



PARTNERSHIPS WITH EDUCATION FRAMEWORK

Striving for Excellence



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AT ENGINE CONTROLS LTD

Units 10/11 Shield Drive Wardley Industrial Estate M28 2QB



INVESTORS
IN PEOPLE | Gold

inspiring the future



If you really want to change the world you have to inspire young people. That's how you change the world.

@MMAquote



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Introduction - Partnerships with Education

Collectively shaping the next generation

Work-related learning has a clear positive impact on young people's journey to a successful Adulthood and their future economic wellbeing. It helps them connect their learning with the World of work and so prepares them to make appositive contribution to society and the economy And to have lives full of opportunity, free from the effects of poverty. The contribution of Employers is vital to making work-related learning happen - more so with our ambitious Programme of reforms including the new Diplomas. It is therefore essential that we make It as easy as possible for employers to play their part. This new standard is intended to ensure That work-related learning is supported by a high quality network of Education Business Partnership Organisations each working to standard that employers, schools and colleges Have every right to expect and demand.

Work-related learning has been a statutory part of the curriculum since 2004, and is an essential component of Diplomas. It features in all areas of the curriculum and, in the education of all groups of learners from age 5 to 19. It encompasses a wide range of activities that are set out in the framework published by the Qualifications and Curriculum Authority titled 'Economic Wellbeing: Career, Work-related Learning and Enterprise' There is strong evidence that work-related learning improves results for young people. It has been shown to improve attitudes, behaviour, participation and results. It includes work experience and helps young people connect their learning with the world of work including helping them develop employability skills.

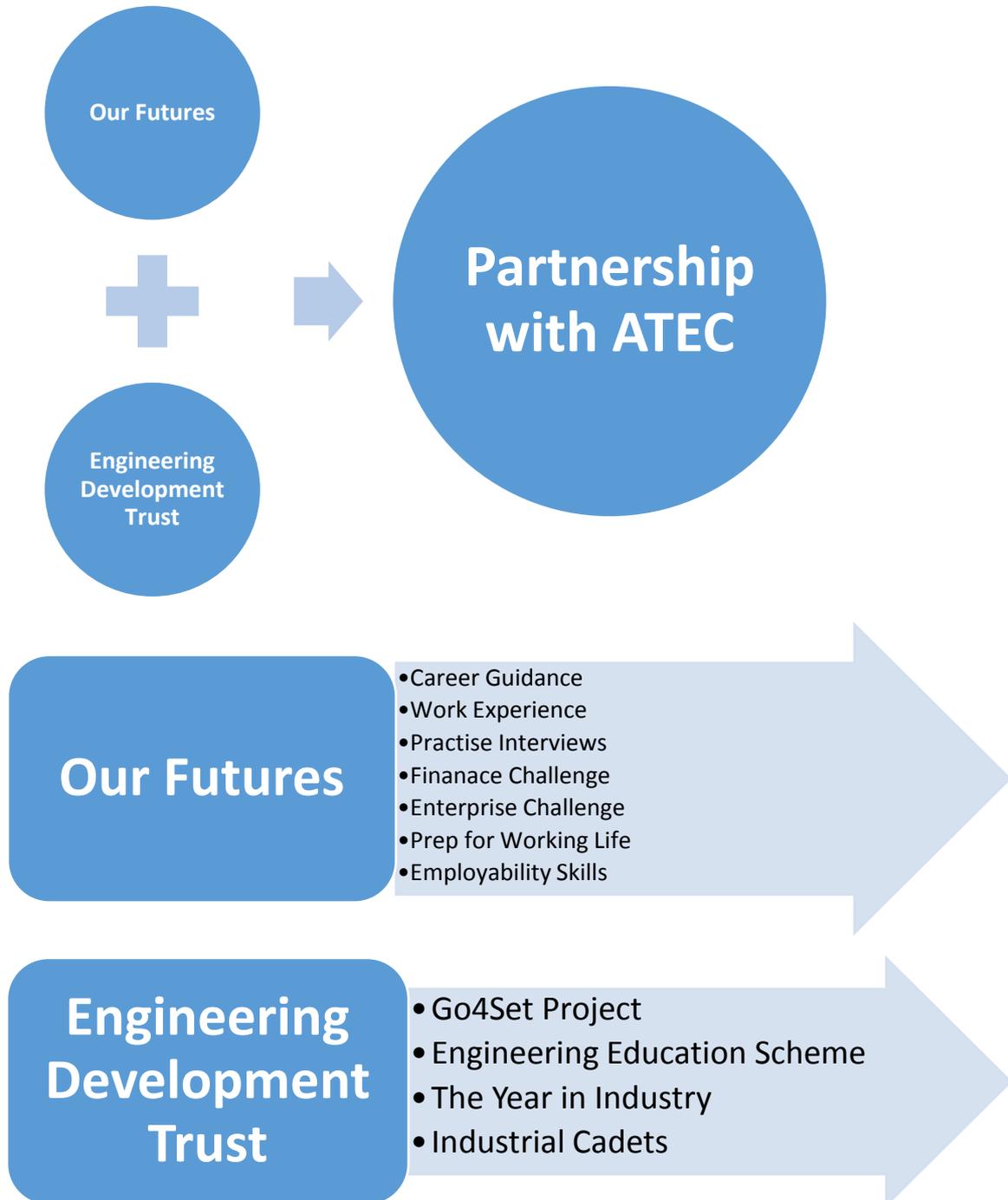
It includes enterprise education to help young people to be creative and innovative, to take and manage risks, and to do so with determination and drive; and it encompasses careers education to help learners make informed choices about their future careers and aspirations. The impact that work-related learning has on outcomes for young people means that it is essential to have a strong supply of committed and active employers working in partnership with schools and colleges. It is those employers that provide the supply of work experience placements, projects, and other resources and inputs needed to deliver Diplomas and other qualifications. They support enterprise activities and work with schools and colleges to deliver careers education. The supply of employers, the depth of their relationship with schools and colleges, and the quality of their experience is dependent to a significant extent on the EBPOs that support employers, schools and colleges. The quality of *EBPOs is therefore vitally important and is the rationale for the production of the national standard for *EBPOs.

