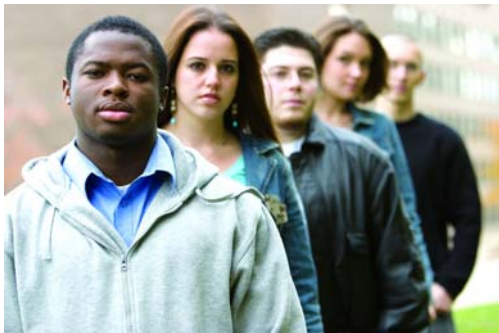




# Work-Related Learning Programmes 2007 / 8 Brochure



***Bringing Work Related Learning to Life***

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# Introduction: Enfield Education Business Partnership



This brochure contains information about various work-related learning / enterprise programmes and activities that the Enfield Education Business Partnership (EBP) is offering schools / colleges in Enfield during the period Summer term 2007, Autumn term 2007 and Spring term 2008. Although charges were introduced last year for most of the activities described in this brochure, the EBP will continue to provide a range of other services, including support for Work Experience, the STAR Project and other work-related learning / enterprise activities that fall outside the scope of this brochure. Further activities will be developed and added to the portfolio. Information about these will be circulated as necessary to schools and colleges in due course.

Enfield EBP welcomes enquiries from schools and colleges regarding customised activities and programmes designed to meet specific requirements. Please refer to pages 36-38 for further details.

## Context

In September 2004, work-related learning for all Key Stage 4 students became a statutory requirement. Since then, schools have had to ensure they make provision for all Key Stage 4 students to learn through, about and for work. The Qualifications and Curriculum Authority's guidance on this includes enterprise as part of the work-related learning framework. In September 2005, the DfES introduced a new focus on enterprise education for all Key Stage 4 students, to be supported by funding of £60m a year, initially via the Standards Fund, for the three years. In 2005/6, each secondary school in Enfield received between £16,000 and £29,000. In 2007/8, this funding will form part of the Direct Schools Grant. The focus on enterprise activity for all Key Stage 4 students provides an opportunity to review existing ways of working - especially work-related activities with partners, which Enfield EBP can assist with.

Ofsted has recommended that schools develop enterprise learning as part of a coherent programme of vocational and work-related learning. The Ofsted School Self-Evaluation Form also includes a number of references to work-related learning and education business links, for example:

- section (1b) refers to 'partnerships with employers'
- section (4e) refers to the preparation for future economic well-being and the acquisition of workplace skills
- section (5b) refers to the development of learners' enterprise, financial, teamwork and other work-related skills and the extent to which employers' needs are met.

## Why use Enfield EBP?

Enfield EBP can provide the services you need to fulfil your school / college work-related learning / enterprise requirements. Our team has many years of experience and has developed a wealth of local knowledge and high levels of expertise. We have a long track record for providing high quality advice and guidance and delivering a wide range of successful education business link and work-related learning / enterprise activities.

Enfield EBP's services support schools / colleges in addressing the work-related learning framework and:

- are interactive
- work with and through the local business community
- use the world of work as a learning context
- help develop the skills and attitudes valued by employers
- contribute to the Enfield 14-19 Strategy

Schools and colleges that contract the Enfield EBP to deliver at least one WRL programme during 2007/8 will be entitled to register with Enfield EBP to access the 'WHAMI' on-line WRL database free-of-charge. The WHAMI software was developed by Halton EBP as part of a DfES Pathfinder initiative; it is currently being used by over 300 schools across the country. It provides a simple and effective way for schools to manage their WRL and Enterprise learning audit data. WHAMI can then be used to produce twelve types of reports including what WRL activities are provided across the curriculum, which learning outcomes are not being addressed, how the school / college provision compares with the QCA's suggested minimum provision, etc.

*"Schools may want to ensure they have conducted an audit of existing provision to match against the framework and suggested minimum provision" (QCA Guidance "Work-related learning for All at Key Stage 4").*

## Who are we?

Enfield EBP is a Local Authority Service Centre in the School Effectiveness and Inclusion team of the Education, Children's Services & Leisure Department and all the team members are employees of the Enfield Council. Enfield EBP is also a company limited by guarantee and a Registered Charity. The Enfield EBP is also a partner in the London North Business into Education Consortium and a member of the National EBP Network. In addition to the WRL programmes outlined in this brochure, Enfield EBP also co-ordinates the STAR Project and work experience arrangements through Enfield Work Experience (refer to [www.enfield-workex.org.uk](http://www.enfield-workex.org.uk) for further details).

## How can we help young people?

We can help young people, regardless of their ability or aspirations, develop their employability skills and the knowledge, attitudes and understanding needed for adult and working life, by providing opportunities to:

- recognise, practise and develop enterprise and employability skills
- participate in activities in a work context
- work and learn from business and community volunteers
- enhance their understanding of working practices and environments
- engage with ideas and challenges in the work place

## FAQs

### ***Why is it necessary for the Enfield EBP to charge for some of its services?***

The DfES is continuing to channel funding directly into schools / colleges. The EBP has therefore had to extend the range of activities for which a contribution from schools and colleges is required.

### ***Will the Enfield EBP be charging for every service it provides?***

There are a number of services that will still be provided free-of-charge. However, for some of these, cancellation charges may apply.

### ***Will the income generated from these new charges be used for anything in particular?***

The income generated from services bought by schools / colleges will help meet the overall costs of the services provided by the EBP and will also be used to increase the capacity of the EBP to help meet the increased demand for our services.

***How are these activities booked?***

An Expression of Interest Form and / or a Booking Form (at the back of this brochure and downloadable from the EBP website) should be completed for each activity you wish to book.

On receipt of a completed form, a representative of the Enfield EBP will contact the signatory named on the form to discuss details. Once those discussions have been completed, two copies of a contract for the specified work-related learning / enterprise activities support will be sent to the signatory. These must be signed and returned to the Enfield EBP as soon as possible to confirm the booking.

Please phone the Enfield EBP on 020 8443 2114 if you would like to discuss your requirements prior to completing the either the Expression of Interest Form or the Booking Form.

