



The Schools Guide to Work Experience

Introduction

Springpod is an online careers platform offering young people the opportunity to access impactful and engaging virtual work experience. We work with a number of leading employers such as Airbus, NHS, Deloitte, Siemens, Fujitsu and Barclays.

The Airbus logo is displayed in a dark blue, bold, sans-serif font.The Barclays logo features a blue shield icon with a white cross, followed by the word "BARCLAYS" in a blue, sans-serif font.The Deloitte logo is shown in a bold, black, sans-serif font, with a small green dot at the end of the word.The Fujitsu logo consists of a red infinity symbol above the word "FUJITSU" in a red, sans-serif font.The NHS logo is a white, bold, sans-serif font inside a blue rectangular box.The Siemens logo is displayed in a bold, teal, sans-serif font.

Over 4,000 schools and colleges are working with us to engage their students with meaningful employer encounters to explore and broaden career ideas, develop industry relevant skills and gain real experience of work related tasks to evidence in applications to apprenticeships, jobs or university.

Our student numbers continue to grow with over 300,000 young people using Springpod to gain experience and explore career industries.



How do our work experience programmes work?

We run programmes of work experience outside of term time to allow all students over 13 years to access opportunities without missing important curriculum time. If you are looking for on-demand experiences we can help with our School Licence. A wide range of career industries are available and students can apply independently without any time consuming admin for schools.

We have very strict Safeguarding policies in place and it is always our primary consideration when developing our programmes.

Programmes are self led allowing students to plan their own schedule. You can view our latest opportunities [here](#).

Key Features

- Most programmes are open to all students from 13 years. Some may have eligibility criteria linked to geographical areas but this is clearly stated
- We have a wide range of programmes offered covering a wide range of career industries
- Programmes are self led so students can plan their own schedule around other commitments.
- Students learn about roles available through interactive content, live webinars with employers highlighting the skills required and promoting self awareness
- Built in tasks and activities allow students to develop their skills providing evidence that they can include in CVs, applications and personal statements for University
- A certificate upon completion
- A commitment to safeguarding
- You can monitor and track your students placements with downloadable reports
- If you have flexibility around when students complete work experience your students can take advantage of these programmes

Tracking, Monitoring and Support

By creating a teacher account you can request access to the Student Engagement Report. This allows you to track and monitor your students' progress. There are various filters you can use for example by activity type, year group, date range. If your students are completing their work experience off site you will be able to see exactly the day/time they last logged in and monitor the % completion rate.

We have a whole range of resources available to help schools introduce Springpod to their students including presentations, posters and videos. You can view all of these resources [here](#).

What about accessing work experience in term time?

If you have specific dates in mind and you want more flexibility around when your students can access work experience our School Licence can help.



What is the Springpod School Licence?

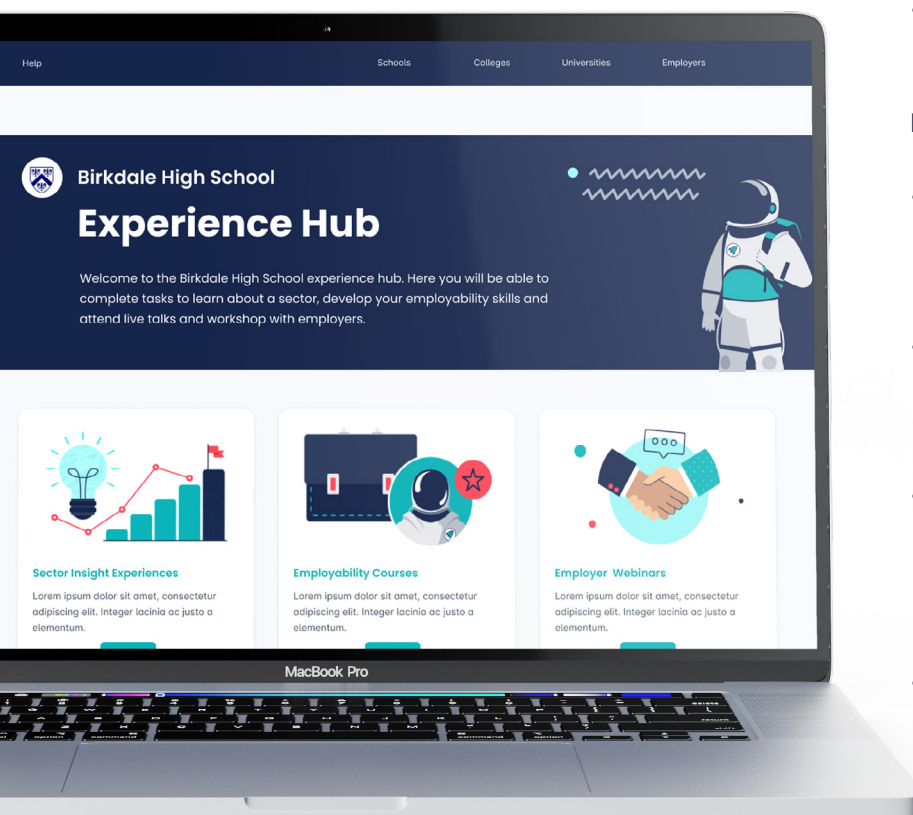
The Springpod School Licence was launched in September 2021 to support schools in meeting Gatsby Benchmarks and offer young people an interactive and online programme to explore career ideas and prepare for future pathways. There are two licences available suitable for students aged 13–16 and 16–18.

