

spark!

**LONDON'S ORIGINAL
EDUCATION BUSINESS PARTNERSHIP**



**Schools Service
Guide 2012-13**

APPRENTICESHIPS

Spark!, winner of the 2011 London Councils Apprenticeship Awards, manages the apprenticeship programme on behalf of the London Borough of Hounslow. It provides support for employers delivering a high quality programme in Business and Administration and Customer Service. At present Spark! has 30 Apprentices in learning.

Apprenticeships are designed with the help of the employers in the industry, so they offer a structured programme that takes you through the skills needed to do a job well.

As employees, apprentices earn a wage and work alongside experienced staff to gain on the job skills and knowledge. Off the job, apprentices attending training at Spark! training centre to work towards nationally recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can apply.

*If you would like to explore hosting an Apprentice at your school from September 2012 please contact:
Patricia King, Operations Manager
E-mail: patricia.king@sparklondon.org*

*Michelle Matty, Head of Hounslow Learning
E-mail: michelle.matty@sparklondon.org*

“I have met some fantastic people, I’m learning new skills that will benefit me in future work and the experience that I am gaining is priceless”

Aidan Coyle, Business and Administration Advanced Apprentice now attending University

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1. Introduction

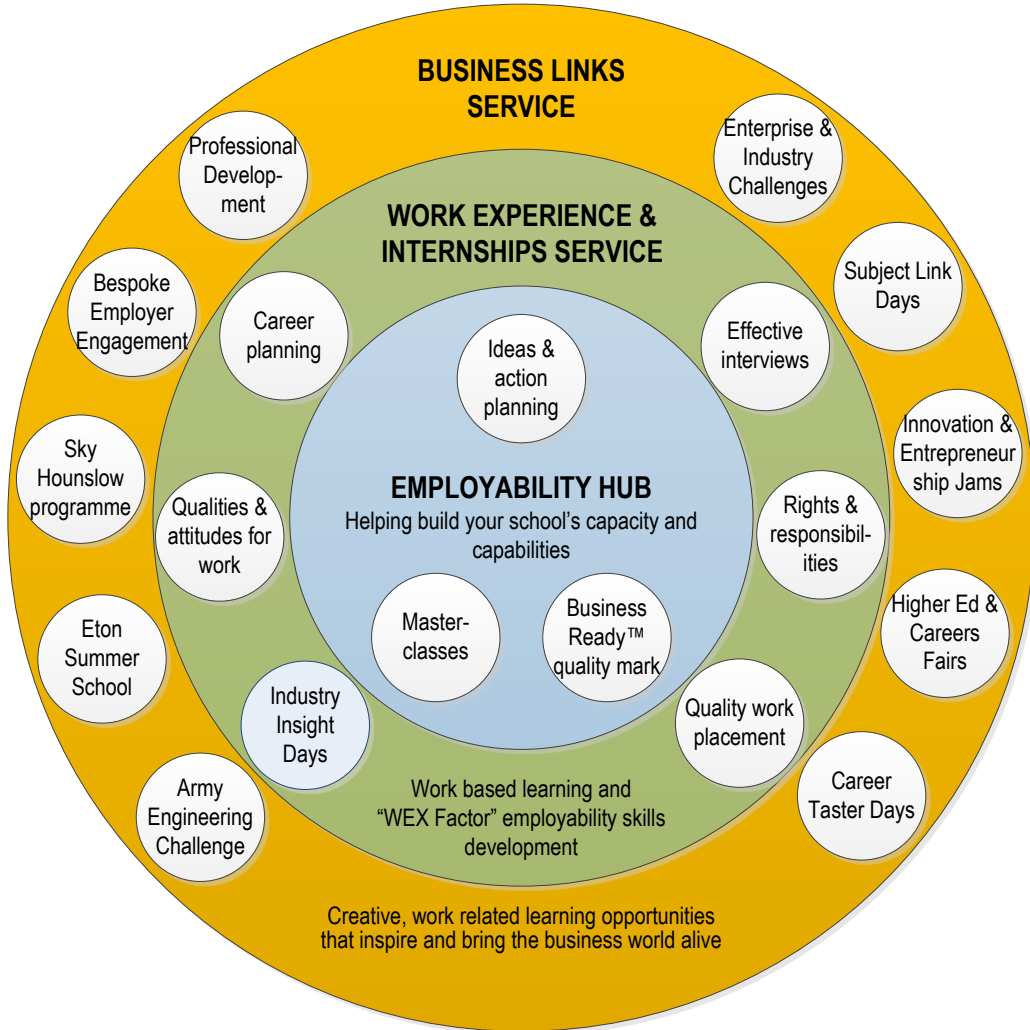
Spark! acts as a vital and efficient driver for employment, forming strong, supportive and valued relationships that have a positive impact on all our stakeholders; students, educators, businesses, statutory bodies and funders alike.

Our Schools Services Guide provides details of services available in 2012-13:

- **Employability Hub** – Helping build your school’s capacity and capabilities through strategic advice in employability skills development and education-business partnership, Masterclasses and the BusinessReady™ quality mark.
- **Work Experience and Internships Service** – Under the umbrella of THE WEX FACTOR, offering a core KS4/5 Work Based Learning (WBL) programme, as well as bespoke placements, work shadowing and internships, and inspiring City & Guilds accredited employability skills workshops to deliver maximum impact from your investment in WBL.
- **Business Links Service** – Offering creative and innovative activities that use the context of creative and inspiring Work Related Learning (WRL) experiences to introduce young people to learning about business and working practices, as well as the skills for work

OUR VISION

“A society in which people are work ready, mobile and equipped to make a significant difference to the economy and their lives.”



Each year Spark! and our partner schools agree a bespoke programme with each of our service areas to meet the needs your students, informed by insight from local employers. The Service Level Agreement (SLA) helps schools and Spark! plan, monitor and evaluate provision.

Our commitment to schools

Spark! will work with you to open up excellent opportunities that inspire and enlighten, helping to forge secure futures for young people by giving them real focus and direction, engaging them in the workplace and significantly increasing their chances of permanent roles.

We are unique – a pioneer in the field, an award winning leader and a role model – setting the standards for all to follow. The level of service we offer and the quality of our team, with their experience, knowledge, connections and initiatives change lives.

OUR MISSION

“We will work with education and business to prepare people for working life and enhance their employability through practical, accredited and inspiring work-related experiences.”

