

# JOBCENTRE PLUS SUPPORT FOR SCHOOLS NEWSLETTER

## JCP Support for Schools Offer

To support mainstream secondary, SEN and PRU Schools as well as 6th Form and Further Education colleges.

We provide

- Information about routes into Apprenticeships.
- Employability skills
- CV writing and interview skills
- On line profile
- Information on growth sectors, local labour market, and vacancies.

## Find Your Future at Incuba

During November we hosted a Civil Service stand at the Careers and Employment event at Incuba in Dunstable. We were delighted to see some students from Weatherfield Academy with whom we had worked previously; it was great to catch up and see the progress they are making.

JCP S4S team showcased a wide variety of jobs within the civil service including: DWP, Department for Digital, Culture, Media and Sport, Foreign & Commonwealth office, National Crime Agency and Forestry Commission to name but a few! We promoted the range of apprenticeships within Civil Service of which there are two routeways; **Fast Track** for anyone aged 16+ with 5 GCSE's grades C or new grade 4 and the **Fast Stream** scheme which is for graduates.

The day was a great success with 50 employers and training providers. And over 450 students from 15 different schools in the area. When surveyed 86% of students who attended rated the overall experience a positive one and 82% of students said they benefitted from attending the event. With one student commenting "I now have a bigger understanding of my op-



## WELCOME TO THE SECOND EDITION OF OUR NEWSLETTER

We received fantastic feedback from our first newsletter and many of you enjoyed reading about who we are and the work we do with schools. To reiterate, the aim of JCP Support for Schools is to provide bespoke career information and advice to school aged young people. The focus is on those students who have been identified by their school as being at risk of becoming NEET. Our offer includes helping students understand what awaits them when they leave school. Showing them some of the amazing opportunities now available and encouraging them to reach their full potential. Working in collaboration with the careers leads, senior leadership teams as well as other partner organisations, we avoid duplicating or replacing any of the existing excellent support already available. It's worth noting that JCP Support for Schools does not charge for its services.

## WORK BASED LEARNING IN HEMEL HEMPSTEAD

Whilst working with Astley Cooper mainstream school in July 2017, we first met Erica. Erica had just taken up her new post as a Work Based Learning Tutor and wanted to find out more about who we were and how we could help support with her Work Based Learning pilot scheme. Work Based Learning is a one year post 16 course, in which students spend part of the week in school and part of the week in a work placement leading to a job or an apprenticeship. It aims to bridge the often large gap between school and work giving students a clear pathway into work.

Following discussions on how the JCP Support for Schools programme could help we planned several sessions based on Erica's wishes and bearing in mind that the pilot scheme combined students from 2 schools; Adeyfield and Astley Cooper. Together we designed a bespoke delivery plan to start in Sept '17. In order to prepare the students, we delivered 4 lessons before they started on their 3 day per week work placement. These sessions included how to speak to an employer over the telephone, "Your Digital Footprint" and the use of social media, employability skills and work etiquette. We delivered an additional session on Accenture's Skills to Succeed Academy, making sure we



assisted each student to get registered and working through a module. We embedded this type of learning into our training package to enable the students to use the modules during their work experience placements.

The feedback from the students was really positive and they particularly loved the Skills to Succeed element as they were able to work through a characters journey with the course material and choose the options which interest them. They have been able to consolidate the training we have provided and explore other bite sized learning on their 2 days whilst back at school. This has helped them to see how all the things they are learning fit into the world of work. This is what Erica had to say about

her experience in working with JCP Support for School.

*"Caroline, Claire and Liz from the DWP have been tremendously supportive of the Work-Based Learning Programme. They saw the value of the course straight away and played an instrumental role in helping us get the students prepared for work experience. They have continued to show a great deal of interest in the students development and will back in February '18 to help the students get their CVs ready. We are planning next September already and hope that next years students will benefit from working with the JCP S4S team as much as the students have this year. Thank you for everything, I love working with you and thank you so much for your support, it is appreciated."*

