

PROFESSIONAL SERVICES WEEK 2018

Dates: 25th June 2018 – 29th June 2018

Venues: Various – see below.

Professional Services Week comprises of a number of activities that are either hosted by employers from the sector in and around the central business district in Birmingham, or at your school with representatives from professional service co-hosting activities.

Maximum impact from getting involved in the week will be achieved by taking part in an activity that is based within a host business and we would therefore strongly encourage you to try to take up this option where possible (places however will be limited due to logistical reasons). In some instances, it might be possible to support transport costs to help.

More information about the activities and what they entail is provided below. Please complete the attached form to register your school's interest to be involved in the week. Once the form has been received with your school's preferences, we endeavor to match these with the offers of support from partner employers. In previous years' we have achieved a near 100% match rate, but this does require schools to register as early as possible.

There are no charges or costs for taking part in the Week.

ACTIVITIES ON OFFER

Activities for Students	Location	Person (Max No.)	Duration
Business Walk			
Opportunity to visit two/ three professional services sector businesses, with a walking tour through the business district. Throughout the visit students will gain a basic understanding of what the firms do, the different job roles that are available and the qualifications required as well as a sense of the overall environment and atmosphere of the business district. The aim is to demonstrate to the students the range of roles in a professional services firm; for example: you don't just have to be an accountant to work for an accountancy practice; you could work in IT, Human Resources or the communications team. Typically involves some employability skills content in the sessions to make them more interactive.	City centre - Colmore Business District	10- 30/ walk; can book multiple walks.	Approx 5 hours. Typically start 9.14-9.30am, finishing by 2.30pm.
Pathway to Professional Services			
Specifically for year 10 students, this is a taster day to experience a post-16 pathway geared towards a potential career in Professional Services at the Greater Birmingham Professional Services Academy (GBPSA) . Students will experience curriculum based sessions from this area e.g. accountancy, law, business administration, plus an employer led session from one of the sector's leading firms, which will reflect the value-add model students benefit from in the Academy, greatly increasing their chances of employment in the sector. Suitable for students who have a known interest or curiosity in this area as a career and/ or the subject areas and/ or have potential to do so.	City-centre	No min or max; students are individually time-tabled and managed by GBPSA, part of BMet College	9.30am – 2.30pm Only available on Mon, Weds & Fri of PSW.

Activity/ Description CONT.	Location	Person (Max No.)	Duration
Employer talks – “What do I do at work” sessions			
Much like a business walk, but without the walk! In essence these are a chance to visit a business – and you can pick the type e.g law, accountancy, property and construction – and hear about what they do, the variety of roles that exist and how to go about getting a job within such a firm. Quite often they will cover a particular employability skill e.g. CV writing skills, financial literacy; interview tips.	Hosted in a city centre firm or in school	20 in city centre;	Typically 60-9 minute sessions
Dragons Den			
Aimed at GCSE level pupils with an interest in business studies. The programme is designed to give pupils an insight into entrepreneurship and encourage wider thought about the business world – inspiring a new generation of entrepreneurs. We will provide all the resources the school needs to run a presentation and series of interactive games to prepare students for entering the Den. The pupils are then put into teams and tasked with creating a new product. A group of volunteers from BPS Birmingham Future (young professionals from across the sector) will host a school for a morning or afternoon and judge the presentations by the pupils: just like the popular BBC television series, the pupils will pitch their ideas to a board of Dragons who will decide whether they would like to invest in the projects. The winning group also receives a medal as a prize.	Hosted in a city centre firm or in school	15-30 in city centre; max 90 in school	Approx. 5 hours/ one school day. Can also be run during term, leading to a pitch session in city centre during PSW

REGISTRATION

Schools are required to register and book activities in advance, which can be done by completing and returning the attached form. Please note that bookings can only be accepted on the following basis:

- Schools are required to provide adequate levels of supervision for pupils at all times; neither BPS Birmingham, its partner organisations nor a host organisation can take any responsibility in this regard.
- Visitors are required to comply with the safety/ security measures of the employer/ building manager when visiting their facilities. These will be made available in advance/ on the day as appropriate.
- BPS Birmingham, and its partners, provide volunteers in good faith to help with employer engagement activities as described above. We do not vet/ carry out DBS checks (or equivalent) and the school is required to ensure that it follow its own safeguarding procedures in this respect.
- Every effort will be made to accommodate your preferences of activities. In the event that this is not possible, we will contact you to discuss alternatives.