The licence allows students to access:

- Meaningful career insights covering every career sector in the UK so all students can participate.
- Assignments that are assessed with two-way feedback from employers
- Engaging content focused on key employability skills that our employer partners commonly ask for
- A programme of employer talks
- Watch our [student video tour](#) to learn more

For schools we offer:

- Full tracking and reporting on how your students are using Springpod for your own internal records
- Guarantee all your KS4/S2–S4 or/ and KS5/S5–6 students certificated experiences
- Flexible and innovative content which is easy to embed into a careers programme and/or careers in the curriculum
- Accessible at any time throughout the year



Student Impact

We have seen some great engagement from students so far using the licence with students accessing the sector insights and employability modules alongside the employer talks. Some really positive feedback from students include:

"I learnt a lot about a sector of employment that I am extremely interested in! I got to explore careers I feel even might be right for me."

"A variety of information all evenly divided by the different areas. The videos and the activity were interesting. Overall, the whole thing was great."

"There was lots of engaging activities which helped me remember the theory, and enough theory that was explained in a fun and summarising way."

"It has helped me with my confidence using the skills. I know that with the correct skills, I can land a good job and communicate with teachers better."

"It was well informed and a good length with enough variation in content to keep you engaged."



Student demographics and engagement

3,496

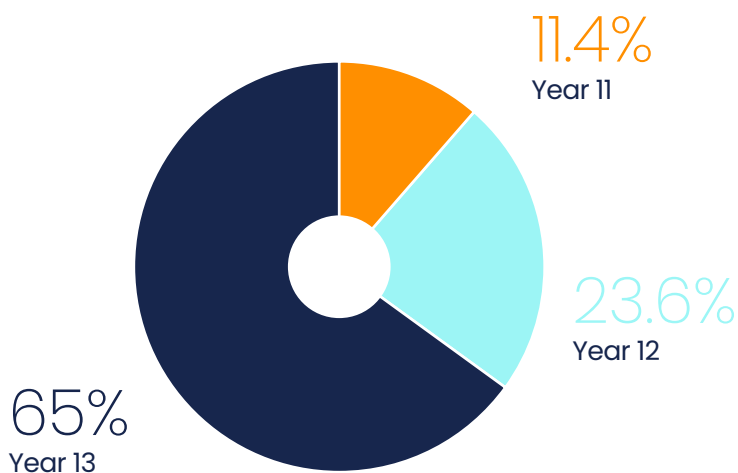
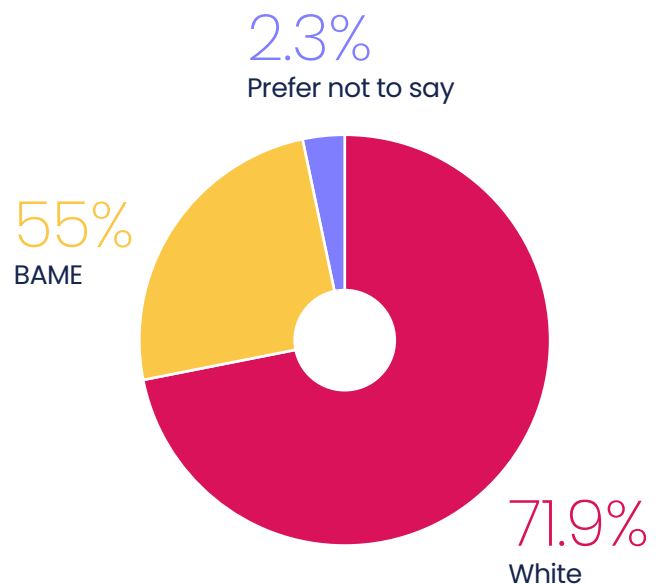
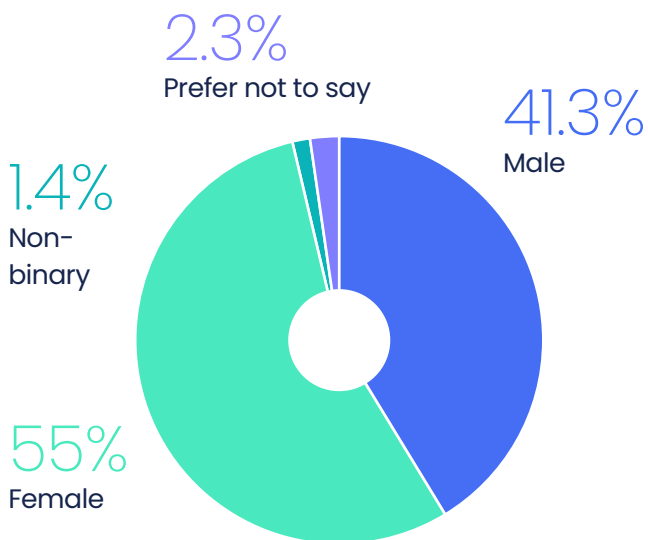
Students

