

June News Bulletin





Hello and welcome to the June News Bulletin.

It was terrific to meet so many of you at Civil Service Live on 13th June. We hope you had a great day. If you took any photos we'd love to see them, @<u>CSLMidlands.</u> If you weren't able to make it, you can get an idea of what was happening by searching for <u>#CivilServiceLive</u>.

We have some great opportunities this month we hope you are feeling energetic and inspired.

You can find out more about Civil Service Local <u>here</u> To see what's happening in the Midlands visit our <u>Blog</u> For general enquiries email us <u>cslocalmidlands@cabinetoffice.gov.uk</u>

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Department for a Day (D4D)

Civil Service Academy project success at Civil Service Live 2018



The Branson family from last year's Civil Service Academy had a great success promoting their project at Civil Service Live in Birmingham on 13 June. The project has created a flexible framework for Civil Servants to visit other departments, so that best practice can be shared, attendees get a flavour of what it is like in another department and help to develop a more 'joined up' approach across the Civil Service.

This approach was mentioned by John Manzoni in the Collaborative leadership seminar as a good example of getting departments to work together. The project team signed up close to 500 interested parties as either potential ambassadors for host departments or attendees keen to find out more about another department.

Thank you to all those who signed up and watch this space for additional information on actual D4D days that you can attend. If you expressed an interest in becoming an ambassador the project team will be in touch soon on how we will be arranging the D4D visit days.

If you'd like to find out more about the project please contact: Azhar.Ahmed@insolvency.gsi.gov.uk

National Citizens Service Summer 18 programme

About NCS

The National Citizenship Service (NCS) is a government funded youth scheme that school leavers (16/17 years olds) sign up for at the end of year 11.

NCS is split up into 4 weeks. The first week is residential and they visit an outwardbound camp site. Second week is residential again where they stop at a university and do various workshops around confidence and employability. Then the 3 and 4 week is their social action project where they plan and then deliver something that will make an impact in their local area. This can be from supporting a local charity or renovating a local area etc. For example: sponsored events such as cycling from Nottingham to London overnight and raising over a £1000; or to supporting a local care home and renovating their garden space for the elderly to use in the summer.

So how can you help? And where does the dragons den come into the programme?

The dragons den is situated on the second day of week 3. The young people and their groups would have started planning their social action project and they must present the ideas to a panel of Dragons. This will help them build extra skills such as, presenting in front of people which could help them massively in future life when going for job interviews.

The young people will be expected to dress smart and put together a very formal presentation, so it will give a great feel to what its like in the world of work.

NCS at FITC (Mansfield and Nottingham)

We have over 750 young people taking part on NCS here at FITC from 3 different regions; Mansfield, Erewash and Nottingham. We are the biggest NCS provider in the Nottinghamshire area and been the best large Local provider in our region for the past 2 years.

Dragons Den					
Date	Location	Time			
10th July	Nottingham College, Maid Marian Way Campus	1:00p m			
	Arena Church, Mansfield	1:00p m			
17th July	Nottingham College, Maid Marian Way Campus	1:00p m			
	Arena Church, Mansfield	1:00p m			

24th July	Portland Leisure Centre, Meadows, Nottingham	1:00p m
	St John Methodist Church, Mansfield	1:00p m
31st July	Nottingham College, Maid Marian Way Campus	1:00p m
	Arena Church, Mansfield	1:00p m
7th August	Portland Leisure Centre, Meadows, Nottingham	1:00p m
	St John Methodist Church, Mansfield	1:00p m
14th August	Nottingham College, Basford Hall Campus	1:00p m
	Arena Church, Mansfield	1:00p m

The sessions normally last around 2 hours.

Contact: Ryan Swift | NCS Project Officer Office: 0115 955 7215 Mobile: 07931 996282

NCS Nottingham

Love your community

The 'Love Your Community' workshops run on Wednesdays starting on the 4th of July until the 8th of August. The workshops are timetabled for 9am until 12pm and repeat every week. We already have the presentation and activities prepared, we would just be looking for a volunteer, perhaps from the council sector, to deliver this for us. Ideally, they would be from the Wellingborough, Northampton or Loughborough area.

