

ACADEMIC YEAR 2022-2023

CAREERS LEADER & TEACHER INDUCTION PACK

At the Mayor's Fund for London, we are looking forward to supporting you this academic year through our Access Aspiration programme.

This induction pack outlines all you need to know about this year's programme and how our free activities and resources can support your school's careers education activity.



**MAYOR'S
FUND FOR
LONDON**

HELPING YOUNG LONDONERS GROW



1. ABOUT ACCESS ASPIRATION

Access Aspiration provides students with access to high quality and meaningful encounters with employers and the world of work. It supports students in making more positive career decisions and to develop a knowledge of the opportunities available to them. The programme empowers students with experience and exposure to employers that is vital in helping to make informed decisions and for them to talk about in applications and personal statements. Participation in careers education activity has also been shown to improve students' motivation to study harder and improve their academic attainment and exam results.¹

Access Aspiration supports schools and Careers Leaders towards meeting Gatsby benchmarks, towards meeting DfE statutory careers education guidance requirements² and offers amazing access to London's diverse business community. We work with employers from corporates to government, public and not-for profit organisations - all keen to share their time, knowledge and lived experiences. Their key drivers are Corporate Social Responsibility, Diversity and Inclusion and supporting young Londoners in their early career choices, many are actively hiring to entry level job opportunities including degree apprenticeships.

1. Motivated to achieve: How encounters with the world of work can change attitudes and improve academic achievement (2019, Dr Elnaz Kashefpakdel, Christian Percy and Jordan Rehill - Education and Employers)
2. Careers guidance and access for education and training providers: Statutory guidance for schools and guidance for further education colleges and sixth form colleges (2019, Department for Education)



2. KEY POINTS TO ACTION

The table below is an overview of some of the key points to action to be able to get the most out of your school's involvement with Access Aspiration. Please add them to your academic year planner.

ACTION POINT	WHEN TO DO IT	WHAT IT IS AND WHAT TO DO
<p>1. SUPPORT STUDENTS TO SIGN UP AND GAIN ACCESS TO OUR UPCOMING OPPORTUNITIES</p>	<p>Early September as part of your school's induction to new Year 12s and as a general introduction to your Sixth Form careers education programme (including Year 13s).</p>	<p>A short video presentation that you should play to students to inform them about the programme.</p> <p>After the video presentation, there is a short form for students to complete – links should be given to students and time set for them to fill in these forms.</p> <p>Students enter their details to receive information about accessing webinars, Business Insight (workplace visits) opportunities and work experience suited to their interests.</p>
<p>2. ARRANGE DATES TO HOST EMPLOYER TALKS, MOCK INTERVIEWS AND OTHER OPPORTUNITIES IN YOUR SCHOOL</p>	<p>At the start of and throughout the year.</p> <p>We will book times and dates that work well with your school calendar.</p>	<p>Our business volunteers are ready to present to large groups, or meet with smaller numbers around speed networking tables, and provide support with mock interviews and employability skills sessions.</p>

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ACTION POINT	WHAT IT IS AND WHAT TO DO	WHEN TO DO IT
<p>3. PROMOTE AFTER SCHOOL WEBINARS TO STUDENTS</p>	<p>From October and ongoing throughout the year.</p> <p>We will send out fortnightly newsletters so you know what is coming up and can keep students informed.</p>	<p>Access All Areas webinars will be held once monthly usually at 4:30pm during term time. Students log in from their own devices, usually from home.</p> <p>Volunteers from a range of businesses talk about their personal journeys, roles and career pathways taken within an industry.</p> <p>Students apply directly.</p>
<p>4. PROMOTE WORK EXPERIENCE PLACEMENTS AND BUSINESS INSIGHTS (WORKPLACE VISITS)</p>	<p>Ahead of half-term and summer breaks.</p> <p>Details will be included in our fortnightly newsletters.</p>	<p>Work experience placements are 3-5 day placements. Business insights are half-day opportunities where an organisation showcases what they do, the range of jobs available, and provides insight into working in their sector.</p> <p>Generally, the above will take place outside of term time. Students apply directly.</p>
<p>5. COMPLETE TEACHER SURVEYS AND ATTEND FEEDBACK SESSIONS</p>	<p>Once termly.</p> <p>We will send surveys and communicate with teachers about feedback sessions via the fortnightly newsletter.</p>	<p>Look out for our surveys and online teacher group sessions to share feedback and hear about best practice.</p>

3. PROGRAMME AREAS & ACTIVITIES

3.1 STUDENT SIGN-UP

GATSBY BENCHMARK: 1

Ready for the beginning of September, we will send an introductory video about Access Aspiration which we ask you to play to students. This video, along with our online sign-up forms, is an important part of joining the programme and ensures key information is received about webinar, work experience and business insight opportunities from the start of the academic year:

FOR HOW LONG?
15-20 minutes

WHAT DO I NEED?
Main hall / sixth-form room / classroom

HOW DOES IT HELP?
Explains the offer and encourages sign-ups

After sharing the video, please make time to hold a session where students can complete the online form to confirm their interests and start receiving upcoming opportunities:

FOR HOW LONG?
30 minutes

WHAT DO I NEED?
IT room / a laptop, smartphone or computer per student

WHEN SHOULD THIS HAPPEN?
During PSHE / form time

Students complete the online sign-up form and, based on the profile created, will be matched to opportunities to suit their preferences.

