



# OPENING DOORS TO BUSINESS

Linking Students and Businesses in North Worcestershire  
[www.openingdoorstobusiness](http://www.openingdoorstobusiness).

# WELCOME

This brochure has been designed to support schools and businesses to conduct their very own workplace visits.

First implemented in Wyre Forest, led by OGL computer and a consortium of schools (CONTINu), the project offered an additional approach to that provided by careers fairs, employer visits and talks.

The recent Gatsby report outlines benchmarks for schools. The eight Gatsby benchmarks of Good Career Guidance are:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance
- Opening Doors directly addresses points 5 & 6 of the recent Gatsby report outlining benchmarks for schools. Local businesses are keen to support ways of improving an awareness of the world of work for young people. They therefore collaborated with the North Worcestershire Economic Development & Regeneration (NWEDR) and RSA

Academies through Opening Doors to achieve this.

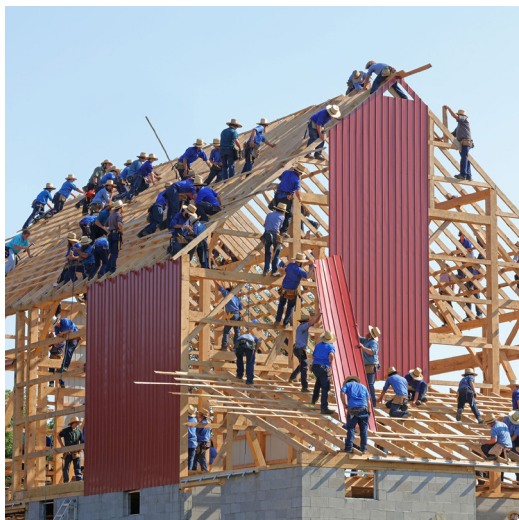
For more information head over to our website [www.openingdoorstobusiness.com](http://www.openingdoorstobusiness.com)

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# CONTENT

SUPPORTING COMPANIES	4
.....	
IMPORTANCE OF VISITS	14
.....	
EMPLOYERS GUIDE	15
.....	
TEACHERS GUIDE	18
.....	
HELP DESK	19
.....	

# SUPPORTING COMPANIES



## CONTACT TO ARRANGE A VISIT

Name: Becky Talbot

Job Role: Head of HR

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## BROMSGROVE AND REDDITCH COUNCIL CENTRAL EMPLOYER BACKGROUND

From property management to waste management, construction to leisure services, the council works to improve the quality of our lives. But how does it decide where, what and how much to spend on each service? How can the Council save money whilst improving the environment at the same time? These questions are the focus of the Finance Department, working alongside local politicians and presents a real challenge in this period of prioritisation and government cuts.

### SESSION CONTENT

Presentation on what the Council does.

Prioritisation game, 'which priorities do you think the Council should spend its money on'?

Speed dating session with officers to talk about their work and their career pathway into local government finance.

Wrap up session including questions and answers.

Visits can accommodate up to 10 pupils at a time.

### ROLES WITHIN THE ORGANISATION

Qualified Accountants | Part Qualified Accountants | Insurance Officers | Investment Brokers | Payment Officers

These are among those who ensure the Council can deliver its services to the local community.





## LASERCOMB DIES

### EMPLOYER BACKGROUND

Marks and Spencer packaging, Macdonalds cartons, Cadbury's Easter eggs, Boots Number 7, Kellogg's Cornflake packets, J20 labelling. We come into contact with the products of Lasercombe Dies, Redditch every day.

But did you know they are produced locally and do you know the number of employee roles that go into making these products? Do you know the range of skills, qualifications and experience that go into the production?

### SESSION CONTENT

Introduction to the company and products (30 minutes).

Tour of the Plant (30 minutes).

Speed Interviews with Staff (30 minutes)

Recruitment (15 minutes)

Questions (15 minutes).

### ROLES WITHIN THE ORGANISATION

These are the type of roles we can offer at Lasercomb:

Administration Customer Services | CAD programmers | Machine operators | Technical apprentices | Fabrication operatives | CNC operators

### CONTACT TO ARRANGE A VISIT

Name: Sue Parker

Job Role: Commercial Director

Tel: 01527 516665

Web: [www.lasercomb-dies.com](http://www.lasercomb-dies.com)

## ROCKLINE INDUSTRIES

### EMPLOYER BACKGROUND

We are the UK arm of a family-owned and run American business that employs 2,000 people across the world, with almost 400 of these based in our manufacturing facility in Redditch. We design and manufacture wet wipe products for all consumer applications and supply these to all the major grocery chains in the UK. We also export to countries right around the world. On our site we have product development teams, chemistry and microbiology laboratories as well as advanced manufacturing equipment including robotics.