Ofsted Common Inspection Framework 2012

Developing an integrated programme with Spark! will help your school ensure it as adopting best practice in meeting the changing needs around Careers Education Information Advice & Guidance (CEIAG), as well as the new Ofsted Common Inspection Framework:

- *“[In revisions Ofsted have taken into account] the critical importance of employability skills and progression towards sustainable employment”*
- *“From September 2012, [Ofsted] propose that learning and skills inspections will: report on outcomes for learners and the extent to which the provision meets the needs and ensures the achievement of all learners, and helps them progress into employment or further education and training”*
- *“[Ofsted] wish to focus even more closely on learners’ achievement, and their progression to higher level qualifications and into sustainable jobs... outcomes for learners giving particular attention to how wellgaps are narrowing between different groups of learners; learners develop personal, social and employability skills; and learners progress to higher level qualifications and into jobs that meet local and national needs.”*

Our Schools Services Guide does not describe all Spark! activities. Projects inevitably arise during the year as Spark! responds to new funding opportunities or new ideas from local businesses and schools. Schools will be further briefed about these activities and opportunities as they arise.

We look forward to welcoming all our partner schools to the Annual Summer Celebration in July, this year held jointly with Hounslow Chamber of Commerce, as well as The Spark! Partnership Challenge celebration event in November.

2. Employability Hub

A nationally recognised leader in education business partnership, in 2011 Spark! were invited by the Institute for Education Business Excellence (IEBE) to establish one of their first Employability Hubs. This now sits at the heart of our service offer, working with your school to develop your capacity and capabilities in employability, including CEIAG and education business partnership. We want to ensure that you get the best value from your work with Spark! and other service providers.



Activities which offer realistic opportunities for young people to identify their individual abilities will ensure that, in future, businesses are able to draw upon a pool of informed and skilled people who have benefitted from well thought-out education business activities at key stages in their educational development. Our Employability Hub services will help you ensure that all activities are of high quality so that young people can experience the realities of work and develop the employability skills vital to their own future, and to the economy as a whole.

2.1 Ideas and action planning

A simple and straight forward process to ensure that you have a clear plan for developing your students' employability skills throughout their time at your school – and that you are building the most effective business partnerships with the support of Spark.

Step 1: Half day workshop – Review your current programme and needs, look at examples of best practice and excellence elsewhere, generate new ideas and develop an action plan against the BusinessReady™ framework. In 2012 we are partnering with Business in the Community, the UK's leading corporate responsibility charity and developer of the BusinessClass model for deepening business partnerships with schools. A BITC consultant will specifically lead on presenting examples of best practice at the workshop from across London and the UK.

Step 2: Consolidating and writing up Employability Strategy – Over the following two weeks Spark! will write up the workshop outputs drafting and Employability Strategy for your school, looking out over up to 3 years, and establishing performance metrics. The draft will then be sent to your school for further refinement.

Step 3: Review and finalise – Spark! will come back into your school to review and finalise the strategy and discuss any immediate actions arising. The strategy should put your school on an immediate pathway to securing a minimum pass at the Business Ready™ quality mark assessment.

Fees: £1250 for two days of Spark! workshop facilitation and consultancy and half a day of BITC input. This can either be charged against your Business Links core subscription or invoiced separately.

2.2 Masterclasses

Spark! offer IEBE Masterclasses in a training workshop format. They are aimed at anybody wishing to develop their knowledge, skills and understanding in the professional practice of improving young people's employability.



To support both individual accreditation and the organisational standards, we have worked with leading experts to develop 10 unique facilitated learning sessions, based around the five key

characteristics of an effective professional practitioner. In Hounslow we are delivering the full programme on a cycle, concentrating on term time delivery.

Informed about policy and legislation

M1: Government policy
M2: Curriculum developments
M3: Qualification developments

Relevant and able to apply labour market intelligence

M4: Labour market intelligence

Responsible in safeguarding young people

M5: Safeguarding young people & the new Work experience & internships service

Reflective and able to evaluate their success and maximise their impact

M6: Maximising impact
M7: Review & evaluation
M8: Self-development

Connected through networking and relationships

M9: Communication & networking
M10: Developing relationships

Fees: Each 2-3 hour Masterclass is charged at £100 per participant.

Learners can either participate online or attend in person at The Clock Tower EMC2, Great West Road, Brentford TW9 9AN. The masterclasses end with a drinks reception and networking.

2.3 Business Ready™ quality mark

‘Being Business Ready™ is exactly the message we wish convey to our students, parents and business partners.’

Karen Colligan, Associate Head teacher, North Huddersfield Trust School

Business Ready™ is the quality standard against which to assess and recognise the quality of schools’ involvement in young people’s employability skills development. It identifies the core attributes that schools need in order to offer effective support to young people, and help them prepare for a productive and fulfilling adult life.



Strong connections between education and business are especially important when they demonstrate the paths that lead to a knowledgeable and skilled workforce. Being Business Ready™ demonstrates that a school has everything in place it needs to work effectively with business, so that young people receive realistic, engaging, safe and effective work experiences.

Business Ready’s™ rigorous accreditation process involves self-assessment – backed up by supporting evidence – and verification by an external assessor, leading, if successful, to the nationally recognised Award.

Fees: Schools registering for Business Ready™ accreditation will be invoiced £500 by the IEBC.

2.4 Service contact information

In the first instance direct Employability Hub enquiries to Andrew Dakers on 07788 116159 or andrew.dakers@sparklondon.org.

3. Work Experience and Internships Service

“Work Experience is defined as placements in which pupils undertake a job or a range of tasks/duties as would regular employees, but with an emphasis on the learning aspect of the experience and the development needs of the individual.”

Work Experience: A Guide for Secondary Schools, DFES, 2002

In 2012/13 we will continue to develop bespoke Work Experience, Internship and Employability skills programmes and progression routes tailored to the needs of individual students and schools. The Hounslow Work Experience and Internships Service is made up of three streams.

Together these services which have been rigorously tested against a City & Guilds framework and are presented to young people under ‘THE WEX FACTOR’ umbrella:-

- KS4/5 Work Based Learning: Placements and Industry Insight Days
- Employability skills workshops, available at levels 1, 2 and 3, to develop the skills required for a successful transition from school to the world of work
- Additional services

Your core subscription

This service is purchased by schools under a rolling Service Level Agreement with Spark! and invoiced annually. You can use your core service subscription across a bespoke mix of services set out below. All schools subscribed to the service will receive:

- services up to the value of your subscription – activities may be selected from the standard menu or developed to meet the bespoke needs of your school
- development with school staff of an annual Work Experience & Internships Service programme at the start of the year and review and evaluation at year-end
- opportunity to enter The Spark! Partnership Challenge competition which recognises, rewards and supports the work experience & internship activities in which schools engage
- option of purchasing additional support from the Work Experience & Internships service team

The WEX Factor

THE WEX FACTOR is a boot camp tailored to your school’s needs that supports young people’s transition from school into the world of work. After successful pilots in schools across London Borough of Hounslow in 2012/13 Spark! is making THE WEX FACTOR available to schools and training providers through direct delivery or under license.



KS4/5 Work Based Learning

Placements - Spark! believes quality KS4 and KS5 work experience, shadowing, sector specific placements and internships are vital both to young people's employment prospects as they seek to enter the work force in a competitive climate, as well as providing a differentiating factor as they progress through further and higher education.

