



Nurturing Norfolk's Talent

Schools Pre-Event Pack

Teacher and School Staff
Information

Teachers & School Staff

Welcome to the Norfolk Skills and Careers Festival 2018. We hope both students and teachers will find the event beneficial and inspirational, leaving the event with lots of ideas and new contacts.

Included in this pack we hope you will find everything you need to make the most of your time at the event. Here are just a few pointers to bear in mind.

Event Details

- Norfolk Skills and Careers Festival 2018
- Dates: March 7th 9.30-3-30 and 8th 9.30-1.30
- Venue: Norfolk Showground, Dereham Road, Norwich, NR5 0TT (please use postcode NR5 0TP for Sat Nav)
- Website: www.norfolkskills.co.uk
- Twitter: @norfolkskills or #NorfolkSkillsFest
- Facebook: Norfolk Skills and Careers Festival

Travel Subsidy

Details are found on the schools booking form. Where this has been agreed, travel costs will be subsidised after your Festival visit. We will be in touch to arrange this.

Risk Assessments

Should you require a copy of the Risk Assessment for this event please email – norfolkskills@rnaa.org.uk

Photography

An official photographer will be present at the event. If any students in your group do **not** want their photo to be taken, please inform us at reception.

Before the event

- A café will be present at the event to purchase a selection of snacks, sandwiches and refreshments.
- Make the most of the pre event materials included in this pack to ensure students are prepared for the event.
- A full list of exhibitors who will be present at the event can be found on the event website.

When you arrive at the Showground

When you arrive at the Showground, please follow the directions of the security team who will direct you accordingly.

- **If you are arriving by coach or mini bus**
 - You will be directed to follow a one way system to the drop off/ pick up point.
 - As you enter the Showground, you will be given a card to display in the coach/mini bus window to indicate your bus number – this will assist students to identify the correct coach when they are ready to be collected.

- Coach/Mini Bus Drivers who wish to stay at the Showground and wait to collect your group must follow directions of the security team who will direct you to the parking area to wait.
- **If you are arriving by car**
 - You will be directed to the Car Park. Follow the directions of the security team.
- As soon as you have parked/been dropped off, please sign in at the event reception. Here you can collect your arrival pack which includes maps and refreshment vouchers for staff members attending.

Please be aware

- There will be animals, machinery and a large number of people at the show. Please take the necessary steps to protect yourself and your students from any anxiety or triggering of medical conditions in such an environment.
- Part of the show is outside. Please check weather forecasts and ensure you and your students have suitable clothing and footwear for the conditions.

While you are at the Showground

- School staff can redeem their voucher for a free cup of tea/coffee at the Exhibitor Tea and Coffee station by the café in the Arena – a selection of snacks, sandwiches and refreshments will be available to purchase at the café too.
- Please don't hesitate to ask the stewards if you have any questions - they are there to help.
- Should you require any first aid assistance, please speak to a steward or visit the Event Reception

When you leave the Showground

- Please ensure you check out at the Event Reception as you leave.
- Follow the directions of the security team who will direct you accordingly.





Nurturing Norfolk's Talent

Schools Pre-Event Pack

Lesson Ideas

Considering Skills and Careers – Lesson Idea

Lesson objective: Pupils consider how their experiences and achievements relate to their ideas about future study and work. They could use the grid on the next page.

Strengths

Note down achievements – could start by asking pupils to write down what they've achieved so far. This could include skills (piano Grade Four etc.), one-off achievements (scored a hat-trick, won a tennis competition), as well as academic achievements (won a school prize, been rewarded for an exceptional piece of work). This can also include personal traits e.g. something that comes naturally to them such as: confidence, problem solving, friendly etc.

Any school awards and recognition should certainly be identified.

Weaknesses to fill in

Think about what is missing – what skills would they like to gain?

Point out this should be a positive self-assessment. It is ok and totally normal to have things they are not so good at. If they are asked what their weaknesses are it is always good to say how they are striving to improve them.

And how might they do this – through a job, work experience, volunteering etc.