### SESSION CONTENT

Introduction to our business

Comprehensive factory tour

Visits to laboratories and our technical centre

Review of career opportunities and educational requirements

### ROLES WITHIN THE ORGANISATION

Production operatives

Engineers

Chemists,

Microbiologists

Sales and Marketing,



### CONTACT TO ARRANGE A VISIT

Name: Julie Poole

Job Role: HR Manager

Email: [julie.poole@rockline.co.uk](mailto:julie.poole@rockline.co.uk)

Tel: 01527 506 400



## KINGFISHER SHOPPING CENTRE

### EMPLOYER BACKGROUND

"Anything can happen in the next half hour," sums up our experience behind the scenes at the Kingfisher Centre. We affect the quality of life and experience on a daily basis for thousands of visitors, from providing an attractive shopping experience to international cuisine at our restaurants. Our staff may help a lost child or deal with a fire alert. Every day potentially offers a new challenge." Ken Williams, Centre Manager

### SESSION CONTENT

Introductory presentation providing insight into the extent of our operation, a tour of operations, speed dating with employees plus wrap up questions and answers. We may also be able to include a visit to specific businesses within the Centre if requested. The session normally lasts approximately 1.5 hours and can accommodate between 20 and 30 visitors at any one time.

### ROLES WITHIN THE ORGANISATION

Many and varied, from administration, marketing, property and facilities management through to security and cleanliness. We naturally maintain close links with all the businesses located within the Centre.

### CONTACT TO ARRANGE A VISIT

Name: Sam Warby

Job Role: Office Manager

Tel: 01527 405800

Email [sam.warby@kingfisher-centre.co.uk](mailto:sam.warby@kingfisher-centre.co.uk)

Web: <https://www.kingfishersshoppingco.uk>

## YAMAZAKI MAZAK UK

### EMPLOYER BACKGROUND

Yamazaki Mazak UK Ltd is the world leader in advanced CNC (Computer Numerical Controlled) machine tools which can be used to produce a vast array of products such as engine blocks, aircraft landing gear, hip replacements and the moulds for trainers. Mazak was founded in Nagoya, Japan, in 1919 by Sadakichi Yamazaki and is still owned by the Yamazaki family to this day. Mazak has 12 manufacturing facilities worldwide with its European HQ based in Worcester. Mazak employs over 8,000 workers worldwide with 800 based in the UK.

### SESSION CONTENT

During your visit to Mazak, you will receive a presentation about the organisation and the different types of machines that we manufacture. You will then have the opportunity to have a tour around our state-of-the-art manufacturing facility where you will see some of the processes that go into building our machines such as milling, turning, mechanical and electrical assembly, laser cutting and welding.

### ROLES WITHIN THE ORGANISATION

There are a wide variety of roles within a modern engineering organisation. These roles range from mechanical, electrical, machining and sheet metal engineers within the factory to finance, sales, marketing and IT roles within the offices.



### CONTACT TO ARRANGE A VISIT

Name: Chris Morris

Job Role: Apprentice and Future Workforce Training Manager

Email: [cmorris@mazak.co.uk](mailto:cmorris@mazak.co.uk)

Tel: 01905 755755 Ext 2309 and 07989409087



## BUMBLE HOLE FOODS

### EMPLOYER BACKGROUND

This Bromsgrove company is one of the most efficient, innovative and successful companies in the UK's food industry. The Company prides itself on its reputation for new product innovation, improving the efficiency, competitiveness and profitability of its many customers such as Greggs the baker. It's Managing Director Barry Jackson says; "Bumble Hole is a world leader through its focus on animal welfare, product quality, value, efficiency and price."

The British Retail Consortium has awarded Bumble Hole its highest rating (AA) and it is a Soil Association and Marks and Spencer 'A List', supplier.

### SESSION CONTENT

Presentation on the industry and the opportunities it offers,

An activity led insight into product innovation,

Engagement with employees who will talk about their respective roles and the career pathways they took.

### ROLES WITHIN THE ORGANISATION

HR, management, Scientists, engineers, Administration, Finance, Quality Assurance, Customer Services, Sales, Logistics, Operational and many more.