## Enfield EBP programmes and the QCA Key Stage 4 Work-Related Learning Framework

<i>Element of work-related learning provision</i>	<i>Enfield EBP work-related learning / enterprise activities</i>								
	<i>Professional Practice Interviews</i>	<i>Try-a-Job</i>	<i>WRL / Enterprise Workshops</i>	<i>Business Briefings</i>	<i>De-briefing Work Exp</i>	<i>eBusiness</i>	<i>Skillbuild</i>	<i>Student Reception</i>	<i>Workplace visits / customised workplace visits</i>
Recognise, develop and apply their skills for enterprise and employability	✓	✓	✓		✓	✓	✓	✓	✓
Use their experience, including work experience and part-time jobs, to extend their understanding of work	✓				✓				
Learn about the way business enterprises operate, working roles and conditions and rights and responsibilities in the work place		✓	✓	✓	✓	✓	✓		✓
Develop awareness of the extent and diversity of local and national employment opportunities				✓					✓
Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives	✓	✓		✓	✓		✓		✓
Undertake tasks and activities set in work contexts	✓	✓	✓		✓	✓	✓	✓	✓
Have contact with personnel from different employment sectors	✓	✓	✓	✓		✓	✓		✓
Have experience (direct or indirect) of working practices and environments	✓	✓	✓	✓		✓	✓	✓	✓
Engage with ideas, challenges and applications from the business world	✓	✓	✓	✓	✓	✓	✓	✓	✓

Enfield EBP can also develop 'Customised' Projects / activities to meet specific work-related learning / enterprise requirements.

For further information, contact the EBP on 020 8443 2114 or email [info@enfield-ebp.org.uk](mailto:info@enfield-ebp.org.uk).

## Summary of EBP programmes and charges

Please refer to Appendices for further details.

<i>Programme</i>	<i>Summary description</i>	<i>Numbers of students able to participate</i>	<i>Target age-group</i>	<i>Duration</i>	<i>Venue</i>	<i>Cost</i>
<b>Professional Practice Interviews Programme</b>	Students experience one-to-one practice interviews with a business / community volunteer	Up to whole Year Group	14-19	Up to 1-day	On-site	£310 per class group (max 30 students per class)
<b>Try-a-Job</b>	Students attend three, 1-hour hands-on, skills-based workshops from the range on offer	Secondary schools: <i>Up to 30 students per school per day.</i>  Special schools: <i>max numbers by negotiation</i>	Year 9 (Secondary schools)  Year 9 and above (Special schools)	Students attend for 1 day	At a local college	£26 per student
<b>WRL / Enterprise Workshop Programme</b>	Interactive workshops, including CV Writing & Interview Skills, Presentation Skills, Enterprise Skills, etc that are designed to develop identified work-related learning knowledge, understanding and skills	Up to whole Year Group	14-19	Up to 2 hours	On-site	£155 per class group (max 30 students per class unless otherwise stated)
<b>Enterprise for Work Carousel Programme</b>	Students attend three (or possibly more) workshops selected from a menu, eg a motivational speaker, selected WRL / Enterprise workshops, etc. delivered on a carousel basis	Up to whole Year Group	14-19	Up to 1-day	On-site	£310 per class group (max 30 students per class unless otherwise stated)
<b>Special Projects</b>	<p>This programme comprises identified EBP projects that are available for 14-19 year-old students. Currently, this includes Business Briefings, De-briefing Work Experience, the eBusiness Programme, the Skillbuild Programme, and certain Workplace visits.</p> <p>In addition, the Student Reception Project is available for Key Stage 3 students. Please refer to Appendices for further details.</p> <p>Please refer to the next page for the charges relating to Special Projects programmes.</p>					
<b>Customised Projects</b>	<p>This programme comprises individually tailored activities or projects organised / customised at the request of individual schools / colleges. Requests from schools and colleges for particular workplace visits for students are included in this programme. Please refer to Appendices for further details.</p> <p>Please refer to the next page for the charges relating to the Customised Projects programmes.</p>					
<b>Professional Development Placements (PDPs)</b>	<p>PDPs can provide an opportunity for staff to update their knowledge of developments in various employment sectors, support curriculum development, and enhance / develop leadership and management skills.</p> <p>There will be <b>no</b> charge for 'Standard' PDP programmes. Please refer to the next page for the charges relating to Customised PDP programmes.</p>					

# Summary of Charges for Special & Customised Projects

## Special Projects

The Enfield EBP Special Projects and activities currently available to all schools and colleges are:

Activity	Cost	Age group	Group size	Notes
Business Briefings	By negotiation	14-19	By negotiation	
eBusiness Programme	£500 per 5-modules	14-19	Up to a class group (30 students max)	Modules can be delivered individually as stand-alone activities or as a 1-day programme
Skillbuild workshops	£10 per student	14-19	20 students max per workshop	
Student Reception Programme	£155 per class group	Key Stage 3	Up to whole Year Group	
Workplace visits to companies identified by the EBP	No charge	14-19	Dependent on host company	Details of available visits will be circulated to schools / colleges

## Customised Projects

Work-related learning / enterprise activities can be designed specifically for individual schools / colleges to meet particular needs. Schools / colleges wishing to commission the Enfield EBP to deliver a customised programme should contact the EBP to discuss the matter at the earliest opportunity. As costs for customised projects / activities will vary, it is not possible to specify in this brochure the charges for all activities that could be delivered. However, costs for customised workplace visits for students and customised Professional Development Placement (PDP) programmes for teachers are as follows:

### Charges for Customised Projects

Activity	Cost	Group size	Notes
Workplace visits requested by school / college for 14-19 year old students to meet specific requirements	£100 per visit	Up to 10 students	Maximum group size that can be accommodated at a workplace is usually 10 students. For larger groups, please contact the EBP to discuss your requirements. School / college is also responsible for transport costs / arrangements.
Other Customised Projects and activities	By negotiation	By negotiation	

### Professional Development Placements (PDPs):

Activity	Cost	Max group size	Notes
Standard PDP	<b>No</b> charge	Varies	Details of available PDP programmes are circulated regularly to schools / colleges
Customised PDP programme	£60 per participant	By negotiation	Customised PDPs are tailored to meet individual needs Minimum charge of £120

## Cancellation / 'no-show' / postponement charges

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### Invoicing

For programmes involving students and customised PDP programmes, the school /college will be invoiced for the programme following confirmation of the booking. Payment terms are 30 days from date of invoice.

### Cancellation and 'no-show' charges

In the event that the school / college should withdraw from a programme that has been confirmed, a 6-week cancellation notice period, **excluding** school / college holidays, is required, **except** for PDPs (see below).

If this notice period is not met, the school / college will be invoiced for the full amount.

### Postponement charges

In the unlikely event of an activity having to be postponed by the school / college within 6 weeks, excluding school / college holidays, of the start of the activity, the EBP reserves the right to levy an additional administrative charge of 20% of the cost of the activity plus any charges / expenses incurred by the EBP as a result of the postponement.

It is also important that the school / college adhere to the dates agreed, so enabling us to offer a high quality service.

### Cancellation and 'no-show' charges relating to PDP programmes

**Standard PDP programmes:** a 2-week cancellation notice period is required for participants who have booked places and have had their place on the PDP programme confirmed. If this notice period is not met, or if the person, or a substitute, fails to attend, the school / college will be invoiced for £100 for places on Standard PDP programmes.

**Customised PDP programmes:** a 6-week cancellation notice period is required for the number of Customised PDP placements booked. If this notice period is not met, the school / college will be invoiced for the full-cost of the Customised PDP programme.