40+

Schools

2.9

Programmes per student



76%

Completion rate

5,658

Total completions

How can I use the School Licence for my work experience programme?

The Schools Licence allows your students to have access to content all year meaning that you can plan a dedicated work experience programme during a specific period set by your school. This may be a drop-down day or a longer experience over a week.

You can set your students targets in terms of what you expect them to complete or allow students to manage their own schedule. You can still monitor engagement whichever option you choose via our teacher dashboard.

You can also use the School Licence as a tool to prepare your students for in-person experiences, subject choices and options post 16/18.

Students are able to explore their interests and gain experience in a range of career sectors before targeting in-person experiences.

This allows them to make informed choices encouraging them to reflect on their own skills and values in relation to their career plans as well as pathways to consider.

Planning your Work Experience

Using the Schools Licence your work experience can be planned using the following content:

- Sector Insights
- Employability Skills
- Live Employer Talks
- On Demand Webinars such as our LinkedIn Masterclass
- Our Apprenticeship Explained Video Series
- Group and/or Individual Activities from our SpringpodExtra Activities List
- The Springpod Work Experience Diary – this is for your students to record their activities and reflect on what they have learnt daily. This can be downloaded and shared at the end of the programme. You could direct students to save this resource to a school shared drive or any other online portal you use.



What are Sector Insights?

We have looked at the UK labour market and selected 17 career sectors which will provide an insight into that career looking at typical roles and incorporating current LMI in a student friendly format. Importantly students are asked to complete a work related task.

This is an essential part of a young person's work experience. The tasks have been developed in partnership with our extensive employer network and offer an opportunity for the student to put their skills to the test allowing them to use this experience in their career decision making.

Upon completion the student submits their work and following a brief assessment will receive written feedback via the platform with a % score and advice on what they need to improve along with a model answer. This is emailed to them so can also be shared with the school or saved in an online portal.

Sector Insights include:

- Agriculture, Environment and Animal Care
- Business and Finance
- Charity and Voluntary Work
- Construction and Property
- Creative Arts, Design and Fashion
- Education and Childcare
- Engineering and Energy
- Hair, Beauty and Wellbeing
- Health and Social Care
- Hospitality, Travel and Sport
- Law and Politics
- Marketing, Journalism and Publishing
- Media and Performing Arts
- Military and Protective Services
- Retail and Sales
- Science and Technology
- Supply Chain, Transport and Manufacturing

What are the Employability Modules?

All of our employability skills are **CPD accredited** so you can be reassured that the content is relevant and up to date and conforms to universally recognised standards.

There are 18 Employability Modules focused on a range of skills including:

- Communication
- Contracts of Employment
- Customer Service
- Digital Skills
- Entrepreneurship
- Introduction to Employability Skills
- Learning Styles
- Managing your Finances
- Preparation for Employment
- Problem-solving and Thinking Skills
- Project Management and Objective Setting
- Punctuality and Personal Presentation
- Resilience
- Safeguarding
- Self Management and Positive Attitude
- Supporting your Team
- Teamwork
- Types of Communication

Students choose which employability skills they wish to complete or of course you can direct them towards particular ones.