### CONTACT TO ARRANGE A VISIT

Name: Natalie Cutler

Job Role: HR Manager

Email: [natalie.cutler@bumblehole.co.uk](mailto:natalie.cutler@bumblehole.co.uk)

Tel: 01 527 874821

## BROMSGROVE AND REDDITCH COUNCIL

### EMPLOYER BACKGROUND

Keeping Redditch and Bromsgrove, green, clean and a great place to live and work is a big job and involves a surprising range of roles and skills. From horticulture to keeping the fleet of vehicles ready to operate. Environmental Services covers many activities.

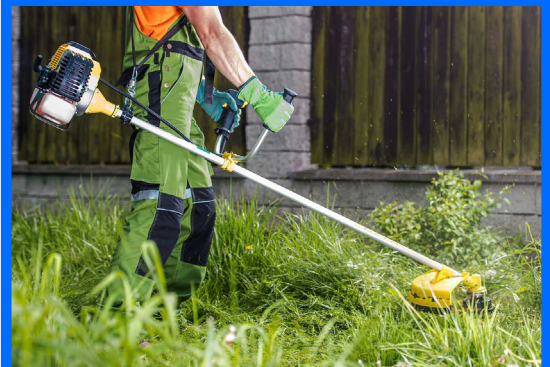
"From the strategic aspects of our work to operational activities, we welcome the opportunity to show young people what we do and how we do it. There are real future opportunities if young people can get an insight into our work," Carl Walker, environmental Service Manager.

### SESSION CONTENT

This can be tailored to the needs of the school and the groups attending. The session can be arranged at an agreed location where demonstrations can take place. The Department is also happy to come out to individual schools to conduct the session. The session will usually involve demonstrations and will involve a talk on careers in the sector and what the Council look for in applicants.

### ROLES WITHIN THE ORGANISATION

Opportunities range from strategic management through to operational tasks such as horticulture, soft highway maintenance, landscaping, grass cutting, hedges, large scale mowing, tree care, refuse collection, cleansing, vehicle Email [carl.walker@bromsgroveandredditch.gov.uk](mailto:carl.walker@bromsgroveandredditch.gov.uk)



### CONTACT TO ARRANGE A VISIT

Name: Carl Walker

Job Role: Environmental Services Manager

Email: [carl.walker@bromsgroveandredditch.gov.uk](mailto:carl.walker@bromsgroveandredditch.gov.uk)

Tel: 01527 64252



## MSP SPRINGS & STAMPINGS

### EMPLOYER BACKGROUND

From outer space to the deepest oceans, MSP Springs and Stampings here in Redditch supply some of the world's biggest high-tech manufacturers and clients, for example Airbus, Rolls Royce and Boeing with safety and mission critical applications that keep our world running every day.

You will find our products in fighter aircraft, oil rigs, airliners and submarines to name but a few.

"I want to de-mystify what happens in our factory and involve everyone, pupils, teachers and our own employees in discovering the exciting setting in which we operate and the great opportunities that we can offer", Keith Gardener, Managing Director.

### SESSION CONTENT

Introductory presentation, factory tour (including opportunity to make a spring) and a speed dating competition where employees talk about their jobs and an insight into what MSP look for in applicants.

### ROLES WITHIN THE ORGANISATION

A wide variety of opportunities exist within the company ranging from quality engineers, toolmakers, inspectors, through to accountants, sales people and receptionists.

### CONTACT TO ARRANGE A VISIT

Name: Keith Gardener

Job Role: Managing Director

Email: [keith.gardner@microspring.co.uk](mailto:keith.gardner@microspring.co.uk)

Tel: 0152769121 or mobile 07748025311

Web: <http://www.microspring.co.uk>

## HOGARTHS HOTEL SOLIHULL

### EMPLOYER BACKGROUND

Experience Hogarths, more than a hotel, it develops skills that that can be used to explore the world. Working in hospitality is exciting and challenging. Imagine preparing 175 turkeys, or entertaining 2,300 dinner guests as Hogarths did over Christmas 2017. Working in a first-class luxury and award-winning hotel is a real experience for both visitors and employees.

### SESSION CONTENT

The visit will include refreshments on arrival, a presentation about the hotel and its customer orientated business ethos. This is followed by an in depth behind the scenes tour where pupils can meet members of the team. Lastly there will be questions and answers, incorporating information on the many pathways into the industry and qualifications / experience required.

