



This booklet sets out a range of easy to implement ideas for teachers when hosting an ITF event or activity in their school or college

2017

Easy Steps to hosting a 'Speed Career Dating' Event

If you are looking to help pupils gain insights into different careers and broaden their aspirations, informal 'speed career networking' can help to answer their questions by creating informal Q&As with people from a range of sectors and professions.

What to do

1. Select a date and time where you have 1 hour and a group of anywhere between 50-100 students to take part.

2. Log on to Inspiring the Future and invite volunteers in the professions, specialisms or areas (e.g. apprenticeships) you would like to see represented (ideally, one volunteer speaking to a group of 8-10 pupils); Send them details of the venue, timing and directions. Follow up one week before the event to re-confirm.

We suggest you give volunteers at least 4 - 6 weeks' notice prior to your event.

3. Prepare your students by going through sample questions they might want to ask as they 'speed career networking' with the volunteers (see reverse for some examples).

4. Set up the tables numbered 1,2,3,4 etc. so it is easy for the volunteers to rotate around the room while the pupils remain seated.

5. When volunteers arrive, welcome them and ensure volunteers have the chance to ask you any questions they may have. Give them a short intro talk and then sit them down with the young people.

6. Rotate the volunteers around the tables every 8 - 10 minutes. Maybe by ringing a bell or using buzzer.

7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success on our website and through social media. [Contact Us](#) or tweet us [@ITF_Australia](#)

Sample Questions for Pupils: 'Speed Career Networking'

Here are questions to help you think about what sort of things you might like to ask. These are just ideas. What do you want to know about the job or sector?

- What did you learn in school that you find useful at work? Have you found activities outside of school teach you any useful skills for work?
- Do you manage other people/are you managed by someone else? What do you think makes a good manager?
- What do you enjoy most about your job? What are the biggest challenges for you at work?
- What advice would you give to someone of my age thinking about their career?
- What can I do now to prepare me for this kind of career?
- What skills/qualities do you need to do your job? What does a typical day/week look like at work?
- Why did you choose this career? Is the job what you expected when you entered this industry?
- What was your education route into this career (degree, FE College)? Are there other routes in nowadays (e.g. apprenticeships)?
- Is there anything you would do differently in your education/career path to this point?
- Have you done different kinds of jobs before Is this the only sector in which you have worked?
- Do you have a family? Is it easy to have a family and do your job?
- Do you use languages/maths/science in your job at all?
- What is the salary range for this kind of work? Are there any other benefits?



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Easy Steps to Career Insight Talks

Career insight talks give students insights into a career by having a professional talk them through their own career and education pathway, as well as the job they do. They could be in an assembly, in a careers class, or to a small group of students interested in particular careers.



Some schools integrate talks into subject lessons (for example, they invite a doctor to talk in a biology class, or a journalist in an English lesson).

Here are tips to make the visit a success in the form of seven easy steps to running a Career Insight Talk:

1. Decide on a date and time for your talk, as well as the setup. For example, is it a talk in an assembly to 300 pupils or a talk to a class of 30? Is it during school hours, at lunchtime or after school?
2. Log on to Inspiring the Future and invite a volunteer (or volunteers) of your choice, giving details on the date, time and venue, along with what you would like them to do when they visit. *Volunteers tend to need 4 – 6 weeks' notice.*
3. Follow up one week before the event to re-confirm.
4. Prepare pupils with some questions ready to kick-start the Q&A.
5. Have someone greet the volunteer and ensure they are comfortable before introducing them to the class. Remember that have given up their time for free.
6. Encourage students to ask questions and engage with the volunteer.
7. Let the volunteer and us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success: [Contact Us](#) or tweet us [@ITF_Australia](#)

What do volunteers talk about?

Volunteers giving a Career Insight Talk to young people in a school or college are encouraged to address the following:

- What they do. They might talk through 'an average day' at work.
- What education route they took. E.g. University, College, Apprenticeship.
- What advice would they give young people hoping to get into their field.
- What I wish someone had told me aged 14 or 16.