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# Professional Practice Interviews Programme

## Activity Description

The Practice Interview programme offers young people an opportunity to practise their skills in a one-to-one practice interview session of approximately 20 minutes duration with a business / community volunteer. This will also include a de-briefing on their performance, with advice on areas for development. This programme is designed to enhance interview skills in preparation for further study or employment.

## Learning Outcomes

By the end of the programme, students would have achieved the following:

- an understanding and appreciation of the importance to complete paperwork accurately and neatly
- an understanding of the need to plan and prepare by researching information in advance
- the importance of presentation skills, including appropriate body language
- an appreciation of what employers demand from potential employees (attitude, skills and qualifications)

## EBP Role

The EBP will:

- hold a planning meeting and a de-briefing session with the named contact person
- provide supporting documentation
- recruit, brief and de-brief interviewers
- provide student certificate template

## Format

Students are required to prepare their curriculum vitae and other supporting papers for one of three jobs (Retail Assistant, Junior Project Management Assistant or Administrative Officer). Students work with teachers on producing these documents in advance of the interview date. The student paperwork is given to the interviewer prior to the interview with the student. Students will have an interview, with feedback on their performance, lasting approximately 20 minutes.

For groups of more than 60 students, a hall with partitioned areas for each interviewer required. Students to be released from their lessons at appointed times to attend their practice interview.

For groups of up to 60 students, an alternative format can be available, whereby students are in groups of 4-6 and observe each other during the practice interview process. This could be held in the hall or in separate rooms for each of the groups

*NB If a school wishes to book this programme for a whole Year Group, the activity can be either be delivered on one day for all the students or it can be organised to run over two, possibly consecutive, days with half the Year Group attending on each occasion.*

## School / teacher roles and resources required

The school / teacher will be responsible for:

- ensuring there is a named contact person to co-ordinate the arrangements for the activity within the school, including the timings of students attending interviews
- allocating an area(s) capable of accommodating all the interviewers plus one of their interviewees at any one given time. (NB one interviewer will be required for approximately every 6 students)
- providing a base room for business / community volunteers
- allocate car parking and refreshments for the business / community volunteers
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

## Summary Details

Year Group(s)	14-19								
Group size	Up to whole year groups involved								
Time / Duration	Up to 1-day								
Cost	£310 per teaching group (maximum 30 students per group)								
QCA WRL Framework elements	<b>1</b>	<b>2</b>			<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

# Try-a-Job Programme

## Activity Description:

This programme provides students with an opportunity to spend a day at a college of further education to learn about, and practice, some of the skills needed when considering certain types of work. 'Try-a-Job' offers students a choice from a range of 'hands-on' workshops from various employment sectors, e.g. Society, Health and Development, Construction, Leisure & Tourism. Each student is able to attend a maximum of three workshops, each with approximately 10 participants. The programme also provides opportunities for students from both secondary and special schools to work together in the workshops.

## Learning Outcomes:

Students will extend their knowledge and understanding of the world of work and develop various work-related learning / enterprise skills.

## EBP Role

The EBP will:

- provide a teacher briefing pack
- provide (on request) student workbooks
- provide a 'passport' for students, listing their allocated workshops
- recruit, brief and de-brief trainers/workshop providers
- provide student certificates of participation

## Format

Some preparatory work, including choices of workshops, needs to be undertaken by the school before the event. On the day of the event, there is a briefing / introduction session for all students before they attend the first of three, one-hour workshops.

## School / teacher roles and resources required

The school / teacher will be responsible for:

- transport arrangements for their students to and from the event
- ensure students bring their own packed lunch
- supervising their students during the break-times
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring student behave appropriately during the workshop sessions
- provide support to the workshop provider if required
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

## Summary Details

Year Group(s)	Secondary Schools: Year 9. Special schools: Year 9 & above
Group size	Secondary Schools: Year 9 (up to 30 students per school per day) Special Schools: Year 9 & above (up to 30 students per school per day)
Time / Duration	Up to 1-day
Cost	£26 per student

QCA WRL Framework elements	1		3		5	6	7	8	9
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## WRL / Enterprise Workshop Programme

The WRL / Enterprise Workshop Programme offers a range of workshop activities that are available as stand-alone workshops. Further details about the workshops available are given on the following pages. The workshop choices listed may change according to availability or new workshops being developed.

### 'Enterprise for Work Carousel' Programme

The Enfield EBP 'Enterprise for Work Carousel' Programme is a customised programme that combines various activities into a programme of up to 1-day's duration to meet identified learning objectives. The Carousel can be created by:

- selecting workshops described on the following pages
- selecting the workshops described below
- selecting workshops from either of these groups
- selecting workshops from either of these groups together with a motivational speaker

### Workshops available by special request

A further range of additional workshops, can be arranged as part of your customised Enterprise at Work Carousel Programme or as stand-alone activities to help meet any specific requirements your school may have. A short summary is given below. Please note that schools / colleges wishing to book these workshops should notify the EBP at the earliest opportunity in order to ensure their availability.

- **Customer Service Skills Workshop**

Students will develop skills for good customer service by recognising what makes good customer service, why it is important, and how to develop and maintain it. Students will develop and present their own customer service charter across a range of sectors.

- **Market Research Workshop**

Students will develop an understanding of the importance of market research, including how to conduct research using qualitative and quantitative methods. Students will develop questionnaires in teams before interviewing other students and presenting their findings.

- **Negotiation Skills Workshop**

Students will develop knowledge and skills for negotiating in a variety of contexts. Students will learn what negotiation is about, Game theory, turning conflict into co-operation, the four stages of negotiation (preparation, discussion, proposals and bargaining) as well as closing the negotiation. Students will work in small interactive groups to practise their negotiation skills.

- **Rights in the Workplace Workshop**

Students will be guided through the range of issues faced in employment (e.g. bargaining, trade union support, health & safety etc), and will be shown techniques on how to negotiate on these issues.

NB Enfield EBP is also able to offer workshops on a various other topics including:

- **Health & Safety in the Workplace**
- **Personal Finance Skills**

*These workshops may change according to availability or new workshops being developed.*

**Please contact the EBP if you would like further information.**

## Format

These workshops can be delivered in school as part of a WRL/Enterprise day, or as a standalone activities. Up to 30 students can be taught in one group, and the programme can be arranged to be delivered to a whole year group.

## EBP role

The EBP will:

- provide a copy of materials for each student;
- identify and brief facilitators to deliver the activity;
- brief and debrief school co-ordinator and teachers.

## School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact to co-ordinate the arrangements for the activity within the school and plan the arrangements for the activity with the EBP;
- allocating group rooms with tables/desks;
- ensuring that a member of staff is present at all times during the activity;
- agreeing criteria for grouping the students, eg mix of ability/gender;
- the behaviour, discipline and welfare of the students;
- ensuring that evaluation/feedback sheets, as agreed with the EBP, are completed.

