SPECTRUM
ADVANCED LEARNING

HOST PARTNER BRIEF

JUNIOR EXECUTIVE PROGRAMME: INDUSTRY

Host Partner Brief

Six weeks inside real companies. Four departments. One real business problem solved.

6	4	6–8	1:8
weeks	days per host week	students per team	Spectrum supervision

PREPARED FOR

Prospective host organisations

Host Partner Brief · Ages 10–16 · Six weeks · Classroom Academy, four placement weeks, project week

The programme on one page

AT A GLANCE

The Junior Executive Programme: Industry places students aged 10 to 16 inside private-sector organisations. After a one-week classroom Academy, students rotate through four core business functions (operations, marketing, finance, and people and strategy), spending four days with each team, and finish with a capstone in which they diagnose a real problem and pitch a solution to leaders in a Boardroom.

Who	Students aged 10–16 on three age tracks, in groups of 6–8 per host team
When	Six weeks, Monday to Thursday, about 08:30–14:30; Fridays are journal and rest days
Where	Week 1 in a Spectrum classroom; weeks 2–5 at host organisations; week 6 at a host or Spectrum venue
Your commitment	One placement week (four days), a team lead and mentors; more if you wish
Cost to you	Staff time only; Spectrum runs, staffs, insures and assesses the programme
What you get	Talent pipeline, practical deliverables, community impact, an impact report

Why it matters

- Young people rarely see how organisations work before their first job.
- Businesses need early pipelines of curious, capable talent.
- Schools want authentic, assessed experience for IB Service as Action, MYP Projects and CAS.

How the programme is structured

SIX WEEKS

Week	Theme	Where	What students learn and do
1	**Academy**	Classroom (Spectrum)	How organisations work; professional skills; the sector; inquiry toolkit
2	**Operations**	Host: operations team	Processes, supply chain, quality, health and safety
3	**Marketing and Customers**	Host: marketing team	Brand, audience, channels, customer experience
4	**Finance and Resources**	Host: finance team	Costs, budgets, waste and simple metrics
5	**People, Culture and Strategy**	Host: HR or strategy team	Recruitment, onboarding, wellbeing, leadership
6	**Capstone and Boardroom**	Host boardroom	Identify, diagnose, design and pitch a real improvement

Three age tracks

Track	Ages	Driving question
Explorer	10–12	*How does this work?*
Apprentice	13–14	*How could this work better?*
Practitioner	15–16	*Why is it done this way, and what should change?*

Every task is set at three levels so that each student is stretched appropriately; mixed-age teams learn from each other.

How the programme is delivered

ROLES AND THE DAILY RHYTHM

Spectrum provides	Your organisation provides
A programme lead and one supervisor for every 8 students, on site all day	A base room for the group and access to approved work areas
A tutor for the daily teaching session	A team lead and mentors
Recruitment, selection, consent and medical forms	A safe, non-confidential task with real material
Safeguarding policy, background-checked staff, insurance and risk assessment with you	Site induction and your house rules (PPE, devices, areas)
Course packs, journals, mission sheets, rubrics and certificates	
Assessment, weekly parent notes and your impact report	

A placement day

Time	Activity
08:30	Arrival, sign-in, huddle with mentor
09:00	Teaching session: the day's key idea (Spectrum tutor)
09:45	Team session 1: observe, ask, record
11:00	Break
11:15	Team session 2: hands-on task
12:30	Lunch
13:15	Team work and teach-back
14:00	Journal and mentor sign-off
14:30	Departure

Learning materials students bring

- A course pack for each week: key ideas, worked examples, practice, an on-site inquiry and a criterion task
- A daily journal signed by their mentor
- A mission sheet for your week with tasks at three levels

Your placement week

FOUR DAYS, ONE RHYTHM

Your team hosts one rotation week (Monday to Thursday). Hosts may offer one department, several, or all four; Spectrum can combine hosts so students experience different organisations.

Day	Focus	What happens
Day 1	**Context**	Team lead briefing: what you do, who you serve, one current challenge. Site and safety induction.
Day 2	**Observe and collect**	Students shadow staff, interview them and collect simple data or examples.
Day 3	**Contribute**	A real, non-confidential task with your material: a document, dataset, plan or design.
Day 4	**Improve and present**	Students present one evidence-based improvement idea and hand over their weekly deliverable.

Your people and time

Role	What they do	Time
Team lead	Day 1 briefing (45 min); approves the task and material; hears the Day 4 presentation (30 min); short written feedback	About 3 hours across the week
Mentor (one per 3–4 students)	Morning huddle; guides the hands-on task; signs the journal; two-minute daily conduct rating; weekly skills rating	About 2 hours a day
Leaders (optional)	Week 1 welcome or Week 6 pitch panel	1–2 hours

Before your week: checklist

Item	Ready
Team lead and mentors named	
A safe, non-confidential task and material agreed	
Base room and approved areas confirmed	
Site induction and house rules ready	
Mentor briefing attended	

Which organisations can host

SECTOR EXAMPLES

The programme is host-neutral: the same structure works in any organisation below. These are examples of what students explore and the kind of project they might produce.

Sector	What students explore	Example project
Oil, gas and energy	HSE systems, supply logistics, energy transition	Cutting waste in a site process
Retail	Store operations, customer journey, stock and pricing	Reducing queue times
Law firms	Matter workflow, client service, knowledge management	A clearer client onboarding pack
FMCG	Production, brand marketing, distribution	A youth-focused product campaign
IT and technology	Service desks, product teams, customer success	Faster ticket triage
Banking and finance	Branch and digital services, risk, financial literacy	A savings guide for teenagers
Healthcare and pharma	Patient journey, supply chain, compliance	Clearer appointment information
Hospitality and tourism	Guest experience, operations, sustainability	Reducing food waste
Manufacturing and engineering	Production lines, quality, safety	A better visual safety board
Logistics	Warehousing, routing, tracking	Fewer picking errors
Media and creative	Content, audiences, production	A youth content plan

Outcomes

FOR STUDENTS, FOR YOU, FOR THE COMMUNITY

For students

- Understand how a business creates value across its core functions
- Professional skills: introductions, emails, meetings, presenting to leaders
- Problem-solving: process mapping, root-cause analysis, cost–benefit thinking
- IB evidence: ATL skills, Service as Action and CAS outcomes, Community or Personal Project seeds
- A certificate (Gold, Silver, Bronze), mentor reference and portfolio

For your organisation

- A talent pipeline years before career choices
- Fresh, evidence-based improvement ideas from every rotation
- Measurable community and ESG impact
- Mentoring experience that develops your staff
- A branded impact report and approved photos

What your team receives

When	What your team receives
Week 2	Process map with timings and an improvement briefing
Week 3	Customer journey map and a youth campaign proposal
Week 4	Cost or waste audit with a cost–benefit recommendation
Week 5	Onboarding journey map or early-careers strategy note
Week 6	Capstone proposals pitched to your leaders

Your impact report

- Attendance, certificates and skills growth for the cohort
- Every deliverable and improvement idea, ranked by impact and effort
- Mentor and student feedback (anonymised quotations)
- Approved photographs for your communications
- Recommendations for the next cohort

How students are assessed

AND HOW IT COUNTS AT SCHOOL

Component	Weight	Evidence
Professional conduct	15–20%	Daily mentor rating
Skills growth (ATL)	15–20%	Weekly self and mentor ratings
Journal and check-ups	20%	Daily entries and weekly quizzes
Weekly deliverables	20–25%	Marked on criteria A–D
Final project and pitch	20–25%	Judged by a panel of leaders

Certificates: Distinction or Gold, Merit or Silver, Pass or Bronze, and Participation. Mentors receive a Certificate of Appreciation.

Links to the IB

Framework	How the programme links
Approaches to learning	Communication, social, self-management, research and thinking skills rated weekly
MYP Service as Action	Evidence for the learning outcomes in the journal
MYP Community and Personal Projects	The final project can continue as a school project
IBDP CAS	A substantial CAS experience; the final project can become a CAS project

Spectrum Advanced Learning is independent and is not endorsed by or affiliated with the International Baccalaureate Organization.

Safety, safeguarding and confidentiality

OUR COMMITMENTS

Ratios
One Spectrum supervisor for every 8 students; Spectrum staff present all day.

Checked adults
Spectrum staff are background-checked; host mentors receive a safeguarding briefing.

Never alone
No adult is alone with a student behind a closed door.

Confidentiality
Students sign a confidentiality pledge and never see personal or commercially sensitive data.

Insurance
Spectrum holds public liability and personal accident cover; hosts confirm their own cover.

Clear exit
Either party can pause the placement immediately for any safety concern.

Memorandum of understanding covers

- Purpose, dates and numbers; no employment relationship
- Roles of Spectrum and the host
- Safeguarding, insurance and data protection
- Confidentiality and use of student ideas
- Publicity and photographs (with consent)
- Withdrawal and suspension for safety concerns

Getting started

FROM FIRST MEETING TO DAY 1

When	Step
12 weeks before	Discovery meeting; agree dates, team and number of students; sign the memorandum of understanding
10 weeks before	Site visit and joint risk assessment
6 weeks before	Name the team lead and mentors; agree the task and material
4 weeks before	Mentor briefing (90 minutes, online or on site)
2 weeks before	Confirm task, rooms and induction; receive student profiles (first names, tracks, needs)
Placement week	Welcome the team
2 weeks after	Receive your impact report and certificates for mentors

Ways to take part

Host one week
One team, four days, 6–8 students.

Host several weeks
Two to four teams so students see more of your organisation.

Join the pitch panel
Leaders judge Week 6 pitches (about 2 hours).

Career Pathways
Mentor one student for six months in a specialist career track.

Questions hosts ask

FAQ

Question	Answer
Will students need paying?	No. This is an educational programme; students do not replace staff or carry out paid work.
What if our work is confidential?	Tasks use synthetic, anonymised, public or training material. Students sign a confidentiality pledge.
How many students will we host?	Usually 6–8 per team for one week, with a Spectrum supervisor. Numbers are agreed with you.
Can we use students' ideas?	Yes. Ideas and deliverables can be used freely by the host; students are credited.
What if a student behaves badly?	Mentors remind once and then involve the Spectrum supervisor, who handles all conduct issues.
Can we host more than one week?	Yes: one week, several teams, the Week 6 pitch panel, or a six-month Career Pathways student.

Spectrum partnerships contact	
Email	
Phone	
Cohort dates	

Ready to host?

Contact the Spectrum partnerships team to arrange a discovery meeting. We will bring a sample course pack, journal and impact report.

Explore more with Spectrum

YOUR NEXT STEP

More ways to partner with Spectrum.

Organisations that host one programme often go on to shape others. Each one is planned, staffed and supervised by Spectrum.

Partnership opportunities

SIX WEEKS IN REAL ORGANISATIONS

Placements

Host an industry, community, AI or cyber security placement week.

PERSONALISED · 6 MONTHS

Career Pathways

Mentor one ambitious student in your profession for six months.

IN-HOUSE · 3.5 WEEKS · 4 DAYS A WEEK

Skills Studio

Give a guest masterclass in the Spectrum Skills Studio.

Why organisations choose Spectrum

Low effort, high value
Spectrum plans, supervises and assesses; your people share their expertise.

Safe by design
Supervision at all times, safeguarding training for mentors and no access to confidential data.

Fresh thinking
Students leave you a practical idea or prototype built around a real need you set.

Visible impact
An impact report and recognition you can use in community and ESG reporting.

Talk to us. Book a free consultation through the Spectrum website or ask your Spectrum programme lead. We listen first, then recommend the right pathway.

THE SPECTRUM FAMILY OF PROGRAMMES

One family. Every stage of learning.

Every learner is different. Spectrum finds where each one is, and builds the path to where they want to go.

Mastery

ENGLISH AND MATHS · GRADES 1–11

Find the exact gap and close it for good, one skill at a time.

Math Mastery · English Mastery

MYP

MIDDLE YEARS PROGRAMME · MYP 1–5

Understand the criteria, meet them with confidence and arrive at eAssessment ready.

IB MYP Support (Years 1–5) · MYP 5 eAssessment Accelerator

IB Diploma

DP1 AND DP2 · GRADES 11–12

Separate SL and HL support for every paper and every component.

IB Diploma Support · TOK, EE and IA guidance

Placements

YOU ARE HERE

SIX WEEKS IN REAL ORGANISATIONS · AGES 10–17

Week 1 Academy, four placement weeks in industry or the community, then a project week.

JEP Industry · JEP Community Immersion · AI Programme · Cyber Security Programme

Skills Studio

IN-HOUSE · 3.5 WEEKS · 4 DAYS A WEEK · AGES 10–17

Fourteen hands-on days on the Spectrum campus: the future skills every student needs.

AI Studio · Cyber Security Studio · Digital Office Skills · Speak, Debate, Lead

Career Pathways

PERSONALISED · 6 MONTHS · AGES 15–18

For students who know their goal: a personal plan, a specialist mentor and real practice.

Law · Policy and research · Medicine and health · Engineering, business and more

SAT and ACT

UNIVERSITY ADMISSIONS · GRADES 10–12

Diagnostic-led preparation, timed practice and a clear target-score plan.

SAT Preparation · ACT Preparation

Teacher Academy

PROFESSIONAL LEARNING · EDUCATORS

Practical training for teachers in IB-style teaching, assessment and future skills.

1-week Intensive · 3-week Certificate

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Start a conversation

Book a free consultation through the Spectrum website or ask your Spectrum programme lead. We will listen first, then recommend the right pathway.

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