



Preparing for on-site employer visit

Teacher/lecturer workbook

Preparing for on-site employer visit

Researching the organisation

(to be completed prior to on-site visit)

You/Your team will need to research your externship host employer. This will help determine what you would like to learn during the on-site business visit. During your research, look for information about the following:

- Essential purpose i.e. what do they do?
- Company history/profile
- Personnel
- Products or services
- Location
- Work environment
- Employment outlook

- Give employees time to answer your questions and stay on task (Let them do most of the talking).
- Be enthusiastic about what you experience.
- Thank the employer for accommodating the externship visit.
- Wear Business/Professional attire (no jeans or shorts), check with the employer prior the visit.
- Do not ask about individuals' salaries.
- Prepare a list of products or services the company offers. Identify its target markets and try to assess job requirements.
- Review the News and Press Release sections, if available. This will give you information on new projects and other changes within the company.
- Think about which areas of the curriculum could be relevant and used by the company in the workplace. (Keeping an open mind)

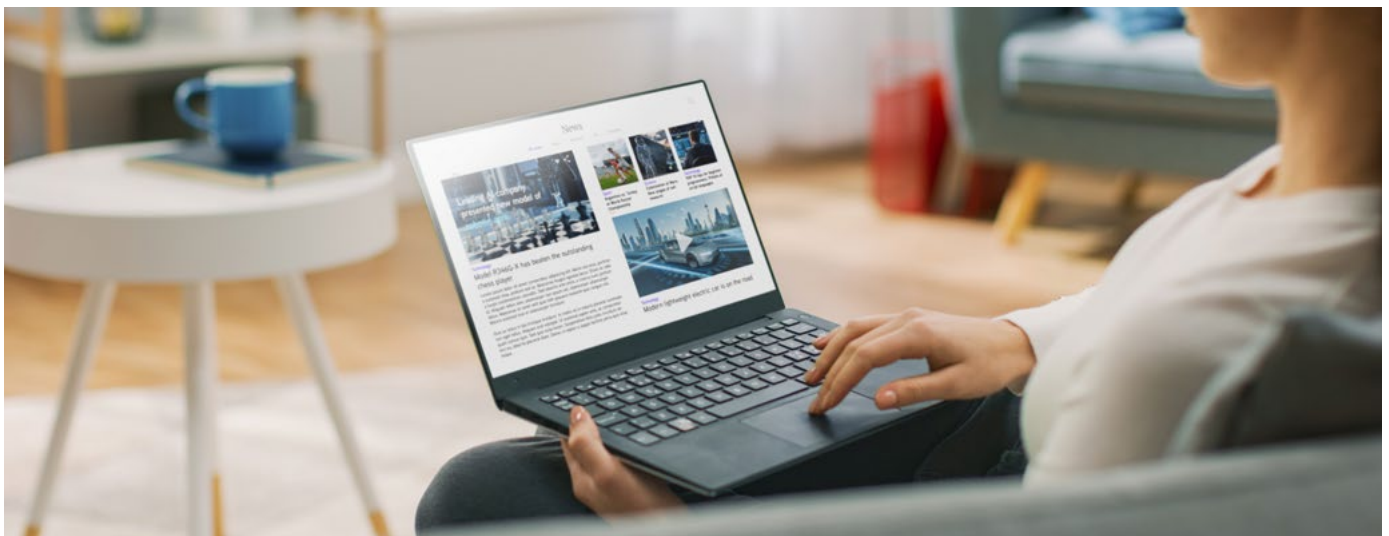
Professional norms

As you are planning the externship, it is important to keep the following professional behaviours and norms in mind. To prepare properly for your on-site visit to the company remember to:

- Ensure you know the agreed start and finish times of the day.
- Be punctual and prepare accordingly.
- Follow all company guidelines while at the site.
- Behave professionally at all times.

Curriculum links and company research

Record the parts of the curriculum you are planning to focus on. This may change following your employer visit but it is useful to have a starting point to help prepare you for the experience. Note key points from your company research, and questions you would like to ask on your visit.



Jot down your ideas in this table and take this with you on your employer visit

Before you take part in the on-site visit make sure you have completed this section. This will involve phone call(s) or email exchanges with your named link person. Please remember during the school day it is most probably easiest for the employer to contact you via email, otherwise give them a specific time to call. Please make sure you reply promptly to calls and emails as good communication is the key to a successful externship.

Curriculum Links:

Company Research Notes:

Questions:

Company site visit logistics

Contact person and phone number of employer host:

Dates and Specific hours for the externship day(s):

Instructions for lunch:

Directions to site and parking:

Dress code or guidelines:

Important company regulations/policies and specific safety/proprietary concerns:

Other:

Employer on-site visit journal

Part 1: project ideas, careers information, links to curriculum

The first part of your visit will allow you to gain a broad overview of the company. You will have a tour and the opportunity to meet different staff and hear about their career journeys. Based on what you see, you should be able to start developing some curriculum links/ideas.

Company and careers information – Notes:

'Need to Know' list

Part 2: On-site visit debrief: Curriculum links, student products and future partnerships

In the second part of your visit, ask more in-depth questions that relate to your curriculum ideas. This will help you gather the information you need to draft your plan. Look for examples of, and ask questions about, possible products your students can produce that will help them develop professional skills and see the connections between their studies and the workplace. Discuss with the employer any interest they may have in providing further opportunities to be involved in the delivery of the project.

Questions to consider:

How can your learning from the employer visit be applied to and support the curriculum idea?

Invite your business host(s) to join you in this discussion. They may have great ideas and they can reinforce the Professional Skills that are most important to them.

Discuss the connections that can be made between the curriculum, the initial idea and what you have seen during the first part of your on-site visit.

Notes and ideas

Curriculum links

Planned future employer engagement – Activities planned, potential dates best person to contact:

Post-visit working day:

project/curriculum planning template

Project overview /Teacher/lecturer Reflection

Curriculum Overview and Components

Now you have completed the teacher on-site day with the employer, the next step is to develop the curriculum project and/or resources. We have included a simple template in this worksheet for you to use if you wish to do so.

The project/ resources you develop as a result of the Teacher Externship may be shared as a case study with other teachers and schools. Where appropriate, please do request feedback and advice from your business host and/ or curriculum team to help you put the finishing touches to your project.

Thank you letter

Without business partnerships, the externship programme would not be possible. Please extend them the professional courtesy of a formal, professional thank you note. You can include details on how the experience has benefitted you, and how you plan to use it to support your students.

Unit/project overview template

Curriculum Area/Skills:	Subject:
	Class/Year Group:
	Teacher:
Learning Outcomes:	Start Date:
	Additional Info:
How can the learning from the employer visit be applied to the curriculum idea?	
Which stakeholders could help deliver the project?	Foreseen challenges/solutions?
Draft activity timeline (specific delivery times/flexibility):	
Products/outputs?	
How will the work be assessed? How will you measure the impact, what are the success criteria?	Differentiation:
<ul style="list-style-type: none"> ➤ Is the idea clear to communicate with potential partners? ➤ Has a timeline been drafted? ➤ Have outcomes and evaluation processes been agreed? ➤ Have key contacts agreed a communication strategy? 	Key contact details:

Notes

Feel free to use these templates and adapt where necessary.

This worksheet is provided as a guide to teachers to ensure the Teacher Externship experience is as valuable and impactful as possible.



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