

MAYOR OF LONDON



Blueprint

**Virtual Experience
of the Workplace**

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8. Collect feedback

Collect feedback from everyone taking part in the event. This is important as schools/colleges are now asked to provide evidence of the impact careers activities have on the students taking part.

Take a look at The Careers & Enterprise Company's [example evaluations](#) for students, parents and school staff and employer volunteers.

Example virtual employer insight agenda

Session 1: Introducing your organisation & a virtual tour (1 hour)

Example Learning outcomes:

- Students can give examples of different business organisational structures, how they operate and how they measure success.
- Students can give examples of different kinds of work and why people's satisfaction with their working lives can change
- Students can provide different explanations of what careers are, how they can be developed and can discuss the skills involved in managing your own career

Time allocated	Activity	Lead
5 mins	Welcome and setting expectations	Teacher/lead employee
10 mins	Company overview – Outlining the organisation's purpose and structure	Lead employee or senior employee
15 mins	Virtual office tour with input from different roles/departments.	Pre recorded
10 mins	Student preparation – tell the students who they are about to meet and give them 10 minutes to think about what questions they might want to ask.	Teacher
20 mins	Q&A session with a range of employees from your workplace – students should be able to questions in the chat or directly.	Company employee/s
5 mins	Ask students to reflect on what they've learned so far and outline what's next	Teacher/lead employee

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Session 2: The Enterprise Challenge (1 to 2 hours)

Example Learning outcomes:

- Students can recognise the qualities and skills they have demonstrated both in and out of school that will help to make them employable
- Students can recognise when they are using qualities and skills that entrepreneurs demonstrate

Time Allocated	Activity	Lead
10 mins	Warm up task – For example student bingo from our Explore Your Horizons event.	Teacher
10 mins	Introduce the challenge or task Outline the task to the students, emphasising how the task is relevant to your place of work. Ideally the task should be an authentic (but simplified) example of the type of tasks employees at your organisation undertake.	Lead employee – live or pre-recorded. Or teacher reading a script
Dependent on the task - typically between 30 minutes and 1 hour.	Your employer challenge Students produce a piece of work to receive feedback on this individually or in small groups. This could include creating a presentation, conducting a debate, writing an email or letter, making a speech, designing a project etc.	Lead employee and teacher.
N/A	Employer provides feedback – this should have some personalisation for each individual, even if the task was performed in a group. Create a short-standardised way of providing feedback so all students have something to reflect on. This could be feedback provided in real-time (i.e. after each group presents) or could be completed over a longer period (i.e. feedback provided on recorded presentations or written tasks if the event is run over multiple weeks).	Lead employee and teacher.
10 minutes	Debrief and student reflection on what they did well, how they could have improved and what they have learned.	Teacher

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Session 3: Feedback and Career Pathways (duration 30 mins to 1 hour)

Example Learning outcomes:

- Students can explain how they are benefitting as a learner from careers, employability and enterprise activities and experiences
- Students can explain how work and working life is changing and how this may impact on your own and other people's career satisfaction
- Students are be able to research their education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goals

Time Allocated	Activity	Lead
10 minutes	Future of the industry – lead employee summarises how the industry is changing and what it may look like in the future	Lead employee
10-20 mins	Career pathways in this industry – Overview of apprenticeships, entry level roles, graduate entry, school leaver programmes etc. Use local labour market information where possible and signpost to where they can conduct their own research.	Lead Employee
5 mins	Final Q&A session with Lead employee	Teacher and Lead Employee
5 minutes	Collect feedback and thank you's	Teacher