



Teacher Externship Guidance for Employers

Employer information

Thank you for agreeing to take part in the Teacher Externship Programme. The aim of this document is to give you some further information and guidance for the externship taking place at your business.

Aim

The aim of the Teacher Externship is to link the world of work to the classroom and has a three-fold approach for employers, teachers and students:

- Firstly, giving students an insight into employment, the career paths and opportunities available to them.
- Secondly, increasing teachers'/lecturers' knowledge and understanding of the world of work outside of the classroom, enabling them to start to consider where their curriculum area may link and be used in the workplace.
- Thirdly, giving employers the opportunity to increase understanding of the world of work in schools for both teachers and students, and to develop their future workforce.

Employers host a one-day externship for teachers/lecturers. Teachers/lecturers then develop curriculum resources with the business as context to deliver to a group of students. Students take part in the project or attend lessons to gain an insight into employment and understand how their subject links to business. (This could culminate in a celebration event, where some students present their findings to the employers and the community.)

Key components of the programme

The Externship

1. The employer hosts a 1-day externship (or 2 Virtual experiences) for teachers/lecturers.
2. The purpose of the externship is to give teachers/lecturers an opportunity to explore an employer in terms of its products, services and future labour needs and, if possible, to consider how their curriculum subject applies within a commercial setting.
3. Prior to the externship the teachers/lecturers taking part will have been asked to find out some basic background information about the employer i.e. what the business does? Where they are located? Structure of the business?
4. In planning for the 1-day externship it might be helpful to identify relevant staff to contribute to the day. It would be useful to have 4 departments and input from 4 employees, but obviously this is down to what is possible on the day and the staff you have available to contribute.

Establish a draft agenda and schedule for the externship day to share with staff and teachers/lecturers.

This should include:

- Location of the externship i.e. postcode, any specific arrival instructions and parking.
- Arrival time and who to ask for, are there any possible access requirements?
- Any specific Health & Safety and/or other company policies teachers need to be aware of.
- Notification of any requirement for specific clothing or footwear.
- Any other specific briefing information you would like the teachers to have prior to the externship.
- Lunch arrangements.



Complete and share the template below with the school contact

Contact person and phone number of employer host:

Dates and Specific hours for the externship day(s):

Instructions for lunch:

Directions to site and parking:

Dress code or guidelines:

Important company regulations/policies and specific safety/proprietary concerns:

Other:

Brief the employees identified to take part in the externship on what they will be asked. Please note the key things might include:

- What do employees do on a day to day basis – what is an average day like? How does their job role fit within the wider business?
- What has their career path been to get to this point?
- What skills and attributes do they use in their work?
- The culture of the business and organisation.
- Are there any obvious links with the school curriculum: Maths? English? Geography? Science etc.?

On the day of the externship, it would be helpful if you had briefed the participating employees on the more personal career-related questions they may be asked, such as:

- Own career journey.
- Describe how you have reached this point in your career.
- What do you currently do?
- What are you responsible for within the business?
- What skills and qualifications have you gained whilst working for your employer?
- What qualifications did you need to 'enter' your career?
- What soft skills do you use daily?
- Which in your opinion are the most important? Why?
- What is the world of work like?
- What are the challenges and opportunities?

- If you could also consider how you use subjects you may have learnt in school in a business context and in your job role. For example, do you use Maths, English, Science, Humanities, Technology etc.? Can you give actual examples?

In planning for the externship day, it would be helpful if you can accommodate the teachers/lecturers at the end of the day by giving them a space where they can share their photos and ideas prior to their return to school.

After the Externship

- After the externship, teachers/lecturers will return to their organisation and cascade what they have learnt to their students to help them explore and discover career paths and jobs with that employer. They will encounter learning within a real-world context, increasing their understanding of the subject area and associated careers.
- Please note, during the project period when students are 'exploring' your business, there is the opportunity for further interaction with them. For example, by using a virtual platform for a Q&A session, or as the employer you may wish to go into school to aid students further with their enquiry. Please note this would be managed directly by the school and teachers/lecturers who attended the externship, their link person and you as the employer. We appreciate that this further interaction will vary depending on the employer and school, and the capacity within each, however this would further help students' understanding of you as an employer and the opportunities available.



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