### ROLES WITHIN THE ORGANISATION

Employees come from all walks of life but all have a passion for customer care, working as part of a team where everyone receives continuous training and knows how their contribution benefits the business and its customers.

The Team includes roles covering finance, administration, promotion and marketing, front of house and kitchen operations, housekeeping, engineering including ground care and maintenance.



### CONTACT TO ARRANGE A VISIT

Name: Robert Elliot

Job Role: Director of Sales

Tel: 01564 779988

Email: [Robert.Elliot@hogarths.co.uk](mailto:Robert.Elliot@hogarths.co.uk)

Web: <http://www.hogarths.co.uk/solihull>





## WEST MERCIA POLICE

### EMPLOYER BACKGROUND

West Mercia Police provides a wide range of services and variety for its employees, full of opportunity for learning and growth. This visit provides a practical chance for pupils to look closely at police work and has proved very popular so far. The session gives an insight into the challenges, need for dedication, skills and experiences the service offers those interested in protecting the public, preventing crime and helping those in need.

### SESSION CONTENT

Introduction, followed by practical exercise (e.g. finding a missing child) and a talk by currently serving officers on what is required when applying for a police career. Finally, pupils are given the chance to familiarise themselves with standard police equipment. Up to 12 Pupils can attend a session at any one time.

### ROLES WITHIN THE ORGANISATION

Police constables, special constables, support volunteers and the cadet scheme all offer opportunities to be involved in police work. Pupils will hear about the range of qualities sought from those applying including the right qualifications, enthusiasm, courage, fairness and the ability to communicate, listen and learn.

### CONTACT TO ARRANGE A VISIT

Name: Gemma Cashion

Job Role: Safer neighbourhood Officer

Email: [gemma.cashion@westmercia.pnn.police.uk](mailto:gemma.cashion@westmercia.pnn.police.uk)

Tel: 07773041122

## GARDNER DENVER

### EMPLOYER BACKGROUND

One of the largest employers in Redditch, Gardner Denver makes high value air compression equipment. Operating out of 34 countries, it offers its diverse customer base including those operating in the world's most demanding environments; at sea, on land and underground. Examples include Coca Cola, Transport for London, Ministry of Defence and the New York Fire Brigade.

The company places great emphasis on absolute reliability, increased efficiency and lower energy expenditure wherever possible, aiming to offer unrivalled performance and peace of mind for customers.

Gardner Denver provides a great opportunity to look at a wide variety of occupations, particularly engineering. It takes its social responsibility very seriously and is keen to develop relationships with local schools and show students what opportunities are available.

### SESSION CONTENT

Gardner Denver is able to take up to 20 students at a time. There will be an introductory presentation followed by a tour of the plant to see the products and how they are being made. There will also be a chance for questions and answers

### ROLES WITHIN THE ORGANISATION

A wide range including engineering, quality assurance, marketing, finance and administration.



### CONTACT TO ARRANGE A VISIT

Name: Martyn Muddyman

Job Role: Operations Managing Engineer

Email: [martyn.muddyman@gardnerdenver.com](mailto:martyn.muddyman@gardnerdenver.com)



## FAUN ZOELLER

### EMPLOYER BACKGROUND

Do you know that the refuse truck that empties your dustbin can cost £ 60,000? Did you also know that Redditch is the UK home of Faun Zoeller, Europe's number one refuse truck supplier company that operates across the world including America and the Pacific Rim?

With an annual turnover of £29 million, Faun Zoeller is a major provider of high specification waste collection vehicles is also at the forefront of high specification waste collection vehicles and bin lifters. Faun Zoeller is also at the forefront of the green agenda, developing new diesel-electric hybrid models that reduce fuel consumption and CO2 emissions by 33%.

It's a fascinating industry and Faun Zoeller is looking forward to telling you about it.

### SESSION CONTENT

During your visit you will receive a presentation on the range of products and services that the company offers. This will be followed by a tour around the offices where pupils will have the chance to hear from the members of the team, what their role is, how they came to be in the job (their career pathway) and what qualifications are needed.

### ROLES WITHIN THE ORGANISATION

Sales, HRI service engineering, customer support, spare parts, maintenance department, and business consultancy with local authorities.