**Education Business Partnership Organisations*

ATEC Framework

Partnership with Education Framework

Here at ATEC we believe in the development of our youth and to this end have chosen to work in partnership with Our Futures and EDT, as displayed below. Both of which are local to our working community. Contained within this document is a breakdown of what each organisation provides.





Our Futures Ltd

Our Futures is comprised of people who have worked together within the area of Work-Related Learning for many years (since the 1990s) in the Greater Manchester area helping to assess schools' needs, select or design from scratch a solution to each need, and then to organise and deliver the solution in a simple and relaxed manner with maximum benefit for pupils.

Careers Guidance Team



Suzanne, Sophie, Anna, Sue, Jen.

Their advisers have many years' experience across a range of different schools in Manchester, including our key partner schools (Parrs Wood High School, Chorlton High School, Abraham Moss Community School, Whalley Range 11-18 High School for Girls, Levenshulme High School for Girls, and St Paul's High School). We are currently delivering both mainstream guidance and intensive support using their holistic assessment tool. All their advisers are fully trained in safeguarding, completing CAF's and Careers Guidance Reports that form part of Education, Health and Care plans for students with learning difficulties.

Events Team



John, Hayley.

Work Experience Team



Cara, Sarah, Caron.

Our Future's philosophy is to provide services that are proven to work, and to develop or adapt activities as individual schools, or the education system as a whole, might require. All their work is undertaken in a friendly yet professional manner, with an emphasis of keeping things as simple as possible while allowing each customer to be as involved or detached as they choose.

Overview

To inform and inspire our citizens of the future to become highly employable and aspirational. We will equip them with an awareness of the labour market, along with the skills, qualities and experience to succeed.

Essential information and skills learnt through practise

Work Experience is a very important time within the school calendar. It is an opportunity for young people to gain valuable skills and experience that they can take forward and utilise within their future studies and careers.

