



Key Employability Skills

Another bumper year recorded. 2,477 Year 10 students have been improving their Key Employability Skills with the help of local employers. Communication, Problem Solving and Teamwork are the essential features of the CEBP workshop and it really is making a difference to the preparation of young people for the 'World of Work'. Said one student *"This was a fun way to learn about the skills I will need for work and the business volunteer gave me a real insight into employers expectations"*. There is a 'feel good factor' for our volunteers. As Ron Ferrier from the Home Office said, *"It's good to see students learn and then deliver as a team"*. If you would like to improve your leadership and project management skills, then, following induction to the programme, join us at any of the school workshops running this year.

CEBP Year of the Volunteer Celebration Dinner December 2005

We just couldn't let another year go by without giving formal recognition to the unsung heroes of CEBP, our business volunteer partners. Over 80 special guests attended a formal evening reception and dinner at the recently refurbished Selsdon Community Hall. Representative speakers from Business and Education highlighted the excellent



Mock Interviews

Four more Croydon secondary schools joined our Mock Interview programme this year bringing the total number of students benefiting from their one-to-one mock interviews with people from business to 1,645! For most students it is their first ever interview and through the programme they immediately benefit from the feedback on their performance

by business volunteers. The noticeable improvement in student confidence through this experience has made it one of our most popular initiatives.

A student from Norbury Manor Business & Enterprise College said *"A brilliant experience, it helps you for future interviews, thank you for this opportunity it really opened my eyes"*. This initiative

also benefits those sitting on the other side of the desk and is seen by many of our business partners as an excellent staff development tool. *"Having the chance to assess others was a great opportunity to reflect on my own technique and look for ways to improve"* was the comment from one business volunteer from ALICO.



support received from volunteers and employers, whose input brings real credibility to our events in schools and improve the enterprise and employability capability of young people. The Worshipful Mayor of Croydon Councillor Maggie Mansell presented certificates and thanked our guests for their magnificent contribution. Students from St Andrew's High School and The BRIT School provided entertainment and Young Apprentices in Hospitality had an opportunity to practise some 'waiting skills' all helping to make for a very special occasion. Afterwards Neil Musk from BT kindly wrote in a letter to CEBP staff *"It was a thoroughly enjoyable and very pleasant evening, so nice to meet up with others and make new contacts.....extremely powerful summary message from Bank of Americaand we have to get the message to every firm in Croydon the benefits to business in being involved with schools"*.



Viewpoints from Work Experience

Employer Comments

"A fantastic student who approached the placement with a positive and mature attitude. Enjoyed having her, and she is welcome back in the future"

"Worked positively and enthusiastically, showed initiative, good attitude towards staff and customers and displayed excellent communication skills"

"A very pleasant girl, would like to offer her a job when the vacancy arises"

"Worked really hard and did a fantastic job"

"His common sense and willingness to try new things will stand him in good stead in a work place"

Student Comments

"Enjoyed placement, got a good report and treated with respect. I was given tasks that needed to be done, not just anything. Felt part of the team and appreciated the responsibilities given to me. Learnt to use initiative and work independently"

"Work Experience was a wakeup call and has made me appreciate being at school"

"Enjoyed the placement. Staff were nice and gained lots of skills. Learnt lots of new skills and what goes on behind the scenes. Gained a Saturday job from placement"

"Enjoyed placement. Gained an insight into a working life. Staff were kind and helpful. Did a project that saved the company money, and it was appreciated. Learnt about various software, and now able to plan and construct projects using PowerPoint"



Sebon Bakery

A placement day at Sebon Bakery in Mitcham arranged by CEBP gave Food Technology and Business Studies teachers from Croydon and Sutton the rare opportunity to view the production processes involved in this area of Food Manufacture. A detailed and highly relevant presentation and tour

provided information about the company background, raw materials, equipment, the stringent quality standards required for the production of organic goods, health and safety, sales and marketing and packaging. As an added bonus, free samples were distributed at the end of the day!

Foundations for the Future

Teachers from 6 Croydon schools attended a 3 day bursary programme organised by CEBP in partnership with CITB, Wates Interiors, Mansell, Mott McDonald and CSB Logistics. Giving up a large part of their October half-term holiday, the teachers were rewarded with unique insights into Construction activity in the local area. Aiming to encourage the creation of partnerships between schools and construction companies at a local level, the course raised teacher awareness of the huge range of careers and opportunities available for students of all abilities.



Primary Mentoring Programme: case studies

Long Jump to Success! Bank of America & Applegarth Junior School

The pilot year of a solid and fruitful partnership between Bank of America in Croydon and Applegarth Junior School was highlighted this July by the opening of the school's new long jump facility, financed by the company. Enrichment to school facilities is part of the government's agenda to help the health of young people.

Applegarth Junior School has been overwhelmed by the generosity and support of many staff from the bank. Not only have employees designed and planted a recreational garden for the pupils but they have also mentored for the last year 24 Year 6 children, raising their awareness of the 'World of Work' through a site visit. Improvement to pupils' confidence, communication and employability skills has been significantly noticeable. As Headteacher, Vicki Gogerly said *"The experience of working with business mentors has made the pupils realise the wider opportunities of work that are available to them. We expect the positive impact the work has had on their self esteem and confidence will encourage many of them to have greater ambition for their future"*.

