with teaching staff in designing and setting the task, reviewing students' progress, receiving the final product or report and feeding back to students. In some cases, a project could be a formal requirement of a student's qualification, and at higher levels students can work on solutions for your real business challenges.

Headline benefits

- Being part of your local community
- Building partnerships
- Different perspective
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time

Providing workplace experience

Workplace visits

Hosting a short workplace visit for an individual or group of students gives them an overview of your organisation and industry, and an insight into the working environment. It is also a great opportunity to inspire their future work experience and career choices. The visit could be a few hours or a full day, and include presentations, site tours, hands-on experience and/or Q&A sessions.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Short
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time

Further information

resources.careersandenterprise.co.uk/resources/experiences-workplace-bm6-step-step-guide-employers

Job shadowing

This gives young people the opportunity to spend time observing (shadowing) one or more employees for a short period. This offers the student a snapshot view of a role, working life, and your organisation. Job shadowing usually takes place over one to three days. It can form the early part of a short work experience.

Headline benefits

- Being part of your local community
- Staff development
- Talent spotting

Your commitment

- Delivery time: Short/longer
- Equipment and/or facilities
- Liaison with education institution

Short work experience

Short periods of work experience can provide a useful introduction to the workplace. Students typically spend up to two weeks within an organisation undertaking a number of activities under supervision. The experience will help develop students' general understanding of the workplace, build their confidence, possibly influence their choice of career path, and support their preparation for the transition from school or college into employment. Alongside this, you have the opportunity to showcase your organisation and industry.

Headline benefits

- Being part of your local community
- Staff development
- Talent spotting

Your commitment

- Delivery time: Longer
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Longer placements: T Level industry placements for 16 19 year olds

During an industry placement a student spends an extended period of time with an employer as part of their formal education programme. They gain essential workplace knowledge and skills that employers seek, thus helping to prepare them for employment or further training. Placements may be delivered in one block or spread over the duration of the student's course. Placements also give you additional resource for your team, and an opportunity to introduce a student to your organisation and industry. You may use the placement to assess a student's capability with a view to future recruitment, for example, for an apprenticeship or other job role.

Headline benefits

- Additional resource
- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Further information

employers.tlevels.gov.uk

gov.uk/guidance/industry-placements

Longer placements: Placements and internships for HE students

Many higher education (HE) courses include a period of up to a year spent in industry, enabling students to build their knowledge and skills in the workplace setting. Students have the opportunity to develop relevant industry and essential skills. Longer placements also give you additional resource for your team, and you can use the opportunity to assess a student's capability, often recruiting direct from the placement programmes.

Headline benefits

- Additional resource
- Being part of your local community
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Volunteer opportunities

Volunteering opportunities can provide students with experience of the workplace and career inspiration. The opportunity will often be arranged between the student and the employer, and there will not be formal requirements - such as length or goals - specified by the student's school, college or university. Volunteers would not be expected to be responsible for specific roles or projects.

Headline benefits

- Being part of your local community
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Substantial preparation time
- Supervision and line management

Further information

[gov.uk/volunteering](https://www.gov.uk/volunteering)

resources.careersandenterprise.co.uk/resources/involving-young-people-volunteering-with-work

Providing expert guidance

Contributing to national, regional or local skills planning

Employers can provide labour market intelligence to inform planning for education and skills provision at local, regional and national levels. At the national level, panels of employer groups develop standards for apprenticeships, which also inform the development of some technical qualifications. These standards describe the knowledge, skills and behaviours that an occupation requires. They are overseen by the Institute for Apprenticeships and Technical Education.

At a local level, organisations such as Combined Authorities and Councils convene skills boards to inform their planning, and employer representative bodies around the country are developing Local Skills Improvement Plans to resolve skills shortages, sharing their knowledge of labour market needs in order to shape the education and training provision on offer. Local providers also recruit employers to their own skills boards for different curriculum areas (see 'Helping design a course' section).