Teachers are invited to participate in the activity and assist the facilitator in delivering the programme if he/she wishes.

## Summary Details

Year Group(s)	14-19
Group size	30 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours
Cost	£155 per teaching group (max 30 students) if run as a stand-alone activity that is not part of a WRL / Enterprise day. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.
QCA WRL Framework elements	Dependent on workshops selected

# WRL / Enterprise Workshop Programme: CV Preparation & Interview Skills Workshop

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## Activity Description

The CV Writing and Interview Skills programme provides students with the opportunity to understand the construction of a CV, and to gain an overview, and some practice, of the interview process and how to deal with the sorts of questions they could be asked by an employer that may, or may not, directly relate to their CV.

## Learning Outcomes

Students will:

- understand the format of a CV and the important elements to include;
- practice answering interview style questions;
- understand the importance of presenting themselves well, including body language and verbal communication.

## Format

The programme can be delivered in school as part of a WRL/Enterprise day, or as a standalone activity. Up to 30 students can be taught in one group, and the programme can be arranged to be delivered to a whole year group.

## EBP role

The EBP will:

- provide a copy of materials for each student;
- identify and brief facilitators to deliver the activity;
- brief and debrief school co-ordinator and teachers.

## School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact to co-ordinate the arrangements for the activity within the school and plan the arrangements for the activity with the EBP;
- allocating group rooms with tables/desks;
- ensuring that a member of staff is present at all times during the activity;
- agreeing criteria for grouping the students, eg mix of ability/gender;
- the behaviour, discipline and welfare of the students;
- ensuring that evaluation/feedback sheets, as agreed with the EBP, are completed.

Teachers are invited to participate in the activity and assist the facilitator in delivering the programme if he/she wishes.

## Summary Details

Year Group(s)	14-19
Group size	30 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours
Cost	£155 per teaching group (max 30 students) if run as a stand-alone activity that is not part of a WRL / Enterprise day. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements	1				5				
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# WRL / Enterprise Workshop Programme:

## Enterprise Game

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### Activity Description

The Enterprise Game is a board game that helps students to learn how business works in a simple yet very powerful way. It motivates and actively engages them to use their entrepreneurial skills to run their business; they 'make', 'sell' and 'deliver' products to 24 customers around the board. Typically, students play the board game in groups of 5, with 4 of them running their own companies and 1 as the banker. The aim of the Game is to become the most successful company. The Game can be used as a learning resource for a wide-range of students from those with special needs to those studying 'A' Levels. In addition to the basic game, optional extension activities include the use of accounts, spreadsheets and sub-contracting, which will also require negotiation skills.

### Learning Outcomes

This programme will help students develop their:

- Enterprise capability, financial literacy, economic & business understanding
- Problem-solving, decision-making and planning skills

### Format

The Enterprise Game can be delivered in school / college as part of a WRL / Enterprise day or as a stand-alone activity. Up to 2 hours is required to play the Game, although longer should be allowed if any of the optional extension activities are utilised. Students should be playing the game within approximately 15 minutes from the start of the introduction of the activity. It is possible for a maximum of 4 classes (with up to 30 students per class) to be playing the Enterprise Game at the same time.

### EBP role

The EBP will:

- provide one copy of the Enterprise Game materials for each group of 5 students
- identify and brief facilitators to deliver the activity
- brief and de-brief school co-ordinator and teachers

### School / teacher roles and resources required

The school / teacher will be responsible for:

- ensuring there is a named contact person to co-ordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables / desks (Optional: hall for whole year group presentations)
- ensuring that a member of staff is present at all times during the activity
- agreeing criteria for grouping the students, eg mix of ability / gender
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

*The teacher is invited to participate in the activity and assist the facilitator in delivering the task if he / she wishes.*

### Summary Details

Year Group(s)	11-19
Group size	30 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours
Cost	£155 per teaching group (maximum 30) if run as a stand-alone activity 2 hour activity. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements			<b>3</b>	<b>4</b>		<b>6</b>			<b>9</b>
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### Additional information

NB Schools / colleges may hire sets of the Enterprise Game at a cost of £10 per game for a period of three days.

Schools / colleges wishing to hire games are expected to collect them from, and return them to, the EBP at the Enfield Business Centre. There will be a penalty charge of £10 for any incomplete sets returned. A penalty charge of £30 will be made for any damaged or lost sets.

# WRL / Enterprise Workshop Programme:

## Enterprise Skills Circus & Skills Circus Challenge

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### Activity Description

The Enterprise Skills Circus comprises of up to twenty one short activities that focus on student's knowledge, understanding, qualities, attributes, behaviour and skills related to enterprise. The range of activities are designed to practically test and identify students' strengths and areas for development as well as provide a focus for discussion related to the understanding of enterprise.

The Enterprise Skills Circus is a useful tool in the identification of students' initial starting points in enterprise development. The tasks are designed as an active or experiential learning assessment tool. Each task is designed to provide assessment, a point of information and a focus for discussion.

The '**Skills Circus Challenge**' is an optional addition to the core Enterprise Skills Circus, which requires students to use their learning from the main skills circus to participate in a mini-challenge activity. (Refer to next page for further details).

### Learning Outcomes

This programme will help students:

- develop an understanding and awareness of enterprise capability, financial literacy, economic and business understanding
- develop enterprise skills in communication, leadership, team work, creativity, cooperation, initiative, problem-solving, achievement, responsibility, risk, competition, responsibility, decision-making, negotiation, planning, global economy, key economic concepts, change and research

### Format

The tasks are spread around a room and students work in pairs to complete all the tasks within a given time period. When reviewing the process at the end of the session, all the skills required to successfully complete the Skills Circus can be identified.

*NB If a school wishes to book this programme for a whole Year Group, the activity can be either be delivered on one day for all the students or it can be organised to run over two, possibly consecutive, days with half the Year Group attending on each occasion.*

### EBP role

The EBP will:

- provide student tasks sheets
- provide tasks cards
- brief and de-brief school co-ordinator and teachers
- provide the materials needed for the activities
- a facilitator per group (if required / agreed).

*NB members of school staff may wish to facilitate as well as supervise this activity*

### School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact person to co-ordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables/desks
- ensuring that a members of staff are briefed to act as facilitators of the activity or, if external facilitators are available, are present at all times during the activity
- agreeing the criteria for grouping the students, e.g. mixed ability/gender
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring the evaluation/feedback sheets, as agreed with the EBP, are completed.
- agreeing a date with the EBP to provide a briefing session to facilitating teachers

**Skills Circus Challenge** is an optional addition to the core enterprise skills circus, which requires students to use their learning from the main skills circus to participate in a mini challenge. Students then proceed to select the best idea from their class in the semi-finals. This is followed by a final presentation where one group is selected as a winning team, based on some of the skills/criteria identified by students during the Skills Circus. The EBP can provide student certificates of participation for students completing both the Skills Circus and the Skills Circus Challenge.