Opportunities to come

Add things which may come onto the list in Years 10-12 to include public exam results, potential subject choices, DoE, National Citizen Service etc. These can build key skills that are required for success such as team working, resourcefulness, timekeeping etc.

These lists will then be relevant to applications to University and for employment.

Thinking about why?

Why do Universities and employers value these things?

- What does being part of the football team or gardening club actually say about you? - Commitment to a team, reliability, and eagerness to contribute to your community perhaps.
- What does A-Level French actually say about you? – Application, perseverance, independence and resourcefulness as well as intelligence.
- What the DoE scheme say about you? Etc.

Where might all this take you?

Does your SWOT analysis give you any ideas about the future?

As you go round the festival, think of your SWOT analysis.

Strengths

Weaknesses to fill in

Opportunities to come

Thinking about why?

Where might all this take you?

Does your SWOT analysis give you any ideas about the future?
As you go round the festival, think of your SWOT analysis.

Aptitude and Careers Tests - Lesson Idea

Lesson objective: Students are given suggestions about the sorts of jobs that might suit them based on either/or both of:

- *Their personality*
- *Their interests.*

These resources are designed to get students thinking about jobs they have never heard of or even considered. They are not designed to classify people rigidly as one type or another, merely to draw out hidden strengths and aptitudes.

1. The following website tests students' personality traits and suggests jobs based on that.

<http://www.career-test.co.uk/>

2. The second resource suggests jobs they could consider based on their interests. This resource is found on page 7 of this document and can be printed and distributed to students. With thanks to Danisile Nxumalo, 'Preparing for work' TES resource.

They could now add the strengths or interests they have discovered here to their SWOT sheet. There is also a sheet at the end of this document where they can record 'Careers I would like to find out more about' and 'Five exhibitors I want to visit' based on their research in these two activities.

They should bring this final sheet with them to the Norfolk Skills and Careers Festival.

Make an inventory of your interests. Check the activities or career field that interest you, whether you know much about them or not. Have someone who knows you well add their opinion about you, too, as a guide.

1. ___ Work on a farm or help save a rain forest
2. ___ Solve a complicated maths problem
3. ___ Act in a movie or play
4. ___ Study social groups in society
5. ___ Interview strangers for TV news
6. ___ Learn about and study the economy
7. ___ Study "how-to" mechanics manuals
8. ___ Perform science lab experiments
9. ___ Manage an art gallery
10. ___ Conduct a religious service
11. ___ Bargain at a flea market
12. ___ Write up graphs of charts with statistics
13. ___ Build cabinets or furniture
14. ___ Study nature or trace the effects of pollution on the environment
15. ___ Write a movie screen play
16. ___ Lead a cub or scout troop
17. ___ Buy merchandise from a store
18. ___ Work nine to five in a corporate office
19. ___ Operate heavy machines
20. ___ Play chess
21. ___ Work on art or music magazine
22. ___ Get involved in a charity or community organisation
23. ___ Do past-paced, high pressure sales work
24. ___ Design computer games and programmes
25. ___ Work outside in a national park
26. ___ Research a law case
27. ___ Play a musical instrument
28. ___ Work with babies or children
29. ___ Run for class office
30. ___ Work after school to save money
31. ___ Set up a stereo system
32. ___ Read science fiction
33. ___ Write a short story, play or novel
34. ___ Entertain at a party
35. ___ Work in a policeman's office
36. ___ Keyboard documents into computers
37. ___ Build a jet aircraft
38. ___ Use an electronic microscope or a high-tech medical instrument
39. ___ Design a line of clothes
40. ___ Read and discuss literature
41. ___ Debate political and social issues on TV
42. ___ Keep accurate records of a business
43. ___ Repair a car engine
44. ___ Identify constellations of stars
45. ___ Take pottery classes
46. ___ Work with senior citizens
47. ___ Sell products on commission
48. ___ Set up a budget for running a large company or government agency

49. Below circle every number that you check off. For example, if you checked “work on a farm” circle number 1.

_____A. 1 7 13 19 25 31 37 43

_____B. 2 8 14 20 26 32 38 44

_____C. 3 9 15 21 27 33 39 45

_____D. 4 10 16 22 28 34 40 46

_____E. 5 11 17 23 29 35 41 47

_____F. 6 12 18 24 30 36 42 48

Evaluate yourself

Next, transfer your total for each line above to the proper spaces below. For example, if your total for line A is 4 items circled write the number 4 on line A below.