Work Experience isn't just about adding to your CV, or completing menial jobs such as sticking stamps on thousands of envelopes, it is the perfect opportunity to take part in lots of interesting tasks and take on some challenging responsibilities. Work Experience is very important. You could say that it is what you have been going to school for - to prepare for adult life.

Here are our top 5 reasons that work experience is so valuable:

1. It introduces you gently to the world of work. You get to learn the dos and don'ts, get work place savvy and work with new people. Vitally, it will give you an idea of the skills you might need to thrive in the workplace of the future.
2. It will help you identify your own skills and perhaps even highlight the areas that you might want to work on. It will provide you with a kick-start to identify your strengths and weaknesses.
3. It is the best way to get a real sense of the type of career you are interested in. You will get to speak to employees and ask them questions. You won't know what it's like until you get closer to the action.
4. Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your preparation.
5. You might wow the employer so much that you'll manage to secure yourself a job!

Format

We have thousands of businesses that work with us to provide work experience opportunities; we then offer these to schools in several different formats and costings...

- **Self-placement:** Students source their own placements and we undertake the administration, insurance and health & safety checks.
- **Recruited:** As above but we find a wide range of placements so that teachers can allocate appropriate students to them.

- **Targeted:** These placements are sourced according to the needs and requirements of the students.
- **Extended:** Some students respond better, and gain more from working for a longer period, maybe 1 day per week for a couple of months.

Each school may choose for us to introduce the work experience scheme to students in an assembly and then to impart some specific advice as the work placements draw near. Co-ordinating teachers can also keep-track of their allocations and print the necessary paperwork via our bespoke management system.

Overview

Practise Interviews

A self-contained event which provides an interview for each young person so that they can learn what good interview technique is, and then put it into practice. Free, optional assemblies are available to raise awareness for all pupils.

Format

Each pupil initially completes an application form - these are then collated and allocated to a suitable interviewer and distributed prior to the day.

Each participant is given an appointment slip which summarises all the details. This slip acts as a convenient reminder and also serves as a formal request to leave their lesson.

All participants are briefed before the interview to ensure maximum benefit.

Interviews are scheduled to last 25-30mins each (depending on the timetable) and incorporate an optional verbal feedback session at the end and all interviewees receive a feedback sheet that highlights their strengths and details any areas for improvement and action-points.

Requirements

Interviewing Area: This would ideally be the main school hall with tables and seats arranged in a specific manner that is indicated in a seating layout provided by us.

Briefing Area: This would ideally be classrooms or meeting room with tables, chairs and a projector and screen. Interviewers would be briefed here after arriving, and pupils are briefed here just prior to their interview.

Overview

Prep for Working Life – Equipping our futures

A series of guided workshops which result in pupils, by the end of the day, having...

Good interview technique, good form-filling skills, a good knowledge of their qualities & abilities, a curriculum vitae, a template covering letter.

Format

Pupils visit each workshop in a carousel as a class; perhaps in form-groups. Workshops are led by experienced professionals so that after lunch pupils can be walked-through the process of creating the documents that will support them through their working career.

Requirements

Workshop Areas: These would ideally be classrooms close to the central activity area where pupils can be guided through various tasks before moving on to the next workshop.

Computer Area: This would ideally be in the form of separate IT rooms so that each pupil can work on a computer as they are assisted in the creation of their Curriculum Vitae by teachers and facilitators.

Overview

Manufacturing our Futures

A self-contained **Enterprise Challenge** event for young people that is designed to introduce the concepts that are central to maintaining a successful business....

Marketing, sales, organising production, working collaboratively, keeping customers pleased, meeting deadlines, managing cash flow, etc.

Format

Each pupil initially completes a short questionnaire - the responses to this then suggest which role within a small team each pupils would be suited to...

- Engineer
- Production Manager
- Finance Manager
- Managing Director

- Marketing Manager
- Sales Manager

Teams of 8-10 pupils can then be agreed with the school.

On the day, after being introduced to the concept of running a business and their own roles within it, teams compete against each other to win contracts and produce products to agreed specifications. These customers are recruited from various industries and gradually encourage the teams to take bigger risks and undertake more work so that pupils can understand their limits and the reasons for them.

