

Selecting a Provider for a Work and Enterprise Related Learning (WERL) Event

The London Central South & West



www.businesses-schools-together.com

## 5 Steps to Enterprise Success...

Use this simple check list to manage the whole process of selecting an external provider of Work and Enterprise Related Learning (WERL) activity for your school...

1	What do we really need?	<input checked="" type="checkbox"/>
	Identify target group of students – Form, SEN, G&T or whole cohort?	
	Determine where this activity fits in to the monitored school Action Plan for WERL	
	List the desired learning outcomes	
	Is there an opportunity for this activity to contribute to students' accreditation?	
	Decide what learning evidence will be needed / gathered from the activity for students' files	
	<i>When</i> will the programme run? <i>How</i> will it affect the school time table?	
	Can it be 'mapped' against a subject or is it cross-curricular?	
	Identify a 'project manager', single point of contact for this event	



2	What resources do we have?	<input checked="" type="checkbox"/>
	What amounts are available from the enterprise education fund (school bursar)?	
	Are there alternative dates when the activity could be run?	
	Establish how many members of staff we will need on the day(s)	
	Establish business contacts (e.g. EntA*), careers staff, parents who could help	
	Establish the space(s) (e.g. classroom, hall) that will be used for the event	
	List equipment (e.g. whiteboards, flipcharts, pens) the school can / will need to provide	
	Will there be competition for any of the in-school resources from other activities?	
	Is a risk-assessment required? Other health & safety issues to consider?	



5	Placing the Order	<input checked="" type="checkbox"/>
	Select the Provider we feel will offer the best <i>quality</i> of provision from references	
	Submit request for enterprise funds to Head, listing intended learning outcomes from Step 1	
	Obtain permission to spend up to maximum of Provider's fees for service	
	List potential <i>benefits</i> to that Provider of being associated with this school, in particular	
	Contact provider and summarise benefits to them of dealing with the school	
	Negotiate with Provider by offering less than their full fee, due to limited school funds	
	Agree a price for the service with the Provider	
	Place purchase order with Provider	
	Update School Action Plan for WERL	



4	Shopping Around	<input checked="" type="checkbox"/>
	Make a short list of three Providers (from research in Step 3)	
	Obtain three written quotations with Providers' terms & conditions	
	Is any Provider receiving subsidies from other sources? (This may distort comparisons)	
	Calculate the VFM (Value for Money) of each Provider – compare as £ per student head	
	What internal school resources (e.g. staff, materials) – will each Provider want?	
	Can each provider meet our required dates and times?	
	How <i>flexible</i> is each prepared to be in terms of our requirements?	
	Will each monitor the event for student / volunteer feedback and submit a report?	
	Providers should send a school reference – contact each Provider's named referee	



3	Research Provider Offers	<input checked="" type="checkbox"/>
	Scrutinise range of Providers (over 100 nationally): check with EntA* / local EBP**	
	Identify providers that meet the needs of those students identified in Step 1	
	Are there any <i>new</i> providers (ask EntA, EBP) that might pilot their new service for no fee?	
	Do we have the resources (money, staff, space) to match Providers' requirements?	
	Will Providers broker the business / employer links?	
	Can we save money by obtaining our own business support volunteers?	
	Will Providers take responsibility for any CRB checking that may be required?	

\* Enterprise Advisor \*\* Education Business Partnership

(Both the above entities are available locally to most schools. If you are not aware of either, you should check with your LEA who will be able to give contact names and numbers)