In 2012 we are upgrading to Verayan Webview 2 and undertaking a full review of our work placement business processes. We will also pilot StudentStudio to provide students and employers with support whilst they are out on placement.

Industry Insight Days – Industry Insight Days are either targeted at groups of students or an entire year group. Students leave the school, typically for a whole day, visiting local employer(s) and take part in activities at the employer's site that introduce them to the 'world of work'. This can be ideal for KS4 students' first introduction to professional work environments before doing a full work placement in KS5.

Employability skills workshops

THE WEX FACTOR employability skills workshops give young people:

- a lively, fun and bespoke journey that can *awaken their thoughts, ideas and aspirations as to where and what they want to be after leaving school* – from access to further education to a realistic view of employment opportunities.
- a structured programme to gain *valuable and realistic insight* how to successfully access employment in the future and succeed in the world of work.
- training to develop the *employability skills* needed to successfully enter a very competitive job market.
- support in *aligning their education attainment with labour market opportunities*.

Level 1, 2 or 3 qualification

- Young people completing THE WEX FACTOR, in an accredited delivery format, receive the City and Guilds Level 1 Certificate or Level 2 Certificate in Employability and Personal Development. The qualification is equivalent to 1 GCSE.
- From 2012 THE WEX FACTOR is also available at Level 3 based on ASDAN's Certificate of Personal Effectiveness (CoPE). This is worth 70 UCAS points and provides a unique opportunity for students to gain accreditation for Work Related Learning activities as part of their sixth form course.
- Activities are assessed in the classroom with facilitation, resource materials and organisation all provided by Spark.

Size of student group, accreditation and delivery schedule

THE WEX FACTOR can be delivered:

- Modular or complete 5 day programme, plus a work placement. To support young people develop a rounded set of employability skills the full programme is encouraged.
- Accredited or, for a reduced fee, non-accredited format. It may be that specific students will benefit most from the associated qualifications.
- Whole year groups or smaller targeted groups of pupils, for example those in Pupil Referral Units or pre-NEET students needing additional support.

Delivery team

THE WEX FACTOR employs a strong, highly qualified and very motivated team, who are committed to ensuring that young people have the best opportunities and can make a positive contribution to society. They are backed up by extensive support from local employers, as well as live performance by 'All Expressions Theatre in Education'.

In 2012/13 THE WEX FACTOR is a London Leaders project, an initiative of the London Sustainable Development Commission.

LONDON LEADERS

3.1 Work Placements

Background

Spark! offers a range of work experience services for schools based on a core KS4/5 programme and a number of additional service options which have developed in the last 11 years in response to school needs. The KS4/5 programme aims to provide at least a one week work experience placement for all KS4/5 students. Standard Placements are suitable for student that are Work Ready and without known risk factors. At KS5 more sector specific placements may offer most benefit to learners.



Schools can opt for:

- a) **Placements for an entire KS4 or KS5 year group.** We would typically expect this to be a balance of 65% Spark! found placements to 35% student found placements. Spark! undertaking Health and Safety/suitability checks all placements; **and/or**
- b) **Placements for targeted groups of students.** Our assumption is that typically 25% of a school's students' work experience and placement needs will be met through bespoke programmes such as pre-NEET, or vocational programmes such as pre-Apprenticeships or BTECs.

Benefits

- **High quality placements meet all the current guidelines** of the DfE, YPLA/EFA, QCA, IEBC, and the HSE for insurance cover, equal opportunities, Safeguarding and health and safety - so all Spark! placements provide an appropriate learning environment for pupils.
- **Bespoke placements** including work shadowing in specialist skills areas and internships.
- **Efficient systems draw together resources** of schools, Spark! and employers, to maximise student learning outcomes.
- **All employers new to the programme visited** to ensure that they are fully briefed on the aims of the Work Experience programme and their responsibility to pupils.
- **Existing placements re-checked** at appropriate intervals to ensure they continue to meet current criteria. Helps schools to meet their legal requirements with respect to work experience.
- **Large pool of employers** – working directly with over 700 employers we offer a wide choice of placements. This pool is being developed continuously through an ongoing employer recruitment process.
- **Use of the latest ICT technology** - ICT is used extensively to support the programme, reducing time-consuming paperwork in schools to a minimum. Under a special licence charged to schools separately, the Service uses the specialist Veryan Work Experience database system which holds details of employers and students and matches and tracks all placements. Veryan WebView allows students to view and select placements at home via the internet, and access a range of work placement and careers advice resources.

Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 409 - Work-based experience

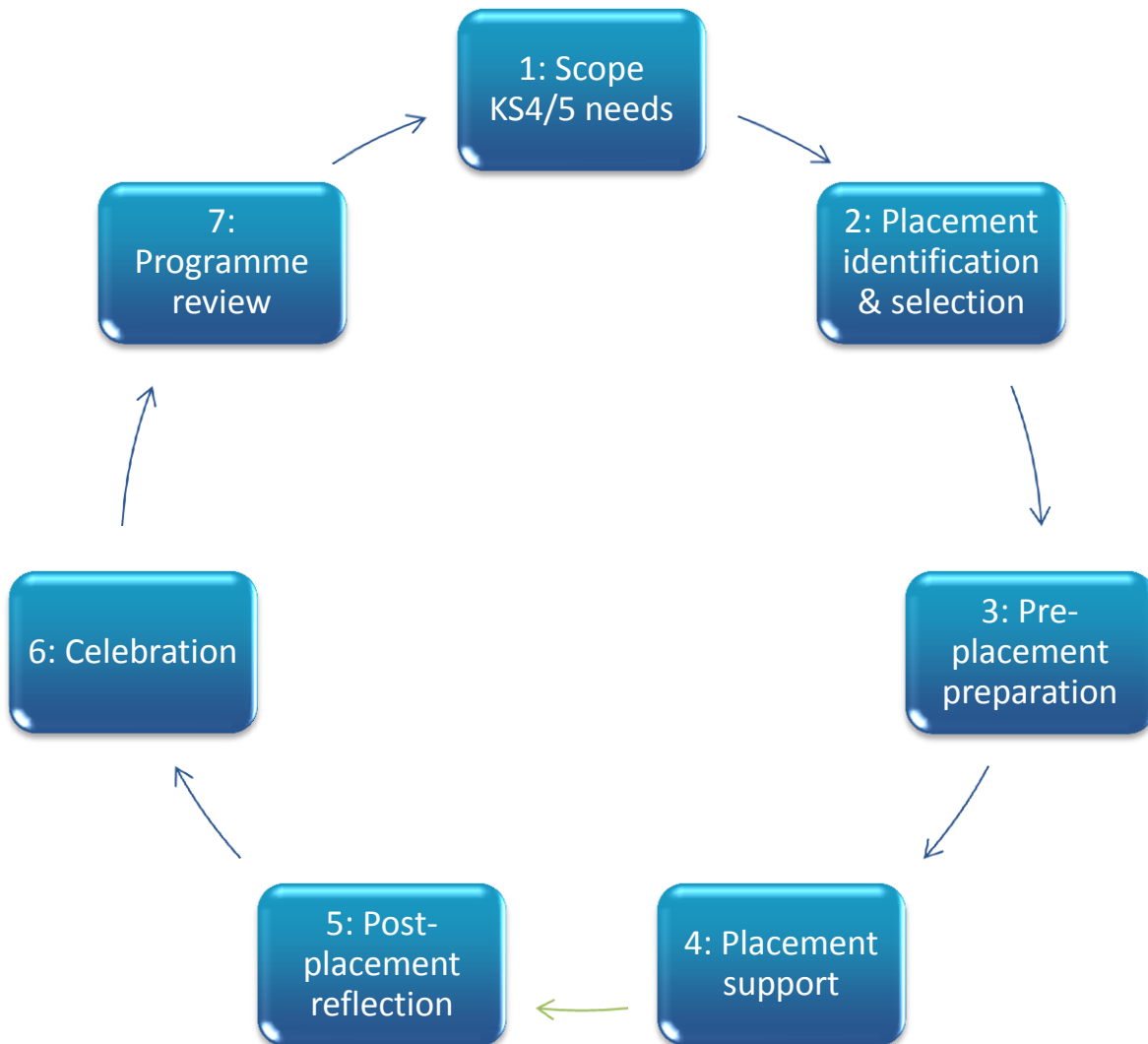
Work placements can be mapped against this unit to help the learner develop his/her skills in, and understanding of, the workplace by preparing for, attending and reviewing work experience.

