S&W Careers Hub Steering Group

December 2022

'To help every young person find their best next step.'

Swindon & Wiltshire CAREERS HUB | THE CAREERS & ENTERPRISE COMPANY | SWINDON BOROUGH COUNCIL | Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP | Wiltshire Council

Overview

A one stop shop site for schools and colleges in Swindon and Wiltshire to collaborate with each other and employers on a range of meaningful employer encounters and experiences of the workplace.

The site will support work experiences – both virtual and face to face, careers events, immersion days and collapsed timetable days and provide a focussed place for the sharing of information and opportunities.

Aims

- To simplify finding and organising Work Experience placements for both schools and employers.
- Encourage more employers to offer work experience by removing barriers such as time and cost through digitalisation.
- Reducing the cost schools currently spend on Work Experience
- Increase the number of SME’s that provide Placements
- Providing students real life experience of finding and applying for roles.
- Providing tools to support organising careers events

Development

Phase 1 was developed in partnership with Wiltshire College & University centre. This consists of a platform of recorded employer videos and other relevant student activities.

- Career video hosting platform
- Productionise the platform
- Foundations in place for feature enhancement/addition
- Cloud hosted

Development

Phase 2 will be developed in partnership with Ridgeway School and 6th Form College as the educational partner with the development team to:

- manage/monitor the budget and development of the project over 2 years.
- provide an administrative resource to project manage the onboarding of schools/colleges and employers and to the launch of the platform during its pilot period.
- provide students to take part in the pilot activity.

Employers with be recruited in partnership with the Careers Hub team, through Employer Engagement EC role and SWLEP teams.

Development Plan

Phase One

- Content hosting
- Platform re-design
- Updated infrastructure

Phase Two 2022/2023

- Content hosting
- F2F/Virtual Placement advertisement
- Employer self sign up
- Employer certification storage/check
- Placement application process
- Employer dashboard – Post for event help/support
- Events booking

*Phase Three 2023/2024

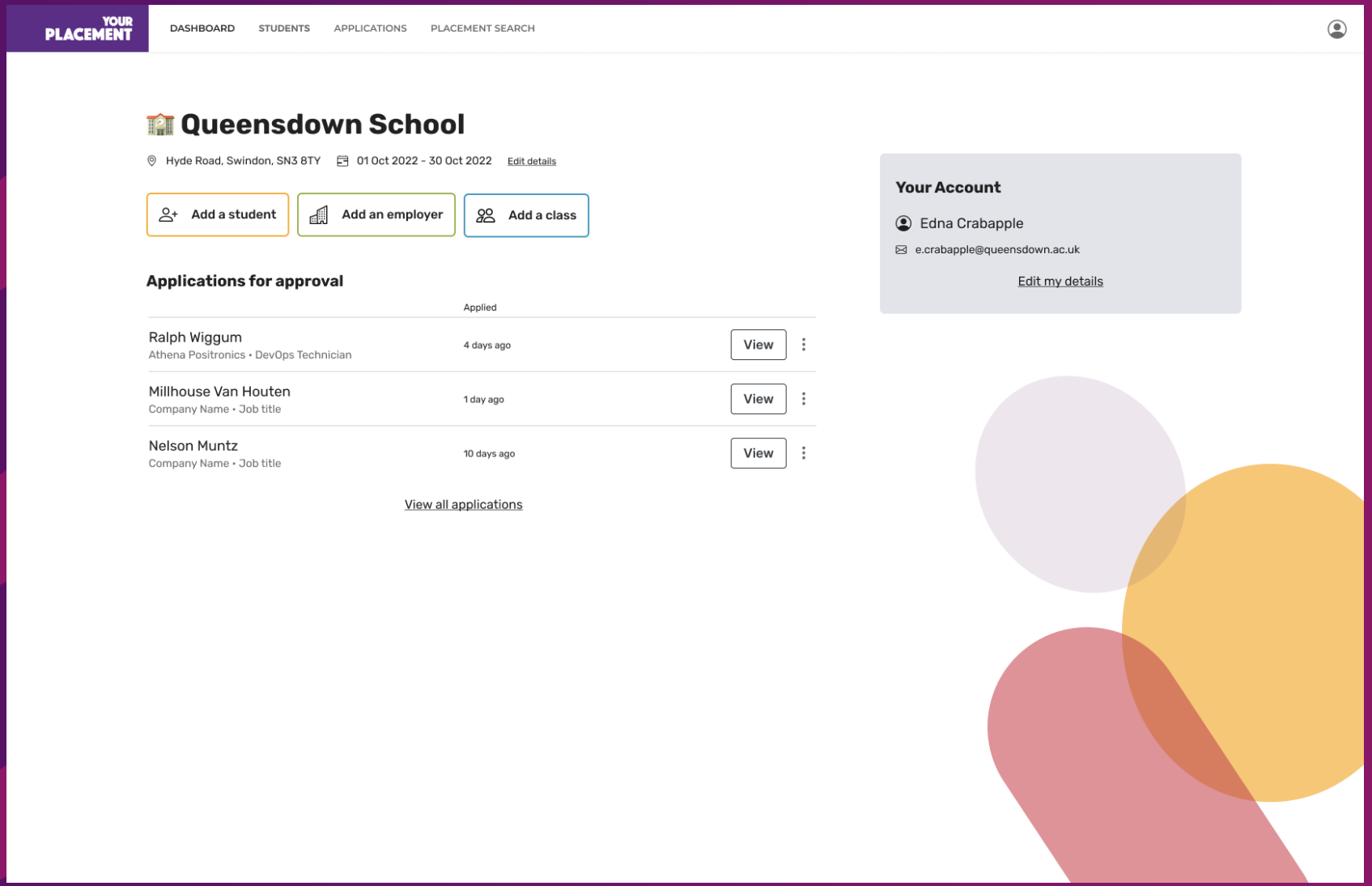
- Ability to arrange virtual WE sessions
- Pre interview questions linked to virtual placements
- Virtual session booking
- Session reminders
- Student feedback
- Placement Completion certificate
- *TBC

