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**Easy Steps guides to using  
Inspiring the Future volunteers in  
your school or college**

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This booklet sets out a range of easy to implement ideas for teachers

**2017**



# inspiring the future

## Easy Steps to hosting a 'Speed Career Dating' event with Inspiring the Future

If you are looking to help pupils gain insights into different careers and broaden their aspirations, informal 'speed career dating' or networking sessions 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 dating' 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. Please [Contact us](#) and follow us on @ITF\_Australia the account that we will retweet from.



## Sample Questions for Pupils: ‘Speed Career Dating’ with Inspiring the Future

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 the job you do?
- 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?

## Other guests – Local Councilors, your MP and local media

If you are hosting quite a big event, extend the invitation to local Councilors and other people you might like to invite as guests. Some schools use this opportunity to invite their local MP to attend. If your MP attends it's a chance to get your local media interested if you decide this is an event you want to showcase to the community.

Primary Futures can help you with local media by providing telephone advice and a Media Release template. Please [Contact us](#)



## Easy Steps to Career Insight Talks with Inspiring the Future

Career insight talks give pupils 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 by Contacting us [Here](#) and follow us on [@ITF\\_Australia](#) the account that we will retweet from.

## 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.

## Easy Steps to Subject Talks with Inspiring the Future

Many teachers find that having a specialist professional talk to pupils 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 would like them to do and/or bring as props. Volunteer 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.
6. Encourage students to ask questions and engage with the speaker.
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success: [Please contact us Here](#) and follow us on [@ITF\\_Australia](#) the account that we will retweet from.

**Need some inspiration? Turn over to see how other schools are integrating talks from professionals into their subject lessons.**

## 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
Maths	Finance/banking professional; engineer; electrician; plumber; architect
English	Journalist; publisher/editor; lawyer; PR/marketing professional; business administration apprentice
Languages	trade lawyer; finance professional; international development worker; doctor; marketing/sales professional; politician
Science	doctor; medical researcher; tech company employee; pharmacist; nurse; midwife; apprentice electrician; civil engineer
Technology, IT and Design	product designer; fashion designer; tech company employee; IT practitioner; advertising executive; film set designer
Geography	geologist; environmentalist; local authority worker; flood defenses manager; travel agent
History	museum curator; academic; civil servant; management consultant; heritage manager; archivist
Business Studies	retail professional; entrepreneur; CEO; HR professional; customer service apprentice; buyer for a large store; brand manager

## 7 Steps to Mock Interviews for jobs or going to university with Inspiring the Future

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 Contacting us [Here](#) and follow us on [@ITF\\_Australia](#) the account that we will retweet from.

## Example mock interview questions for volunteers 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?
- 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

## 7 Easy Steps to Getting Resume Help with Inspiring the Future

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](http://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 covering letter and complete applications

How to research a company

Applying for an Apprenticeship

**Just go to: [www.inspiringthefuture.org.au/resources](http://www.inspiringthefuture.org.au/resources)**



## Running a What's My Line? event in your school

### Preparation in advance

- Using Inspiring the Future (log in here: <http://www.inspiringthefuture.org.au/>) choose volunteers local to your school. Choose 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.
- Set aside an hour for this activity which can be done in a school hall or other large room.
- 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.



### How the actual event works

- 1.) 4 - 6 volunteers enter the hall holding their number prominently. The volunteers are seated in a row at the front of the room.
- 2.) The designated teacher or staff member/s leading the session welcome the volunteers who are introduced by their number only (1, 2, 3 etc.). The presenter then outlines the rules of the challenge. Volunteers can only answer yes or no but 'could do, I'm not sure' might also be answers depending on the question! Why not invite your local MP and the local media to this session? Great PR for the school and a way of engaging the local community.
- 3.) Children need to pre prepare possible questions. Ideally discuss in class beforehand and maybe even have a trial run. Getting children well briefed and

fired up makes for a more exciting session which they also get more from. You need to think about questioning ..... will it be one age group, one class or questioning open to all? They cannot ask 'are you are a doctor' or similar! See below for a selection of questions children have asked at previous events.

- 4.) Clearly the length of time for WML is open to you to determine but 20 minutes works well with 10 minutes being for questions. Either fire a number of questions at each volunteer one at a time or make it random. The latter is easier to manage in terms of tight time. If the latter children must state which number volunteer they are aiming the question at. Having two staff leading this can be very effective.
- 5.) After about 10 minutes thank the children for their questions and then the volunteers leave the front to prepare themselves to reappear in either their uniform or with props which might identify their job. Then take a number of guesses from the children as to what each job might be? Get the job title recorded visually on either a flip chart or projector screen. Again time dictates ..... maybe 2/3 guesses per volunteer?
- 6.) The presenter then reintroduces the volunteers one by one 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. Maybe a practical example or two?
- 7.) Once the volunteers have all returned and identified their jobs they are thanked then they depart as do the children.