### CONTACT TO ARRANGE A VISIT

Name: Catherine Kings

Job Role: Executive Assistant

Email: [catherine.kings@faun-zoeller.co.uk](mailto:catherine.kings@faun-zoeller.co.uk)

Tel: 01527 594 700

## HEART OF WORCESTERSHIRE COLLEGE

### EMPLOYER BACKGROUND

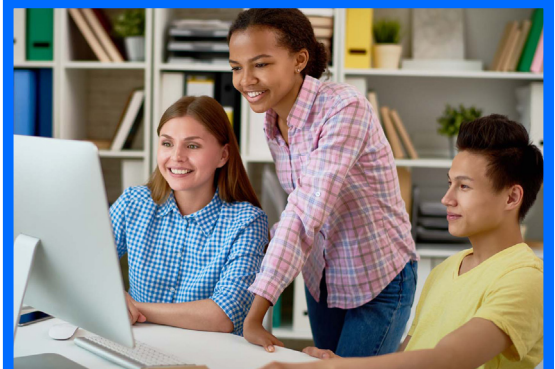
Heart of Worcestershire College is about more than the next step you take after school. a large local employer we are an active part of the Worcestershire community with campuses in Bromsgrove, Malvern, Redditch and Worcester. With a vast array of departments and facilities we would like to invite you to meet the employees at the heart of Heart of Worcestershire College and see how our business works from top to bottom.

### SESSION CONTENT

The students' journey behind the scenes at Heart of Worcestershire College will begin with a welcome introduction covering all aspects of our organisation, This is then followed by a detailed tour of our various departments and facilities, discovering more about each area of our operation and interacting with employees who can tell you what they do and the career pathway that brought them to the College to work.

### ROLES WITHIN THE ORGANISATION

The roles within Heart of Worcestershire College stretch far beyond the classroom, From HR to finance, marketing to customer services and IT to painters and decorators we have a vast and dynamic workforce that is second to none.



### CONTACT TO ARRANGE A VISIT

Name: Julia Breakwell

Job Role: Assistant Principal

Email: [jbreakwell@howcollege.ac.uk](mailto:jbreakwell@howcollege.ac.uk)

Web: <https://www.howcollege.ac.uk>



## HOGARTHS STONE MANOR HOTEL

### EMPLOYER BACKGROUND

Experience Hogarths, more than a hotel, it develops skills that that can be used to explore the world. Working in hospitality is exciting and challenging. Imagine preparing 175 turkeys, or entertaining 2,300 dinner guests as Hogarths did over Christmas 2017. Working in a first-class luxury and award-winning hotel is a real experience for both visitors and employees.

### SESSION CONTENT

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### ROLES WITHIN THE ORGANISATION

Employees come from all walks of life, but all have a passion for customer care, working as part of a team where everyone receives continuous training and knows how their contribution benefits the business and its customers.

The Team includes roles covering finance, administration, promotion and marketing, front of house and kitchen operations, housekeeping, engineering including ground care and maintenance.

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Name: Robert Elliot

Job Role: Director of Sales

Tel: 01564 779988

Email: Robert-Elliot@hogarths.co.uk

Web: <http://www.hogarths.co.uk/stone-manor>

## PALACE THEATRE

### EMPLOYER BACKGROUND

You may have seen a performance at the Palace Theatre, but do you know what goes on behind the curtain? Running a theatre is a real challenge. Apart from being a major success in terms of visitor numbers and the range of activities and productions, the Palace has also won awards for its contribution towards sustainability.

"A career in theatre management involves many skills. Quick thinking creativity team working, organisational skills and commitment are all needed to make things happen", Tim Mackrill, Theatre Manager.

### SESSION CONTENT

Presentation about the theatre

Backstage hands on tour

Meet the volunteers

### ROLES WITHIN THE ORGANISATION

Backstage | On-stage | Control Rooms | Dressing Rooms | Marketing | Admin | Studio | Technical Support



### CONTACT TO ARRANGE A VISIT

Name: Tim Mackrill

Job Role: Theatre Manager

Email: [tim.mackrill@rubiconleisure.co.uk](mailto:tim.mackrill@rubiconleisure.co.uk)

Tel: 01527 65203



## NAGEL LANGDONS

### EMPLOYER BACKGROUND

Ninety five percent of everything we have such as the food we eat, the furniture we sit on the clothes we wear will have been transported by a lorry at some point. Technology is having a major impact with innovations such as GPS, and robotics with many roles becoming multi skilled.

It is estimated that over one million people will be working in the logistics industry within the next five years offering a wide and growing range of opportunities. Redditch is the location of a depot for the largest frozen food haulier in Europe, Nagel Langdons- The company has 11,000 employees across Europe using 9500 vehicles.

Borders don't stop at Europe, with activities extending into Russia, U.S and beyond.