Business challenge

The 'Business Challenge' runs on the afternoon of the Wednesdays from 1.30pm until 4.30pm. The presenter would need to prepare a short presentation about the world of business and set the young people on task to create a business relevant to their local community. The initial presentation does not need to be long but it would be helpful if they could remain on site to help provide feedback and shape the ideas of the groups. We can assist with the preparation of the presentation if needed.

DATE	Love Your Community (AM)	Business Challenge (PM)
04.07.2018	1	1
11.07.2018	1	1

18.07.2018	1	1
25.07.2018	3	1
01.08.2018	2	1

All sessions are taking place at Nottingham University.

Contact: <u>leo.williams@the-ebp.co.uk</u> 01522 574166 07387 092008

Dragons Den

National Citizenship Service needs volunteers to act listen to students pitch their ideas for a social enterprise project, providing constructive feedback and advice. There is also the possibility of staying for tea and getting involved with the Talent show if you wish

Where: Nottingham University - Park Campus site - near QMC Nottm

When:

5th, 12th, 19th, 26th July, 2nd, 9th and 16th Aug

Dragons Den to run for afternoon session at any of above dates - provisionally 1pm - 4pm.

Employability skills on same dates but during morning

For more details: EmailKevin.Spriggs@catch-22.org.uk

Ideas for Careers

Just as a reminder, here is a description of our workshops;

What's My Line? (Employer interactions)	A sort of 'speed dating' event where learners are divided into small groups and spend up to 10 minutes with each employer. Learners have a pre-set list of questions to ask to find out about the employer's occupation. Employers also have the opportunity to talk to the learners about their career journey, routes into their industry and a typical working day. Apprentices are also welcome at this session to talk about their own experiences. The session aims to give learners a flavour of a range of jobs, the skills and personal attributes required and an opportunity to develop their communication skills.
The Apprentice Project (Employer interactions)	Each employer works with a small group of learners who are tasked with creating a product that during the session they will design, produce a sample and then present to 'Lord Sugar'. The employer supports the learners with the process and offers feedback on their performance of the task from start to finish with an emphasis on effective teamwork, presentation, time management, enterprise, leadership and how these skills relate to the workplace.
How to Get On at Work and Employer	Each employer works with a small group of learners, going through a set of pre- set questions to enable them to understand the rights and responsibilities of employers and employees in the workplace. Issues covered during the sessions

(Employer interactions)	include misuse of mobile devices, sexist comments and the likely consequences to the employee of these actions.	
Know Your Potential Employer (Employer interactions)	This workshop covers what an employer can know about you, so that you make the best impression and how to find out about an employer, so that you can match what they want.	
Mock Interviews	Employers will get the opportunity to interview students on a one basis for a generic job role, to help the students practice their interviewing skills.	
Impress the Employer (Employability)	Each employer works with a small group of learners to help them understand what employers expect to see on a CV. Employers support students with identifying the skills and personal attributes they already have and how to evidence these effectively.	

Taking place on the following dates:

Thurs 21st June	AM	Nottingham University Academy of Science and Technology	93 Abbey St, Nottingham NG7 2PL	9.20am-12noon What's My Line 30 Year 10 students	4 employers or training providers needed
Thurs 21st June	РМ	Nottingham University Academy of Science and Technology	94 Abbey St, Nottingham NG7 2PL	12.20pm-2.40pm The Apprentice Project 30 Year 10 students	4 employers or training providers needed
Fri 22nd June	АМ	Nottingham University Academy of Science and Technology	95 Abbey St, Nottingham NG7 2PL	9am-11.30am How to Get on at Work 50 Year 10 students	2 employers or training providers needed
Tues 26th June	АМ	Djanogly Academy	11-14, Centre, Gregory Boulevard, Nottingham NG7 6ND	9.30 - 12pm Whats my Line 60 Y10 students	4 employers or training providers needed
Thurs 28th June	AM	Lees Brook	Morley Rd, Derby DE21 4QX	9.45am-12.15pm How to Get on at Work 20 Year 10 students	1 employer or training provider needed
Thurs 28th June	РМ	Lees Brook	Morley Rd, Derby DE21 4QX	12.30pm-3.10pm How to Get on at Work 20 Year 10 students	2 employers or training providers needed
Thurs 28th June	AM	George Spencer	Arthur Mee Rd, Stapleford, Nottingham NG9 7EW	9.30am-11.30am What's My Line 30 Year 10 students	4 employers or training providers needed
Thurs 28th June	AM/ PM	George Spencer	Arthur Mee Rd, Stapleford, Nottingham NG9 7EW	11.30am-2pm The Apprentice Project 30 Year 10 students	4 employers or training providers needed