### Summary Details

Year Group(s)	14-19
Group size	30 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours for Skills Circus and up to 1-day with Skills Circus Challenge included
Cost	£155 per class group (max 30 students) for Skills Circus as a stand-alone activity or £310 per class group (max 30 students) if the Skills Circus Challenge is also included. Alternatively, Skills Circus can be combined with other WRL / Enterprise Workshop activities to create an Enterprise at Work Carousel programme. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements	1		3			6			9
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# WRL / Enterprise Workshop Programme:

## Presentation Skills Workshop

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### Activity Description

The ability to give presentations to a variety of audiences is a requirement in many jobs. This workshop is aimed at developing students' understanding of the different ways of communicating, and relates these specifically giving presentations. The impact of body language, posture, voice, tone, emotional intelligence are all explored and the skills needed to handle difficult situations and conflict are demonstrated and practiced. How to structure the content and the "top and tailing" of presentations is also covered. All students will be required to make a short 2-minute presentation to the class and to camera on a subject of their choice.

### Learning Outcomes

This programme will help students:

- develop their understanding of how to make a presentation with impact, preparing appropriately having suitable material in both handouts and slides
- gain confidence in their ability to stand in front of an audience or on camera to communicate their material

### Format

Group size should be no larger than 15 students to enable closer control of learning experiences. Intermediate exercises are undertaken in pairs or threes (normally after demonstrations). Individual presentations, which will be filmed, will be made to the rest of the class although if there is prior parental objection the video camera will not be used. Ownership of the video footage remains with the school for use as they see fit.

### EBP role

The EBP will:

- provide detailed course handouts and additional reference notes for students
- brief and de-brief school co-ordinators and teachers
- provide video camera and media to record the student presentations

### School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact person to coordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables/desks
- ensuring that a members of staff are briefed to act as facilitators of the activity or, if external facilitators are available, are present at all times during the activity
- agreeing the criteria for grouping the students, e.g. mixed ability/gender
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring the evaluation/feedback sheets, as agreed with the EBP, are completed.
- ensuring appropriate permissions from parents are received to allow the students to be videoed
- agreeing a date with the EBP to provide a briefing session to facilitating teachers

### Summary Details

Year Group(s)	14-19
Group size	15 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours
Cost	£155 per teaching group ( <b>max 15 students</b> ) if run as a stand-alone activity that is not part of a WRL / Enterprise day. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements	1					6			9
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# WRL / Enterprise Workshop Programme:

## Team Building Skills

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### Activity Description

Students need to understand the importance of being able to work well together with others in teams. To do this we will place the students in environments that demand team skills in order to succeed. Such activities could take the form of:

- Physical (indoor or outdoor) team activities that require no great physical strength. Students will however need to use logical thinking to achieve team success over and above individual goals.
- Classroom based challenge requiring both individual and team working.

Either activity could be part of a carousel or as a “stand alone” activity.

### Learning Outcomes

This programme will help students:

- Develop confidence in their own abilities – both in and outside of a team
- Understand the group dynamics of a team and the importance of effective communication

### Format

Depending on the learning outcomes required – groups may be from 12 to 90 on size – although each team will be no larger than six to benefit the smaller group dynamics.

Able to be run either indoors or outdoors – depending on time of year and weather.

### EBP role

The EBP will:

- provide any external suppliers as required
- provide detailed workshop handouts for students if appropriate
- brief and debrief school co-ordinator(s) and/or teachers

### School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact person to coordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables/desks or external areas are available
- ensuring that a members of staff are briefed to act as facilitators of the activity or, if external facilitators are available, are present at all times during the activity
- agreeing the criteria for grouping the students, e.g. mixed ability/gender
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring the evaluation/feedback sheets, as agreed with the EBP, are completed.
- agreeing a date with the EBP to provide a briefing session to facilitating teachers

## Details

Year Group(s)	14-19
Group size	Up to 30 students per group (maximum 3 groups (90 students) in total)
Time / Duration	Up to 2 hours
Cost	£155 per teaching group for 30 students if run as a stand-alone activity that is not part of a WRL / Enterprise day. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements	1					6			9
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## Example 1: WRL / Enterprise Carousel 1-day programme

	Class A	Class B	Class C	Class D	Class E	Class F	Class G	Class H	Class I
<b>8.30am - 8.45am</b>	Introduction by Senior Management Team member / other representative of the school								
<b>8.45am - 10.25am</b>	Team building workshops			Financial Literacy workshops			Interview Skills Workshops		
	In Hall or outside			Room 1	Room 2	Room 3	Room 4	Room 5	Room 6
<b>10.25am - 10.45am</b>	<b>BREAK</b>								
<b>10.45am - 12.25pm</b>	Interview Skills Workshops			Team building workshops			Financial Literacy workshops		
	Room 4	Room 5	Room 6	In Hall or outside			Room 1	Room 2	Room 3
<b>12.25pm - 1.10pm</b>	<b>LUNCH</b>								
<b>1.10pm - 2.50pm</b>	Financial Literacy workshops			Interview Skills Workshops			Team building workshops		
	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	In Hall or outside		
<b>2.50pm - 3.00pm</b>	Plenary session in Hall								

Total cost: £1,860 (£310 x 9 class groups)

## Example 2: 'Preparation for Work Experience' 1-day programme

	Class A	Class B	Class C	Class D	Class E
<b>8.40am - 8.50am</b>	Introduction by Senior Management Team member / other representative of the school				
<b>8.50am - 9.40am</b>	Presentation Sills Workshop	Interview Skills Workshop		Health & Safety Workshop	Rights in the Workplace Workshop
<b>9.40am - 10.30am</b>	Rights in the Workplace Workshop	Presentation Sills Workshop	Interview Skills Workshop	'Workshop on Work' Theatre group presentation / workshop	Health & Safety Workshop
<b>10.30am - 10.50am</b>	<b>BREAK</b>				
<b>10.50am - 11.40am</b>	Health & Safety Workshop	Rights in the Workplace Workshop	Presentation Sills Workshop	Interview Skills Workshop	'Workshop on Work' Theatre group presentation / workshop
<b>11.40am - 12.30pm</b>	'Workshop on Work' Theatre group presentation / workshop	Health & Safety Workshop	Rights in the Workplace Workshop	Presentation Sills Workshop	Interview Skills Workshop
<b>12.30pm - 1.30pm</b>	<b>LUNCH</b>				
<b>1.30pm - 2.30pm</b>	Interview Skills Workshop	'Workshop on Work' Theatre group presentation / workshop	Health & Safety Workshop	Rights in the Workplace Workshop	Presentation Sills Workshop
<b>2.30pm - 3.30pm</b>	Plenary session in Hall for re-inforcing key messages / information re-Work Experience				

