



TOOLKITS FOR MANAGING EMPLOYER-LED INPUTS INTO SCHOOLS AND COLLEGES



Toolkit 9: Team-based work-related challenge (linked to a job sector or employer)

Outline of activity

This activity involves students working in teams to develop key employability skills. It can involve students taking on different roles within a project team or business, and involves one or more employers. Typically, this activity takes place over a single day or half day, but could continue over a period of time.

Activities can include:

- Entrepreneurial activity, such as 'Dragons' Den': students work in groups to produce a product, based on a brief they have been given.
- A business activity, such as buying and selling goods.
- Arranging an event: includes planning, marketing, advertising, financing and selling.
- Designing and constructing a model.
- Holding a mock trial: includes students taking up roles, considering the facts of the case, debating, considering the verdict, etc.
- Activities run by the Army outreach teams such as team building challenges.

Students and students taking part in one of these types of activities often find that it is a memorable experience, which they can also use as evidence of their skills for any future applications or interviews.

Resources and materials needed

- Any materials needed for the activity.
- A room large enough to accommodate students and the activity, plus any additional break out rooms required.
- IT: internet access, screen.
- Evaluation sheets.
- Prizes, if required.

Activity considerations

- Time needed to prepare and plan, plus timetable or school calendar considerations.
- What kind of challenge can be set and will appeal to your audience?
- If several employers are involved, you need very clear communication and allocation of different roles for it to run smoothly.
- Are there any costs involved?
- Who is available and who do you need to run your activity? E.g. do you need a member of the leadership team or governors to assess and judge the final products?

SMART objectives for students

- ✓ Students gain experience by working as part of a team to create a work-related activity.
- ✓ Students use different employability skills by completing an activity.
- ✓ Students are more aware of the skills being used and how they relate to the workplace.
- ✓ Students feel more confident and can use these experiences to demonstrate their key skill, e.g. for interviews and when completing CVs.

How to measure success:

- Through verbal and written feedback from students and employers.
- Through evaluation forms.

Timeline of activities



3 months before	<ul style="list-style-type: none"> • What do you want to achieve? Who is your target audience? Is this part of a wider programme of activities? • When and how will this be delivered? • Check dates: room availability, clashes with other events. • Contact employers: send specific and clear brief, address details, times and audience. • Agree format: how it will run with employer(s). • Ask if colleagues have additional contacts. • Advise teachers who will support/help deliver what is expected. • Do you wish to take photographs? If so, who will take them? • What resources will students need in order to complete the activity? Is a budget required? • Book school resources, IT, rooms etc.
2 months before	<ul style="list-style-type: none"> • Chase employers and contact new employers if needed. Put together a contingency plan (what/who could step in?). • Design and produce any materials?
Week before	<ul style="list-style-type: none"> • Contact employer/s to confirm attendance/times. • Send evaluation forms and any other printing to Reprographics department. • Send reminder to teachers and staff. • Brief students about the event.
Day before	<ul style="list-style-type: none"> • Collect any materials and distribute. • Remind staff, including Reception staff and students, about what is expected etc. • Check contingency plan is in place.
On the day	<ul style="list-style-type: none"> • Greet employer: offer water, tea or coffee, advise where toilets are and fire alarm procedure. • Set up equipment. Introduce guest. • Manage behaviour, keep time, prompt questions. • Thank employer.
Day after	<ul style="list-style-type: none"> • Email thank you to employer/s ask if they would consider doing this again or in another activity • Gain verbal feedback/evaluation form.
Week/month after	<ul style="list-style-type: none"> • Review activities and evaluation forms. What went well, what could be improved? • Complete newsletter write-up. • Check for photographic permission.