Learning outcomes

There are four learning outcomes to this unit. The learner will be able to:

- 1: Prepare for his/her work experience
- 2: Plan a journey to work
- 3: Follow requirements during the work experience
- 4: Complete a work experience review

The **work placement services** operate on the following **annual cycle** to ensure a quality service for our clients:



Frequently asked questions

What length of placement is most appropriate?

One week placements are often ideally suited at KS4 when your priority is giving students an introduction to the workplace and a business environment. These placements are often integral to students completing the full THE WEX FACTOR qualification. Schools extending placements to two weeks are often seeking deeper, more immersive experiences for students. These can be most valuable at KS5. For this same reason – as well as the time it may take employers to induct students to specialist work environments – some employers will only offer two week placements.

When should we schedule our work placement programme?

Helping the Spark! team spread partner schools' one or two weeks of placements throughout the year ensures:

- Better quality placements for your students
- Less pressure on employers supporting Spark!
- Lower cost service delivery, as Spark! does not have to increase our staffing levels to manage a peak summer season

Some schools find sending a Y10 group out on placements early in the Autumn term allows other students more chance to settle with staff able to concentrate resources on their needs. Other schools have discovered the Spring term can provide an ideal time to combine the delivery of THE WEX FACTOR for a week in school, followed by a one week placement.

What do specialised, supported and extra supported placements provide?

Specialised Placements are available for students that are Work Ready, without known risk factors and motivated to complete specific curriculum-linked tasks in the workplace.

Supported Placement are available for students that are not yet Work Ready (i.e. three or more factors such as: More than one exclusion from secondary school; statement of Special Educational Need; known history of medical problem that would impact on work performance; known history of theft; known history of violence to staff or another Student; unauthorised absence from school of more than 20% over the past year; and/or unauthorised non-completion of a Standard Placement).

Extra Supported Placement are for students with any one of the following risk factors must be placed on an 'Extra Supported Placement': Two missed initial meetings with Spark! staff; unauthorised non-completion of a Supported Placement; or assessed by Spark! staff, at interview or whilst in Placement, to be not Work Ready.

What is an extended placement/ internship? Are they available to our students?

Most familiar to local schools are standard 'block' (i.e. continuous daily) placements of one or two weeks. *Extended Placements or Internships* taking place one or more days per week over an extended period, typically 1-6 months.

Year groups	Key stage 4 or 5
Student numbers	Targeted groups or an entire year group
Time required	Typically one week +
Fee	£60 per learner for a one week placement - £85 per learner if accredited (<i>see SLA for specialist, supported, extra supported and extended placements/internship fees</i>)

3.2 Industry Insight Days

Background

An increasingly popular alternative to week long work placements, particularly at KS4, Industry Insight Days are either targeted at groups of students or an entire year group. Students leave the school, typically for a whole day, visiting local employer(s) and take part in activities at the employer's site that introduce them to the 'world of work'.



Students have the opportunity to speak directly with employers about a range of careers within their business and start to build an understanding about entry requirements to future employment in the sector. Industry Insight Days which involve deploying a whole year group may take place over two days splitting the year group in two.

Business ambassadors help capture the imagination of young people, inspiring and engaging them in day to day business life. Participating companies include Premier Inn, Octink, IBM and many more.

Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 580 - Participating in a vocational taster

Completion of an accredited Industry Insight Day ensures a student has developed an understanding of a vocational area by investigating different job roles, actively participating in the vocational taster and reflecting on their own skills and development needs within the vocational area.

Learning outcomes

There are four learning outcomes to this unit. The learner will be able to:

- 1: Understand different job roles within a vocational area
- 2: Use relevant skills, knowledge and personal qualities in a vocational context
- 3: Understand the health and safety requirements relevant to the vocational context
- 4: Reflect on suitability for job role in chosen vocational context

Employability skills

- | | |
|---|---|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working (varies) | <input checked="" type="checkbox"/> Use of numbers (varies) |
| <input checked="" type="checkbox"/> Problem solving (varies) | <input checked="" type="checkbox"/> Use of computers (varies) |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

These will vary depending on the employer site visits in which the student participates. We try and ensure a diverse range of sectors to match students' current interests.

Year groups	Key stage 4 or 5
Student numbers	Targeted groups or an entire year group
Accreditation level	1, 2 or 3 (optional)
Time required	Half day or full day
Fee	£33 per learner (£58 per learner if accredited)

3.3 Skills, qualities and attitudes for work

Background

A day-long workshop supported by our business volunteers introduces students to essential employability skills. It can either be delivered at your school or at a host employer's workplace. Students will come away from the day with practical insights into the behaviours they need to adopt for success in the workplace.



Sessions during the day include:

- *Team Building* – Focusing on strengthening leadership, team building and communication skills, students work together towards a given objective.
- *Telephone Skills* – Using role play, students develop the skills needed to conduct business or deal with customers by telephone.
- *Presentation Skills* – Students will participate in an interactive workshop that will highlight the importance of giving a good presentation and also give them the opportunity to learn how to present in an effective manner. The development and delivery of this part of the programme has been supported by Marks and Spencer.

Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 502 - Effective skill, qualities and attitudes required for learning and work

This workshop and related learning activities will help the learner to demonstrate positive qualities, attitudes and behaviours for learning and work, and to communicate and work effectively.

Learning outcomes

There are three learning outcomes to this unit. The learner will be able to:

- 1: Demonstrate a range of positive qualities, attitudes and behaviours for learning and work
- 2: Understand why effective communication is important
- 3: Work effectively

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Opportunities for integration will exist across a variety of subject areas, but are most obvious with the English language curriculum.

Year groups	Key stage 4 or 5
Student numbers	Targeted groups or an entire year group
Accreditation levels	1, 2 and 3 (optional)
Time required	Typically a day
Fee	Typically £25 per learner (£50 per learner if accredited)

3.4 Career planning and making applications

Background

An action packed day of activities supports students in visioning a variety of future education and career pathways. The activities are both self-directed, as well as workshop facilitator and peer supported.



Through these activities students will:

- Familiarise themselves with key online career related resources.
- Use decision making tools and online resources to reflect on decisions around future options and career pathways.
- Meet experienced professionals through a 'Speed Dating' event.
- Map their skills and qualities against the pathway.
- Explore the application processes required for courses or jobs, as appropriate.

Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 503 - Career planning and making applications

Through participation in this workshop the learner to be able to select and apply for a suitable job, training programme or course.

Learning outcomes

There are four learning outcomes to this unit. The learner will be able to:

- 1: Choose a suitable career pathway
- 2: Select a suitable job, training programme or course
- 3: Communicate own skills, qualities and experience in relation to the chosen career pathway
- 4: Understand the application process

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Opportunities for integration will exist across a variety of subject areas, but are most obvious with the IT and English language curriculum.

Year groups	Levels 1, 2 or 3 (KS4/5)
Student numbers	Targeted groups or an entire year group
Accreditation levels	1, 2 and 3 (optional)
Time required	Typically a day
Fee	Typically £25 per learner (£50 per learner if accredited)

3.5 Performing effectively at interviews

Background

This day long workshop gives students the opportunity to find out what the expectations of employers are in an interview scenario and participate in an interview with a business volunteer. Students will then receive feedback on their performance, constructive advice on areas to develop in the future and the chance to reflect on the experience. (A lighter touch 'Mock Interview Day' that takes less curriculum time is delivered by the Business Links service.)



This activity can also support your school's CEIAG programme. For students at KS5 this can be ideal preparation for the University interviews and the day can be adapted with this in mind.

Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 521- Performing effectively at interviews

The aim of this unit is to help the learner to be able to perform effectively at an interview for a suitable job, training programme or course.

Learning outcomes

There are five learning outcomes to this unit. The learner will be able to:

- 1: Understand the interview process
- 2: Prepare for an interview
- 3: Participate in an interview
- 4: Make an informed decision
- 5: Reflect on own performance

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Opportunities for integration will exist across a variety of subject areas, but are most obvious with the IT and English language curriculum.

Year groups	Key stage 4 or 5
Student numbers	Targeted groups or an entire year group
Accreditation levels	1, 2 and 3 (optional)
Time required	Typically one day
Fee	Typically £25 per learner (£50 per learner if accredited)

3.6 Understanding health & safety, your rights and responsibilities

Background

In today's competitive workplace understanding rights and responsibilities, as well as health & safety rules, are more important than ever. This day long workshop brings these issues alive with a series of case study based discussions and a walking tour of an employer's premises. In addition the British Safety Council (BSC) accredited Certificate in Health & Safety at Work (Level 1) can be integrated with the delivery of this workshop, or delivered separately.



This option was introduced by Spark! recognising that a young person is seriously injured in a UK workplace every 40 minutes. In the last decade sixty-six under 19s have been killed at work. Spark! is now a registered BSC centre. The BSC level 1 certificate:

- Is accredited by QCA/Ofqual in the National Qualifications Framework & approved under section 96.
- Learners sit a forty question multiple choice examination at the end of the day. Results and certificates are received in 5 days.



Optional City & Guilds Certificate in Employability and Personal Development

Accreditation: Unit 404 - Rights and responsibilities in the workplace

The aim of this workshop is to help the learner understand that employees have rights and responsibilities and also why health and safety rules are important.

Learning outcomes

There are three learning outcomes to this unit. The learner will be able to:

- 1: Understand that employee have rights
- 2: Understand that employees have responsibilities
- 3: Understand why health and safety rules are important

Employability skills

- | | |
|---|---|
| <input checked="" type="checkbox"/> Self-management | <input type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Opportunities for integration will exist across a variety of subject areas, but are most obvious with the Science, IT, PHSE and English language curriculum.

Year groups	Key stage 4 or 5
Student numbers	Targeted groups or an entire year group
Accreditation levels	1, 2 and 3 (optional)
Time required	Typically one day
Fee	Typically £25 per learner (£50 per learner if accredited) - £75 per learner if incorporating the BSC certificate

3.7 Additional Services

In addition to the core programme, a number of other services have been developed in recent years in response to School needs, local and national priorities, for example ‘**World of Work Induction Days**’ and ‘**Work Experience Preparation Days**’. These are effectively compressed versions THE WEX FACTOR programme.

	Service	Fee
Scope programme needs	Work Experience co-ordinator training	£100
	Co-ordinator H&S awareness sessions	£100
Set placement preferences	VeryAn WebView and Student Studio training	£100
	Printing of student/ parent letters	£2.50/learner
Pre-placement preparation	WEX Assembly	£125
	All Expressions Theatre in Education	£500-1000
	Parents information evening	£175
	WEX Factor one day accredited workshops	£50/learner
Placement support	Studio Studio (online placement support and activities for student and employer)	£5/learner
	WEX Factor placement diary	£3/learner
Post-placement reflection	WEX Factor one day accredited workshops	£50/learner
Celebration	Award Certificates for student attendance with a completed Employer report	£1/learner
	In-school celebration event - Daytime or Evening	£250-550 depending on requirements
Programme report	Brief or detailed programme analysis	£125 / £250

Other work placement and employability skills support required by schools, but not listed here, can be agreed with Spark! service leads.

3.8 Service contact information

For further information on Work Placements and Industry Insight Days contact Patricia King on 020 8583 4625 or patricia.king@sparklondon.org

For further information on Employability skills workshops contact Michelle Matty on michelle.matty@sparklondon.org

4. Business Links Service

“Creative and innovative enterprise activities that use the context of work related experiences to inspire and bring the world of work alive.”

The core Business Links Service is available to all partner schools. Schools can select activities from our diverse menu. Activities can be delivered on your school site or, for collaborative events where more than one school is participating, at a shared school or business venue.

New activities are introduced to the Business Links menu throughout the year, as new opportunities emerge - sometimes these will be available for all schools but sometimes only for a few. When this happens colleagues in schools will be informed and consulted to ensure that we deliver the best fit for your school and your educational priorities in the year ahead.

