**East Sussex Primary Careers Hub**

**Supported by the Careers and Enterprise Company Primary Fund**

Employer Guidance Supporting Information

The **Primary Careers Hub** is a scale up of the existing Careers Hub in East Sussex. It is a one-year pilot aimed at bringing about system change to embed Careers Related Learning in the Primary Curriculum, to raise aspirations and broaden horizons through meaningful encounters with employers.

Our **Employer Guidance** materials are aimed at employers considering working with schools. There are many common themes to the questions raised by both employers and schools across phases and as our Primary and Secondary Careers Hubs work together as a team, we have created guidance that will work for both. There are examples of best practice where employers have worked successfully with both secondary and primary phases.

**Teachers** will find this useful to support making first contact with employers, setting up meetings and visits and answering questions whilst adhering to schools’ policies on safeguarding and health and safety. The document can be shared with employers.

**Employers** will find useful tips on activities and how to engage pupils. There are several opportunities to link workplace visits to the curriculum and to develop employability skills, in particular, those highlighted in the Skills Builder Framework (see below).

**Curriculum Links** are essential to the success of any employer visit either to a workplace or to a school. It may also be useful to refer to the Character Education Framework to further enhance the impact and learning experienced.

Both schools and employers should refer to the essential skills highlighted in the

**Skills Builder Framework (www.skillsbuilder.org)**, namely listening, presenting, problem solving, creativity, aiming high, staying positive, leadership and teamwork. Where possible it will be useful to reference English and maths skills when discussing a range of jobs and careers. The Primary Careers Hub has produced a series of ten short films to support this.

**Participants** in our pilot have commented on the importance of building relationships with employers. One deputy head said, *“The children have benefitted enormously from the employer visits. They have asked so many questions and really understood the importance of working hard in all lessons at school. The employers have been great.”*

**What’s in the Employer Guidance Pack?**

* A four-page booklet for schools and employers providing information and useful ideas to support schools and businesses working together
* A set of three evaluation forms to support schools in gauging effectiveness and impact of activities and events. These are for employers, schools and pupils.
* Two examples of good practice from employers

**When should I use the Employer Guidance Pack and how much time do I need?**

* When planning careers related learning, we hope you will use this to prepare fully for working with employers. It will be useful material to send to employers before or after an initial contact or meeting to support them in preparation for working with schools.
* It should take no more than **20 minutes** to familiarise yourself with the materials.