SPECTRUM
ADVANCED LEARNING

PARENT PROSPECTUS

SPECTRUM JUNIOR EXECUTIVE PROGRAMME (INDUSTRY)

Six weeks inside a real organisation

A structured, safe and IB-connected programme for students aged 10 to 16, in partnership with leading local organisations.

6	4	3	1
weeks on site	departments explored	age tracks	real problem solved

Most young people never see how an organisation really works until their first job. The Junior Executive Programme (Industry) changes that. Students spend six weeks inside a host organisation: learning how it runs, working alongside real professionals, and finally presenting their own improvement idea to its leaders in a Boardroom pitch.

PREPARED FOR

Students and parents

Six weeks · Ages 10–16 · Three age tracks · Aligned with IB Service as Action, MYP Projects and IBDP CAS

Why this programme is different

THE SPECTRUM PROMISE

Real, not role-play

Students work on genuine (non-confidential) tasks in real departments, guided by trained mentors from the host organisation.

Built for their age

Three tracks, Explorer (10–12), Apprentice (13–14) and Practitioner (15–16), so every task is pitched at the right level.

Safe by design

A Spectrum supervisor for every 8 students, DBS/police-checked staff, a full safeguarding policy and no unsupervised work, ever.

Connected to the IB

Evidence maps to MYP Service as Action, the Community and Personal Projects, IBDP CAS, the ATL skills and the learner profile.

A portfolio to keep

A Mission Journal, four rotation deliverables, a capstone report and a verified certificate for university and school applications.

Recognised effort

Executive Points, a passport stamped every day, and Gold, Silver and Bronze certificates presented at a closing ceremony.

The question every intern answers

"If I were in charge here, what one thing would I improve, and how would I prove it works?"

The six-week journey

MONDAY TO THURSDAY, 08:30–14:30

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
Academy and Orientation How organisations work; professional skills; the sector; the inquiry toolkit	**Operations** Processes, supply chains, quality, health and safety	**Marketing and Customers** Brand, audience, channels, customer experience	**Finance and Resources** Costs, budgets, value and simple metrics	**People, Culture and Strategy** Recruitment, onboarding, wellbeing, leadership decisions	**Capstone and Boardroom** Identify, diagnose, design and pitch a real improvement

Week 1: Academy. Students learn how organisations work, how to behave as a professional, what the host's sector does, and how investigators gather evidence. They sign a learning contract and set their goals.

Weeks 2 to 5: Rotations. Each week the team moves to a new department. The four days follow the same rhythm, so students always know what comes next:

Day	Focus	What happens
Day 1	Context	Champion briefing; how the department works; key terms; process overview
Day 2	Observe and collect	Shadowing; interviews; data collection
Day 3	Contribute	Hands-on task with real (non-confidential) material
Day 4	Improve and hand over	One improvement idea; teach-back to the next team; weekly deliverable

Week 6: Capstone. Teams choose a real problem they noticed, find its root cause, design a solution, and pitch it to the host's leaders in the Boardroom. Parents are invited to the closing ceremony on the final afternoon.

Fridays are home days for the Mission Journal and rest.

Three tracks, one programme

PITCHED TO EVERY AGE

Track	Ages	IB stage	Driving question	What they do
Explorer	10–12	MYP 1–2 (Grades 5–7)	*How does this work?*	Discovery and curiosity: observing, mapping, simple tasks, visual reflections.
Apprentice	13–14	MYP 3–4 (Grades 8–9)	*How could this work better?*	Guided contribution: process mapping, data collection, team roles, improvement ideas.
Practitioner	15–16	MYP 5 to DP1 (Grades 10–11)	*Why is it done this way, and what should change?*	Ownership of mini-projects, analysis, stakeholder communication, root-cause work.

What a rotation looks like on each track

Here is the Operations week (week 2) as an example:

Track	Mission	Deliverable
Explorer	Map the journey of one product or service from input to delivery as an illustrated flowchart. Spot one place where things wait.	Visual flowchart and one improvement idea
Apprentice	Time a real task five times; find the bottleneck and suggest one change. Run a simple hazard spot-check with the safety lead.	Process map with timings, bottleneck analysis, hazard checklist
Practitioner	Analyse turnaround or resource use in one process; draft an improved standard operating procedure and estimate time saved.	Executive briefing note: current process, data, proposed SOP, expected benefit

A typical day

Time	Activity
08:30	Arrival, sign-in, team huddle with mentor
09:00	Briefing: the day's mission and key ideas
09:45	Department session 1: observe, ask, record
11:00	Break
11:15	Department session 2: hands-on task
12:30	Lunch with mentors and staff
13:15	Team work and teach-back
14:00	Mission Journal, passport stamp, ATL check
14:30	Departure

Skills your child will build

APPROACHES TO LEARNING (ATL)

ATL category	How the programme develops it
Communication	Professional etiquette, interviewing, presenting, written briefings
Social (collaboration)	Teamwork across ages, working with mentors and staff
Self-management	Punctuality, organisation, deadlines, resilience, safety
Research	Observation, interviews, data collection, sources
Thinking	Root-cause analysis, creative solutions, evaluation, decision-making

The IB learner profile in action

Inquirers
Interviewing staff and asking the questions nobody else asks.

