



## Best Practice for School & College Engagement with Embark – Employability Skills Award

Working together is essential to ensure the successful delivery of the Embark employability skills award into schools and colleges. Our best practice guidelines are outlined below

### UWE Bristol – Our Commitment

- Ensure there is regular /ongoing clear communication with schools and colleges
- Provide clear procedures for the award (including registration procedure for Embark online) with a timeline for before, during and after the award duration
- Personal information collected will be processed by UWE Bristol in accordance with the terms and conditions of the 1998 Data Protection Act. A Privacy Notice is included on the Embark website
- Provide schools/college with a calendar of dates for employability events
- Provide notification about new students registering

### School Practice

- Ensure there is a key link person(s) in the school to communicate with
- Prepare for the award – ensure you have all the information you require
- Brief other staff involved including senior management
- Provide a suitable room and agree a suitable time (i.e. not during lunch break) for a presentation to take place in order to launch the award. **Student Launch Event** This presentation will be delivered by UWE Bristol.
- Provide a suitable room (with computers) and time for students to be shown the Embark website and registration process
- Provide a suitable room and time for students to participate in a skills workshop **Why Skills are Important** so that they develop an understanding of the benefits of doing the award. This workshop will be provided by UWE Bristol

### Student Engagement

- Ensure your students are aware of what of the award is about and what the expectations are
- Obtain letters of permission (if required). Templates are provided.
- Inform the school or college communications & marketing team of the award. Logo and award description is provided

### Employability events

- Agree a planned programme of employability events, which UWE Bristol will set up and organise
- Provide notification of any new events being promoted on the Embark website
- School to invite students to participate and confirm expected no of attendees
- School to provide suitable facilities for the event, if taking place in the school, and provide refreshments for the businesses involved.

	School	UWE Bristol
Signed:		
Name:		
Position		
School / college:		
Date:		