Your core subscription

All schools subscribed to the Business Links Service will receive:

- 7 credits for individual school entitlement – activities may be selected from the standard menu or developed to meet the bespoke needs of your school
- development with school staff of an annual Business Links programme at the start of the year and review and evaluation at year-end
- curriculum activities and projects which the Business Links team develops during the course of the year, some of which may be supported by external funding sources
- opportunity to enter The Spark! Partnership Challenge competition which recognises, rewards and supports the business link activities in which schools engage
- option of purchasing additional support from the Business Links team

Service Menu

These services can be bought back by schools as required but should be planned well in advance with the service lead to ensure quality delivery. Many activities are well established

www.sparklondon.org

Benefits

The direct experience of the world of work by young people is at the heart of the work of the Business Links Team.

The Business Links Team works in partnership with schools to:

- organise activities that use the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work
- support national developments including the statutory KS4 WRL entitlements, the KS4 Enterprise Entitlement and an increasing focus on KS5 WRL
- introduce you to a growing number of companies and community organisations to actively support initiatives in your school to raise the aspirations, motivation and achievements of young people
- develop opportunities for teachers to work with colleagues from other schools and businesses on the development of curriculum materials
- provide training opportunities for teachers in conjunction with local companies and other education industry agencies, as well as organising major events
- ensure effective assessment of learning to recognise students' achievements in their interactions with business and community partners
- ensure quality outcomes through Spark's 11-19 WRL Quality Framework/AEBE Award and other quality initiatives.

activities and events developed by The Business Links Team, schools and community partners over many years. Read on to find out more about:

- **Enterprise and Industry Challenges** – explore and solve a specific enterprise or sector-based problem.
- **Subject Link Days** – making the connection to the world of work.
- **Entrepreneurship and Innovation Jams** – develop the skills and attributes of future industry leaders and innovators.
- **Higher Education Fair, Careers Fair and Taster Days** – events that can engage your whole school, or several schools in the world beyond the school gate.
- **Mock Interview Day** – a team business volunteers provide mock interviews for a cohort of students with minimal disruption to the timetable.
- **Army Engineering Challenge** – one of our longest running partnerships.
- **Eton Summer School** – a special partnership to inspire and develop your high flying students so they get into the UK's top universities.
- **Sky Hounslow schools programme** – a range of opportunities exclusively offered to local schools through Spark.
- **Bespoke Employer Engagement and Professional Development** – our team can apply decades of experience and mobilise regional and national experts to develop unique solutions for your school and students.

4.1 Enterprise and Industry Challenges

Background

Bringing education to life in a spectacular one day event, Spark! will provide all the necessary support to run a simulated enterprise activity in school for a whole year cohort, class or group. Enterprise Days present students with opportunities to develop their Enterprise Skills. Using a set business scenario, students learn to generate and develop ideas through discussion and are given a precise brief to test their ability to be creative and solve problems in an innovative way. Students work in small teams to plan, create, design and present a product or service.

The theme of the specific challenge can be tailored to the needs of the individual school. Some of the challenges on offer include:

- **BP Scientist Challenge** – The day will consist of a challenge based on some of the engineering and design problems faced by the oil and gas industry.
- **Carillion Construction Challenge** - Construction or sustainability-related practical activity delivered in school with teams of students competing to solve the challenge.
- **Future Chef** – A national competition designed to encourage young people to develop culinary skills and an interest in food. It also provides teachers and young people with a fantastic insight into what it is like to be a chef and the related career opportunities that are available. We can provide hospitality industry input to an in-school competition, as well as facilitating the Hounslow Borough inter-school final.
- **Rollercoaster Challenge, delivered in partnership with Thorpe Park** – Students work in teams of four or five to design and construct a rollercoaster model.
- **Thames Water Reservoir to Tap** – Students design, build and commission a water supply network simulating the challenges of real life engineering.

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input checked="" type="checkbox"/> Use of numbers |
| <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

English, Maths, Sciences and Geography, as well as Technology and Business studies in the wider curriculum.

Year groups	Key stage 3, 4 and 5
Student numbers	Targeted groups or a whole year group
Time required	Full day
Fee	0.5 – 3 Business Links Credits, depending on student numbers and Spark!'s delivery role

4.2 Subject Link Days – making the connection to the world of work

Background

The involvement of employers within a subject curriculum can help students place their learning within the context of the workplace. In doing so, it helps students to understand the long-term value and relevance of their studies, helping motivation. Spark! staff will work with school curriculum leads, broker relationships with employers and shape up whole day events that can be delivered on your school site or hosted by an employer.

Subject Link Days include:

- **Finance Conference** – A day long range of workshops with industry professionals focus on a variety of business and finance themes.
- **Lawyers in school** – Lawyers and trainees introduce and discuss various aspects of law and the contemporary legal system with students.
- **Maths Day at Kempton Park** – The annual event enriches the National Curriculum with hands-on learning at racecourses across the country and introduces new audiences to horseracing and associated career opportunities.
- **Science Day** – Science Ambassadors from industry visit the school to speak and run a diverse range of workshop activities encompassing all the sciences.

Through this activities students will:

- Develop self confidence.
- Relate subject based learning to future employment opportunities.
- Learn about employment in different sectors.

Employability skills

- | | |
|---|--|
| <input type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input checked="" type="checkbox"/> Use of numbers |
| <input checked="" type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Subject Link Days can be developed for all subjects within the English Baccalaureate. Bespoke subject-based activities across the wider curriculum can also be organised on request.

Year groups	Key stage 3, 4 or 5
Student numbers	Up to a year group
Time required	Half – Full Day
Fee	0.5 – 3 Business Links Credits, depending on student numbers and Spark!’s delivery role

4.3 Entrepreneurship and Innovation Jams

Background

As the UK economy struggles to find its future place in the European and global economy it is vital to our future competitiveness and quality of life that we develop the skills and attributes of future industry leaders and innovators. Working with *Entrepreneurs in Action* and a range of industry partners Spark! can facilitate a fun and energising experience lasting a day (or extending over several months) that will develop your students' entrepreneurship and innovation skills.

London Borough of Hounslow is home to numerous companies for whom continuous innovation is key to their long term success, including: IBM, Brompton and Sky. In 2012 we will also utilise the StudentStudio online environment to extend Innovation Jams. Bespoke programmes can also be designed with a focus on social enterprise and corporate responsibility.

Through these activities students will:

- Investigate real world, local case studies that inspire them to take risks and find new ways of creating value.
- Discover tools for driving creativity and innovation – 'ideation'.
- Apply these techniques to identifying and creating real life business opportunities.
- Explore the concept of intellectual property, how to protect it or make it 'Open Source'.

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

These will vary but links to the English, Maths and Science curriculum are usually strong and easily evidenced, as well as Design Technology and Business Studies.

