



Nurturing Norfolk's Talent

Initial Schools Pre-Event Pack

NB - As planning for the 2019 Festival continues, a comprehensive Schools Pack will be available. This will be sent to registered schools in advance of the event and be available to download from the event website.

Welcome

to the Norfolk Skills and Careers Festival 2019. 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 6th 9.30-3-30 and 7th 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 #norfolkskills19
- 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@naa.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. However with just two hours at the festival stopping to eat is not advised for long periods.
- Make the most of the pre event materials included in this pack to ensure students are prepared for the event.

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 at the event reception.
 - 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 the one way system back into the Showground. The security team will then direct them to a parking area where they can 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.

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.

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?
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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 New Kudos resource is used by many schools in Norfolk and may be familiar to you or the students. The resource can be accessed from www.helpyouchoose.org at the bottom of the home page where you can register or log in if the students already have an account set up. It is free to use to all Norfolk young people.

The quiz asks questions about aspect of work and suggests careers that might be suitable based on their answers. This will then provide them with a starting point at which to begin looking at career options, based around jobs available in Norfolk.

2. As an alternative to New Kudos the following website also tests students' personality traits and suggests jobs based on that.

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

3. The third resource suggests jobs they could consider based on their interests. This resource is found on page 3 of this document and is part of the printing document that has been sent out which can be printed and distributed to students. With thanks to Danisile Nxumalo, 'Preparing for work' TES resource.

4. The fourth resource is the Future You app. This can be found on the Google Play store for Android or the App Store for Apple on smartphones or via their website <http://app.futureyounorfolk.com/>. This app asks students to judge their own personalities and then suggests appropriate jobs based around the key Norfolk growth industries of Energy, Engineering, Life Sciences, Creative Industries, Financial Services and Health and Social Care. The students can make use of the SWOT analysis from the previous lesson plan when judging their own personalities. These sectors are all broadly represented at the Festival and encourage students to think about jobs or sectors they may not previously have considered. The associated website gives more information if needed:

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/future-you>

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 fast-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

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.

Visit www.norfolkskills.co.uk to see a list of Exhibitors who will be at the Festival.

See here to select five exhibitors you definitely want to visit and write them out below.

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