

## Key dates 2010

Some flexibility is possible, based on local need.

<b>January to April</b>	Employers confirm number of internship places they can offer
<b>Mid May</b>	Deadline for job descriptions from employers
<b>End May</b>	Students matched to intern places. Briefing meeting for employer hosts
<b>June</b>	Student interviews at host organisations
<b>5 July</b>	Internships begin
<b>13 August</b>	Internships end

**To discuss internships** please contact your local Career Academy Coordinator at their school/college or Diane Kendall, Director of Regions, Career Academies UK

**Tel: 020 7986 5494**

**Email: [diane.kendall@careeracademies.org.uk](mailto:diane.kendall@careeracademies.org.uk)**

**For more information about Career Academies, including how to get involved in other aspects of the programme, please see [www.careeracademies.org.uk](http://www.careeracademies.org.uk)**

**Career Academies UK leads and supports a movement of over 700 employers and 120 schools & colleges, working together to raise the aspirations of 16 to 19-year-olds.**

**Career Academies UK**

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Chief Executive: James McCreary

Registered Charity Number: 1092891

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Career Academies UK is the trading name for the UK Career Academy Foundation

With thanks to the Career Academy students pictured and to Shelley Williamson for the photography.

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**Career  
Academy  
internships  
2010**



## Career Academy internships 2010

The 'jewel in the crown' of the Career Academy model is the internship, which takes place in the summer between the two years of the course. Internships are neither the traditional 'work experience' offered to 15 and 16-year-olds, nor mini versions of undergraduate schemes. Still adolescents rather than graduates, Career Academy students (16 to 19-year-olds) may have had less opportunity to develop workplace skills and are likely to need more support and training. Yet – with a year's sixth form study under their belt – they can make a real contribution to the host organisation. Employers report that working with Career Academy interns can enhance the development and boost the morale of existing staff; broaden approaches to employee diversity; and help them identify talent for the future.



*"We have benefited from Christopher's fresh view and it has made us look at our processes and challenge why we do things. This scheme has been so successful that the site has agreed to take two interns next year."*

**Rachel Eagle, Cadbury**

### Employers hosting Career Academy interns provide:

- a six-week paid work placement
- staff time – a main contact and an overall supervisor per student (could be same person); plus a mentor/buddy in each department that the student works
- a job description and list of skill requirements for the internship
- a programme for each internship, based on a standard working hour week in a real operating environment and aiming to use the skills and knowledge the student has learned in school/college
- an interview. Normally there is one candidate for each placement, but we believe that it is important that the student undertakes a formal interview
- a suitable induction for the student on starting work.

*"The three students were of extremely high calibre and produced some excellent work."*

**Sally Lidbury, Xchanging**

### Career Academies UK/our affiliated schools and colleges provide:

- ongoing support and advice, including examples of the level of tasks/duties the students can complete plus a detailed toolkit and briefing session for each host employer
- a link person as the first point of contact for the employer, who will manage the intern/employer matching process, circulate job descriptions and ensure each student completes an application form
- a health & safety audit visit and risk assessment if appropriate
- a logbook and internship preparation sessions for the students
- staff to visit each student twice during their internship to ensure all is well.

*"Will's engineering internship was very successful for the authority. We were very pleased with the enthusiasm and interest he showed from day one. If all interns are as determined to succeed, there will be many good candidates for future posts."*

**James O'Loughlin, Thameside MBC**

Student/s may be assigned to one post or rotated through different departments (eg, Finance, IT, Marketing). In either case, effective internships:

- enable students to learn about all aspects of the organisation. Career Academies expose students to career fields and entire industries rather than specific jobs; helping them to develop an educational and career plan for the future
- develop students in generic areas too, such as use of IT, giving presentations, interpersonal skills
- encourage students to problem solve via actual workplace challenges
- help students understand the importance and relevance of their academic studies
- enable teachers and employers to work together to prepare students for success in the workplace.