Wed 4th July	РМ	Nottingham University Academy of Science and Technology	93 Abbey St, Nottingham NG7 2PL	12.30pm - 2pm Impress the Employer	1 employers or training providers needed
Wed 4th July	AM	Chellaston Academy	Swarkesto ne Road Chellaston, Derby DE73 5UB	How to Get on at Work	2 employers or training providers needed
Wed 4th July	AM	Hall Park	Mansfield Rd, Nottingham NG16 3EA	8.20am-12.20pm What's My Line/The Apprentice Project 20 year 10 students	2 employers or training providers needed
Thurs 5th July	AM	Merrill Academy	Bracken's Ln, Derby DE24 0AN	8.30-10.55am What's My Line 50 Year 10 students	7 employers or training providers needed
Thurs 5th July	AM/ PM	Merrill Academy	Bracken's Ln, Derby DE24 0AN	10.55am- 1.10pm the Apprentice Project 50 Year 10 students	7 employers or training providers needed
Thurs 5th July	AM	Nottingham University Academy of Science and Technology	93 Abbey St, Nottingham NG7 2PL	8.45am-10.45am Mini Job Club	1 training providers needed
Fri 6th July	AM	Merrill Academy	Bracken's Ln, Derby DE24 0AN	8.30-10.55am How to Get on at Work 50 Year 10 students	4 employers or training providers needed
Fri 6th July	AM	Hall Park	Mansfield Rd, Nottingham NG16 3EA	8.25am- 12.20pm Impress the Employer & Know your Potential Employer 20 Year 10 students	2 employers or training providers needed
Fri 6th July	PM	Hall Park	Mansfield Rd, Nottingham NG16 3EA	12.45pm-3.05pm Mock Interviews plus How to Get on at Work 20 Year 10 students	4 employers or training providers needed
Thurs 12th July	PM	Meden	Burns Ln, Warsop, Mansfield NG20 0QN	12.30pm-3.30pm Mini Job Club 3 x Year 12 + 10 x Year 10 students	2 training providers required
Tues 17th July	AM	Chellaston Academy	Swarkesto ne Road Chellaston, Derby DE73 5UB	What's My Line and the Apprentice Project 50 year 10 students	10 employers or training providers needed

Wed 18th July	РМ	Noel Baker	Derwent Campus, Bracknell Dr, Alvaston, Derby DE24 0BR	1pm-3.10pm What's My Line 50 year 10 students	10 employers or training providers needed	
Fri 20th July	AM	Lees Brook	Morley Rd, Derby DE21 4QX	9.45am-12.15pm What's My Line 40 Year 10 students	5 employers or training providers needed	
Fri 20th July	PM	Lees Brook	Morley Rd, Derby DE21 4QX	12.30pm - 3.10pm The Apprentice Project 40 Year 10 students	2 employers or training providers needed	
Mon 23rd July	AM	Nottingham Free School	290 Haydn Rd, Nottingham NG5 1EB	8.45am.10.45am What's My Line 90 Year 10 students	5 employers or training providers needed	
Mon 23rd July	PM	Nottingham Free School	291 Haydn Rd, Nottingham NG5 1EB	10.40 - 2.30pm How to Get on at Work 90 year 10 students	7 employers or training providers needed	

Contact: julie.mather@ideas4careers.co.uk

Aspire to HE World of Work Day

Where: Sandwell Academy, Halfords Lane, West Bromwich, B71 4LG When: 28 June 2018 9.00 – 14.45

Aims of the day for pupils:

- Explore study options and a range of career opportunities for the future
- Tackle any gueries about University and studying gualifications at work
- To speak to people who have completed Higher Education gualifications
- To give them the tools to find more information about education, training and work

Throughout the session, you will speak to groups of approximately 10 Year 9 pupils (aged 13/14) at a table for a maximum of 15 minutes at a time about your experience of education, training and employment. In between your talks to pupils. Pupils will receive information from the lead deliverer on the day about apprenticeships, jobs, university, finance and transferable skills. All refreshments will be provided throughout the day.