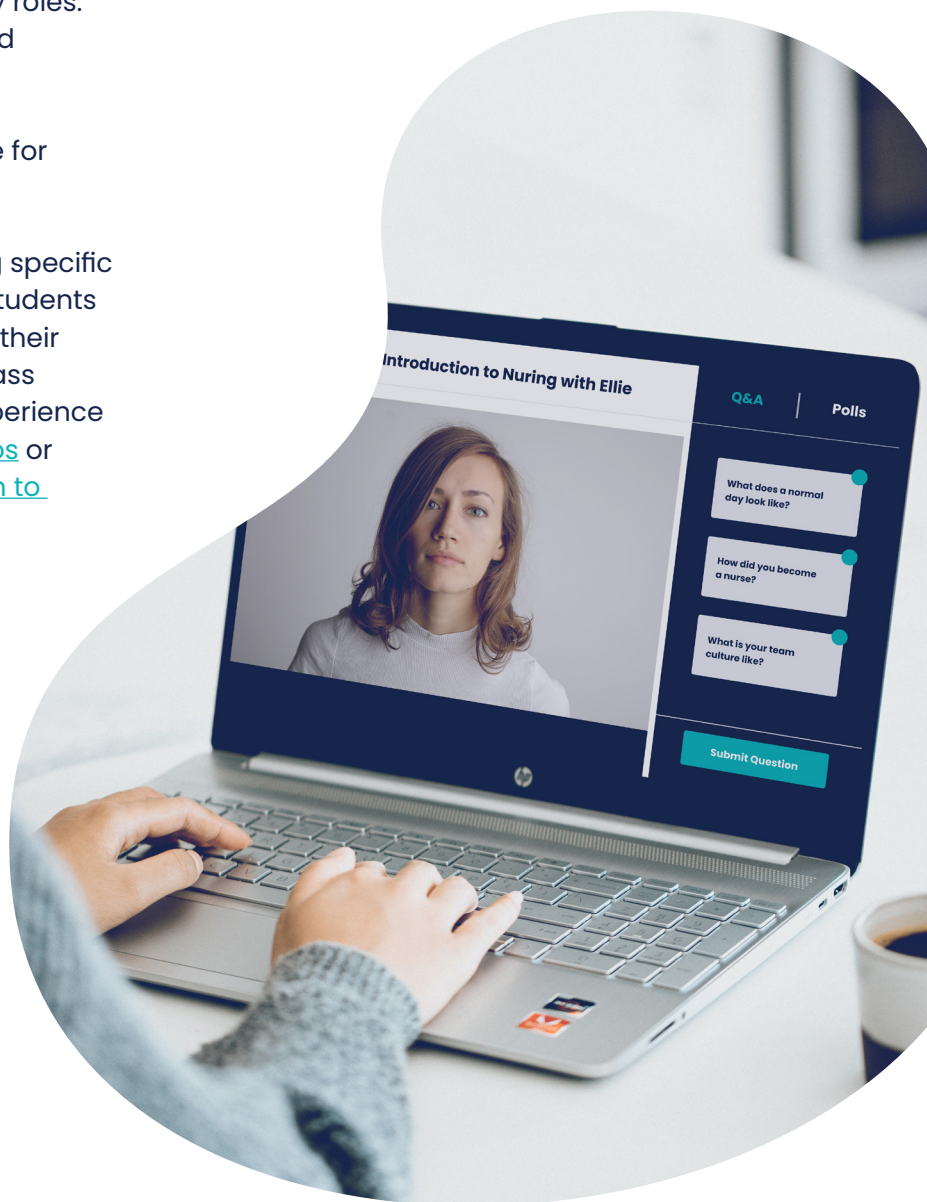
Students may wish to choose employability modules more relevant to their career plan. For example, a student interested in Nursing could choose Teamwork, Communication Skills and Supporting your Team.

How do the Employer Talks work?

Students can look through the programme of scheduled talks and register for those they wish to attend. Students will be able to hear from those working in different career sectors providing valuable insight into day to day roles. Students can ask questions via a safe and moderated Q and A.

There are also on demand talks available for students to watch in their own time.

For those using the School Licence during specific dates you could set a requirement that students watch some on-demand talks as part of their week. For example, our LinkedIn Masterclass would be a perfect addition to a work experience week, our [Apprenticeship Explained Videos](#) or talks from our [Learn Lounge](#) or [Classroom to Boardroom](#).



