

Working with Employers: Planning Template

Use this template as a guide to plan curriculum led employer engagement activity and share key information with the employer.

Lead school contact

Contact name:	Contact telephone:		
Contact email address:	Preferred method of contact:	Telephone	Email
Availability to meet: e.g., 'non-teaching lessons, before/ after school times/ days'			

Cohort details

Year group:	Age of students:		Number of students:
Cohort gender:	Male	Female	Mixed
Additional comments regarding abilities to inform session pitch:		Any other relevant pupil information: e.g., accessibility requirements, EAL, PP, SEND etc.	

Delivery logistics

School name:

School location:

School day timings:	AM Start	Break/ Lunch	PM End
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Suggested delivery timeline:

Highlight delivery weeks where possible.

Consider conflicts/opportunities e.g., exams, parents' evenings etc.

Insert school term timetable here:

Preferred time for activity delivery:

Consider timetable opportunities & limitations e.g., double lesson/ assemblies etc.

School transport

Accessibility/ limitations to consider

Risk assessment requirements:

Consider time required to process, extra staff requirements etc.

Any requirements for external visitors:

e.g., DBS, risk assessment

Preferred virtual platform if required

e.g., teams, zoom, Google

Curriculum topic

What specific **curriculum objectives** will you incorporate?

e.g., learn about events beyond living memory that are significant nationally or globally [for example, the Great Fire of London]

e.g., identify and name a variety of everyday materials, including wood, plastic, glass, metal, water, and rock

e.g., describe the simple physical properties of a variety of everyday materials

What **outcomes** do you want to achieve?

e.g., pupils are more aware of labour market opportunities in the North East for example in construction and architecture etc.

e.g., learning is enhanced with authentic links to the world of work

What type of **activity/activities** will deliver these outcomes and curriculum learning objectives?

e.g., research project directed by *employer name*, local architecture company, exploring the impact of the Great Fire of London and that of Newcastle and Gateshead to modern architecture and building practices. Pupils explore local heritage centre, encounter a local employer, and explore the properties of everyday materials.

How will impact be assessed? How can we demonstrate, share and showcase?

Students:

Teacher:

Employer:

Any key vocabulary
to include:

Additional resources
required:

Activity delivery timeline:

Any foreseen challenges: