



**BLACK INCLUSION WEEK**  
TOGETHER FOR A BETTER TOMORROW

# **BLACK INCLUSION WEEK**

## **NEXTGEN BLACK PROFESSIONALS**

## **WORKPLACE INSIGHTS DAY**

Employer Guide

🌐 [www.blackinclusionweek.org](http://www.blackinclusionweek.org)



# WELCOME TO AN INSPIRING JOURNEY OF EMPOWERMENT, LEARNING, AND INCLUSION.

Black Inclusion Week is a celebration of Black people in organisations, communities, schools and all elements of society. The week raises awareness of the importance of Black inclusion and creates a platform for action to enable true equality for people of African and Caribbean descent, across all walks of life.

We want to work together across organisations, industries, education and communities to increase awareness, empower and drive action towards Black inclusion.



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in 2023, Autotrader partnered with Black Inclusion Week for the inaugural NextGen Black Professionals Workplace Insights Day. Opening doors for young Black individuals to explore, learn, and envision themselves in roles across the organisation.

This year, we extend the invitation to you and may other employers, to inspire, empower, and inform the next generation of Black leaders.



QUICK-STOP GUIDE TO SUPPORT YOU

WITH CONSIDERATIONS BEFORE AND DURING THE WORKPLACE INSIGHTS DAY.





# EMPOWERING YOUR ORGANISATION



The NextGen Black Professionals Workplace Insights Day provides a unique platform for school or college students to experience the professional environment, meet inspiring role models, and discover the diversity of career paths available to them.

It's more than just a day out of the classroom; it's an opportunity to demystify the world of work, celebrate Black excellence, and foster a sense of belonging and possibility.

This experience can be targeted at young people in secondary school and college.

# PLANNING THE VISIT



Organising a successful Insights Day requires thoughtful planning and consideration. From logistics like accommodating students and ensuring their dietary needs are met, to programming interactive talks and activities that resonate with both your organisation's ethos and the aspirations of the students. Each moment of the day, from the warm welcome to the closing feedback session, is a step towards building a more inclusive future.

## LOGISTICS:

Consider how many students you can accommodate and which year group you would like to target.

Lunch & Drinks. Lunch bags with a sandwich, crisps, drink, and snack often work well. Have drinks available throughout the day. Please ensure that dietary is captured for each student from the school.

Consider the office facilities, where best to host the event, and any obvious risk. It would be best to conduct a risk assessment, that you can then share with the school.

Ask the school to share any adjustments or requirements the students may need. This could be things like access to a prayer room, written instructions for tasks or regular breaks.

The school will also need a copy of your Public Liability Insurance and you may want a representative of the school to sign a Health & Safety policy.

Think about Safeguarding. Avoid one-to-one situations with colleagues and students. Ensure teachers are present and responsible for students at all times. Ask the school who will be the safeguarding lead for the visit, so you can report anything to them promptly

# PROPOSED STRUCTURE OF THE DAY



A **9:30 – 14:00** day usually allows the school to conduct registration and return the student to school before the end of the school day. School start and finish times do vary, so best to speak to the school to agree.

## We recommend the following structure:

- **9:30 – 9:45** Arrivals, sign-ins, and H&S overview
- **9:45 – 10:00** Welcome to the day and video from Black Inclusion Week
- **10:00 – 10:30** Interactive talk about your organisation, your history, industry career routes and fun facts.
- **11:00 – 12:00** Meet the team. Start with a short talk about the role, educational background and what they like most about their job. Then break into small groups and host table chats with students and a Black Role Model. Give each table 10 minutes and then rotate, so each table gets chats with the role models. Think about having a bowl of questions in the middle of each table to help the students
- **12:00 – 12:30** Office Tour
- **12:30 – 13:00** Lunch (during this time the students may enjoy some time outside)
- **13:00 – 13:45** Interactive Activity. This could be something that give the students the opportunity to experience one of the roles. It could be designing a marketing campaign, a mini coding session, being a customer, or solving a problem. You could link the activity back to Black Inclusion Week, asking the students to create a display to promote Black Inclusion Week at their School for example. The best interactive activities give the students something to talk about, show or build upon once they have left.
- **13:45 – 14:00** Close – final message and feedback. Please ask the students and teacher to complete and return the forms

# PROMOTING YOUR OPPORTUNITY

Once you have your day mapped out and logistics sorted, you could reach out to the school directly or work with a charity partner or Careers & Enterprise, who will help promote the opportunity for you.

To support you in delivering a seamless and impactful experience, we have developed two additional resources: a Guide for Schools and a Guide for Students. These guides are designed to enhance the engagement and learning outcomes for both the educational institutions you partner with and their students.



## GUIDE FOR SCHOOLS

The Guide for Schools is tailored to assist educational institutions in preparing their students for the Workplace Insights Day. It includes tips on setting objectives for the visit, questions to encourage student engagement, and activities to help students reflect on their experience. We encourage you to share this guide with the schools you partner with, ensuring that educators are well-equipped to maximise the benefits of this opportunity for their students.



## GUIDE FOR STUDENTS

The Guide for Students is a hands-on resource that students can use to navigate their experience during the Workplace Insights Day. It prompts them to consider what they hope to learn, formulates questions to ask, and provides a framework for reflecting on their experiences. This guide will empower students to take full advantage of the day, turning every moment into a learning opportunity and encouraging them to envision a future within industries they may not have previously considered.

We strongly encourage you to download these guides and share them with your educational partners and their students ahead of the Workplace Insights Day. Doing so will ensure that everyone involved has the tools they need to prepare for, participate in, and reflect on the experience effectively.



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# THINK ABOUT PARENTS/CARERS

Consider putting a one-pager together detailing the day that can be shared with parents, prior to the day.

Consider sharing information about your organisation, providing links to your careers page and your social media accounts.

When thinking about the activities on the day consider if there is something they can show, share, and talk about with their parent/career afterwards.

You may also wish to issue a feedback form to parent/carers too.

## EVALUATION

How will you know if the event has been a success? We recommend a feedback survey for the students, teachers and if you would like the parents/careers. This could be a paper form or a QR code to an online form.



# WHAT IS NEXT BEYOND THE DAY

The journey doesn't end as the day wraps up. It's about sparking a continuous dialogue, fostering ongoing engagement, and offering tangible next steps. Consider offering the students:

Opportunities to apply for work experience or apprenticeship.

Sharing future resources/activities with the school.

Writing a blog or case study that may encourage more employers to take part.

As we look forward to your participation in the NextGen Black Professionals Workplace Insights Day, remember that this is more than an event; it's a commitment to nurturing the aspirations and talents of the next generation of Black professionals. It's an opportunity to reflect on the power of diversity, the importance of representation, and the impact of inclusion. By opening your doors, you're not just sharing insights; you're investing in a future where every young person can see themselves thriving in the world of work.

The insights day may look a little different from organisation to organisation and we suggest tweaking the above plan to suit your capacity etc.

We hope you have a great time planning and be sure to let us know that you are holding a workplace insights day. We want to spotlight your organisation.

# THANK YOU

BE SURE TO TELL US ABOUT YOUR INSIGHTS DAY

## Useful Resources for Employers

- <http://www.hse.gov.uk/youngpeople/index.htm>
- [Work experience: employer guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/collections/young-people-and-work-experience)
- [Not just making tea: a guide to work experience - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/collections/young-people-and-work-experience)
- [Making Work Experience Work Tips for Employers | Guides | CIPD](http://www.cipd.co.uk/Images/Work-Experience-Work-Tips-for-Employers-Guides-CIPD.pdf)
- [www.blackinclusionweek.org](http://www.blackinclusionweek.org)