EDT – Engineering Development Trust

With the new EDT regional organization in place we are hoping to inspire and motivate even more young people to get involved with science, engineering and technology.

EDT operate as five regions; Scotland, North, Midlands, South East and South West. They deliver a range of tasters, projects and placements aimed at 11-21 year olds, in order to provide exposure to industry, business and higher education. We want to help students develop employability skills, to gain hands-on experience and to make informed choices at key stages in their education. We are also able to offer an accreditation for workplace experiences through Industrial Cadets, aimed at 11-19 year olds.

Within our portfolio we provide a range of experiences in order to suit the requirements of young people, employers and educators across the UK:

			
<p>First Edition Routes into STEM Inspire Headstart STEM Family Challenge</p>	<p>Go4SET Engineering Education Scheme</p>	<p>The Year in Industry</p>	<p>Accreditation</p>

A TEC is actively involved in the Go4SET scheme moving into the Engineering Education Scheme (EES) in 2017. Industrial Cadets and the Year in Industry is something we may possibly look at for future involvement.

Engineering Education Scheme (EES)

The Engineering Education Scheme in England & Scotland is an EDT Programme which links teams of four Year 12 or S5/S6 students and their teacher with local companies to work on real, scientific, engineering and technological problems.

The scheme provides students with an in-depth experience in science, engineering and technology that will enable them to make an informed decision about their future studies and career.

This will be achieved by giving the students, in a 6 month programme;

- ✓ Hands-on work experience as part of a team
- ✓ Experience of problem solving, working on a project that is relevant to a local company
- ✓ Use of a university's engineering workshops to develop, build and test solutions to the problem
- ✓ Professional skills lectures on Communications (written, verbal and visual) and Project Management
- ✓ The opportunity to develop technical skills and see school physics, chemistry, technology etc. applied in an industrial environment
- ✓ An opportunity to meet professional and graduate engineers, scientists and technologists
- ✓ Experience in presenting their solution, in a formal verbal presentation and formal written technical report, to a panel of senior professional engineers

Students will also get the opportunity to compete for a British Association (BA) CREST Award.

During their six-month project phase, students are encouraged to show industrial enterprise, creativity and innovation whilst gaining extensive experience of problem-solving, team-working and project management. All Key life skills are developed within the context of the world of work. Personal development education realized through work related learning is at the core of this high quality educational enrichment scheme.

Go4SET

Go4SET links teams of six Year 8/9 (England) and S2 (Scotland) pupils with employers and universities to offer a 10 week Science, Technology, Engineering and Mathematics (STEM) Project.



The UK needs to increase the number of pupils pursuing careers in Science, Engineering and Technology. Support from Industry and business is sought for this initiative and can help to make an important contribution to the future of STEM through inspiring pupils to become involved at this key stage in their education. Work-related learning within an industry and enterprise context is at the core of the Go4SET experience.

Research has shown that the exposure of younger age groups to STEM related employers, encourages more students to choose post-16 courses in these subject areas, eventually leading to the study of STEM degrees at university.

Key benefits for Young People & Educators:

- ✓ Students can understand STEM application in a real-world setting
- ✓ Creates an opportunity to influence subject and career choice
- ✓ Students develop employability skills to help with future study and employment potential
- ✓ Links are developed with local industry for further engagement and learning potential

Key benefits for Employers:

- ✓ Showcases STEM careers and career pathways available
- ✓ Helps to address preconceptions of STEM careers
- ✓ Creates an opportunity to develop own staff through *mentoring and leadership skills
- ✓ Can help meet Corporate Social Responsibility objectives
- ✓ Can assist with marketing for contracts and future business
- ✓ Industrial Cadets

Their Impact**2010**

HRH the Prince of Wales visited Tata Steel in Teesside

Inspired by Royalty

In May 2010 HRH the Prince of Wales visited Tata Steel (now British Steel) in Teesside. During the visit he said he'd like to see manufacturing companies doing more to engage with young people, to raise awareness of industry and job opportunities. Tata Steel was inspired to take action and decided to launch a pilot project to engage with local schools in Redcar. 'Industrial Cadets' was the name proposed by The Prince of Wales.