Tips for making the visit a success

- Ensure the volunteer arrives with time to prepare; remember they are often coming during work hours so timing is important to them.
- Let everyone know that the visit is happening and what to expect in the session. Ensure someone is on hand to meet them.
- Organise car parking if required.
- Ensure there are some questions ready to kick-start the Q&A.
- Let your volunteer know how the visit went. Through feedback they can develop their communication and presentation style.

Tips for helping volunteers engage young people

Some schools try to make it a little more interactive. You could:

- Ask volunteers to bring props that represent their job.
- Suggest that volunteers write some statements about their job for pupils to guess which are 'true' and which are 'false'.
- Start the session with a 'guess my job' activity to help get pupils thinking about skills and career pathways.

Many volunteers will happily run workshops or more interactive sessions with just a little help from schools, so talk to them about any ideas you have to make it more exciting and insightful for your students.

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Easy Steps to Subject Talks with Inspiring the Future

Many teachers find that having a specialist professional talk to students in a subject lesson can help increase their enthusiasm and their understanding of how their work at school will help them later in life.

Planning your event

1. Decide on a date and time for your talk, and narrow down which sectors, professions or specialisms (e.g. apprenticeships) you might like to cover.
2. Log on to Inspiring the Future and invite a volunteer (or volunteers) of your choice, giving details on the date, time and venue, along with what you
3. would like them to do and/or bring as props. Volunteer tend to need 4 – 6 weeks' notice.
4. Follow up one week before the event to re-confirm.
5. Prepare pupils with some questions ready to kick-start the Q&A.
6. Have someone greet the volunteer and ensure they are comfortable before introducing them to the class.
7. Encourage students to ask questions and engage with the speaker.
8. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success: [Contact Us](#) or tweet us [@ITF_Australia](#)



Ideas for Subject Talks in Your School

Although people's work is often relevant to a range of different subjects, the following can be good starting points for subject talks. These are just a small sample of the 1000s of different occupations done by volunteers who can be found through Inspiring the Future:

Subjects and example relevant professions

Subject	Relevant Professions
<i>Maths</i>	Finance professional, engineer, electrician, plumber, architect, data analyst
<i>English</i>	Journalist, publisher, editor, lawyer, communications professional, business administration
<i>Languages</i>	Trade lawyer, international development worker, doctor, politician, translator
<i>Science</i>	Doctor, medical researcher, tech company employee, pharmacist, nurse, apprentice electrician, civil engineer
<i>Technology, IT and Design</i>	Product designer, fashion designer, IT practitioner, advertising executive, film set designer
<i>Geography</i>	Geologist, environmentalist, local authority worker, flood defences manager, travel agent
<i>History</i>	Museum curator, academic, civil servant, archivist
<i>Business Studies</i>	Retail professional, entrepreneur, CEO, HR professional

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7 Steps to Mock Interviews

Teachers might find in Year 11 or Sixth Form/College that pupils need extra support ahead of thinking about applying for their first permanent job or for interviews for Apprenticeships or college courses.

They may never have had an interview and be unused to the more formal Q&As; this is an opportunity for professionals who are used to recruiting to give their valuable hints and tips to students.

What to do

1. Select a group of students who would benefit from Mock Interviews.
2. Log on to Inspiring the Future and invite volunteers who have selected 'mock interviews' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring
3. Follow up one week before the event to re-confirm.
4. Send volunteer examples of questions they might want to think through.
5. Prepare pupils by asking them to prepare a Resume and/or think about their transferable skills, any work experience and what career they might like in the future.
6. Allow 10-15 minutes per pupil for mock interviews and ensure your volunteers have chance to give feedback to them.
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success by [Contact Us](#) or tweet us [@ITF_Australia](#)

Mock Interviews Sample Questions

- What are your strengths? What are your weaknesses?
 - Do you like working on your own or working in a team?
 - What would you look for in a job?
 - What do you enjoy doing?
 - Where do you see yourself in 10 years?
 - What are your hobbies and interests?
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- How would you describe your style of working?
 - What are the three most important things to you when you are looking for a job?
 - What makes a good manager/team player?
 - How has your education prepared you for work?
 - Describe a time you have:
 - worked in a team
 - managed conflicting priorities
 - done something difficult
 - solved a problem
 - come up with a new idea
 - responded quickly and efficiently to a task



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7 Easy Steps to Getting Resume Help

Inspiring the Future offers schools the chance to invite professionals in to their school to help pupils understand what a good Resume looks like, how to write cover letters and what employers are looking for.

