

**EA Name: School/College:**

Working with a local school or college, your role as an **Enterprise Adviser** can help support pathways into your industry and shape young people's future.

**What will you be doing?**

* Supporting the school or college's senior leadership team strategically to develop and evaluate their careers plan.
* Providing a valuable employer's perspective on how a school or college can embed labour market information and opportunities into the careers programme.
* Engaging with local businesses and employers in your network to place a wide variety of careers opportunities at the heart of young people's education.

**How can you do this?**

How you support your school or college can vary greatly depending on the individual needs of the institution and your existing expertise. In addition, on **page 2** you will find a checklist of suggested ways for you to provide support plus guidance on how to structure your first twelve months in post.

Your **Enterprise Coordinator** will work through this with you and agree your next steps.

**How can your Enterprise Coordinator support you?**

* Arranging regular meetings between you and your school or college.
* Facilitating meetings and suggesting key actions.
* Keeping in touch to monitor and review your satisfaction with the role.
* Providing you with the latest networking/CPD opportunities and updates from the LCR Careers Hub.



Highlight or tick each suggested activity that you would feel comfortable supporting your school or college with. Your **Enterprise Coordinator** will then use this checklist to form your first actions in post.

Please note, this checklist is **not exhaustive,** and you may wish to discuss supporting in ways that aren’t mentioned below.

* Use your networks to support with **employer engagement** for assemblies, workshops, mentoring, student networking events, workplace visits or work experience opportunities.
* Share **opportunities, community/company projects, news and resources** from your sector that will support the careers plan.
* Is there any element of your business that would welcome the **feedback of young people** to improve your services and processes? For example, your website, branding or social media.
* Write a **case study** on an initiative that you have supported to provide evidence of progress within the careers programme.

**Supporting the Careers Leader with Developing a Whole School Approach Towards Careers:**

* **Staff CPD** – explain your business/industry, pathways into your sector and why you want to support to encourage wider staff engagement with future initiatives.
* Attend **Governor and SLT** meetings with the Careers Leader to support them in promoting the progress and benefits of their programme.
* Support a specific **curriculum department** that relates to your sector. Work together to look at how you could **link careers to the curriculum.**
* **Change management** – advise the Careers Leader on **HOW** they can successfully implement their ideas with wider school staff to encourage a culture of collaboration and create momentum. **Contact your EC for more details about this.**

**Evaluation:**

* Evaluate the school/college’s **careers website** to review content and usability. Your EC can provide an audit to support with this.
* Create a **profile** with information about you and your company with an explanation of why you wish to support the programme. Add this to the careers website.
* Evaluate the **careers programme and careers policy** from an employer’s perspective. Does it develop the skills and knowledge that are required in the world of work?
* Provide **labour market information** for your sector or the local region to inform the planning of the careers programme. Where are the opportunities? How can we prepare students?
* Support with **stakeholder evaluation** to inform planning. For example, talk to students, parents/carers or employers about their experiences of the careers programme.

**School Careers Activities:**

* Advise on the planning of **the mock interview process**. What are employers looking for, how do interview processes vary from company to company, and how can the students apply/prepare for interview? Do you have contacts who can support on the day?
* Advise on the planning of **other school activities** such as open days, career fairs or *National Apprenticeship Week*. Could you attend and provide information about your field to parents/carers and students? Does your sector have opportunities, such as apprenticeships, that could be promoted at these events?



***Meeting Two – Review***

* Review progress against agreed action plan from meeting one and key dates for the rest of the year.
* All parties to provide relevant updates about their institutions, if appropriate.
* Review Compass progress and EA checklist to inform actions.
* EC to update action plan going forward.

***Meeting Three - Evaluation***

* Update on progress against agreed action plan.
* Complete Compass together to review progress.
* Evaluate the success of the EA partnership over the past academic year. What has worked well and what could be done to support in the next phase of the EA role? Would both parties benefit from a continued partnership or would a fresh challenge with a new institution add more value?

**Key Dates, 2022-2023**

LCR Employers’ Network Launch Event: **Thursday 20th October 2022, 11am-12pm.**

LCR Careers Hub Annual Conference: **Tuesday 22nd November 2022, 9am-3.30pm.**

Enterprise Adviser Networking Event: **Thursday 2nd February 2023, 4.30pm-6.30pm.**

Enterprise Adviser End of Year Celebration: **Thursday 15th June 2023, 4.30pm-6.30pm.**

**Further details to be shared via email.**

**Your First Twelve Months**

You will meet with the **Careers Leader** and your **Enterprise Coordinator** at least once a term.

In addition, you are free to meet with or contact the Careers Leader as often as needed to successfully meet your agreed actions.

Your Enterprise Coordinator is always available to support at any time.

**Suggested structure to guide you during your first twelve months as an Enterprise Adviser:**

***Meeting One – Introduction***

* EA to give an overview of their role, industry and why they want to support.
* Careers Leader to provide a background to their institution, including the school’s vision and improvement plan.
* Careers Leader to complete a Compass evaluation to help the EA understand the goals that they are working towards and the areas where they would welcome support.
* Review the completed EA checklist from p2 of this document to inform how the EA can support.
* EC to formulate an agreed action plan.
* Schedule the dates of future meetings.