Communicators
Emails to managers, teach-backs and a Boardroom pitch.

Principled
Confidentiality, safety and honest reporting of data.

Risk-takers
Speaking to senior leaders and proposing new ideas.

Thinkers
Root-cause analysis and impact–effort decisions.

Reflective
A daily Mission Journal and weekly growth ratings.

How it links to school

Programme	How the programme counts
MYP 1–5	Evidence for Service as Action learning outcomes; the capstone can seed a Community Project (MYP 3–4) or Personal Project (MYP 5).
IBDP	A CAS experience covering several of the seven learning outcomes; the capstone can become a CAS project; insights can inform the Extended Essay or Business Management IA.
Any school	A verified certificate, mentor reference and portfolio for applications and interviews.

Schools decide how evidence counts. Spectrum supplies a coordinator letter and verification forms (see the IB and School Credit Pack). Spectrum is independent and not endorsed by the IB.

How progress is recognised

ASSESSMENT AND CERTIFICATES

Component	Weight	Evidence
Professional conduct	20%	Daily mentor rating: punctuality, preparation, courtesy, safety, confidentiality
ATL skills growth	20%	Weekly self and mentor ratings (1–5) on five ATL categories, with evidence
Mission Journal and reflection	20%	Daily entries and weekly reflections linked to CAS outcomes and the learner profile
Rotation deliverables	20%	Four weekly deliverables, marked with the track rubric
Capstone project and pitch	20%	Problem diagnosis, solution, presentation and questions, judged by the Boardroom panel

Certificates

Award	Requirement
Gold	85–100 points and at least 22 of 24 days, all four rotation deliverables and the capstone completed
Silver	70–84 points and at least 20 days
Bronze	55–69 points and at least 18 days
Certificate of Participation	Below 55 points or fewer than 18 days, with the capstone attempted

Executive Points and the passport

Every day, mentors stamp each student's Executive Passport and award Executive Points for punctuality, contribution, questions, journal quality, helping peers and innovation. Points build a friendly team leaderboard and a personal record of effort; they never replace the assessment above.

> *“The best preparation for the world of work is to step into it early, with the right support.”*
>
> The Spectrum Junior Executive Programme (Industry)

Safety and care

OUR NON-NEGOTIABLES

Ratios
One Spectrum supervisor for every 8 students; one host mentor for every 3 to 5 students. Explorers are always in pairs or small groups.

Checked adults
All Spectrum staff and host mentors complete background checks and safeguarding training before the programme begins.

Safe spaces
Students only enter areas approved by the host's safety lead, wear any required protective equipment, and never operate machinery.

Medical and emergencies
A trained first aider on site every day; medical forms held by the supervisor; a written emergency plan for each site.

Confidentiality
Students sign a confidentiality pledge; tasks use non-sensitive material; no personal data is ever handled.

Communication
A daily sign-in and sign-out, a weekly progress note to parents, and a named contact for any concern.

Applying

Step	What happens
1. Apply	Complete the application form with a short personal statement (Explorers can draw or record theirs).
2. Meet us	A friendly 10-minute conversation and a short, fun quiz about how organisations work (no preparation needed).
3. Confirm	Return consent, medical and photo forms and the fee. We confirm the host, track and team.
4. Prepare	Attend the parent induction evening; receive the Student Handbook and Mission Journal.

Host organisation	
Dates	
Fee and what it includes	
Places available	
Application deadline	
Contact	

This prospectus is a template: the organiser completes the table above for each cohort.

Explore more with Spectrum

YOUR NEXT STEP

One partner for every stage of the journey.

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

Recommended for you

IN-HOUSE · 3.5 WEEKS · 4 DAYS A WEEK

Skills Studio

Fourteen in-house days of AI, cyber security, office software or public speaking.

ENGLISH AND MATHS

Mastery

Secure the English and Maths foundations every placement relies on.

PERSONALISED · 6 MONTHS

Career Pathways

Know your future career? Six personalised months with a specialist mentor.

A pathway for every stage

GRADES 1–11	MYP 1–5	AGES 10–17	GRADES 10–12	AGES 15–18
Mastery	**MYP**	**Placements and Skills Studio**	**IB Diploma, SAT and ACT**	**Career Pathways**

Why parents choose Spectrum

Diagnostic first
Every programme starts by finding exactly where a learner is, so time is spent on what matters.

Small groups, real attention
Tutor and supervisor ratios are kept small so every student is known by name.

Safe by design
Background-checked staff, clear safeguarding procedures and parents kept informed every week.

Evidence you can keep
Journals, portfolios, reports and certificates that schools and universities can see.

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

SPECTRUM
ADVANCED LEARNING

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.

Spectrum Advanced Learning is independent and is not endorsed by or affiliated with the IB.