Project Plan

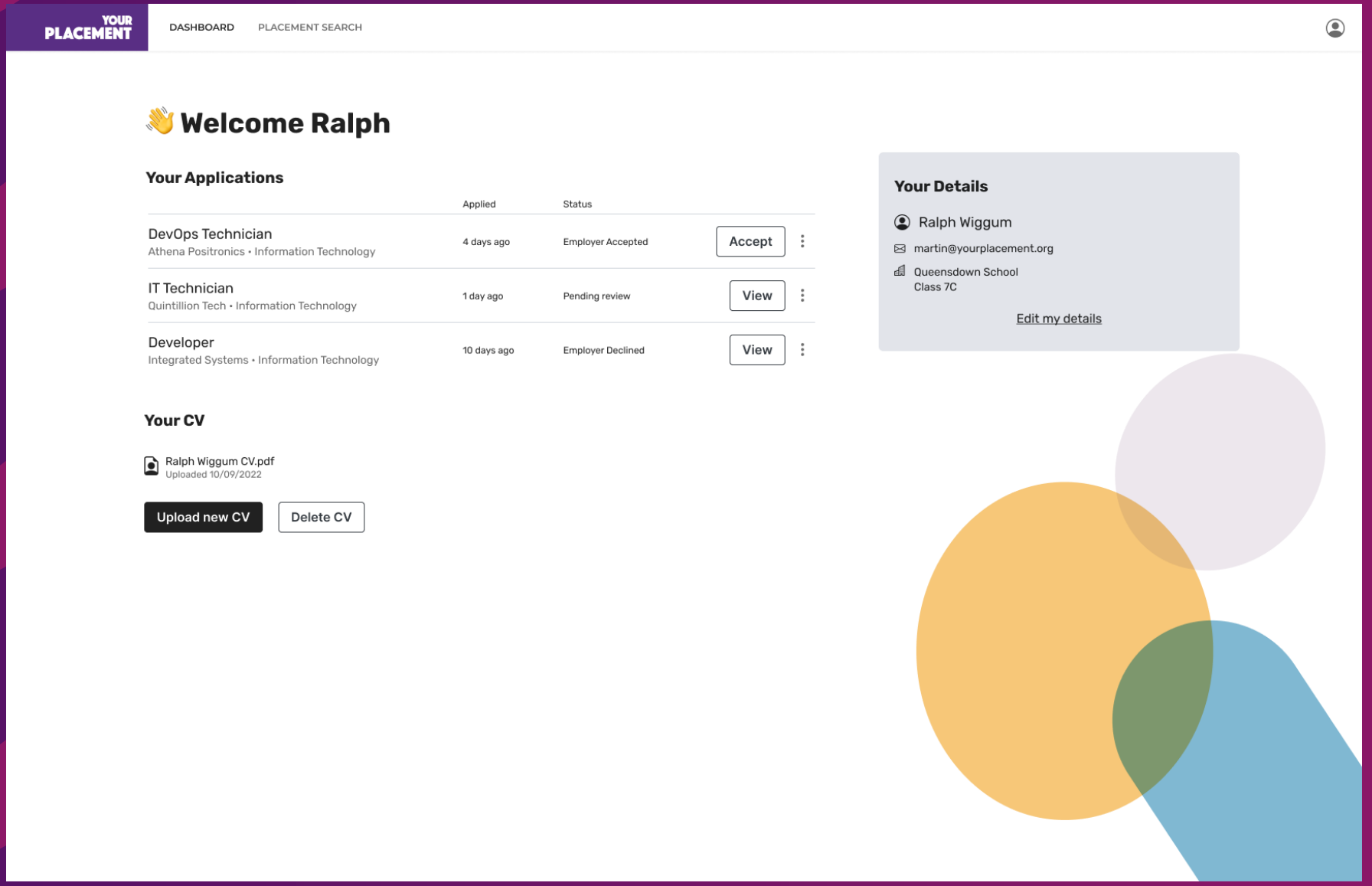
Key Dates

Start Date	End Date	Task	Responsible
Oct 2022	31/01/2023	Phase 2 development	YP
Oct 2022	31/01/2023	Apprentice recruitment underway	Ridgeway
01/11/2022	28/02/2023	Employer Engagement/enrolment	CEC/Ridgeway
01/02/2023	28/02/2023	Testing and UAT	YP/Ridgeway
01/03/2023	31/03/2023	Rework/testing and sign off	YP/Ridgeway
01/04/2023	30/06/2023	Trial release for Ridgeway, Highworth and Malmesbury schools	All
30/04/2023	July 2023	Swindon and Wiltshire Schools Sign up for Sept term	YP/CEC
01/09/2023		Swindon and Wiltshire Rollout	All