We have delivered  
**131**  
sessions to schools

We have delivered  
sessions to over  
**3000**

We have  
upskilled  
**170**

## CASE STUDIES

### North Herts Education Support Centre

North Herts was the first ESC we have delivered to. We had an initial meeting with the Careers lead, who explained to us how the centre worked in a different way from mainstream schools as all students attending have challenging behaviour in some form. We very quickly built a close working relationship and had several meetings to discuss the greatest needs and formulate a bespoke "North Herts ESC Careers Academy" Programme. As the students were at high risk of becoming NEETS, we wanted to spend longer working with them to help equip them with the skills and behaviours required by employers in 2017. The academy consisted of 6 sessions, including "Getting to know you", "How to get the best from Work Experience" and "Preparing for an interview". The academy enabled students to gradually develop their skills week on week with every new session challenging them more than the last. In week 6 of the academy, each student attended a mock interview. We gave in-depth feedback afterwards, offering advice on areas for improvement and praise for what they had done well. Coursework from the academy will be used as evidence towards students achieving the speaking and listening element of their English qualification's. We were delighted to see so many students progress in a positive way during the academy, with some pleasantly surprising us at the mock interview stage. Finally we held a "Graduation Assembly" giving each student a certificate displaying the work related modules they had completed. We also took the opportunity to present awards to those students who had made notable improvements, including, "Most improved confidence", "Best contributions in sessions", "Most improved attitude" and "Demonstrated Maturity" as well as the student who performed best overall. The academy ended on a very positive note and we have already arranged more dates to work with North Herts ESC going into 2019.

This is what the school had to say.

*"This autumn term saw the launch of our new NHESC Careers Academy programme, an umbrella term used to cover various approaches used to prepare our students for their next steps and out into the world of work. To aid the students*

*with this process, we have worked very closely with the JCP Support for Schools team, who have delivered a bespoke training programme. The JCP Support for Schools team were very supportive of both staff and students throughout the whole process. They were very knowledgeable about current issues and advised us on the topics that they thought would be suitable for our students. They devised a range of different teaching strategies and demonstrated resilience and determination with the ability to be flexible when difficult situations arose. Students that participated in the programme have been very positive and appreciative of the process.*

*We are looking forward to working closely with the JCP S4S team again in the near future.*



Clare, Lynn, Kate and Caroline at NHESC

Jacob Y11 said *"I really enjoyed doing the workshops and found them very useful. I am pleased I have a CV now. My favourite bit was the mock interview because it didn't feel that awkward and now I know what to expect. I was proud of my achievements and told my family about the certificates that I was presented"*

### Bushey Academy

In an initial meeting with the school's key partners to discuss their Careers Strategy, a year group was quickly identified requiring support in improving their understanding of the world of work. This was particularly relevant to this group of students as they had Work Experience placements planned for the near future. We decided that it was imperative for each student to have a CV as this would be a requirement regardless of the path they had chosen. The students had very little or no experience of working with an employer. Nor did they know how to interview or how to be

successful at an interview.

In order to address this, we delivered a series of CV sessions to 210 pupils, requiring participation to get students thinking about the importance of developing work related skills in addition to their academic ones. The students quickly understood what a CV should look like. As well as this they also recognised areas of weakness on their personal CV, areas that they needed to develop moving forward.

Working in collaboration with the Enterprise Adviser and staff from Watford Community Housing Trust as well as representatives from DWP, a week later we co-delivered a full day of mock interviews for over 200 students. To make this even more meaningful we provided feedback afterwards, advising them on which areas they excelled in and those that needed a little work. The day was a huge success and was well received by the students and teachers alike. The school's Careers lead and Enterprise Adviser are keen to meet with us in early 2018 to plan the next phase of Careers activities.

*"I found the CV sessions really interesting as I didn't know anything about CV's beforehand. I now know how to produce an effective CV so am working on that ready for my work experience placement interview in January. I also did a mock interview, I was so nervous but really glad that I did it as I won't be so scared now when I have to do the real thing. I have a much better idea of what I should be saying now". Year 10 student.*

Links to Partner Websites CTRL + Click

[The Careers and Enterprise Company](#)

[Apprenticeships](#)

[Barclays Lifeskills](#)

[Herts LEP](#)

[SEM LEP](#)

[Skills to Succeed Academy](#)

#### Coming up in our next issue

- \* Apprenticeships
- \* CEIAG updates
- \* Case Studies

For further information on how JCP Support for Schools can help a school in Beds or Herts or if you would like more information, Please contact

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