



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:

- 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?
- 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.*
- Follow up one week before the event to re-confirm.
- Prepare pupils with some questions ready to kick-start the Q&A.
- 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.
- Encourage students to ask questions and engage with the volunteer.
- 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.