Total cost: £1,550 (£310 x 5 class groups)

## Example 3: WRL / Enterprise 1-day programme

	Class A	Class B	Class C	Class D	Class E	Class F	Class G	Class H
<b>8.30am - 8.55am</b>	Introduction by Senior Management Team member / other representative of the school							
<b>8.55am - 10.55am</b>	Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop	Customised workshop programme delivered by another provider			
	Room 1	Room 2	Room 3	Room 4	Hall			
<b>10.55am - 11.15am</b>	<b>BREAK</b>							
<b>11.15am - 1.15pm</b>	Customised workshop programme delivered by another provider				Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop	Enterprise Skills Circus Workshop
	Hall				Room 1	Room 2	Room 3	Room 4
<b>1.15pm - 2.05pm</b>	<b>LUNCH</b>							
<b>2.05pm - 3.05pm</b>	Theatre Company Presentation on a Theme in Hall							
<b>3.05pm - 3.15pm</b>	Plenary session in Hall							

Total cost: £2,480 (£310 x 8 class groups)

# Special Projects: Business Briefings Programme:

## Learn about business, from business

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### Activity Description

Work-related learning begins with an understanding of what it's like in the workplace. Who better to describe it than business people themselves? This programme enables students to hear about the reality of jobs from the people directly involved in doing the job. Up to a dozen business volunteers deliver a short talk about the jobs they do, the companies and organisations they work in, the qualifications needed to enter into employment with the company, and the skills that are expected of them by their employers.

### Learning Outcomes

This programme will help students:

- Understand the practical aspects of working in an organisation
- Understand what skills are needed to gain employment
- Recognise what qualifications can do to help them gain employment

### Format

If delivered to individual classes or to larger numbers of students, groups should comprise no more than 15 students. Business volunteers would give a presentation of 20 - 30 minutes on their organisation and their role within it. If large numbers of students are involved, then the session could be delivered on a carousel basis.

### EBP role

The EBP will:

- Identify and recruit presenters as required
- brief school co-ordinators and teachers
- provide a de-brief

### School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact person to coordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables/desks or areas to suit in hall
- ensuring that members of staff are briefed to act as facilitators of the activity or, if external facilitators are available, are present at all times during the activity
- agreeing the criteria for grouping the students, e.g. mixed ability/gender and through selection by students, allocating as required to balance numbers
- the behaviour, discipline and welfare of the students

- providing a list, in electronic format, of names of participating students for each group
- ensuring the evaluation/feedback sheets, as agreed with the EBP, are completed.
- agreeing a date with the EBP to provide a briefing session to facilitating teachers

### Details

Year Group(s)	14-19								
Group size	15 students per group (max)								
Time / Duration	By negotiation								
Cost	By negotiation								
QCA WRL Framework elements			3	4	5		7	8	9

## Special Projects: Debriefing Work Experience

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### Activity Description

In order to maximise the learning outcomes of their Work Experience, placements it is important that students are given the opportunity to participate in a debriefing activity in which they can reflect on their experiences and those of their peers. This workshop is aimed at providing this by using information from their Work Experience diaries. The workshop will discuss and review their behaviour and that of their workplace colleagues and will consider the key employability skills needed in a range of jobs. The students will be encouraged to identify those skills they have already practised and those that they might need to develop further, particularly in the context of their possible career aspirations.

### Learning Outcomes

The school will be able to use the information arising out of the workshop to help:

- identify possible issues with specific employers
- gather local labour market information

This programme will help the students to:

- understand what is and is not expected in the workplace
- clarify their possible career paths and employment sector / job interests

### Format

School staff would be expected to facilitate the workshops, supported by a member of staff from the EBP. It is strongly recommended that this activity takes place on the first day of school after the Work Experience placement ends and that students are in groups of approx 15.

### EBP role

- Deliver a briefing session for facilitators
- Provide lesson plans and suitable student materials to run the sessions.
- Provide (if required) facilitators to run additional workshops to reduce class sizes.

NB This workshop could form part of a WRL / Enterprise carousel day together with other activities.

### School/teacher roles and resources required

The school/teacher will be responsible for:

- ensuring there is a named contact person to coordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- allocating group rooms with tables/desks
- ensuring that a members of staff are briefed to act as facilitators of the activity or, if external facilitators are available, are present at all times during the activity
- agreeing the criteria for grouping the students, e.g. mixed ability/gender
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students
- agreeing a date with the EBP to provide a briefing session to facilitating teachers

## Summary Details

Year Group(s)	14-19
Group size	15 students per group (max) for up to whole year cohort
Time / Duration	Up to 2 hours
Cost	£155 if run as a stand-alone activity that is not part of a WRL / Enterprise day. If included as part of a 'carousel' WRL / Enterprise, the overall costs of day will include this activity.

QCA WRL Framework elements	1	2	3		5	6		8	9
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## Special Projects: eBusiness programme

### Activity Description

This programme consists of three elements: eBusiness modules, an eBusiness Challenge and an eBusiness Club. The main element is a range of stand-alone modules covering different aspects of eBusiness. Each module lasts approximately one-hour and has been designed to be delivered to a teaching group in the classroom during a normal lesson. Its delivery is flexible and adaptable to meet individual school needs, eg sessions can also be combined into half-day or whole-day programme if required.

eBusiness modules: five inter-active, stand-alone, eBusiness modules are currently available:

- Impact of eBusiness module
- Business planning for an eBusiness module
- Website development for an eBusiness module
- eMarketing module
- 'Boom & Bust' – an eBusiness simulation module

*NB The focus of the eBusiness modules can be tailored to meet individual school / college requirements. Further modules will also become available. Please contact the EBP for further details.*

### Learning Outcomes

- Learn about the way eBusinesses operate and their working practices
- Develop their skills for employability & enterprise and undertaking activities set in work contexts
- Communicate with personnel from eBusiness sector

### EBP Role

The EBP will:

- co-ordinate the overall programme
- provide the liaison with the trainer and school

### Format

Although each element is complementary, participation in the programme does *not* require all three elements to be completed. The charge will:

- cover delivery of 5 modules (any combination of those listed above, including, for example, five repeats of a particular module to different classes or all five modules being delivered to the same class)

### School / teacher roles and resources required

The school / teacher will be responsible for:

- ensuring there is a named contact person to co-ordinate the arrangements for the activity within the school and to plan the arrangements for the activity with the EBP
- providing appropriate room for the workshop so that each group of five students has access to one computer with internet connection
- ensuring that a member of staff is present at all times during the activity
- the behaviour, discipline and welfare of the students
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

NB Delivery of the modules requires PowerPoint presentations [the trainer can provide the laptop and digital projector if required].

### Summary Details

Year Group(s)	14-19
Group size	1 Class Group
Time / Duration	flexible timings to meet individual needs
Cost	£500 per 5 modules.