How to plan your event

1. Decide if it is a whole-class activity or a one-to-one with particular students.
2. Log on to Inspiring the Future and invite volunteers who have selected 'Resume help' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring.
3. Once a volunteer has confirmed attendance, follow up one week before the event to re-confirm.
4. Brief the volunteer, sending them any example resumes or anything you might want them to particularly focus on.
5. Prepare pupils by asking them to draft a sample Resume so they can explore how they would improve or add to it.
6. Ensure the volunteer knows the format and is prepared to speak to the right number of pupils in the right environment.
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success.

Free resources for teachers

You can find a range of free resources on our website (www.inspiringthefuture.org.au/resources) such as example Resumes and hints and tips on covering letters.

Running Resume Workshops and Mock Interviews

Other free online resources developed with the chartered institute of Personnel and Development (CIPD) which represents 130,000 people working in Human Resources and Personnel, for Inspiring the Future school and college activities include:

Hand-outs for students

- Writing a good Resume
- What good and bad Resumes look like
- Interviews: hints on questions and answers
- Interviews: personal impact and presentation
- What a good covering letter looks like
- How to conduct a successful job search
- How to read job adverts, write a cover letter and complete applications
- How to research a company
- Applying for an Apprenticeship

Just go to: www.inspiringthefuture.org.au/resources



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Run 'What's My Line?' in your school

A 'What's My Line?' event involves volunteers standing or sitting in front of a primary student audience each holding a number. The intention of the game is for the audience to guess each volunteer's job. The activity length is open for you to decide, but works best at around 20 minutes, with 10 minutes for question time and 10 minutes for guessing volunteer jobs and sharing. After a time of questions, volunteers leave to put on their 'work uniform' or grab a prop that helps illustrate their job, helping the students guess their jobs.

Preparation in advance

- Using Inspiring the Future, choose volunteers local to your school. Select 4-6 volunteers with very different jobs and careers. Try and get some surprises in the mix, for example, young female engineers, male nurses, etc.
- Invite them to your event giving time, date and venue. Volunteers tend to need 4 to 6 weeks' notice. Make sure to ask volunteers to prepare a quick description of their job and the impact literacy and numeracy at primary school had. Also ask them to bring their work uniform to change in to half way through, or a prop that helps illustrate what job they do.
- Set aside an hour for this activity which can be done in a school hall or other large room.
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- Make large cards with numbers 1 - 6 in advance. The volunteers will enter the hall holding these numbers and prop them up in front of their seats during the session.



Running the Event

- 1.) 4 - 6 volunteers enter the room holding their number prominently. The volunteers are seated in a row at the front of the room.
- 2.) Volunteers are welcomed and introduced only by their number.
- 3.) The leader of the session then outlines the game;
 - The aim is to guess each volunteer's career
 - Volunteers can only answer yes or no to audience questions
 - Students ask questions such as; 'Do you work with people? Do you wear a uniform? Does your job involve saving people?'
 - Students cannot ask 'Are you a doctor?' or similar
- 4.) Students then take turns asking questions (it is good to have some prepared questions and have practiced how the event will work with your students). Questions can either be directed at volunteers in succession of sitting order, or randomly, where each student identifies which number they're asking.
- 5.) After about 10 minutes of questions, thank the students and lead the volunteers off to change into their uniform or grab their prop. During this time, take student guesses for each volunteer and record them to share afterwards.
- 6.) The volunteers are then reintroduced one by one, the presenter telling them what the children thought they did! Volunteers need to ensure that when they return they identify their job, talk briefly about it and the impact that literacy and numeracy at primary school had on their career and how important they are now. Encourage your volunteers to prepare a practical example.
- 7.) Don't forget to thank volunteers after the event and assist them in leaving the school.