2011

The Tata Steel pilot was created with 24 students, aged 13-14
From Pilot to Roll-out

The 2011 Tata Steel pilot consisted of a group of 24 students, aged 13-14 years from 5 local schools. These young people, signed up to take part in an 8-week programme of activities and 'graduated' as Industrial Cadets at the end. The Prince of Wales visited Tata Steel (now British Steel) to see the pilot project in action and, impressed with what he saw, agreed to help champion the expansion of the programme.

2012

Gaining support and securing funding
Expansion

Industrial Cadets wins the support of the Department for Communities and Local Government, providing seed funding to support the 2012 expansion.

2014

1,400 graduates and over £4.7 million in funding
A 3 year plan

In 2014, having already graduated over 1,400 Industrial Cadets, the initiative received over £4.7 million in funding, with additional funding from a co-investment model, £1.8 million provided by the UK Commission for Employment and Skills (UKCES) and the remainder as a mix of cash and in-kind contributions from the employers involved, to reach an additional 4,200 young people over the next 3 years.

2015

During 2014/15 2,000+ young people became Cadets
Making an impact

During 2014/15 Industrial Cadets created the opportunity for over 2,000 young people to take part in accredited experiences across a 12 month period, developing skills such as creativity and innovation, communication and collaboration, teamwork, critical thinking and problem solving and more

The Year in Industry



The Year in Industry (YINI) are the UK's leading student placement experts. EDT provide high-quality, paid placements for students in their gap year before or during their degree course.

Students are placed with 300 top UK companies every year including Shell, Rolls Royce, EDF, Network Rail and GKN.

We have placements for students interested in all areas of engineering, science, IT, e-commerce, business, marketing, finance and logistics.

Students all EDT placements give you the skills and knowledge employers are looking for, the experience will help you make the most of university – and you get to earn while you learn. Click on the students' link to the right to find out more...

Employers – YINI can give you access to talented, dedicated students who can drive your business forward and at the same time you get a highly cost effective resource. Teachers & Parents - YINI guarantees that students are set on the fast track to their future career. At this crucial stage of their education students have many decisions to make about going to university and the merits of a gap year placement. Finding out more about YINI will help with these important decisions.

Attracting the best young people into our company is a vital business challenge.

The Year in Industry will help us meet this challenge and much more. Each year 1000's of the company's sharpest young people apply to the scheme, searching for challenging work experience in a year out before or during their degree course.

The Year in Industry is a leading provider of UK-based work placements. EDT specialize in providing talented young people with high-quality placements in all areas of engineering, science, computing and business.

Partner companies benefit from cost-effective access to enthusiastic, hard working young people who are serious about their careers and keen to get ahead, these short-term contracts also give you the flexibility you need.

Benefits for ATEC:

- ✓ Access to talented and dedicated students to drive your business forward
- ✓ An extra person in your team just when you need it
- ✓ The opportunity to tackle short projects effectively for yourself and your clients
- ✓ The ability to tackle emerging issues such as environmental audits
- ✓ A way to tackle existing problems that you don't have time to address
- ✓ The opportunity to enhance the UK's future workforce

And why not think of it as a 12 month interview, selecting the graduates you want to employ at this early stage?

The students' innovative projects save companies millions of pounds each year through:

- ✓ Identifying inefficiencies and reducing wastage
- ✓ Reducing processing times
- ✓ Improving energy utilization
- ✓ Introducing new technology
- ✓ Improving work practices
- ✓ Creating new sources of competitive advantage

Employer Agreement

Thank you very much for offering work experience opportunities within your organisation to students from Schools and Colleges across Greater Manchester.

Please find below information, advice and a few requirements that you need to be aware of and have an understanding of in order to provide a meaningful, supportive and safe work experience placement for the students.

Once you have read through the information should you have any queries please do not hesitate to contact the work experience team at Our Futures Ltd.