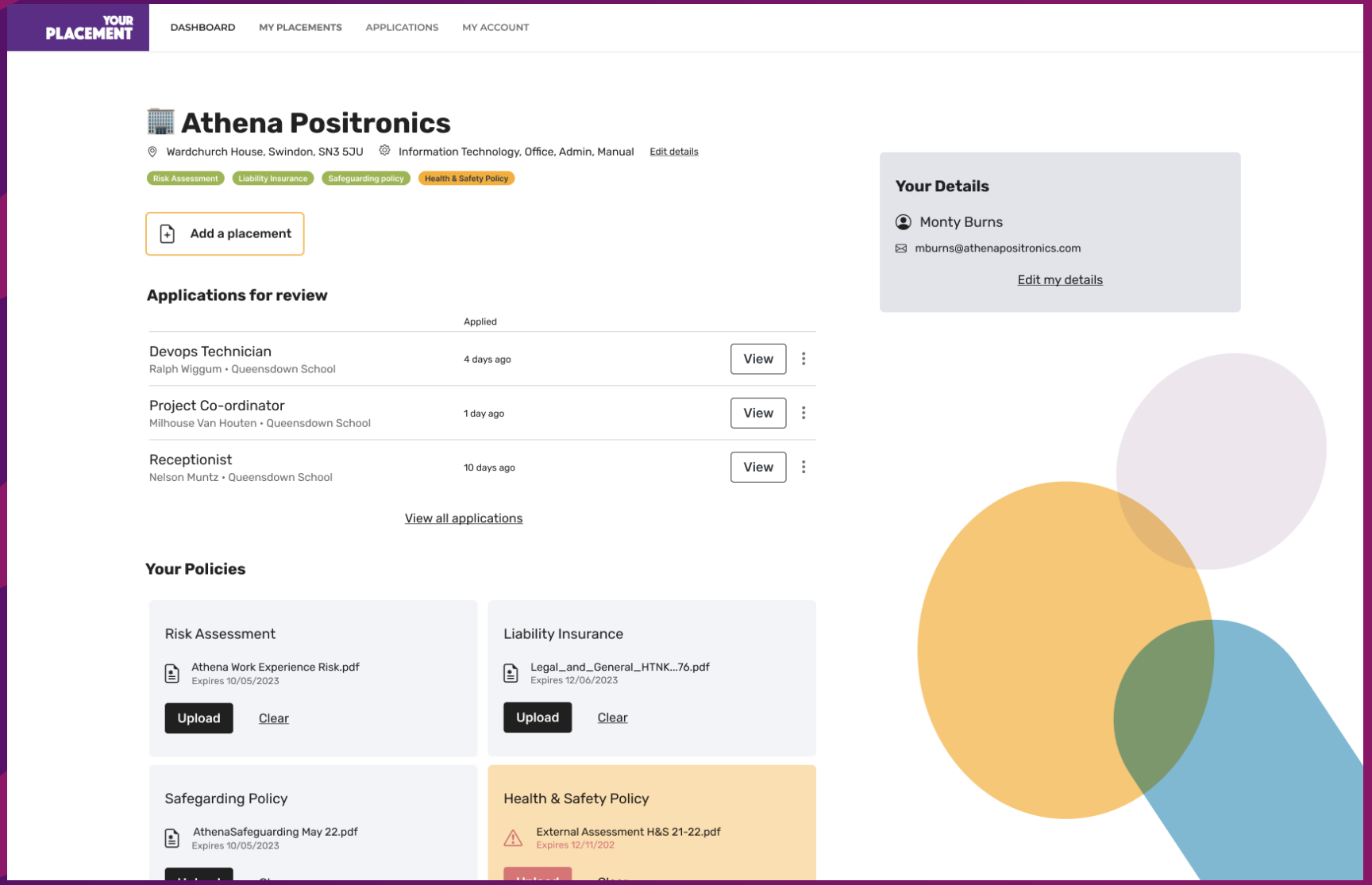
School Dashboard



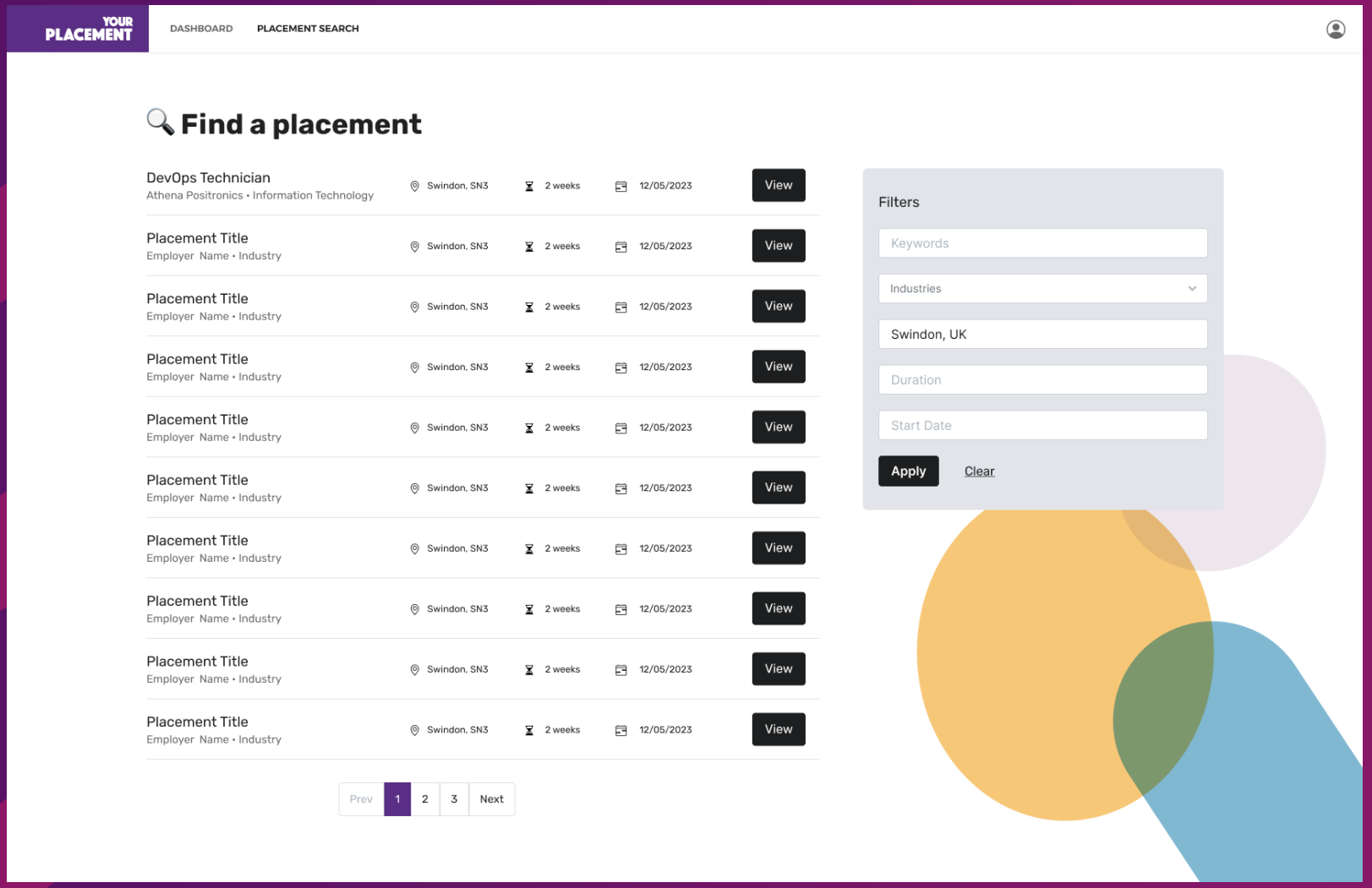
