

# SUBJECT TEACHERS GUIDE

TO HOSTING ITF ACTIVITIES

inspiring the **future**.org.au



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# Sign up!

Inspiring the Future Australia is a national campaign for career inspiration and provides a free, easy way for schools and the world of work to connect! The secure, purpose-built online ITF platform serves as a free resource for teachers to engage their students through a large database of willing industry volunteers. All you have to do is sign up to invite them and wait for their reply! Using ITF volunteers in your classroom helps students to see the relevance of what they're learning and motivates them to work harder.

## Signing up is easy

**1**




Follow <https://www.inspiringthefuture.org.au> to the Inspiring the Future website




Click on the orange sign up button and select the green 'Teachers Sign Up Here' button from the pop-up



**2**




Fill in information in the form, making sure you enter all the compulsory information.




**3**

**4**



Don't forget to go to your email to activate your account!



# Invite Volunteers

Volunteers signed up with Inspiring the Future are ready and willing to speak in your school and inspire your students, pending their availability for the date/time requested. Every volunteer has a different story, different experiences, different career journeys and different expertise. For some, an hour is all they can give but others may be able to spare more time. All you have to do is ask!

## See how to invite volunteers

**Volunteer Search** Search by keyword... Hello Ngaire Logout

Prev 1 2 3 4 5 6 7 Next

**Filters**

- Activities: None selected
- Sectors: None selected
- Regions: 4 selected
- Gender: None selected
- Prev. Attended School: None selected
- A/TSI: None selected
- Virtual Visitor: None selected
- Specialism: Experience: None selected, Subjects: None selected, Languages: None selected

**Click 'Find Volunteers' tab and see available volunteers**

**Selected Volunteers**

- Norman Ieng, Partner Success Manager
- Tulsi Baskaran, Finance Manager

**Select a few you're interested in**

**Volunteer Invitation**

Project \* Select existing project or create a new one

Activity \* First select a project

To: Norman Ieng, Tulsi Baskaran (Messages will be sent individually)

Email Subject \* Come to our career event

Dear (The volunteer's name)

You've got a new invitation for an inspiring the Future activity from: Inspiring the Future Australia

Activity Date (if confirmed):

Additional comments and details:

You can formally accept, decline or request more information by clicking the links at the bottom of this email. Inspiring the Future respects the privacy of both teachers and volunteers. Email and phone numbers will not be published by default. Email replies to this invitation will be auto-forwarded to the teacher.

**First select a project**

What's involved? None selected

Activity detail notes...

**And fill out the invitation form to invite them!**

# Example Activities

So what can ITF volunteers help you in your classroom? The possibilities are endless! Use volunteers to engage students in topics with real world examples, inspire them in how to use their skills and knowledge in the workplace or use volunteers to assess students on applicable and transferable skills!



## Activity Suggestions

### Maths

#### *Volunteer Ideas*

- Business person
- Accountant
- Marketer
- Manager

Volunteer speaks about how they use statistics in their job or workplace. Perhaps presents an example of how statistics makes their job easier or increases revenue. Could involve the volunteer setting a task for students to analyse the performance of a business or the success of a marketing campaign.

### Science

#### *Volunteer Ideas*

- Surveyor
- Nutritionist
- Park Ranger
- Pilot

The volunteer does a relevant demonstration of their work or brings in work to show, such as a surveyor bring in maps or drone footage or a park ranger bringing in different plants. A nutritionist could give a short talk on their role and journey, then do a fun trivia quiz to test the kids knowledge on nutrition and health.

### English

#### *Volunteer Ideas*

- Blogger
- Editor
- Librarian
- Author

Volunteers share how they use English in their job, stressing the importance of grammar and spelling, but also creativity and imagination. A blogger may talk about their flexible schedule and the importance of building a brand or an author could take students through a 'beating writers block' exercise.

### VET Subjects

#### *Volunteer Ideas*

- Tradesperson
- RTO Trainer
- Industry Association Rep

Volunteer speaks about the workplace safety standards and competencies required. They could provide a relevant demonstration of their work or assist with hands-on student activities. Perhaps the volunteers could speak about their own career journey and talk about entry pathways into the profession.

# The elements of an inspiring activity

At the beginning of the term (or year) identify the lesson/s you'll invite a volunteer to. Log into Inspiring the Future to review the possible range of relevant volunteers willing to visit your school or link up virtually. Make sure you get approval and seek collaboration within your department or faculty before inviting volunteers. Discuss opportunities with your colleagues and ensure your potential visit complies with your school policy.



## Activity planning

Using a combination of the following stages within your activity has been previously proven successful by teachers. This outline intends to simply act as a guide for your planning, not a strict plan of how ITF activities have to be run.

### Introduction/s:

The teacher introduces volunteer briefly (or volunteer introduces himself/herself) and the question and answer session ensues based on chosen pre-lesson exercise

### Volunteer Demonstration:

Volunteer demonstrates one of the tasks/skills that they do/use routinely in their jobs (related to Maths/English/Science/History etc.)

### Student Demonstration:

*Student Attempt (problem-solving)* – Students can be given similar tasks to complete in groups. Ensure that they are given appropriate brief/materials and this task is pitched correctly. Feedback at the end

### Plenary:

*Reflection* – Students complete questionnaire/reflection questions e.g. one thing that surprised them, one thing they will never forget, and one thing they enjoyed

## Consider

- Which class/es – particularly for your first experience. Remember that outside speakers can be great motivators, so do consider your challenging classes too!
- Putting classes/teachers (from the same or different subjects) together to share benefits if appropriate/available
- Inviting another adult (teaching staff/senior staff) in for support/feedback
- Creating a lesson plan to share with the volunteer and to share great practice
- Corresponding as much as you can through the ITF portal/emails so you have a record for next time

## Tips for Inviting Volunteers

Remember, engaging with young people, especially teenagers, can be daunting for those not used to it (even though teachers do it every day!). The more information a volunteer has, the more confident they will feel, the more successful the lesson will be.

### Before

- Carefully consider which volunteer you want to approach based on the needs of your students and have some backups in case your first choice is unavailable. Aim to expose students to a range of careers and a range of routes into these careers over time
- Get in touch 1-2 months before the volunteer is needed to optimise chances of securing their visit
- Be succinct but comprehensive in inviting volunteers – be clear about the ask
- Once they have responded positively, engage in a discussion to be clear about the task/skill that they will share with the class
- When the volunteer has confirmed, forward them the lesson plan with timings

### On the day (Face-to-Face visits)

- Ensure that Reception staff are expecting the volunteer and arrange for them to be collected from Reception by a member of staff at the agreed time – be aware that the volunteer may well ask for help in parking
- Allow time for the volunteer to do any setting up required
- Introduce the volunteer to the class
- Teaching staff are to remain present throughout the subject talk or activity
- Remember it is the teacher who is leading the session, the volunteer is a resource!
- Teachers should ensure an active presence in the classroom and that they are active in classroom management (instructions, task transitions, organisation of resources, behaviour management)
- At the end of the session, the teacher or a student should publicly thank the volunteer for their contribution
- After the lesson and if possible, feel free to capitalise on the opportunity to informally reflect on the session and/or explore further opportunities with the volunteer over a cup of coffee
- Arrange for the volunteer to be escorted offsite by a member of staff



### After

- Contact the volunteer within 48 hours to thank them (perhaps including a couple of things that you feel went well) – they really will appreciate this
- Complete the automatic feedback form sent to you from Inspiring the Future
- Share about your experience with other staff or in the school newsletter
- Reflect on the visit with your students so they can share what they recall and found useful

# FAQ's & WWC

## Is a statutory child protection check needed by volunteers?

Child protection is paramount. Volunteering requirements vary with each state and in some cases they vary between public and non-government schools. In Victoria and the NT, a working with children check (WWCC) is essential for all occasional visiting guest speakers in government schools and in other states, it is either not required or dependent on the number of visits per year.



Regardless of school requirements, ITF requires that all volunteers remain under the supervision of a teacher at all times. That is, volunteers must not be left alone with students. If you would like to use a volunteer more often than once a year or broaden the range of activities beyond guest speaking to a class, we strongly suggest that they obtain a "volunteer" child protection clearance. Online applications for volunteers are mostly free or require a token fee.

Teachers may be more willing to invite volunteers who have been formally cleared for entering school grounds in their state. In all cases, visitors and volunteers should allow 15 minutes before the scheduled activity to comply with the school's visitor requirements.

## Does anyone vet the volunteers and what they say in their profile?

We take it on trust they have been honest about their skills and experience. There are also legal terms and conditions that they must agree to before registration. If we become aware that what they say is not accurate, or if the volunteer behaves in an inappropriate manner, we will remove the volunteers from the system.

## Can volunteers be invited to be virtual guest speakers?

Yes. Quite a number of volunteers across the country have ticked the box saying they are willing to be a virtual visitor. To find them, first clear all currently selected "Regions" and then use other filters according to your search requirements. ITF now has a tailored webinar feature you can use to set up your virtual activity and send volunteers the link to join. "See the "ITF Virtual Events Guide" for further information.

## Is Inspiring the Future available to primary schools?

Yes, the program allows primary school teachers to connect with volunteers to support a wide range of learning objectives. Examples of primary school activities can be found on the Inspiring the Future website.

For full FAQ's visit <https://www.inspiringthefuture.org.au/page/about-faqs>