Year groups	Key stage 4 and 5
Student numbers	Targeted groups or an entire year group
Time required	One day to several months
Fee	Typically 3 Business Links Credits

4.4 Higher Education Fair, Careers Fair and Taster Days

Background

Higher Education Fairs or more generalised **Careers Fairs** are one of the best ways to explore future opportunities. A careers fair is an excellent opportunity for students to meet potential employers face to face and ask questions to gain familiarity and confidence. Students and teachers can take advantage of these fairs to be better informed about the job market; it also provides students a great way to find out more about employment sectors that interest them and to talk in depth with graduate recruiters from a range of organisations. Business ambassadors help capture the imagination of young people, inspiring and engaging them to investigate a range of options.

The following employers and sectors have been involved in Careers Fairs: Armed forces and emergency services, The College of Law, Banking and finance, IT and Information Services, British Airways, BT, Sky and many more...

In addition to the above the Business Links team can run a **Career Taster Day**. Here we run a series of parallel workshops throughout the day on your school site giving students the opportunity to find out what might be involved in working in a particular sector. Sectors can include areas such as engineering, hospitality and catering or health and social care.

The aim is for students and employers to have more in-depth discussions about a range of careers and gain up-to-date information about entry requirements to gain future employment. Links with industry motivate young people and shape their employability.

Through this activity students will:

- Develop self confidence.
- Relate learning to employment.
- Understand the qualities and skills employers require.
- Make informed career and employment choices.

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

These activities can increase the motivation of students across all English Baccalaureate subject areas, and also support your school's CEIAG and PSHE programmes.

Year groups	Key stage 4 and 5
Student numbers	Typically one to four year groups
Time required	Typically one day
Fee	Typically 3 Business Links Credits

4.5 Mock Interview Day

Background

Mock Interview Day gives students the opportunity to create their own CV, participate in an interview with a business volunteer and find out what the expectations of employers are in an interview scenario. Students will then receive feedback on their performance and constructive advice on areas to develop in the future. This activity can also support your school's CEIAG programme.

Unlike The WEX Factor accredited 'Performing effectively at interviews' workshop, on a Mock Interview Day students are only pulled out of their standard school day for the mock interview, with preparation activities undertaken independently beforehand.

Through this activity students will:

- Raise their awareness of interview skills and techniques.
- Discover what is involved in preparing effectively for an interview.
- Engage with business volunteers.
- Experience an interview situation.
- Receive constructive feedback on their performance.

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

This activity may be used to support the English curriculum, as well as a school's CEIAG programme.

Year groups	Key stage 4 and 5
Student numbers	Up to a year group
Time required	Flexible
Fee	2 Business Links Credits

4.6 Army Engineering Challenge

Background

The engineering challenge is an annual afterschool design and build, problem solving activity delivered by the Army in partnership with Spark.

Students are provided with an engineering brief and work together to keep their project on time and on budget. This helps to develop a range of key employability skills such as teamwork, communication and time management.

Through this activity students will:

- Develop their enterprise skills
- Build their understanding of the value of team work
- Develop an understanding of the design and planning process
- Apply science and technology to solve practical problems
- Work with members of the local business community

Employability skills

- | | |
|--|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input checked="" type="checkbox"/> Use of numbers |
| <input checked="" type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

Science, Technology and Maths.

Year groups	Key stage 3, 4 and 5
Student numbers	Two teams of six in each key stage
Time required	3 hours after school
Fee	0.5 Business Links Credits

4.7 Eton Summer School

Background

The Summer School is a ten day residential course for pupils at the end of their first year in Sixth Form. Applicants should have the intention of going to a British University and be of the calibre of those applying for admission to Oxford or Cambridge.

Spark! Business Links run a preparation visit in partnership with Eton College for students and their parents to familiarise themselves with the Eton campus. We work carefully with Eton College to ensure that as many exemplary Hounslow students as possible get onto the programme each year.

Who should apply?

The key requirements for the course are that students should be high achievers and be aspiring for admission to British universities of the caliber of Oxford or Cambridge.

The aim of the course is to provide an intensive and exciting programme to enrich the students' intellectual development and to give them the opportunity to exchange ideas with those with similar interests from other schools, including Eton College.

The course supplements the normal school curriculum and attempts to avoid topics covered during the A-level teaching course.

“The Eton College Universities Summer School has developed an excellent working relationship with Hounslow schools (which) have provided outstanding students for this highly selective and academically intense course.”

Andy Halksworth, Director, Eton College Universities Summer School

Employability skills

- | | |
|--|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input checked="" type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum links

The programme is bespoke to individual students' interests and development needs.

Year groups	Key stage 5
Student numbers	Selected students who fit criteria
Time required	10 Days
Fee	1 Business Links Credit per student accepted

4.8 Sky Hounslow schools programme

Background

As one of the largest employers in Hounslow, Sky has developed a bespoke programme for Hounslow schools in partnership with Spark!. This is offered out exclusively to Spark! Business Links subscriber schools.

Current Hounslow offer:

- **Sky Skills Studios** – Launching September 2012, this is a unique learning experience that takes schools behind the scenes at Sky. Students will work with amazing technology, including broadcast quality cameras, green screens and touch screen edit tables to make their very own television report on subjects they are studying at school.
- **Sky Futures** – work taster sessions hosted by Sky’s Entertainment, Broadcast Operations, Sky News and Creative teams.
- **Sky Fast Forward** – 11 month paid work placements for sixth form leavers.
- **Sky Community Games** – multi-sport competitions supported by Sky volunteers and local sports clubs.
- **Bespoke events** – Sky volunteers are keen to work with young people on bespoke projects funded by Sky. These focus around three areas: Arts, Sports and the Environment.
- **New project** – Sky and Spark! are working in partnership to develop a new programme focused on inspiring your people to pursue careers in media sector roles and extend their use of the Sky Skills Studio.

National Sky programme opportunities are also available throughout the year:

- **Sky Sports Living for Sport** – a secondary schools initiative that uses sport stars and sport skills to boost confidence, change behaviours, increase attainment and improve life skills.
- **Sky Rainforest Rescue Schools Challenge** – an interactive online programme that enables you and your students to help protect the rainforest.

Through Sky activities students will:

- Learn and practice key life skills including: creativity, communication, problem solving, self-management and team work.
- Meet positive role models from the business world.
- Gain knowledge of the range of career options available.
- Make informed career and employment choices.

Employability skills

- | | |
|--|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input checked="" type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input checked="" type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

Year groups	Varies
Student numbers	Typically between 10 – 30 students
Time required	Varies
Fee	Dependent on request

4.9 Bespoke Employer Engagement and Professional Development

Background

The work of Spark! includes creating bespoke links between schools and local employers. We can help employers and schools establish deep and potentially longstanding partnerships with each other to support teachers, young people and the local economy.

