



## Resources To Support Organisations

### RESOURCES TO SUPPORT AN ORGANISATION TO GET READY FOR WORK EXPERIENCE

Organisation	Link	Description
CIPD Professional body for experts in people at work <u>championing better work and working lives</u> by setting professional standards for HR and people development, as well as driving positive change in the world of work.	<a href="https://www.cipd.co.uk/Images/work-experience-placements-that-work_2012_tcm18-10941.pdf">https://www.cipd.co.uk/Images/work-experience-placements-that-work_2012_tcm18-10941.pdf</a>	Guide for employers about creating a Work Experience that works. Dated 2012
Siemens A German based manufacturing company	<a href="https://www.siemens.co.uk/education/pool/home-page/work_experience_for_employers_who_booklet.pdf">https://www.siemens.co.uk/education/pool/home-page/work_experience_for_employers_who_booklet.pdf</a>	An excellent resource that breaks down the process of inducting and making the most of your work experience student with some useful templates for activities.

<p>Arts Council England Best Practice guide to Apprenticeships, Internships and volunteering</p>	<p><a href="https://ccskills.org.uk/downloads/ACE_Best_Practice_Guide_June_2018.pdf">https://ccskills.org.uk/downloads/ACE_Best_Practice_Guide_June_2018.pdf</a></p>	<p>Identifies how the expectations and parameters of the different types of roles and sets guidance for how to go about setting them up.</p>
<p>A Managers Guide to Apprenticeships</p>	<p><a href="https://ccskills.org.uk/downloads/A_Managers_Guide_to_Apprenticeships.pdf">https://ccskills.org.uk/downloads/A_Managers_Guide_to_Apprenticeships.pdf</a></p>	<p>How to prepare your organisation for an apprentice (much of which is applicable for an intern). Including the training needs of those supporting them.</p>
<p>Weston Jerwood Creative Bursaries 2014-16</p>	<p><a href="https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/">https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/</a></p>	<p>An interesting evaluation of the programme of bursaries to support arts organisations for recruiting graduates from low socio-economic backgrounds. Whilst not directly applicable to the intentions of this internship, there are some useful insights about how to change recruitment practices and some of the challenges to the programme.</p>
		<p>Weston Jerwood Creative Bursaries are in the process of publishing a 'toolkit' of resources coming out of the programme that they will share with employers to help with recruitment, management and culture change in June.</p>
<p>Youth Music Evaluation toolkit</p>	<p><a href="https://network.youthmusic.org.uk/file/6214/download?token=i6oqKI5O">https://network.youthmusic.org.uk/file/6214/download?token=i6oqKI5O</a></p>	<p>Evaluation toolkit with some useful questionnaires and scales which could be adapted to measure the internship.</p>

SparkedEcho Disquiet Video Channel	<a href="https://www.sparkedecho.org/disquiet-video-channel.html">https://www.sparkedecho.org/disquiet-video-channel.html</a>	
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## RESOURCES TO SUPPORT YOUNG PEOPLE PREPARING FOR WORK EXPERIENCE

Organisation	Link	Description
Princes Trust Support for 11 to 30 year-olds who are unemployed or struggling at school to transform their lives.	<a href="https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/interview-tips">https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/interview-tips</a>	Dos and Don'ts for young people to prepare for interview.
Which? – University Which is an independent organisation that works on behalf of consumers and the public to help them make informed decisions by asking question on their behalf.	<a href="https://university.which.co.uk/advice/career-prospects/work-experience-internships-10-ways-to-get-the-most-out-of-them">https://university.which.co.uk/advice/career-prospects/work-experience-internships-10-ways-to-get-the-most-out-of-them</a>	Easy to read top ten on how to get the best out of work experience.
Prospect An organisation to help students make the right choices in regards to work experience and careers.	<a href="https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/how-to-ask-employers-for-work-experience">https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/how-to-ask-employers-for-work-experience</a> <a href="https://www.prospects.ac.uk/careers-advice/getting-a-job/job-hunting-and-social-media">https://www.prospects.ac.uk/careers-advice/getting-a-job/job-hunting-and-social-media</a>  <a href="https://www.prospects.ac.uk/careers-advice/interview-tips/interview-questions">https://www.prospects.ac.uk/careers-advice/interview-tips/interview-questions</a>	<p>This is how to ask an employer for work experience.</p> <p>This is how to create profiles on Social Media to support getting work experience. Including top tips on how Linked In and Facebook.</p> <p>How to write CV's and Cover Letters including some examples.</p> <p>Some example of interview questions and how best to answer them.</p>

	<a href="https://www.prospects.ac.uk/careers-advice/interview-tips/questions-to-ask-at-an-interview">https://www.prospects.ac.uk/careers-advice/interview-tips/questions-to-ask-at-an-interview</a>  <a href="https://www.prospects.ac.uk/careers-advice/interview-tips/top-5-job-interview-mistakes">https://www.prospects.ac.uk/careers-advice/interview-tips/top-5-job-interview-mistakes</a>	<p>Examples of what questions to ask at an interview – excellent resource!</p> <p>What not to do in an interview.</p>
Education and Skills Department – Government related.	<a href="https://hr.dept.shef.ac.uk/guidance/Students.pdf">https://hr.dept.shef.ac.uk/guidance/Students.pdf</a>	<p>An overview or checklist of what you need to do to prepare for the student and work experience.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Checklist of what to do in a briefing with students.</li> <li>• Checklist of risks that you may need to be aware of.</li> </ul>

## RESOURCES TO SUPPORT YOUNG PEOPLE DURING WORK EXPERIENCE

Organisation	Link	Description
<p>ASDAN is a curriculum development organisation and awarding body, providing courses that develop skills for learning, work and life.</p>	<a href="https://www.theorb.org.uk/resources/608-10-4-2013-02-06">https://www.theorb.org.uk/resources/608-10-4-2013-02-06</a>	<p>This resource is a generic one-day diary that can be used to record work experience activities and skills development. Learners could complete one copy of this resource for each day of their placement to form a diary of their work experience.</p> <p>This resource is on a website called The Orb which you need to join. They have many resources.</p>

## RESOURCES TO SUPPORT YOUNG PEOPLE TRANSLATING THEIR WORK EXPERIENCE TO A CV OR OTHER OPPORTUNITY

Organisation	Link	Description
Barclays Life Skills	<a href="https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder">https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder</a>	Resource to support CV building
National Careers Service	e-pack June 2018 (See reference material)	Material to support young people
Oxford County Council	<a href="https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/business/work/workexperience/employerworkexperiencestudentevaluationform.pdf">https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/business/work/workexperience/employerworkexperiencestudentevaluationform.pdf</a>	A pdf of a student evaluation form to work with the students when they finish.
Mind tools	<a href="https://www.mindtools.com/pages/article/get-started.htm">https://www.mindtools.com/pages/article/get-started.htm</a>	Online quiz to support young people to identify key skills

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