We are seeking volunteers who have a level 4 or above qualification, whether this be via the university route, apprenticeship or training whilst at work.

Email: sally.stone@sipseducation.co.uk or Telephone: 0121 296 3000 ext 2346

Careers fair at Eden Girls' School Coventry

Are you passionate about working in the civil service? Could you convey your enthusiasm to year 9 and 10 students at an Islamic girls school? Are you happy promoting your department? If you answered yes to these questions please contact

When: Friday 20th July 10am - midday

Where: Eden Girls' School Coventry CV1 4FS.

Contact: <u>conrad.pfahler@dwp.gsi.gov.uk</u> for more information.

Activity day at Swanshurst School Birmingham

Year 9 students -

1. Preparation for Work Experience and the World of Work

Employers with display stands that students will visit in small groups to find out about their company. The focus of this is for students to realise that there are different sectors out there and not just doctors, schools etc with the idea that there are many areas they could consider for work experience.

2. Opportunity for students to act out some role play situations with the employers 'mock finding a work experience'. This is to give the students practice on how to approach potential employers.

Year 12 students Mock Interview and Importance of Networking 11.50am to 14.40pm

1. Facilitators are asked to provide and interested fact about themselves and it is up to students to match the fact with the facilitator. This could be, completed a marathon, travelled europe back packing, worked abroad or have met a famous person. The students will be asked to assess whether they have used good networking skills such as communicated positively, maintained eye contact and engages in conversation. Have they asked for your business cards.

2. Mock Interview. Facilitators to give Year 12s a mock interview. This is in preparation for interviews in Year 13 with universities, apprenticeships and employers. Your feedback will give the students areas to improve and build on. All potential questions and feedback sheet will be provided.

When: Tuesday 17th July 2018. 9.15am to 14.40pm

School Careers Events

Institution	Area	Activity	Date	Time	
King Edward VI Aston School	Birmingham & Solihull	Careers Fair (Y9- 12)	05/06/2018	08:30- 12:30	
Barr Beacon School	The Black Country	CV Session (Y12-13)	06/06/2018	02:00- 03:00	
Foxford School	Coventry & Warwickshire	Mock Interview s Day (Y10)	20/06/2018	13:30- 15:30	
Saltley Academy	Birmingham & Solihull	CV Session and Follow-Up Session (Y10)	20/06/2018 & 11/07/2018	10:00- 11:00	
Bishop Ullathorne RC School	Coventry & Warwickshire	Mock Interview s Day (Y12)	21/06/2018	09:00- 11:00	
North Leamington Academy	Coventry & Warwickshire	Guess My Job (Speed Networkin g) (Y8)	21/06/2018 & 22/06/2018	11:30- 13:15	
St Pauls School For Girls	Birmingham & Solihull	Employer Talk (Y7- 11)	22/06/2018	08:50- 09:20	
King Edward VI Camp Hill Boys School	Birmingham & Solihull	Work Experienc e Talk (Y11)	25/06/2018	09:45- 10:15	
Bishop Challoner Catholic College	Birmingham & Solihull	Speed Networkin g (Y12)	25/06/2018	13:00- 14:30	

Southam School & College	Coventry & Warwickshire	Apprentic eship Talks (Y12)	25/06/2018	11:00- 15:20	
Southam School & College	Coventry & Warwickshire	Mock Interview s Days (Y10)	26, 27 & 28/06/2018	09:10- 15:20	
Bournville School	Birmingham & Solihull	Mock Interview s Day (Y10)	27/06/2018	09:00- 12:30	
Eden Boys' School	Birmingham & Solihull	Mock Interview s Day (Y10)	29/06/2018	10:30- 12:30	
St Augustines Catholic High School	Hereford & Worcestershi re	Careers Fair (Y10- 12)	06/07/2018	09:15- 12:30	
Bordesley Green Girls School & Sixth Form	Birmingham & Solihull	Careers Fair (Y12)	12/07/2018 & 13/07/2018	09:30- 13:30	
St Pauls School For Girls	Birmingham & Solihull	Employer Talk (Y7- 11)	13/07/2018	08:50- 09:20	
Swanshurst School	Birmingham & Solihull	Careers Fair (Y9)	17/07/2018	09:15- 12:10	
Swanshurst School	Birmingham & Solihull	Mock Interview s Day (Y12)	17/07/2018	11:50- 12:40	
Eden Boys' School	Birmingham & Solihull	Speed Networkin g (Y8)	19/07/2018	09:00- 12:30	