QCA WRL Framework elements	<b>1</b>		<b>3</b>			<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
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## Special Projects: Skillbuild Programme

### Activity Description

The Skillbuild workshop programme is designed to help students develop their skills, widen their knowledge and enhance their understanding of the world of work as they consider possible options for the future and prepare for the transition from school / college. The programme consists of a range of stand-alone workshops that focus on employability skills and information about the world of work. (Details of the schedule of Skillbuild Workshops available during 2006/7 will be circulated to schools / colleges in due course).

### Learning Outcomes

Depending on the workshops attended:

- Greater understanding of the work of business support agencies
- Time management skills
- Project management skills
- Business planning skills
- Financial skills
- Leadership skills
- Enterprise skills
- eBusiness skills
- Negotiation skills
- Market research skills

### EBP Role

The EBP will:

- organise venue and the delivery of the workshops
- recruit, brief and de-brief workshop providers, and, as required, any other business / community volunteers involved in supporting the programme

### Format

Workshops, which last for between two to two-and-a-half hours, will include an introduction and briefing, followed by session(s) involving students in an activity / activities designed to meet the specified objectives

### The school / teacher will be responsible for:

- ensuring there is a named contact person to co-ordinate the arrangements for the activity with the EBP
- ensuring that a member of staff is present at all times during the activity
- the transport arrangements to and from the venue being used for the workshop
- the behaviour, discipline and welfare of the students
- providing a list, in electronic format, of names of participating students requiring certificates
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

The teacher is invited to participate in the activity and assist the facilitator in delivering the task if he / she wishes.

### Summary Details

Year Group(s)	14-19								
Group size	20 students max								
Time / Duration	Up to half-a-day								
Cost	£10 per student.								
QCA WRL Framework elements	1		3		5	6	7	8	9

# Special Projects: Student Reception Programme

## Activity Description

The Student Reception Project aims to develop students' communication skills, confidence and sense of responsibility whilst also developing their understanding of the world of work. Students, usually working in pairs on the school reception desk, act as the first point of contact for visitors. Prior to this they receive a training session in customer services delivered by a representative from the Enfield EBP and / or a business volunteer. The training session will also explain how to use the Student Reception Project handbook.

## Learning Outcomes

Students will:

- develop their communication skills and confidence
- develop an awareness of, and skills in, customer service.
- have experience of working practices.

## EBP Role

The EBP will:

- hold a planning meeting with the named contact person in school
- provide a minimum of one trainer per session
- hold de-briefing session with the named contact person in school
- provide Student Reception Project handbooks
- provide student certificate template

## Format

Students are selected by form tutors to attend the training sessions in advance. During the one-hour training session, students engage in interactive role-plays and learn about the main skills and attitudes required to undertake reception duties. The students receive a handbook, which they have to use to obtain signatures from teachers to confirm their competencies in different skill areas. Students will also be required to produce a 1-2 page account of their experience of working as a receptionist. (These can be assessed by the EBP if required). The school organises for students to work within the reception area for 2-3 hours periodically. Student receptionists do not replace the main Reception, but merely support the function.

## Resources required from the school

- A named contact person to co-ordinate the arrangements for the activity within the school
- A room for the training session large enough to accommodate up to 30 students
- Suitable reception desk facilities / arrangements for the students to use when on duty
- Procedures for supporting the students when they are on the reception desk
- List, in electronic format, of names of participating students requiring certificates

## Details

Year Group(s)	Key Stage 3
Group size	< 30 students per training session
Time / Duration	Up to 2 hours training session + time students spent on reception desk
Cost	£155 per teaching group (max 30 students)

QCA WRL Framework elements	1					6		8	9
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## Special Projects: Workplace Visits

### Activity Description

The Enfield EBP is sometimes able to negotiate workplace visit opportunities to particular companies for Enfield students. Schools / colleges are notified of these when they arise and are invited to book places on a first-come, first-served basis. The workplace visits can support a number of curriculum areas and can provide a context for students to see how their curriculum area relates to the world of work, and gain a better understanding of their subject area.

### Learning Outcomes

Students will extend their knowledge and understanding of working practices, which will be useful for assignments and examinations, whilst gaining an opportunity to meet people from industry and gain an insight into business working practices.

### EBP Role

The EBP will circulate details of the various visits, organised by the EBP, to some of the organisations that the EBP works with, will be circulated to schools / colleges during the year.

### Format

The format of the visit will vary. Typically, a visit would include an introduction, background and history of the company, with a tour of key departments followed by an interactive session. The visit can last from 1.5 hours to 1 day.

### School/teacher roles and resources required

- ensuring there is a named contact person to co-ordinate and plan the arrangements for the activity with the EBP
- ensuring the necessary transport arrangements are made
- ensuring that there is an appropriate staffing level to accompany the students on the visit and to deal with their behaviour, discipline and welfare
- providing a list, in electronic format, of names of participating students
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

*NB. Enfield EBP reserves the right to make a cancellation charge of £10 per student place booked and not used.*

### Summary Details

Year Group(s)	14-19
Group size	Usually max of 10 per visit (refer to specific visit information for further details)
Time / Duration	Varies (details will be given in the information relating to specific visits)
Cost	Varies (details will be given in the information relating to specific visits)

QCA WRL Framework elements	1		3	4	5	6	7	8	9
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# Customised Projects

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## Introduction

The customised projects programme comprises:

- workplace visits requested by a school / college
- customised versions of the work-related learning / enterprise activities described in this brochure
- particular work-related learning / enterprise activities that a school / college wishes the EBP to organise / deliver that are not described in this brochure
- Professional Development Placement (PDP) programmes that are tailored to meet particular objectives (refer to page 38)

The charges for customised Workplace Visits are given on page 37

The charges for customised PDPs are given on page 38.

Charges for all other customised projects and activities are by negotiation.

# Customised Workplace Visits

## Activity Description

Schools / colleges can request the Enfield EBP to arrange workplace visits to meet particular objectives. Such requests should be made as far in advance of the intended date(s) for the proposed visits.

## Learning Outcomes

Students will extend their knowledge and understanding of working practices, which will be useful for assignments and examinations, whilst gaining an opportunity to meet people from industry and gain an insight into business working practices.

## EBP Role

The EBP will circulate details of the various visits, organised by the EBP, to some of the organisations that the EBP works with, will be circulated to schools / colleges during the year.

## Format

The format of the visit will vary. Typically, a visit would include an introduction, background and history of the company, with a tour of key departments followed by an interactive session. The visit can last from 1.5 hours to 1 day.

## School / teacher roles and resources required

The school / teacher will be responsible for:

### School/teacher roles and resources required

- ensuring there is a named contact person to co-ordinate and plan the arrangements for the activity with the EBP
- ensuring the necessary transport arrangements are made
- ensuring that there is an appropriate staffing level to accompany the students on the visit and to deal with their behaviour, discipline and welfare
- providing a list, in electronic format, of names of participating students
- ensuring that evaluation / feedback sheets, as agreed with the EBP, are completed.