For opportunities where there may be a clash with a timetable or exam preparation, we give schools the opportunity to opt out of students receiving details of these placements.



3.2 STUDENT AMBASSADORS

Student Ambassadors are an integral part of how we bring youth voice, feedback and input into the Access Aspiration programme and wider work of the Mayor's Fund for London.

Students who are signed up to the programme will have the opportunity to apply to be a Student Ambassador in early October. Student Ambassadors will have the opportunity to create content (including blogs and vlogs) on topics led by them and to join regular Student Ambassador group sessions and events where they can voice opinions and give regular feedback to inform the design and delivery of the programme.

Becoming an ambassador will give students valuable experience and build their skills in preparation for the future - whether university, an apprenticeship or employment. At the end of the year we will host a celebratory event showcasing achievements through the year.



3.3 WEBINARS

GATSBY BENCHMARK: 2, 5

Access All Areas webinars are usually held once a month via Zoom at 4:30pm during term-time to allow students to log on to a device after school.

Volunteers from a range of businesses and industry sectors discuss their own career journeys and roles within their industry as well as take part in a Q&A session.

Upcoming opportunities are sent to students at least a week in advance to book their place.

Teachers will receive webinar details via newsletters to promote to students and encourage them to attend. Webinar topics can be linked to subject learning and curriculum.

3.4 WORK EXPERIENCE & BUSINESS INSIGHTS

GATSBY BENCHMARK: 2, 5, 6

We ask Careers Leaders to encourage and support all students to register with Access Aspiration as soon as possible in the new academic year, especially to be in with a chance to gain a placement in October half term.

Placements and Business Insight days are emailed directly to students based on their respective industry preferences.

In September, we will send details for October half term placements; in January, for February half term placements; in March, for Easter holiday work placements and throughout the summer term for summer holiday placements.

WORK EXPERIENCE 3-5 day placements

Sessions take place during school holidays

Quality placements giving students experience of working in an industry

BUSINESS INSIGHTS Half to full day placements

Sessions take place during school holidays, as well as term-time

Insights give students experience of the world of work and workplaces

3.5 IN-SCHOOL OPPORTUNITIES

As well as offering careers opportunities directly to students, we want to work closely with Careers Leaders and teachers to schedule careers activities to take place in schools during timetabled time. Find out more about what's on offer in-school below:

Red boxes explain the format

Blue boxes explain the requirements

INDUSTRY SPEAKERS (1 HOUR)

GATSBY BENCHMARK: 2, 5

Short talks by an employer to your Sixth Form. These include them talking about their career journey, current role and organisation, as well as top tips on achieving success. Part of the session is dedicated to a Q&A.

One or two speakers dependent on sector areas. Speaker biographies will be provided so students can read about who they will be hearing from.

SPEED NETWORKING (2 HOURS)

GATSBY BENCHMARK: 2, 5

Students gain an insight into a range of career pathways during these events. Students are put into groups and spend 10 minutes with each business professional over the session.

Teachers and staff can facilitate this in the school's main hall. Information and short biographies for business volunteers will be sent to the school before the session takes place.

MOCK INTERVIEWS (HALF DAY / FULL DAY)

GATSBY BENCHMARK: 5

Students are allocated a 20-minute time slot for a structured interview, with questions and feedback provided by the professionals. Students are interviewed either one-to-one or by a panel of two volunteer business professionals. We can facilitate mock interviews for whole year groups or half of a year group, depending on the school's preference.

Main hall booked, tables set out across the hall, with one or two of our volunteers at each table.

EMPLOYABILITY TRAINING (2 HOURS)

GATSBY BENCHMARK: 5, 8

Employability training sessions are interactive workshops that involve group work, games and personal reflection exercises. Employability workshops help prepare students with the skills they need for future interviews and in the world of work.

Resources you might need include:

- Classroom booked with projector and audio facilities
- Flip chart, paper, pens

Typically, a maximum of 15-20 students participate in a workshop.



4. ONLINE RESOURCES AND LINKS

Our website is where we host resources for students and teachers.

The teacher resources are exclusive to our network of schools. Student resources are available to anyone who wishes to use them.

You will find resources including:

- The student sign-up presentation with information about the programme that you can play on interactive whiteboards in your school
- Details of our Student Ambassador roles
- Helpful information for teachers and students

GATSBY BENCHMARK: 2, 4



Click to access our online Teacher Resource Area, using the password **2022ACCESSTEACHERS** to enter.

5. COMMUNICATIONS



Fortnightly newsletters

We will update you fortnightly via email. Each newsletter will detail: Access All Areas webinars, apprenticeships, and work opportunities - as well as other useful information and resources.



Teacher surveys and group sessions

Our teacher surveys and online group meetings will be scheduled usually every term. We ask Careers Leaders to take part, provide feedback and share best practice with other teachers. Ideally, each school will be represented at least once per term.



Your point of contact

We are looking forward to working in partnership with you and tailoring our offer to best support your school's careers education activities. Our Schools Project Manager, Laura Ferris, will be on hand to work with you all the way. You can contact Laura by email on lferris@mayorsfundforlondon.org.uk. Please keep in touch to discuss your careers programme and how best we can support you going forward.



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