Andy O'Neill Training Manager at Nagel Langdons says, "logistics is a fantastic industry to work in. There are a wide variety of different roles and employees get the opportunity to work across Europe."

### SESSION CONTENT

During the visit students will have the opportunity to look at the lorries from the inside, receive a presentation on the logistics industry, see how the depot works and have the chance to hear from current employees about their roles and how they got to be there.

### ROLES WITHIN THE ORGANISATION

Warehousing | Administration | Transport Planning | Customer service | Stock Administration | Management There are also opportunities to work at HQ in Somerset within the business.

## PRICEWATERHOUSECOOPERS

### EMPLOYER BACKGROUND

PricewaterhouseCoopers (PwC) is the second largest professional services firm in the world operating in the realms of tax, legal and management consulting to name a few. PwC also works in data and analytics, technology and finance, and business which this visit will focus on through discussing digital skills in the workplace, an area with growing demand.

### SESSION CONTENT

The session will be interactive and help engage students whilst teaching them about the world of work and current opportunities in the firm. Visits will include a tour of the PwC offices, allow students to participate in interactive business and technology games and hear from current apprentices and graduates who will give advice for possible future applications.

This visit is aimed at students in Year 12 & 13, who are either: – On track for 3 Cs or above at A Level (or equivalent) & interested in business apprenticeships or – On track for 3 Bs or above at A Level and interested in a degree or degree apprenticeship in technology or accountancy.

### ROLES WITHIN THE ORGANISATION

Audit, actuarial, risk assurance, consulting, legal, financial, accounting and tax.



### CONTACT TO ARRANGE A VISIT

Name: Kevin Vashi

Job Role: Digital Skills Development Manager

Email: [kevin.vashi@wmca.org.uk](mailto:kevin.vashi@wmca.org.uk)

Tel: 0121 214 7265





## BROMSGROVE, HERFORD AND WORCESTERSHIRE FIRE AND RESCUE SERVICES

### EMPLOYER BACKGROUND

From fires, traffic incidents, chemical incidents, water and height rescue, through to community safety awareness and specialist incidents such as rescuing a cow stuck in mud Officers in the Fire Service deal with a wide variety of challenges every day.

Group Commander George Marshall says,

"The Service offers a great opportunity for a diverse range of pro-active individuals who are passionate about making a difference to promote safety in all sections of our local community".

### SESSION CONTENT

A tour around the station, a demonstration from the Fire Crew and exploration of tasks promoting fire water, technical and community safety Pupils will hear about career opportunities including the experience of a female officer, qualifications and qualities needed, followed by questions and answers.

### ROLES WITHIN THE ORGANISATION

On call fire fighters (full and part time), fire control and support staff, specialist incident cover.

### CONTACT TO ARRANGE A VISIT

Name: George Marshall

Job Role: Group Commander, North District

Tel: 01 527 572081

email: gmarshall@hwfire.org.uk

Age Restriction: Years 10-13 (15+)

## BOBST UK & IRELAND LTD

### EMPLOYER BACKGROUND

We see and use packaging every day. Whenever we go shopping, whether for a box of chocolates or a new iPad, it will come in a box and behind every box there is a machine. But did you now that a company in Redditch is part of a world- wide group, responsible for the machinery that produces over 50% of the packaging used globally?

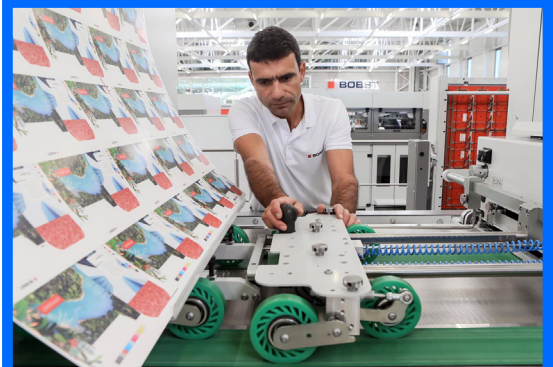
This is BOBST, an international organisation offering its customers sustainable solutions for the packaging industry. There are over 20,000 BOBST machines in operation across the world and the people behind them all rely on the company to provide innovative equipment, technical support and operator training.

### SESSION CONTENT

Bobst welcome engagement with schools and can provide a talk about career aspirations, question time with the managing director, role play and a visit to the Competence Centre where pupils can see the equipment and make their own boxes.