Following the BITC 'Business Class' model there are four key areas where you may want to explore working with us on bespoke interventions. Here we provide a few examples of possible partnership projects:

Leadership & Governance

- The Head of Regeneration at the business is a Community Governor at their partner school
- The business gave their partner school a place on their 3 day leadership course
- The business is supporting the school by hosting and organising an inset day
- The business helped the school with marketing and rebranding advice, following the renaming of the school
- Employees from the business are mentoring the School Leadership Team and Head Teacher

The Curriculum

- Media students completing a project on re-designing the business's apprenticeship leaflet.
- Boys Literacy Group: regular literacy mentoring to 6-10 boys from Year 10 from local male role models, including how they use literacy in the workplace
- Art project - create art for the business's offices, possibly 3D using recycled materials to reflect their business
- Maths fun day and an ongoing competition run during form time, with the fun day following the "Countdown" format
- Individual business people speaking to groups of students about a particular career path or their working lives
- Mentoring of students by businesses in Year 6, to help the transition to secondary school
- Employees from the business runs science workshops for the local school
- Employees from the business were involved with workshops with Year 9 groups on modern languages and the relevance of learning different languages to the world of work
- Bespoke coaching to support Careers Information Advice and Guidance (CIAG)

Enterprise & Employability

- Girls & Boys Achievement Groups - mentors, role models, careers talks.
- Weekly sessions with business mentors talking to students about their targets
- World of Work visit by students of Environmental Studies/Geography/Business to learn about recycling at the business, including a presentation by the students to the business directors on the experience
- The business provided role models and mentors to "at risk" female students
- Employees from the business are mentoring 6th form law students
- Career drop in sessions, interviews and feedback sessions
- The business fund and support a wide ranging enterprise programme which includes, a student run social enterprise, environmental enterprise programme and enterprise days
- 100 teachers visited a number of local businesses on an inset day

Wider Issues

- Activities to tackle gender bias – using workplace examples. A business could run a session on ‘life choices – following the right path’ for a group of girls
- Gifted & Talented Day – competition using well known formats such as University Challenge
- The business helped with future planning work with the Primary feeder schools regarding the rebuild of the local secondary school. Pupils created time capsules and/or art work (including their hand prints), to be incorporated into the new build, so that they feel they have a presence there before they arrive.

Employability skills

- | | |
|---|--|
| <input checked="" type="checkbox"/> Self-management | <input checked="" type="checkbox"/> Communication & literacy |
| <input type="checkbox"/> Team working | <input type="checkbox"/> Use of numbers |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Use of computers |
| <input checked="" type="checkbox"/> Business & customer awareness | <input checked="" type="checkbox"/> Attitude |

English Baccalaureate and other curriculum Links

This will depend on school requirements. Bespoke employer engagement activities can have touch points across the English Baccalaureate and wider curriculum.

Year groups	Varies
Student / teacher numbers	Up to a year group / Individual or groups
Time required	Flexible
Fee	Dependent upon request

4.10 Service contact information

For further details contact Ruby Mir on 020 8047 3350 or ruby.mir@sparklondon.org

5. Contract and Service Level Agreement (SLA)

As in previous years, partner schools subscribed to the core Work Experience and Business Links Services agree the service details for a full financial year (i.e. April 2012 – March 2013) in the first quarter of the year with our service leads.

Core Service Subscription fees

The Work Experience & Internships Service is based on the Core service description and menu (section 3). The annual core service subscription fee is: £14.70 per pupil X the number of KS4 pupils (Y10 and 11) in your school taken from the January 2012 count. Services that take your fees over your core subscription value will be involved separately. The detail of activity is agreed between the Spark! Service Lead (Patricia King 020 8583 4625) and the nominated school link person.

The Business Links Service is based on the Core service description and menu (section 4). The annual core service subscription fee is £3312.60 plus £1.05 a pupil across the whole of the secondary based on the January 2012 count. Additional days of buyback are charged at £525 for 1 credit and £262.50 for 0.5 credits. The detailed programme of activity is agreed between the Spark! Service Lead (Ruby Mir 020 8047 3350) and the nominated school link person.

Terms of service

Hounslow Education Business Charity will invoice schools for services delivered in 2012/13 in April/ May 2012 for payment within 30 days. Invoices for core subscription fees, Veryan (£263) and charges for additional services will be separate.

Detailed future terms of service (covering issues such as Safeguarding and Data protection) are set out in our revised full SLA. As of early July 2012 this is out for consultation with partner schools nominated by the Headteachers' Forum.

Under the present SLA, schools looking to end a service subscription should notify Spark! by the end of December of the preceding year. Under the new SLA it is likely that notice will need to be given by the end of November of the preceding year.

NOTES

6. Annual Programme Booking Form

School or college	
Work Experience contact	
Phone number	
Email address	
Business Links contact	
Phone number	
E-mail address	

Employability Hub

Ideas & action planning workshop – School contact	
Requirements, if applicable	
Masterclasses/CPD – School contact	
Requirements/ suggestions, if applicable	
BusinessReady quality mark – School contact	
Requirements, if applicable	

Work Experience & Internships Service (including The WEX Factor)

Activity name			
Activity contact			
Preferred date(s) and time(s) – if applicable			
Number of students		Year group	
Any additional information			

Activity name			
Activity contact			
Preferred date(s) and time(s) – if applicable			
Number of students		Year group	
Any additional information			

Business Links Service

Activity name			
Preferred date(s) and time(s) – if applicable			
Number of students		Year group	
Any additional information			

Activity name			
Activity contact			
Preferred date(s) and time(s) – if applicable			
Number of students		Year group	
Any additional information			

Dated			
Signed			
Print name			
Position			

Please return completed forms by e-mail or post to: Spark!, c/o GSK House, 980 Great West Road, Brentford, Middx TW8 9GS

Employability Hub queries – E-mail: andrew.dakers@sparklondon.org or call Tel: 07788 116159

Work Experience & Internships Service queries (including The WEX Factor) – E-mail: patricia.king@sparklondon.org or call Tel: 020 8560 9900 / 020 8560 5298 / 020 8758 1081 (these new numbers take effect from late July 2012)

Business Links queries – Email: ruby.mir@sparklondon.org or call Tel: 020 8047 3350

Terms and conditions

For detailed terms and conditions please refer to the Service Level Agreement.

Upon receipt of this form, Spark! will contact you to discuss your specific requirements and confirm availability on the requested dates.

Once confirmed, events are subject to the following cancellation charges:

- less than four weeks notice – 50% of the full cost.
- less than two weeks notice – 100% of the full cost.

Spark!
The Clock Tower EMC2
Great West Road
Brentford
TW8 9AN

Company Number: 7409565 | Charity number: 1138697
UK Register of Learning Providers: 10033962

Spark! is the trading name of Hounslow Education Business Charity.