Young People on Work Experience - We encourage you to treat the students as you would a member of staff and allow them to carry out tasks and activities the same as your employees but taking into account specific factors such as age, immaturity, inexperience, lack of awareness / understanding and the students physical and psychological capacity. In certain instances a student's health condition or learning needs may also need to be taken into account. Students are to be supervised at all times by a competent member of staff.

Health and Safety – Please ensure you have taken into consideration a young person (anyone under the age of 18) in your current Risk Assessments (written if you have 5 or more employees). Our Futures Ltd can discuss this with you, and may have already done this as part of our recruitment process.

- Please provide PPE (Personal Protective Clothing / Equipment) where necessary. If the student needs to provide their own PPE please make Our Futures aware of this.
- Please provide students with a full health and safety induction on their first day of work experience, making them aware of any hazards, control measures and prohibitions.
- You must give appropriate supervision and instructions to the students prior to, and whilst handling or using any work equipment or substance.

The 'A brief guide for Young People and Work Experience' is available from the HSE at <http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

We advise all employers taking on a student for work experience to take a few minutes to read through the information, especially if this is the first time you have taken a student on Work Experience.

Insurance – For the purpose of work experience students are considered an employee and Employers Liability insurance should be in place for the duration of the work experience placement. This is to cover against liability, loss and damage. We advise employers to inform their insurer they offer work experience placements.

Your existing employer's liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, or Lloyds, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. The ABI website confirms this. (<http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm> Accessed 30/09/15)

Hours / Days of Work – Young people are not to work more than 8 hours per day, and no more than 5 consecutive days out of 7. Copyright © 2015 by Our Futures Ltd – Employer Agreement v2

Safeguarding – Employers have the same responsibilities for a student’s health, safety and welfare as they do for other employees and it is important that both you and the student feel safe and supported throughout the work experience, please see information below:

Boundaries -

- Where possible avoid occasions where a single adult is in the company of a lone young person or vulnerable adult, particularly where there is little or no possibility of the activity being supervised or observed.
- Never meet a young person outside of normal working practice without a parent/carer being present.
- Never share your personal details with the young person, e.g. personal mobile number, e-mail address, home address, social media profile.
- Keep physical contact to a minimum. Never make contact with intimate body areas or say anything which could be construed as sexually suggestive.
- Never use verbal interactions which are demeaning or belittling. Care should be taken that statements cannot be misconstrued and that innuendo is avoided.
- Never share any information you may hold about the young person without written consent.

Travel – If the student is traveling for any part of their work experience then please make sure staff traveling with the young person is made aware of safeguarding issues and should also take note of the boundaries above.

Disqualification - You are reminded that you are required **by law** to protect children from harm and that employees are required under the Criminal Justice and Court Services Act to declare if they are disqualified from working with children.

Should there be any none attendance, issues or incidents this must be reported to the school/college immediately via telephone in order for them to follow up the well-being of the student.

If the student is on placement and you need to cancel the work experience at any time for any reason please let the school know in the first instance as soon as possible so arrangements can be made for the student to return to school, if you are unable to get through to the school please contact Our Futures Ltd.

Data and Information – All data collected by Our Futures including job descriptions and risk assessments will be held in either hard copy or electronically in a safe and secure manner as required by the Data Protection Act 1998. Some information may be shared with the school, parent / carer and students where necessary.

Our Futures provides the school with a Job description that includes tasks, hours of work, dress code (PPE) and health, safety and welfare arrangements as discussed and agreed with you. This information is provided to the students Parent / Carer prior to the student commencing work experience.

PLEASE REMEMBER

Without your support, many students would miss out on this fantastic opportunity and together we are able to improve the student’s employability skills and raise aspirations for the next generation of the work force.

**THANK YOU FOR YOUR TIME
AND SUPPORT**

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CERTIFICATE OF PARTICIPATION

Awarded to

AT Engine Controls Ltd

for providing work experience placements to young people.

Work Experience Provider 2015/2016

WE COULD NOT DO IT WITHOUT YOU!



**Greater Manchester provider
for school and business links**