Student Dashboard



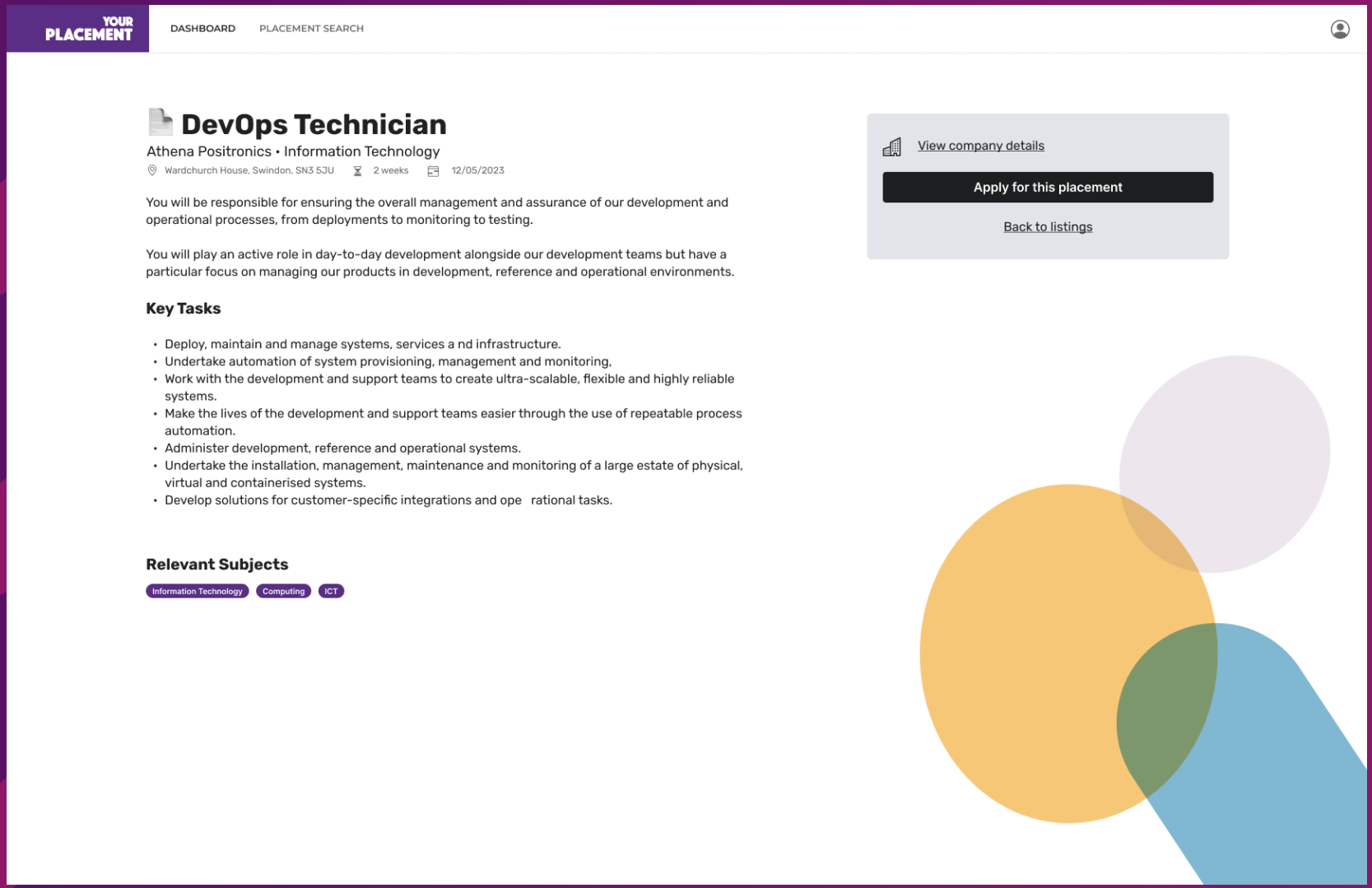
Employer Dashboard



Placement Search



Placement Details



Swindon and Wiltshire Careers Hub

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