

Teach First's Work Experience Programme

Will you join us to inspire and motivate bright young people from schools in low-income communities to reach their potential by offering them a 1-week paid internship in your firm?

A recent study published in the *Journal of Education and Work* showed that a young adult who has four or more contacts with employers could be expected to earn £3,600 p.a. more than their peers who had no such contacts.

Following a successful two-year pilot at AKO Capital, Teach First is rolling out a new work experience programme across London and is inviting your company to join on a trial basis.

What are the objectives of the programme?

- To give pupils from disadvantaged backgrounds a better understanding of the jobs market and the different routes into careers through high-quality work experience.
- To give pupils an opportunity to learn from professional role models who can play a mentoring role during their work experience.
- To build pupils' employability skills alongside softer skills such as communication, teamwork, confidence and self-esteem.
- To increase pupils' future employability and enhance their university applications.

How will pupils be selected?

As part of the programme 16 partner schools will be invited to nominate pupils. All are Teach First schools that are partnering with us to deliver high-quality careers education. Pupils will be on track to achieve at least six B grades at GCSE and come from groups under-represented at university, such as those who receive free school meals. Pupils will complete a short application form asking about their motivations and interest; teachers will identify pupils based on the best fit with the company and work experience offered; and Teach First will match them to your company.

When will the work experience take place?

We will run blocks of work experience, each lasting one week. Proposed blocks for the next academic year are:

1. October half-term (approx. 23rd - 27th Oct 2017)
2. February half-term (approx. 12th - 16th Feb 2018)
3. Easter (approx. 9th - 13th April 2018)
4. July (approx. 9th - 13th July 2018)

What are the requirements for employers who want to take part?

- To provide a week of quality work experience for **2-10 pupils per year (15-18 years old)**, usually based around a particular project, such as online research, data entry, processing and analysis.
- To appoint an internal 'lead' who will champion and manage the programme on behalf of the company.
- To set up pupils with a buddy mentor, who can support them day-to-day.
- To follow Teach First's safeguarding procedures and code of conduct.
- The AKO Foundation will be covering pupils' weekly wages.

You will be working with a direct point of contact at Teach First who will provide support before, during and after the work experience to ensure the process is straightforward.

How will the programme work?

The table below shows the roles and responsibilities of Teach First, Teach First teachers in partner schools, and employers.

Teach First	Teach First Teacher	Employer
<ul style="list-style-type: none"> • Create all programme materials including application form, risk assessment materials, and teacher and pupil guidebooks • Design the outline of the work experience programme for companies • Source partner schools, support and brief teachers • Provide safeguarding information and code of conduct to partner companies • Ensure Employer lead contacts are briefed and supported to deliver successful placements 	<ul style="list-style-type: none"> • Identify, nominate, and support appropriate pupils to access the programme • Work with pupils beforehand to ensure they are well-supported to get the best out of the placement • Act as liaison during the placements with the schools and support young people to get the most from the internship • Debrief with the pupils and provide feedback to Teach First 	<ul style="list-style-type: none"> • Appoint an internal 'lead' to manage the programme and ensure work experience is meaningful and project-based • Set pupils up with a buddy/mentor who will support them day-to-day in their work and with any questions • Follow Teach First's safeguarding procedures and code of conduct • Provide a 'letter of recommendation' for pupils at the end of the programme & return a short evaluation form to Teach First

What are the next steps?

Teach First will set up an initial briefing call in July 2017 for employers interested in taking part to learn more about the programme.

For further information, please contact Rebecca Scott at RScott2@teachfirst.org.uk