_____A. Doers _____B. Investigators

_____C. Artists _____D. Helpers

_____E. Enterprisers _____F. Detailers

In what two personality types did you score in the highest? Write their names in the blank spaces below then go to the next page.

1

2

<p>Doers: Enjoy practical work, working with their hands</p> <p>Examples: Electrician, Athletic Trainer, Carpenter, Police Officer, Army soldier, Mechanic, Hairdresser, Construction Worker, Caterer, Truck Driver, Dressmaker, Chefs, Plumber, Welding, Computer Repairs, Engineer.</p>	<p>Investigators: are observant and explore a wide range of ideas to solve problems.</p> <p>Examples: Nurse, Pharmacist, Dietician, Detective, Dentist, Librarian, Lawyer, Reporter, Computer system analyst, computer security specialist, Horticulture, Veterinarian, Science Teacher</p>
<p>Artists: are creative, innovative, imaginative and unconventional.</p> <p>Examples: English teacher, Music teacher, Graphic Designer, Interior decorator, Photographer, Museum curator, Dance Instructor, Musician, Painter, Florist, Landscaper, Lighting specialist, Writer, Entertainer</p>	<p>Helpers: interact with people teaching them new skills or helping them solve personal problems.</p> <p>Examples: Youth worker, Counsellor, Teacher, Funeral director, Athletic coach, Sales Representative, Fitness Instructor, Paramedic, Social Worker, Nurse, Dietician, Nursery Nurse, Travel Agent, Receptionist, Health Care Assistant, Waitress, Career Advice</p>
<p>Enterprisers: risk takers who enjoy decision making, selling things, leading people and politics.</p> <p>Examples: Banker, Real Estate Agent, Florist, Lawyer, Radio/TV Presenter, Branch Manager, Personnel Recruiter, Office Manager, Travel Agent, Advertising Executive, Politician, Business Manager</p>	<p>Detailers: people who collect and organise things following defined routines and procedures.</p> <p>Examples: Accountant, Bookkeeper, Secretary, Librarian, Proof Reader, Credit Controller, Court Reporter, Medical Secretary, Accounts Auditor, Financial Analyst, Health and Safety Inspector, Probation Officer, Cashier, Hotel Clerk</p>

Careers I would like to find out more about:

(list them here)

You may want to look at the 'What Work Norfolk' publication at this point for more information on the job market in general as well as opportunities in Norfolk.

One way to do this is to look them up here:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

This is a fantastic resource with a wealth of information about different careers and how to get into them.

Exhibitors I would like to visit at the Festival:

Remember, many companies have a huge variety of roles within them. For example, look at your own school. You have teachers of course, but also you are likely to have a nurse, a librarian, maintenance staff, a counsellor, secretaries, personal assistants, technicians, finance staff, even a marketing manager and many more! Do not just think about the most obvious roles within organisations, ask exhibitors about the range of opportunities on offer.

See page 14 for a full list of exhibitors.

Select five exhibitors you definitely want to visit and write them out below.

- 1.
- 2.
- 3.
- 4.
- 5.

Understanding your values

Would earning a lot of money make you happy? Despite the phrase "money makes the world go around" it generally doesn't lead to job satisfaction. It's important to consider what you enjoy and what you want from a career while thinking about your future.

What are values?

Your values are what you consider to be important in the way you live and work; they give you purpose and motivate you. Values determine your priorities and are likely to underpin how you assess if life is turning out the way you want it to. When the things you do match your values you're usually satisfied and content; when they don't match something feels wrong and it can be a source of unhappiness.

Let's say you value autonomy (working on your own), creativity (the ability to do things your way) and a good work life balance (time away from work). Would you truly be satisfied in a job where you work 12 hour shifts manufacturing a product under a strict supervisor who's insistent on adhering to a process? You may be able to perform this job for a short period of time but could you do it over several years?

