**Case study template**

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

The following case study template is designed for employers to input information on their activities and success studies in relation to Movement to Work (MTW) placements.

Regular employer contribution is important so as to produce engaging and compelling content to the media and social channels, communicating MTW’s key messages and increasing its exposure among key stakeholders and audiences. This is also an excellent opportunity for YOU the employer to showcase the great stories unfolding within your organisation and to maximise the exposure of the good work you are doing.

**THANK YOU!**

**INSTRUCTIONS**

* Please start by identifying at least one individual from your programme and discussing the questions below.
* Please advise the participant that their story ***may*** be used and shared on Movement to Work digital channels and/or with our media contacts.
* Once complete, please return to: **Rachel Lim** >> rachel.lim@movementtowork.com

**\*We are happy to write up the case study on your behalf based on facts provided in this form or we can set up a telephone conversation to capture a case study. Get in touch with Rachel (details above) for more info.**

**About the Organisation**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Approval Process and Approver |  |

**About the Participant**

|  |  |
| --- | --- |
| Name of participant |  |
| Participant background (including geography, sector, gender, disability, other disadvantageous challenges etc.) |  |

**About the placement**

|  |  |
| --- | --- |
| Title of programme/scheme/placement |  |
| Start date |  |
| Completion date |  |
| Location of the placement |  |
| Charity partner |  |
| Training provider partner |  |
| Placement statistics (amount of placements per year, key demographics etc.) |  |
| Placement objectives |  |
| Achievements of participant during placement |  |
| Key takeaways, learnings from placement by the participant |  |
| Key takeaways, learnings from placement by the organisation |  |
| Is the participant still on their placement / or has moved into a permanent role with you? |  |

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**Content from the placement**

|  |  |
| --- | --- |
| Statement from the participant   * *What have you learned through this work placement?* * *What did you enjoy the most?* * *What was a challenge you overcame?* * *What would you say to someone considering this placement?* |  |
| Quote from the organisation spokesperson |  |
| Is photography available of the participant? |  |
| Is the participant open to being photographed on location/ can filming be carried out at the location? |  |
| Is the participant open to being filmed on location/ can filming be carried out at the location? |  |
| Anything else to add? |  |

|  |  |
| --- | --- |
| Is the participant open happy for Movement to Work to use and share this information on our digital channels and with our media contacts? (Otherwise these details will be kept confidential and used only internally) | YES [ ] NO [ ] |