Enterprise Skills Pack

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Foreword

Enterprise Education became compulsory in September 2005 and is a key learning outcome of the requirement to deliver work-related learning at Key Stage 4. Businesses can and should contribute to the communities they serve. Royal Mail are working hard to employ a rich and diverse mix of people who reflect in every sense the communities where we live and work. We are one of the nation's largest employers. We run an Apprenticeship Scheme and an integrated programme of training offering a wide range of career opportunities for all students.

This **Enterprise Skills Pack** offers a structured framework to help equip students with employability skills, and is an ideal resource to support schools in their current provision of enterprise education and to help those about to introduce the subject. It covers **Lead Lessons**, the **Main Enterprise Day** and appropriate **Follow-up Activities** offering students every chance to show their ability and talent in many areas. It offers value to you when working with your students and will provide the opportunities to discuss and evaluate their future career paths.

We are always keen to receive feedback from teachers and would welcome any comments and observations you may have.

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Introduction

The purpose of these materials is to raise awareness amongst students not only of the importance of enterprise education but also of the innate talents they already have in this increasingly important area of lifelong learning. Enterprise education is a key learning outcome of the statutory requirement to deliver work-related learning at KS4. The core capabilities of enterprise, financial, business and economic understanding are well illustrated by Royal Mail: an organisation that has had to respond to a changing world for longer than most. A passion for effective communication in all its forms underpins the organisation. For that reason this project encompasses a wide range of interrelated skills, from functional literacy to thinking and learning strategies essential to independent, risk-taking and enterprising attitudes.

These materials offer a flexible and adaptable package of support to those schools wishing to launch or extend their current provision for enterprise education. They may be used in a variety of ways and with students of KS3 to KS4.

Lead Lessons

The Lead Lessons are based around a series of awareness-raising exercises. They can all be used as preparation to the main day's activities and should be selectively employed according to the perceived needs of the pupils.

Teamworking
A practical activity to help pupils focus on working together and assigning roles

Problem-solving
Learning how to approach problems and develop flexible thinking using different perspectives

Grand Designs
Helping pupils select appropriate choices from a range of options and match audience and purpose

All Change
A practical activity where pupils learn how to accept change and manage it effectively

Route-ways
An activity to help students develop skills in comparing and evaluating different options

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Main Enterprise Day activities

The main day is split into two parts, in recognition of the fact that some schools will find it difficult to allocate a full day to the programme. The first part of the day until lunch time is generally longer than the afternoon session in most schools and this has allowed for a division of activities as follows:

AM
Session 1 Starter – Creative postcards
Session 2 Who needs a postal service? – Audience and purpose activity
BREAK
Session 3 How can we make a school mail postal service work? – Reversal & satisfied minds – What does the customer want?
Session 4 Design your own postal service – Planning points
LUNCH

PM *or separate half day*
Session 5 Preparing presentations
Session 6 Presentations
Session 7 Evaluation – prizes – plenary – next steps.

Although ideally the day is planned to work as a series of sequenced activities, there are some advantages to splitting the full-day's activities over two half days as this allows time to work up ideas more fully before presentations.

Students will need to work at tables in teams of 4–6 throughout these activities.

Follow-up Activities

The satellite lessons are meant to be used selectively to support student work before or after the main activity day.

- Reading job advertisements – (RM job specifications from web site)

- Interviews – (Preparation, Presentation, Purpose, Personality)

- Job matching – Person specifications matching jobs (RM job specs from web site)

- Literacy – CV writing

- Literacy – Letter writing (applications)

- Numeracy – Project costs and data transformation.

Some lessons, like the numeracy exercise, relate specifically to the setting up of a school postal service task from the Main Enterprise Day. Others, such as the preparing for interviews lessons, can be done at any time but may raise awareness of how interviews work and what employers look for when choosing their new employees. These lessons are eminently suitable for use in a variety of lesson settings from Careers, PSHE and Citizenship to English and Mathematics.

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Follow-up Activities

The work done on the Main Enterprise Day is intended to prepare students to run a school mail system as a mini-enterprise scheme. The scale at which this is done (e.g. inter-class, one year group, a whole school enterprise) and the duration (e.g. key festivals or a whole-year scheme) is dependent upon the students involved and on local school conditions. Whilst the enterprise modelled in the main day's activities is a mail system, the development of 'enterprise capability' (innovation, creativity, risk-management, and a 'can-do' attitude and the drive to make ideas happen) could just as easily be applied to a wide range of activities.

To gain a deeper insight into how mail systems are managed in a real-world setting Royal Mail may be contacted to arrange a visit to a local sorting office to help students develop a better understanding of how mail systems work.

A combination of the lead lessons, main activity day, and follow up mini-enterprise will help the school provide two key elements of enterprise as identified by Ofsted:

- an enterprising learning environment in which students are encouraged to take the initiative;
- and an enterprise process that is akin to project working.

Royal Mail Enterprise Day – suggested timings		minutes	
Introduction	The aims of the day and ground rules	15	9.15am – 9.30am
Session 1	Starter – Creative postcards	30	9.30am – 10.00am
Session 2	Who needs a postal service? Audience and purpose activity	30	10.00am – 10.30am
BREAK		15	10.30am – 10.45am
Session 3	How can we make a school mail postal service work? Reversal & satisfied minds What does the customer want?	50	10.45am – 11.35am
Session 4	Design your own postal service Planning points	50	11.35am – 12.25pm
LUNCH		45	12.25pm – 1.10pm
Session 5	Preparing presentations	40	1.10pm – 1.50pm
Session 6	Presentations	60	1.50pm – 2.50pm
Session 7	Evaluation – prizes – plenary – next steps	40	2.50pm – 3.30pm

How to use these materials

The pack starts with the document you are now reading, a detailed plan of activities for running the **Main Enterprise Day**. Our suggestion shows how you can run this as a full day but it would also be possible to divide it up and run it as two half days.

In order to take a full part in the Main Enterprise Day students will need to be able to use certain skills and ways of thinking – for example, team-working, problem-solving. For this reason we have also provided a series of 'Lead Lessons' that teachers can use to help students hone these skills before taking part in the Main Enterprise Day (see Section 2 *Lead Lessons*). These are a series of exercises designed to develop skills in students so that they will be able to make the most of the Enterprise Day. Teachers can decide which, if any, of these skills would be useful to their particular students and work through the relevant lessons with them before the Enterprise Day. You may wish to look at these Lead Lessons before studying the plan for the Main Enterprise Day.

Finally, we have provided some activities that teachers can use after the Main Enterprise Day, as they see fit (see Section 3 *Follow-up Activities*). These include activities to give further help to students with numeracy, literacy and work skills and can be used in any order.

Main **E**nterprise **D**ay

Plan for timetable of Main Enterprise Day

Lead Lessons

Teamworking	Problem-solving	Grand Designs	All Change	Route-ways

Royal Mail Enterprise Day

Session 1: Starter – Creative postcards

Session 2: Who needs a postal service? *Audience and purpose activity*

BREAK

Session 3: How can we make a school mail postal service work?
Reversal & satisfied minds   What does the customer want?

Session 4: Design your own postal service *Planning points*

LUNCH

Session 5: Preparing presentations

Session 6: Presentations

Session 7: Evaluation – prizes – plenary – next steps

Follow-up Activities

Interviews	Person specifications Matching jobs	Literacy: Letter writing (applications)
Literacy: CV writing	Reading job adverts	Numeracy