### ROLES WITHIN THE ORGANISATION

Engineers, sales and marketing, human resources, finance, administration and specialists such as spare part coordinators and customer care specialists, all help provide customers with a first class service. Bobst has a loyal workforce in Redditch, offers apprenticeships and there is potential to work elsewhere in the world.



### CONTACT TO ARRANGE A VISIT

Name: Kevin Vashi

Job Role: Digital Skills Development Manager

Email: kevin.vashi@wmca.org.uk

Tel: 0121 214 7265

# IMPORTANCE OF WORKPLACE VISITS

“Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks. Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.”

Prof John Holman 2014 (Gatsby Foundation Report for Good Career Guidance)



A visit to an employer should be an informative, positive experience and should motivate the attendee to want to reflect on their own skills and future pathways. The student will have had very limited exposure to this environment and even some basic knowledge will be vital.

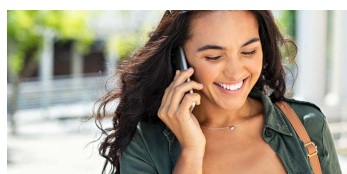
So why should you agree to host a workplace visit?

- PR Opportunities (Press & Social Media)
- Brand Awareness
- Provide an opportunity for your employees to get involved with community engagement
- Promoting your industry to future workforce
- Opportunity for Corporate Social Responsibility (CSR)



# EMPLOYERS GUIDE TO THE OPENING DOORS PROGRAMME

“Tell me and I’ll forget; show me and I may remember; involve me and I’ll understand.”  
Ancient Proverb



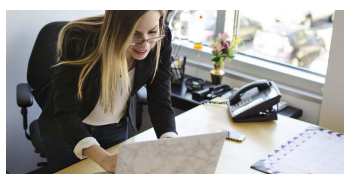
## STEP 1

Contact NWEDR if you wish to be featured in the online brochure. Appoint a colleague to oversee the programme and liaison with the schools.



## STEP 2

Put together an 'itinerary or an offer to schools from your business – click here for ideas on how to plan a workplace visit.



## STEP 3

Schools will contact you with a date, a short brief of what they want out of the visit. Advise them of the number of students you can accommodate, and what you can offer in relation to their brief.



## STEP 4

Agree a date, time, itinerary and number of students. Will you require students to wear particular footwear? Will teachers need to bring ID? Ensure all your requirements are communicated.



## STEP 5

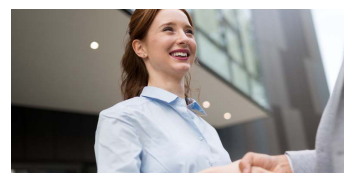
Schools are subject to scrutiny when taking students out on any visit. Be prepared to send documents to the teacher. They may require;

- A valid public insurance liability certificate up to £10m
- A visitor's Risk Assessment
- An itinerary of what the students will be doing during the visit. (As mentioned in step 2)



## STEP 6

The school should make contact to confirm a few days before the visit, if not please make contact with the school to ensure everything is in place for the visit to go ahead.



## STEP 7

On the day of the visit, please ensure there is somebody to meet the group in reception or in the carpark. Allocate a space for the mini-bus if you think there will be lack of spaces! Having a bus full of excited students with nowhere to park, and not sure where to go will add to teacher stress levels!



## STEP 8

Enjoy the experience! These students could be your future apprentices, or this visit may influence the decisions they make about their future. Be prepared to answer questions about how much people earn. It's the number one question!



# OPENING DOORS TO BUSINESS

Thank you for agreeing to host an Opening Doors to Business Session.  
The following tips and ideas may help you to plan the day.

## PART 1



Contextualise (20 minutes) Can you take the students to a room for an introduction & briefing? Tell them some important facts about your business, some examples of what you could include are below;

When was it established?

How many people work there?

What your role is? How many different types of roles there are?

What is the average salary of the roles?

Is there a product you could show them?

Students love talking about money any facts/figures you can tell them

Marketing and branding of your business -u logo, social media, website? Include photographs and images where possible

Tour (30 minutes depending on size of company) Think about what areas of your workplace you could show to the students, Some ideas below of what could be included in the tour to make it a bit more interesting and interactive.

An office might seem boring to most adults but you could point out the roles of the people who work there, maybe someone at a desk will be willing to share what they are doing and how this supports the business? This will support the notion that every member of the business is part of a wider team and that without this element- other people cannot function in their role.