Why are values important?

Your values are likely to be a key factor in deciding on a career path or employment field and they are important factors in interviews as a recruiter may try to assess if your values match that of the job role and the organisation. Behavioural interviewing is becoming more common in recruitment as it permits a recruiter to gain an insight in to your values and motivators; it can be a good indication as to whether you're a good fit with the organisation culture and values.

Interview questions that look to explore your values may include questions like "Why does this role appeal to you?" or "What's more important to you, reward or recognition?" Interviewers may also explore particular values that are key to their organisation with questions around integrity; compassion; adaptability; excellence or courage.

You can often find employers' values identified on their corporate webpages.

Identifying your values

An accountant working in a large private practice may value job security, prestige, recognition, advancement and salary reward while an accountant working in a smaller practice or self-employed may value autonomy, independence, risk and a sense of achievement. Both may however share values of variety, social interaction and intellectual challenge.

By identifying your values you discover what is important to you which in turn can help identify what you want from life and from a career. Try to think what factors contributed to you feeling a certain way. When were you most happy? When were you most fulfilled or satisfied? Try to reflect on your experiences and find examples from both your academic work and personal life.

You may find that this quick values assessment from the Barrett Values Centre can assist in identifying your values or try to choose your top 5 or 10 from the list below:

Academic	Accountability	Accuracy	Achievement	Advancement	Ambition	Assertiveness
Belonging	Challenge	Commitment	Community	Compassion	Competition	Control
Discretion	Diversity	Dynamic	Efficiency	Empathy	Enterprising	Enthusiasm
Excellence	Expertise	Fairness	Focus	Fun	Happiness	Health
Intellectual Status	Justice	Leadership	Loyalty	Making a Difference	Order	Originality
Practical	Prestige	Professional	Public Interest	Quality	Recognition	Reliability
Reward	Risk	Salary	Security	Sense of Purpose	Sensitivity	Service
Spontaneity	Stability	Strategic	Success	Teamwork	Tolerance	Traditional
Unity	Value	Variety	Vision	Work Life Balance	Responsible	Simplicity
Authority	Creativity	Ethical	Honesty	Outdoors	Travel	Autonomy
Democracy	Equality	Independence	Perfection	Results Driven	Social	Unique

Ideas for quick careers lessons. Ideal for tutorial time.

Aspiration Themed Activities:

1. Group Discussion on 30 things I'd like to achieve/have done by the time I am 30. Discuss achievements at school and beyond, life experiences, travel, skills.
2. To get students thinking about the wide range of jobs available. Pick 5 or 6 objects or print pictures of them e.g. a computer, a football, a house, a baby, a packet of biscuits, a car. Get students in teams to come up with as many jobs as they can think of connected to the objects in 90 seconds then move on to the next object and add to other teams list - the winner is the team to think of the most.
3. Ask students as a group or in pairs to decide what makes a hero/heroine and feedback. Ask them to write on a post it note an example of a hero and why they are heroic. What makes a hero – being successful, inspiring people, being famous, helping people, going above and beyond the average.

4. <https://www.youtube.com/watch?v=QpEFjWbXog0>

Watch and discuss!

5. <https://www.youtube.com/watch?v=wT2D-6-7kSk&t=2s>

Watch and discuss!

- **A-Z of Jobs**

Go around the tutor room asking students in turn to come up with jobs from A-Z. Can be done individually or as a team competition. Note results, discuss.