## Details

Year Group(s)	14-19
Group size	By negotiation
Time / Duration	Varies
Cost	£10 per student. Minimum charge £100 School / college is also responsible for transport costs / arrangements.

QCA WRL Framework elements	1		3	4	5	6	7	8	9
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# Professional Development Placements (PDPs)

## Activity description

Places on a range of standard PDP programmes are available through the Enfield EBP which teaching staff, management, careers advisors, etc are eligible to apply for. Some of these programmes are publicised across the borough, some are made available across north London, and some are offered across London.

PDP programmes allow participants to:

- gain a better understanding of the world of work
- support students' enterprise and work-related learning requirements
- update specialist knowledge
- develop new skills
- access to resources to support the curriculum
- establish contacts / links with the world of work
- enhance and develop leadership or management skills

## Standard PDP Programmes

Information flyers for PDP programmes are circulated to schools / colleges throughout the year. Some are organised by the Enfield EBP; some are organised by other suppliers who prefer to work through the EBP as a central contact point.

### Booking places

Please use the application forms circulated with each PDP.

### Cost

PDP programmes that are organised by the EBP will be subsidised and places will be available free-of-charge. PDP programmes organised by other suppliers may require a fee which the school / college will be required to pay.

### Cancellation charge for Standard PDP Programmes

A 2-week cancellation notice period is required for participants who have booked places. If this notice period is not met, or if the person/substitute fails to attend, the school / college will be invoiced for £100 for places on standard PDP programmes.

*NB PDPs organised by agencies other than Enfield EBP may have different cancellation charges and arrangements.*

## Customised PDP Programmes

Customised PDP programmes can also be individually tailored to meet the requirements of individuals, whole departments or even larger groups. Customised PDPs can be very useful for participants wishing to update their specialist knowledge of a particular type of business or function within a business, especially to support the delivery of vocational courses.

### Booking places

Please contact the Enfield EBP to discuss your requirements.

### Cost

£60 per participant for a 1-day Customised PDP programme, Minimum charge £120

### Cancellation charge for Customised PDP Programmes

A 6-week cancellation notice period is required for the number of Customised PDP placements booked. If this notice period is not met, the school / college will be invoiced for the full-cost of the Customised PDP programme.

## SECTION 3

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# Expression of Interest Form

Summer term 2007 / Autumn term 2007 / Spring term 2008

Name of School / College: \_\_\_\_\_

Activity	Year Group	Approx number of participants	Preferred date	Alternative preferred date
Professional Practice Interviews Programme				
Try-a-Job Programme				
WRL / Enterprise Workshop Programme:				
CV Writing & Interview Skills				
Enterprise Game Workshop				
Enterprise Skills Circus & Skills Circus Challenge				
Presentation Skills Workshop				
Team Building Skills Workshop				
Special Projects:				
Business Briefing Programme				
De-briefing Work Experience				
eBusiness Programme				
Skillbuild Programme				
Student Reception Programme				
Workplace Visits				
Customised Projects:				
Customised Workplace Visits				
Customised Professional Development Placement Programmes				
Please give details of any other customised WRL / Enterprise activities you would like the Enfield EBP to deliver for your organisation:				

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

Contact details:

Phone & extension number: \_\_\_\_\_

Email: \_\_\_\_\_

When complete, this form should be returned to Enfield EBP:

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**or by fax to 020 8443 3822**

**or by post to Enfield Business Centre, 201 Hertford Road, Enfield EN3 5JH.**

*On receipt of this completed Expression of Interest Form, a representative of the Enfield EBP will contact you to discuss details. If you decide to proceed with the activity, you will need to complete a Booking Form and return this to Enfield EBP. Please note, requests for Enfield EBP activities should be notified at the earliest opportunity. **Booking should usually be confirmed at least 3 months in advance.***

# Expression of Interest Form

Summer term 2007 / Autumn term 2007 / Spring term 2008

Name of School / College:
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Activity	Year Group	Approx number of participants	Preferred date	Alternative preferred date
Professional Practice Interviews Programme				
Try-a-Job Programme				
WRL / Enterprise Workshop Programme:				
CV Writing & Interview Skills				
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## Booking Form

Summer term 2007/ Autumn term 2007 / Spring term 2008

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**Please complete a separate form for each activity you wish to book**

Title of activity	
Name of School / College	
Date(s) of activity	
Number of classes / groups of students	
Total number of students	
Year Group / age of students	
Duration of activity / timings	
Venue	
Contribution required from school / college (to be confirmed by EBP)	£

If you have already discussed this provisional booking with a member of the Enfield EBP team, please state their name and the date of this discussion:

**I confirm that I agree to the terms and conditions stated overleaf**

Signature:

Name:

Role:

Date:

Phone & extension number:

Email:

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## Terms and conditions

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As signatory of the Booking Form:

- *I confirm that the appropriate member of the Senior Management Team has approved the details on the completed Booking Form.*
- *I confirm that participating students and supervising staff will be released from their normal time-table commitments for the date(s)/ times stated.*
- *I confirm that sufficient funding and other resources have been authorised and allocated by the school / college to support the delivery of this activity.*
- *I understand that the school / college will be required to contribute towards the cost of delivering the activity in accordance with the charges set out in the brochure.*
- *I understand that the school / college will be required to pay a cancellation charge equal to the total school / college contribution if a confirmed booking is cancelled within six weeks (**excluding** school / college holidays) of the date when the activity is scheduled to take place.*
- *I understand that, should the activity be postponed by the school / college within six weeks (**excluding** school / college holidays) of the date when the activity is scheduled to take place, Enfield EBP reserves the right to levy an additional administrative charge of 20% of the cost of the activity plus any charges / expenses incurred by the EBP as a result of the postponement.*
- *I understand that, on receipt of the completed Booking Form, a representative of the Enfield EBP will contact the school / college signatory to discuss details.*
- *I understand that a contract relating to the delivery of the activity will be drawn up by Enfield EBP.*
- *I understand that the costs and other booking details for the activity will be regarded as 'confirmed' once Enfield EBP receives the signed contract.*

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Summer term 2007/ Autumn term 2007 / Spring term 2008

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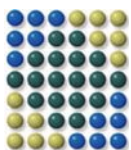


**Enfield Education Business Partnership**  
**Enfield Business Centre**  
**201 Hertford Road**  
**Enfield EN3 5JH**

**Phone** (020) 8443 2114  
**Fax** (020) 8443 3822  
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Enfield EBP operates Enfield Work Experience and is supported by Enfield Council. It is a partner in the London North Business into Education Consortium and a member of the National EBP Network



Enfield Work  
Experience