Contact: sonia.kumari@prospects.co.uk

Work Preparation Day – Pershore

The Generation STEM Project is seeking volunteers from a variety of employers to take part in a Work Preparation Day with Year 10 students (aged 14-15) on Tuesday 24th of July at Pershore High @ Station Rd, Pershore WR10 2BX (2 volunteers needed). You will take the role of a 'Business Partner', sharing your personal career journey and experience of navigating the job market as you guide a small group of students through various activities including writing effective job applications and performing well at an interview. If you're keen to give young people a concrete idea of what modern-day employers are looking for then this is the opportunity for you!

Why employer volunteers?

The key element to these WPD days are YOU, our volunteers. Your experience and knowledge is what the students profit most from. However, we do not expect you to prepare anything in advance!

You will be given an information pack prior to the day. It will have all the same resources that the students will receive with extra ideas for running sessions and guidance notes. You really need only your willingness to engage enthusiastically with young people.

Throughout the day, the Project Coordinator will be on hand. They will introduce you and be around to help and answer questions. At no point will volunteers be asked to supervise students on their own! The school will have teachers present at all times.

Our volunteers will be looked after during the day and the school will provide refreshments and lunch.

If you would like to know more, please contact the Project Coordinator-Dolly Fink.

Looking forward to hearing from you.

Dolly Fink Generation STEM Project Coordinator | CSW Group | 07900 678 635 | doris.fink@cswgroup.co.uk

Preparation for Work Experience

Where: Wood Green Academy When: 17 July 2018 9.30 – 15.00

This day acts as a valuable tool for pupils who will be attending a work experience placement in September 2018. We will focus on Health and Safety at work, how to behave on work experience, practicalities e.g. how to travel to work, what pupils should be hoping to gain from Work Experience and what questions should they ask when they are there. This day is designed to prepare young people for potentially their first experience within a work environment.

We are looking for volunteers who would be willing to speak to pupils about their job role and the importance of work experience. This will be done in small groups.

Two volunteers would be ideal for this event.

Email: <u>sally.stone@sipseducation.co.uk</u> Telephone: 0121 296 3000 ext 2346

Careers event – Reddich

Our Lady of Lourdes Catholic Multi Academy Company is inviting a wide range of employers and apprenticeship providers so the students can get an insight into the opportunities/careers available.

The event is on Friday 6th July, starting at 9.40am until 12.30pm, there is a break at 10.55am

Year 10 students will get the opportunity to speak to every apprenticeship / employer and asked questions. Year 12 will attend Period 2.

Are you able to support the event, it was a big success last year and the students with introduced to a wide range of careers.

There isn't any preparation required, you can bring a stand and information about your opportunities.

Our Lady of Lourdes Catholic Multi Academy Company - Company Number: 9064485 Registered Address: The School House, C/o St Bede's Catholic Middle School, Holloway Lane, Redditch, B98 7HA

Contact Vanessa.boden@cabinetoffice.gov.uk

Skills Day at Selston School



The event is for year 10 students, providing them with a 'mock interview', aimed at giving each student the experience of an interview with a business volunteer from the world of work. The evaluation and feedback which Futures undertakes for these events demonstrates how much students' appreciate them:

"I am really happy about this experience and I know that I will apply everything I have learned today."

"I feel more confident now that I have done the interview as a practise for real interviews."

By providing students' with this experience they will become more aware of the importance of developing interview skills for future job interviews

Students will be able to identify their own relevant skills, achievements and experience and link them with employability

Students will develop an increased awareness and understanding of the world of work through the recognition of employability skills

When: 12th July 2018 8.00-3.15

Where: Selston School, Chapel Road, NG16 6BW

To offer to volunteer or to find out more, please contact Caroline Diss on

01159601558/07918943107 or email caroline.diss@futuresadvice.co.uk

Can you help to enthuse and inspire tomorrow's workforce?