A factory floor – stop at different machines and explain the function – could an operator explain the process of what he/she's doing? Could they talk about how/ why they are doing this job? What qualifications or skills were required?

Practical task- Is there a practical task that students could complete? Fixing or joining something? A computer related task – programming? Making? Tasting? Role Play?

Demonstration – If they cannot participate in the task, is a member of your team able to demonstrate a skill?

## PART 2





## PART 3



### Q & A (15 minutes.)

– If you are offering refreshments this could be a good opportunity to serve them –

This section will allow you to regroup and give students the opportunity to ask questions about the business. If you want to involve other employees, this exercise could be carried out in a 'speed meeting' format. Be prepared to answer a range of questions from the very basic to quite technical! If the group is shy you could ask the students to write down the questions on a piece of paper and pull them out of the hat.' The types of questions you may get asked are;

How much do you earn?

What were your GCSE options?

How do you use maths and English in your day-to-day role?

### Recruitment (10 minutes)

Please take this opportunity to let the students know about what you look for in an employee and what your recruitment process is – outline the following;

Skills required

Qualifications

Personal Qualities

Training

Work Experience

This is quite a significant element of the visit and will demonstrate to the students that these things are important to employers and hearing this from you could be the push or drive they need to work harder at school!

## PART



## PART 4



### Evaluation & Finish (10 minutes)

Take this opportunity to get some feedback – maybe use a post-it note exercise where they write one thing that they have learned about either (or all) of the following;

What have you learned about this business?

Tell us one highlight of your visit?

How has this visit helped you?

What skills do you think an employer is looking for?

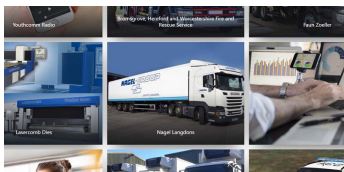
*"You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he live."*

Clay P. Bedford

# TEACHERS GUIDE TO THE OPENING DOORS PROGRAMME

"The goal of education is not to increase the amount of knowledge but to create the possibilities for a child to invent and discover, to create people who are capable of doing new things."

Jean Piaget



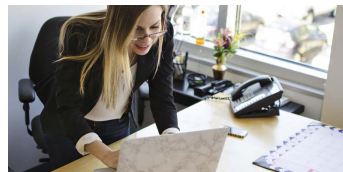
## STEP 1

Using this online brochure, decide which employer you would like to visit. Choose at least 3 to contact as not all may be able to offer your desired date.



## STEP 2

Contact the person whose name and details are given in the brochure at least 8-10 weeks as a minimum before the desired date.



## STEP 3

Explain why you want to visit their company – is it related to an area of the curriculum or is it a careers related event?



## STEP 4

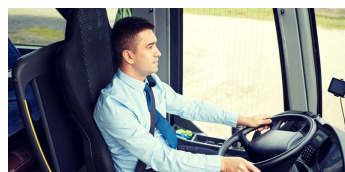
Agree a date, time and number of students.



## STEP 5

Request safety documents

- A visitor's/Tour Risk Assessment
- Public Liability Insurance Certificate (£5-10 million)
- Itinerary of the visit
- Ask about any other requirements (e.g. special footwear that the employer may be providing)



## STEP 6

Book transport and complete any internal paperwork required by school. Please remember to gain third party photography permission from parents – employers may want to feature the visit on their website/newsletters etc.



## STEP 7

Once all the above is in place – contact the employer one more time to reconfirm and finalise arrangements. Finally, fill in the OPENING DOORS NOTIFICATION FORM 10 days before visit, within the brochure, to inform the Opening Doors Team that a visit is taking place.



## STEP 8

If possible, try to hold a short briefing session with the students prior to the visit;

Outline behaviour and H&S expectations – They are visiting a live working environment

Explain the reason they are attending the visit

Ask them to prepare some questions they may have as they will have an opportunity to ask them.

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# YOUR HELP DESK ADVISORS

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If you are a school and need to contact somebody about a visit or need some help then please contact;

**Arvind Batra**

Careers Coordinator  
RSA Family of Academies  
batra.a@rsaacademy.org



If you are a business, please contact;

**Andy Bywater**

Employment and Skills Officer  
North Worcestershire Economic Development  
and Regeneration  
andrew.bywater@solihull.gov.uk

For more information, and support documents please visit [www.openingdoorstobusiness.com](http://www.openingdoorstobusiness.com)

"I believe that education is all about being excited about something. Seeing passion and enthusiasm helps push an educational message."

**Steve Irwin**