But the benefits from partnership are not all one way, according to the bank, which feels that volunteering to support in schools' work related learning programmes is an excellent way to develop staff, improving communications, teamwork and project management skills. Simon Legg, Senior Vice President of International IT Operations said *"Our associates feel proud to work for a company who invests time in it's people so they can make a valuable contribution to the education of the next generation, we feel refreshed and rejuvenated from our involvement which underpins one of the core values that run through the company of 'doing the right thing', not only for our customers but for our surrounding environment"*.

A New Partnership: Mondial Assistance & Castle Hill Primary School

Castle Hill Primary School were delighted that Mondial Assistance stepped in to re-instate the school's seven year history of running a mentoring programme for Year 5/6 pupils. Jennifer Kiwala from Mondial Assistance looked at many of the programmes organised by CEBP and was confident that primary mentoring would appeal to staff. This proved to be an accurate judgement as we welcomed 12 volunteer mentors to the first induction session at Mondial Assistance's offices in May. A very enthusiastic group, really keen to 'make a difference' to future employment prospects of Year 5/6 pupils at the school.

Work Experience Logbook

All Croydon students going on work experience are issued with an A5 pocket sized Logbook to complete during their placements. The focus here is learning and evaluating the whole experience. The Logbook can be a useful tool to refer to when students are applying for work in the future. Topics included are:

- Induction and Health & Safety
- How have you got on?
- Key Skills used
- Carrying out a Workplace Study
- Employer Evaluation of the student

Employers are asked to encourage students to complete the Logbook and ask to see it from time to time. This is another ideal way of receiving feedback directly from the students themselves. On completion of the placement, employers have the opportunity to complete a simple evaluation of their students' achievements on work experience.

Fact file: 2005-06

- 3,848 students on two week Work Experience placements
- 70 pupils and students mentored by business volunteers
- 1,645 students participated in Mock Interviews
- 2,477 students took part in the Key Employability Skills programme
- 87 teachers on one day Professional Development Placements
- 42 students participated in BizWise workshops
- 407 students assessed themselves in Skills Circus workshops
- 155 students prepared competitive tenders in The Wedding workshops
- 415 Business Volunteers took part in CEBP's programmes

Thank you!

The increasing demand by schools and colleges for their young people to prepare and learn about work and enterprise means that CEBP's requests to employers and business volunteers for their generous support become ever more urgent.

Our grateful thanks go to all the business organisations and volunteers who participated last year in the work of CEBP. Your steadfast support and commitment has enriched the many activities undertaken and will impact upon the future of young people preparing for the world of work. We look forward to working with you again.

Volunteering

Work related learning, including enterprise, is now a statutory requirement for all students aged 14-16. The demand has increased from schools and colleges for our workshops and programmes. More schools and colleges than ever before are scheduled for 2006-07. We need more volunteers to work with our young people.

If you can spare a morning or a day, want to have some fun working with young people, then please let them benefit from your experience and knowledge and get them skilled up!

Contact us by telephone, email or sign-up online at www.croydon-ebp.co.uk.

BizWise – Preparing for the World of Work

As part of the ESF BizWise project designed to improve employability skills, Travel and Tourism and Hospitality and Catering students from Croydon College benefited from excellent presentations and workshops delivered by staff from Mondial Assistance and the Human Resources team at Croydon Council. As well as honing their skills in CV Writing, Letters of Application, Interview techniques and Mock Interviews, the students worked on a Young Enterprise TEAM programme which required them to set up, run and liquidate a company. A celebratory event was held at the College at the end of term to give students the opportunity to show what they had learnt.

Professional Development Placements

A group of South London teachers was given an excellent insight into manufacturing and business procedures at the Wimbledon Stadium Business Centre. The visit centred on clock manufacturer, Roger Lascelles, with a focus on the design and assembly processes, as well as the use of ICT in all operations including marketing. A large part of the day was devoted to how to establish a small business, the attitudes and skills needed as well as pitfalls to avoid. To emphasise the enterprising spirit and creativity on offer in the local area, visits were also arranged to an ice sculptor's workshop, a film studio and a manufacturer of acrylic point of sales display stands.

Contact Us:

Please do not hesitate to contact us for further information and details. There is always an ongoing need from schools to build links with business and industry. Offers to volunteer, provide placements or to become involved in one of our range of activities are always welcome.

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Passport to Enterprise



Skills Circus

The Skills Circus workshop was delivered for the first time to 3 schools this summer and proved an immediate success. Consisting of 24 short activities which focus on students' knowledge, understanding, qualities and behaviour related to the world of work and enterprise, the varied tasks involve among others, identifying mystery objects, decoding messages, solving origami and construction exercises, managing risk, creating rules for the workplace and general knowledge. The students appreciated the valuable input from local business volunteers and the practical nature of the tasks.

The Wedding

In the course of this practical activity, students assume the roles of hotel managers planning a wedding for a client. Their presentation at the end of the session to a panel of business volunteers must include food and drinks menu, an example of a place setting, details of entertainment and full costing. Students at Coloma Convent

School impressed all facilitators with their professional creations and competent presentation skills. As well as giving students practice in preparing a financial quotation, working to strict deadlines and utilising resources, the activity helped develop communication, leadership, presentation and decision-making skills.