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Ongoing
- Substantial preparation time

Further information

instituteforapprenticeships.org/about/our-work/what-we-do/gov.uk/government/publications/local-skills-improvement-plans-submit-an-expression-of-interest

Acting as a governor

As a local school or college governor you will be a member of the governing board, with direct input into the institution's strategic direction. For example, you could be called upon to uphold the institution's vision, ensuring strong financial management and appropriate policy is maintained. You may also be able to take the lead on particular interest areas such as careers provision, curriculum development and/or links to industry.

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development

Your commitment

- Delivery time: Ongoing
- Substantial preparation time

Further information

[gov.uk/become-school-college-governor](https://www.gov.uk/become-school-college-governor)

Enterprise adviser

Enterprise advisers partner with a local secondary school or college to help them improve their connections with industry and develop and implement their careers strategy.

Enterprise advisers may also be asked to get involved in delivering Careers events (see 'Careers events' section).

Headline benefits

- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Significant preparation time

Further information

enterpriseadviser.careersandenterprise.co.uk

cipd.co.uk/learn/volunteer/supporting-young-people/become-enterprise-adviser

Work-based learning

Apprenticeships

Offering apprenticeships is an effective way for any organisation to grow talent and develop a motivated, skilled and qualified workforce. Those starting an apprenticeship are aged 16 or older. They will also be studying at a local college or training company for off-the-job training and are usually released for one day a week to complete this. There are minimum wage requirements for apprentices. On completing their apprenticeship an individual is competent to undertake the occupation they have trained for. They could also move to a more senior apprenticeship.

Apprenticeships take a minimum of twelve months to complete. The overall time will vary depending on the level of apprenticeship and an individual's prior learning and experience:

- Intermediate apprenticeships (up to three years)
- Advanced apprenticeships (up to four years)
- Higher (up to four years) and degree apprenticeships (up to six years)

Headline benefits

- Additional resource
- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Further information

[apprenticeships.gov.uk/employers/benefits](https://www.apprenticeships.gov.uk/employers/benefits)

Traineeships

A traineeship is an education programme, lasting up to 6 months including an initial period at a training centre or college, followed by a significant period of work experience. It prepares motivated young people for their future careers by helping them to become work ready.

Designed for people aged 16 to 24 who do not yet have the appropriate skills or experience, traineeships provide essential work experience, work preparation training, English and maths needed to secure an apprenticeship or employment on completion of the traineeship.

A traineeship has three core elements:

- A high-quality work experience with an employer
- Work preparation training, provided by the education/training organisation
- English and maths support, if required, provided by the education/training organisation

Employers are not required to pay trainees for the work experience and traineeships are exempt from the minimum wage.

Headline benefits

- Additional resource
- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Further information

[gov.uk/guidance/traineeship-information-for-employers](https://www.gov.uk/guidance/traineeship-information-for-employers)

Employment support programmes

The government has introduced several schemes to provide help and training to young people and adults looking for work, who may not have a set of formal qualifications, or may have been through alternative education routes. They all benefit from employer involvement, through offering either work experience or providing advice and guidance.

Headline benefits

- Additional resource
- Being part of your local community
- Building partnerships
- Staff development
- Talent spotting

Your commitment

- Delivery time: Ongoing
- Equipment and/or facilities
- Liaison with education institution
- Substantial preparation time
- Supervision and line management

Further information

[find-employer-schemes.education.gov.uk](https://www.gov.uk/find-employer-schemes)

Upskilling your workforce

Opportunities to upskill or reskill across your workforce are offered through a wide range of models – from developing basic maths, English and digital skills, through short courses for technical upskilling (for example, Skills Bootcamps), to longer courses leading to formal qualifications. A wide range of organisations work with employers on these opportunities – from professional bodies and trade associations, to colleges, universities and training providers. Specific programmes are designed to strengthen higher technical education, including through Higher Technical Qualifications. Institutions working in this area include Institutes of Technology (IoTs), which are collaborations between existing further education colleges, universities, and leading employers. Some of the range of government programmes offer financial incentives.

Headline benefits

- Additional resource
- Building partnerships
- Staff development

Your commitment

- Delivery time: Ongoing
- Liaison with education institution
- Supervision and line management

Further information

find-employer-schemes.education.gov.uk

institutesoftechnology.org.uk



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