



*Nurturing Norfolk's Talent*

## Schools Pre-Event Pack

## Teacher and School Staff Information



**Norfolk** County Council

**BEACON** east

# Welcome

to the Norfolk Skills and Careers Festival 2020. 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 2020
- Dates: March 4<sup>th</sup> 9.30-3-30 and 5<sup>th</sup> 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](http://www.norfolkskills.co.uk)
- Twitter: @norfolkskills or #NorfolkSkillsFest
- Facebook: Norfolk Skills and Careers Festival

The [Norfolk Skills and Careers Festival](#) takes place on 4<sup>th</sup> and 5<sup>th</sup> March 2020 at the Norfolk Showground. This interactive careers event for 14-24 year olds aims to help inspire them for their future career and showcases exciting options available across a wide range of sectors.

**How will attending the event support my school or college?** Does your school or college need support to improve its [Gatsby Benchmark](#) scoring? The Gatsby Benchmarks are a framework of eight guidelines that define the best careers provision in schools and colleges. The government Careers Strategy is built around the framework and they make a great place to start planning or improving your institution's careers programmes. **Attending the Norfolk Skills and Careers Festival will help provide evidence towards benchmark 2** (students should have access to good-quality information about future study options and labour market opportunities) **and benchmark 5** (every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace).

Please direct students to **The Advice Lounge** where they can drop in at any time for an informal chat, either individually or in small groups. The Advice Lounge is staffed by Beacon East, icanbea and Apprenticeships Norfolk. This area offers free independent & impartial advice from qualified careers guidance professionals and specialist apprenticeships advisers. The Advice Lounge supports the outcomes of **Gatsby Benchmark 2 and 8** (helping ensure that students have access to good-quality information and guidance about their future study options and labour market opportunities).

**Your institution's Careers Leader and Coordinator** will collate information about your students' attendance at the event to input into [Compass](#) Tracker (free tool for schools and colleges in England that quickly and easily helps evaluate careers activity against the 8 benchmarks of best practice). Please ensure you keep a record of the event and which students benefitted from attending the festival. If your school or college is in an Opportunity Area then there will be additional employer encounters information, which will need to be fed back to your Enterprise Coordinator. Enterprise Coordinators help to facilitate links between

schools, colleges and businesses through the Enterprise Adviser Network. For further information go to New Anglia [Enterprise](#) Adviser Network.

### **SEND**

We are also pleased to be introducing an SEND hour to the event for the first time in 2020. This quiet hour will run from 9.30 – 10.30 on Wednesday 4th March and will allow students the opportunity to engage with exhibitors in a quieter environment. Only SEND students will be permitted to attend the event during this time.

### **Travel Subsidy**

Where this has been agreed, travel costs will be subsidised after your Festival visit. We will be in touch to arrange this. Travel Subsidy is only issued for coaches/minibuses which have been hired by the school to travel to the event. We do not pay for school owned vehicles.

You must sign in at the event reception in order to claim your Travel Subsidy. Travel Subsidy is only paid to schools who sign in to prove they came to the event. Claim forms for the Travel Subsidy will be sent a few days after the event.

### **Risk Assessments**

Should you require a copy of the Risk Assessment for this event please email – [norfolkskills@naa.org.uk](mailto: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.
- 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**

- We are pleased to launch a **Teachers and Exhibitors Lounge** for the 2020 Norfolk Skills and Careers Festival. Here you will find your free tea and coffee and a quiet space to relax away from the busyness of the event. This space will also provide an area for Exhibitors and Teachers to network.
- A selection of snacks, sandwiches and refreshments will be available to purchase at the café inside the main Arena.
- 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.





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### 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.

Updated Jan2020

## **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><b>Doers:</b> Enjoy practical work, working with their hands</p> <p><b>Examples:</b> Electrician, Athletic Trainer, Carpenter, Police Officer, Army soldier, Mechanic, Hairdresser, Construction Worker, Caterer, Truck Driver, Dressmaker, Chefs, Plumber, Welding, Computer Repairs, Engineer.</p>	<p><b>Investigators:</b> are observant and explore a wide range of ideas to solve problems.</p> <p><b>Examples:</b> Nurse, Pharmacist, Dietician, Detective, Dentist, Librarian, Lawyer, Reporter, Computer system analyst, computer security specialist, Horticulture, Veterinarian, Science Teacher</p>
<p><b>Artists:</b> are creative, innovative, imaginative and unconventional.</p> <p><b>Examples:</b> English teacher, Music teacher, Graphic Designer, Interior decorator, Photographer, Museum curator, Dance Instructor, Musician, Painter, Florist, Landscaper, Lighting specialist, Writer, Entertainer</p>	<p><b>Helpers:</b> interact with people teaching them new skills or helping them solve personal problems.</p> <p><b>Examples:</b> 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><b>Enterprisers:</b> risk takers who enjoy decision making, selling things, leading people and politics.</p> <p><b>Examples:</b> Banker, Real Estate Agent, Florist, Lawyer, Radio/TV Presenter, Branch Manager, Personnel Recruiter, Office Manager, Travel Agent, Advertising Executive, Politician, Business Manager</p>	<p><b>Detailers:</b> people who collect and organise things following defined routines and procedures.</p> <p><b>Examples:</b> 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=xVkf9od25DA>

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

The Advice Lounge returns to the festival for 2020! 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. Come and speak to staff from Apprenticeships Norfolk, Beacon East and ICanBeA. 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)