By supporting this event

you will be providing invaluable experience to each student. We are seeking business representatives from the private, public and

voluntary sectors.

In giving up your valuable time, you are helping to equip young people with some of the key skills for employability; by helping them to develop their confidence and know how to present themselves.

Lincolnshire Wildlife Trust

Lincolnshire Wildlife Trust is a charity, set up to protect our wildlife and wild places. They manage over 8,500 acres of nature reserves in the county. These protect all sorts of wildlife and wild places, such as kingfishers, otters and bitterns on wetlands; area butterflies and flowers on heathlands; little terns and thousands of wading birds on the coast; and flowery meadows buzzing with insects. All these nature reserves are open to members, and many are also open to the public or for educational services.

Over the summer, they make hay and might need a team of rakers, or wild meadow planting in the spring on a reserve or green space nearby.

To find out more contact:

Voluntary Centre Services Lincoln, c/o City Hall, Beaumont Fee, Lincoln LN1 1DF Tel: 01522 551683 Email: dianne@voluntarycentreservices.org.uk

Community Garden Scheme

Originally founded in 2012, Green Synergy is a Lincoln-based charity which uses community gardening and horticultural therapy to help improve people's lives. They work in disadvantaged communities and with vulnerable people, including those living with mental health conditions, learning difficulties, physical disabilities, long-term health problems and unemployment. They use gardening to build skills for life and work, improve mental and physical health and educate people about the environment, food and farming.

They have opportunities for team and individual involvement, especially on their Hillside Community Garden scheme on 2.5 acres of derelict land behind Lincoln County Hospital.

To find out more contact:

Voluntary Centre Services Lincoln, c/o City Hall, Beaumont Fee, Lincoln LN1 1DF Tel: 01522 551683 Email: <u>dianne@voluntarycentreservices.org.uk</u>

Ediblelinks Atherstone

Do you fancy running a food bank for a day?



Ediblelinks is an award winning food hub based in Atherstone North Warwickshire. Run by health and wellbeing charity, Nuneaton & Bedworth Healthy Living Network, it provides:

- a food bank service
- food to community groups working with vulnerable sectors of the community
- food and support to community "honesty shops" where customers pay what they can afford for groceries.

Ediblelinks have a range of volunteering opportunities for individuals and teams. These include helping with the day to day running of the hub by working in the warehouse, acting as a driver's mate and helping with stock rotation.

Team and group opportunities include:

- Running the food bank for a day: Ediblelinks do not currently open on a Wednesday, but if there was sufficient volunteer support this would be possible
- Holding a family event over the summer holiday period. This would involve running and supporting children's activities and providing and meal.

If you and or your team are interested in taking part in any of these activities please contact <u>Sonya.Johnson@nhs.net</u>

Black Country Food Bank

VOLUNTEER WITH US!

Black Country Foodbank love having small groups of volunteers helping out in our warehouse in Brierley Hill, DY5 3EE

The feedback we have had from volunteers in the past is that volunteering with BCFB is one of the most rewarding ways they have spent their time.

The jobs that need doing are vital and ultimately help families and individuals receive emergency food parcels at times of crisis.

The jobs you'll be doing include:

- Dating Donated Stock
- Stacking Shelves
- Rotating Stock
- Organising Stock Requests
- Visiting Centres (if the vans are available)
- · Making tea! J

You'll be asked to wear warm clothes and sturdy shoes/boots as the warehouse can get chilly. You are welcome to bring your own lunch.

We are really looking forward to having you here!!

The Team at BCFB

Contact: Vanessa.Boden@cabinetoffice.gov.uk

Contact the team:

General enquiries – <u>cslocalmidlands@cabinetoffice.gov.uk</u> Assistant – <u>katie.giles@cabinetoffice.gov.uk</u> Assistant – <u>vanessa.boden@cabinetoffice.gov.uk</u> Communications – <u>angela.fisher@cabinetoffice.gov.uk</u>

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