A Architect, Accountant, Aviation Engineer, Artist, Actuary, Administrator, Archaeologist

B Banker, Baker, Builder, Beauty Therapist, Bailiff, Butcher

C Carpenter, Coastguard, Childminder, Chef, Caretaker, Customer Service Assistant

D Dentist, Doctor, Dietician, Data Analyst, Dog Trainer

E Engineer, Equality & Diversity Officer, Environmental Health Officer

F Florist, Fire Fighter, Fisheries Manager, Fashion Designer, Fitness Instructor

G Graphic Designer, Gardener, Green Keeper, Games Developer, Game Keeper

H Hairdresser, Human Resource Manager, Housing Officer, Hedge Fund Manager

I ICT Technician, Insurance Advisor, Interior Designer

J Judge, Joiner, Journalist, Job Centre Adviser

K Kitchen Porter, Kayak Instructor, Kennel Worker

L Librarian, Laboratory Assistant, Legal Secretary, Logistics Manager

M Midwife, Mechanic/Motor Vehicle Technician

N Nurse, Neurologist, Network Technician, Nanny, Nursery Assistant

O Optician, Occupational Therapist,

P Paramedic, Prison officer, Police Officer, Postal worker, Phlebotomist, Plumber

Q Quality controller, Quantity Surveyor,

R Recruitment Consultant, Research Assistant,

S Sports coach, Sports Development Officer, Solicitor

T Teacher, Television, Presenter, Train Driver, Trainer, Translator

U Undertaker, Underwriter,

V Vet, Volunteer Coordinator,

W Web Designer, Welder, Warehouse Operative, Waste Collector

X X-Ray Technician

Y Youth Worker

Z Zoo Keeper

Students

**Welcome to #NorfolkSkillsFest Let us know how you find the day by tweeting your thoughts and pictures. And don't forget us on insta either:
@norfolkskills**

The Advice Lounge

This year we are introducing the Advice Lounge. It's a one-stop shop to get some career advice, find more about apprenticeships and to get a heads up on how you can stand out at a job interview. Located just inside the entrance to the Arena feel free to call in and get independent, impartial advice. The following will be there to speak with you: Apprenticeships Norfolk and Beacon East. Do come over and make our day by having a chat. It's your chance to ask the questions you need answers to. You never know what you might discover! (And it's next to the café which is never a bad place to visit)

List of Exhibitors

Access Creative College	Flagship Group
Aldi	Ford & Slater DAF
Anglian Water	Grant Thornton
Apprenticeships Norfolk	Gressingham Foods
Aviva	Hethel Innovation
BAM Nuttall	HMPSS
Barclay Eagle Lab	Hoseasons
Bateman Groundworks	icanbea
BBC	James Paget University Hospital
Ben Burgess	Jobs24
Blue Sky Leisure	JTL
British Army	Larking Gowen
British Sugar	Leathes Prior
Brown & Co LLP	Lloyds Banking Group
Cambridge Science Centre	Lovell
Chaplin Farrant	McDonald's
Church of England - Diocese of Norwich	Morgan Sindall
CITB	MSF Technologies
City College Norwich	New Anglia Colleges
City College Norwich - Future Chef	New Anglia LEP
College of West Anglia	Norfolk & Suffolk Constabulary
Construction Training Specialists	Norfolk and Norwich University Hospital
Cranswick Country Foods	Norfolk and Suffolk Foundation Trust
Develop	Norfolk and Waveney Apprentices' Competition
Easton and Otley College	Norfolk Community and Health Care NHS Trust
ECITB	Norfolk Community Learning Services
EEEGR	Norfolk Fire Service
Fenners Chambers	Norwich University of the Arts

Nova Training

OPITO

Peterborough Regional College

Poultec Training

Price Bailey

Purple Tuesday

R G Carter

RAF

Royal Navy & Royal Marines

Ship Safe Training Group

Skills Edge Training

Stageworks Studios

Take Your Place Higher Education Zone

The Advice Lounge

The College of West Anglia

The Garage

Thera East Anglia

UEA - Norwich Medical School

UEA Law School

University of Cambridge

University of East Anglia

University of Suffolk

University Technical College Norfolk

Volkswagen Group Apprenticeship Programme

Voyage Care

Wayland Farms Ltd

We Are Fox Studio

WS Training Ltd

YMCA

Kindly Sponsored by

Norse

ARCHANT } **AVIVA**



Easton
+ Otley
College

HOSEASONS  **LOVELL**

**MORGAN
SINDALL**

NEWANGLIA
Local Enterprise Partnership
for Norfolk and Suffolk

**TAKE
YOUR
PLACE**