





Planning and Organisation

Start Early

- Plan at least 6 weeks in advance to allow time for coordination, safeguarding checks, and preparation.
- Consider the school calendar avoid busy periods like assessment weeks or trips.
- Think about the purpose of the employer encounter and how it supports your wider careers programme.

Identify the Right Employer

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- Utilise your existing school networks or employer directory.
- Prioritise local employers or those linked to curriculum topics or growth sectors.
- Need help finding an employer? See the essential guide to employer engagement for practical tips, email templates, and local contacts.

Confirm the Details

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- Agree on the date, time, location, and format (in-person, vir tual, classroom visit, assembly, etc.).
- Ensure the employer has a clear brief and knows what to expect, including what the aims of the encounter are.

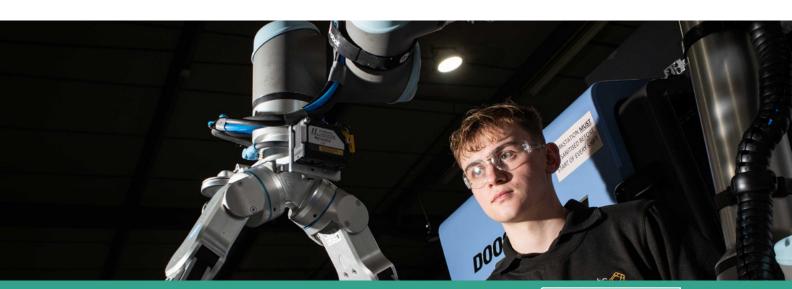
Safeguarding and Logistics

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- Complete necessary DBS checks or ensure the visitor is accompanied at all times.
- Arrange room bookings, equipment (e.g. projector, tables), and any materials needed.

Communicate with Staff

- Let relevant staff know in advance and share the plan.
- Encourage class teachers to integrate the encounter into their lessons if planning an assembly.











Before the Encounter

Clarify the Purpose

- Define what pupils should learn or experience.
- Link to curriculum areas, skill development, and school priorities.

Prepare the Employer

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- Share pupil background information: age, interests, needs, and what they're learning.
- Offer a simple structure: who they are, what they do, and what skills they use.
- Encourage use of props, stories, and real-life examples or practical activities.

Prepare the Pupils

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- Introduce the employer's job and industry.
- Use curiosity-building activities (e.g. "Guess the Job" clues).
- Support pupils to prepare thoughtful questions.

Empower Other Staff (for Careers Leaders)

- Provide a simple planning template and checklist.
- Offer to co-deliver the first session with them.
- Share examples of successful encounters to build confidence.





During the Encounter

Set the Scene

- Create a welcoming space with a "Careers Visitor" sign or display.
- Prepare any resources or presentations ready for the encounter.
- Assign pupil roles (e.g. greeter, note-taker, photographer)

Make it Interactive

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- Encourage hands-on activities or demonstrations.
- Use visuals, real tools, or role-play where possible.
- Ensure there is time for pupils to ask questions and reflect .

Reinforce Key Messages

- Highlight transferable skills (e.g. teamwork, communication).
- Make links to school subjects and real-world applications.
- Highlight pathways or 'career journeys'.





After the Encounter

Reflect and Celebrate

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- Use simple tools like "3 things I learned" or "My favourite moment".
- Display pupil reflections, photos, or quotes in a careers display, floor book or newsletter.
- Share highlights in a school assembly or class presentation.

Share Learning with Parents & Carers

- Send a short summary home via newsletter, email, or platforms like Class Dojo/Seesaw:
 - Who visited and what their job is.
 - What pupils learned or enjoyed.
 - A quote or photo (with permissions).
- Include conversation starters to encourage discussion at home:
 - "What surprised you about today's visitor?"
 - "What job would you like to try for a day?"
- Share local context:
 - Brief info about the sector or employer.
 - Pathways into the role (e.g. apprenticeships, college, university).
 - Links to local events, open days, or employer websites.
- Invite parent involvement:
 - Ask if they'd like to talk about their job.
 - Encourage them to suggest contacts or opportunities.

Extend the Learning

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- Link the encounter to follow-up lessons or projects.
- Encourage pupils to research more about the job or industry.
- Use the encounter as a springboard for writing, art, or STEM activities.

Gather Feedback

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- Ask pupils what they enjoyed and what they're curious about now.
- Ask the employer what worked well and how it could be improved (see example evaluation).
- Use feedback to refine future encounters.

Share and Empower

- Encourage teachers to share their experiences with colleagues.
- Add the employer to a shared contact list or <u>careers database</u>.
- Create a simple "How-To" sheet or slide deck to help others replicate the model.