Before the placement

You can use our resources to introduce Springpod to your students. Students can very simply create their own accounts and link to their School Hub by inputting their unique code. We can guide you through this straightforward process step by step and have lots of videos and supporting documents if needed.

Before your planned week we would advise your students to take time to familiarise themselves with the platform and start to think about what **Sector Insights** and **Employability Skills** they would like to complete. They can also look at the programme of **Employer Talks** both live and on-demand and make a note of any they would like to attend/watch as part of their week.

Example Timetable for a 5 day Programme

Day 1	Day 2	Day 3	Day 4	Day 5
Complete the WEX Planner Tool in the WEX Springpod Diary	Sector Insight: Health and Social Care	Sector Insight: Charity and Voluntary Work	Activity: What next? Options at 18.	Presentation Skills: Blog Article
Employability Module: Introduction to Employability Skills	Employer Talk: Health and Social Care	Employability Module: Digital Skills	Video Series: Apprenticeships Explained	Employer Talk: Presentation Skills
Employability Module: Self Management and Positive Attitude	Employability Module: Communication Skills	Activity: How to write a winning CV	Activity: Pathway to my Future. Create a poster	Activity: Prepare your presentation
Sector Insight: Education and Childcare	Employability Module: Types of Communication	Activity: Create a CV using the Springpod template	Masterclass: LinkedIn masterclass	Complete Final Day Diary
Complete Day 1 Diary	Complete Day 2 Diary	Complete Day 3 Diary	Complete Day 4 Diary	

Frequently asked questions

1. I have a dedicated work experience week. Can I use the content of the School Licence on demand to suit my timetable?

Yes, your students will have access to content throughout the year making it totally flexible.

2. How quickly can students access the platform?

It is very easy for your students to get started. For example, if an in-person work experience was cancelled they could get started on a virtual experience the same day. You can ask all of your students to create accounts so you can quickly switch to virtual if needed.

3. Will there be enough sector insights to cover a wide range of career interests?

Students can choose from 17 career sectors so there really should be something for everyone. They are likely to have 1 or 2 career sectors they immediately want to do but we recommend they are open to exploring other career sectors. Students often learn about new careers when they push themselves out of their comfort zone!

4. Are students able to attend Employer Talks as part of their experience?

Students can register for talks that are taking place that week or they can look through the on-demand talks which will cover a range of sectors. Our talks are engaging and all speakers are briefed to tailor talks to the specific needs and interests of young people. In our live talks students can ask questions in the Q and A in a safe and controlled environment.

5. Do you have other resources students can access as part of their work experience programme?

Some schools are using other Springpod content to set their students research tasks. Your students could access the following to extend their research:

- [Blog Articles](#) – looking at a wide range of career sectors and advice around options and careers.
- [Learn Lounge Videos](#) – watch videos from employers talking about their career industry
- [Youtube Springpod](#) – this is packed full of talks from previous webinars.
- [LinkedIn Masterclass](#) – Advice around networking and using LinkedIn
- [Apprenticeships Explained Video Series](#) – A bank of videos to explain how apprenticeships work, the different levels, what to expect as well as industry specific guidance.
- [Employer Profiles](#) – Research employers and the opportunities they offer

6. Is there a limit on numbers for the School Licence?

No. You can have a limitless number taking part.

7. Will this experience support Gatsby Benchmarks?

Springpod experiences support you in working towards all of the Gatsby Benchmarks. If you are using the Schools Licence for your work experience week this particularly supports Gatsby 5 Encounters with employers and employees and Gatsby 6 Experiences of the Workplace.

Your students take part in virtual work experience where they will be able to take part in work related activities set by employers, they can interact with industry professionals in strictly safeguarded talks.

They will complete real work related tasks and receive feedback informed by our employer network as well as advice on areas for improvement.

8. Can I track my student engagement throughout the experience?

Yes, our teacher dashboard allows you to track and monitor all of your student activity. There are various filters you can use such as date range, activity type, year group.

You can export and download all the data if you wish to upload this on to another system. You will be able to see exactly when your students logged on if they are completing their experience off site.

You can have multiple teachers on the teacher dashboard and there are no limits to the numbers of teachers.

9. What is the duration of School Licence?

Schools have access to the licence for an academic year. The flexibility of the licence means that some schools use it consistently over the year whereas some schools purchase with a specific date in mind.

10. Do you have a Safeguarding policy?

Springpod is committed to safeguarding and promoting the welfare of all young people using its services.

We have a safeguarding policy which can be found in the [teacher resource area](#).

