

# **In-School Activity Booklet**

**For Career  
Ambassadors**

**School Name:**

# Introduction

Welcome to your role of Career Ambassador within your school. This booklet will give you some ideas of projects you can do in your school to help make the careers activities even better. There are lots of ideas in here but there may be plenty more your teacher/careers teacher can point you towards and you may have lots of your own ideas too!

**It's really important that you get permission from your Teacher/Careers Lead before you start working on any activity.**

In this booklet you'll find ideas of activities for you to start in your role of Careers Ambassador. In your individual training workbook is space for you to write down how the activity went, if you would do anything differently next time and what you have learned from completing it.

It's important to note that completing any of the activities in this booklet can really help to shape and improve the careers programme in your school so do not feel you have to complete most or all of the activities here! You may have limited time outside of lessons so try to pick a few with your Careers Leader which you agree will be most useful.

Make sure you record your learning from each activity as this will be a good reminder in the future when you might want to use these for job/college/university applications.

Good luck in your new role of Career Ambassador!

# List of Activities to do in school

Activity	Page Number
Subject display boards	4
Careers Hub area	5
Become an expert in a post 16 option!	6
Student voice	7
Careers Fair	8
CV writing	9
Where next?	10
Fundraising	11
Careers Newsletter	12

# Display Boards

Display boards around the school can help engage students in the careers programme. You may already have subject careers boards, a careers display in reception or posters around the school. You can help create new display boards or update existing displays to make them stand out.

## Task

In your teams or individually, first complete a walk of the school to identify what careers displays are already around. These might include subject boards such as 'where can Geography take you?', 'Routes into STEM careers' or 'photos of previous students and what they have gone on to do'. Make notes on what is already displayed, what is missing and what could be updated. Discuss what you have observed with the Careers Leader and come up with a list of tasks to complete. For example, create a new 'careers board' for the reception, including 'job of the month' and an inspirational quote or 'update the careers in science display'.

List of jobs to complete:

Task	Person responsible

### Top Tips for creating display boards:

- Make them colourful to catch students' attention
- Use images or logos where you can
- Make sure you check them regularly to ensure they are up to date
- Display them at eye level
- Use reliable sources to make sure information is accurate

# Careers Hub

You may have a 'Careers Hub' area in your school (often in the library or a careers office) where students go to find information about universities, sixth forms, apprenticeships and other routes after school. If you do not have one, speak to your Careers Leader about the possibility of creating one or adapting the tasks below to fit your school.

## Task

Careers Ambassadors can take a key role in managing, organising and updating the 'Careers Hub' area in your school. As a team or individually take some time to go through the materials in the Careers Hub, noting which materials are up to date and which need updating. Talk to your Careers Leader about anything they think is missing and make a note of this. You can also make a suggestion box in this area to allow other students the chance to make suggestions about what they want to be changed or included in this area/the careers programme.

List of jobs to complete:

Task	Person responsible
Rota who is responsible for tidying up Careers Area to make sure it is tidy	
Order/print any materials which need updating	
If you have created a suggestion box, write a note for tutors to read out to students letting them know how to use the box.	

### Top Tips for creating careers areas:

- Try to make the information easy to find, think about sections ie. job roles, university section, apprenticeships ect.
- Make sure there is a variety of information
- Try to make the area colourful and inviting!

# Become an Expert in a Post 16 Option!

Every student will need to make a decision about what they would like to do once they finish school. There are many options depending on what students' would like to learn more about, which skills they would like to develop and what type of career they would like to pursue. You can help students and parents understand more about the options by researching them and being able to explain them.

## Task

This is a research task all about finding out and understanding the different routes available to students after they finish school. There are some key questions on the next page, but you will need to research and think about creating a document with the information you have found. You might suggest splitting the areas up to make the task more manageable:

### Top websites to help:

- [UCAS.com](https://www.ucas.com)
- [www.gov.uk/topic/further-education-skills](https://www.gov.uk/topic/further-education-skills)
- [www.notgoingtouni.co.uk](https://www.notgoingtouni.co.uk)
- [www.gov.uk/further-education-courses](https://www.gov.uk/further-education-courses)
- <https://amazingapprenticeships.com/>
- <https://www.careerpilot.org.uk/>

## Key Questions for each option:

Where can these be studied near you?

What qualifications do you need to get onto the programme?

What can the qualifications lead on to?

What subjects can be studied?

### A Levels/BTEC

Researcher name:

### College Courses

Researcher name:

### Apprenticeships

Researcher name:

### University

Researcher name:

### T Levels

Researcher name:

.....

# Student Voice

It's important that students have an opportunity to say what they think of careers activities happening in the school and that the feedback is used to shape the programme. As Careers Ambassadors, you can be crucial to making sure this happens in your school.

## Task

It is up to you and your careers leader how this might work at your school, you may wish to send questionnaires to students, hold short group interviews and record what students are saying or ask students at career activities and write down their responses. You may want to pull together all the responses into a document which can be passed on to school leaders.

List of jobs to complete:

Task	Person responsible
Make a list of recent careers activities which have happened in the school	
Create a list of questions for a group interview	

### Top Tips:

- This is a research project, look into different types of research, for example, quantitative and qualitative.
- Think about the types of questions you ask, do you want a yes/no so you can say xx% of students agreed or do you want comments?
- Remember that some students may give more honest answers if you do not include their name on the form.

# Careers Fair

Your school may run an annual careers fair which as a Careers Ambassador you can help with. Your Careers Leader will be able to give you a list of jobs which you can do to help but some ideas are below:

- Help make a booklet for students to see at a glance which companies will be there
- On the day help set up the space for the careers fair
- Label tables and show visitors to their space
- Serve refreshments to visitors
- On the day use your area of expertise to answer questions from students

List of jobs to complete:

Task	Person responsible
Make a list of guests for the day	
Make table labels and put these out	
Allocate roles for each career ambassador	

## Top Tips:

- Careers Leaders may need to create a booklet for students on the day but you can help by testing it out - is it easy to understand and is anything missing?
- Wear your Careers Ambassador badge on the day so visitors can spot you when you are helping!
- Make sure you make the most of the fair yourselves, introduce yourselves to visitors and ask about their jobs

# Create Your Own CV

You may have never heard of a CV before or you may already have one! A CV (Curriculum Vitae) is a personal document which gives an overview of your education, qualifications, skills and experiences. Employers can use this information to decide whether to offer you an interview for a job. There are lots of templates out there but your CV should be unique to you!

## Task

Start by researching and creating your own personal CV. Then, as a group, come together and discuss which bits you like best from each other's CVs. Give each other feedback and adapt your CVs if you need to. Write up some tips which can be included on your Careers noticeboards about which websites you used, who you talked to and other tips on how to write a good CV.

You may even wish to use one you created as an example!

List of jobs to complete:

Task	Person responsible
Research and create a new personal CV	
Feedback on each other's as a group	
As a group come up with top tips for other students	

### Top Tips for writing your first CV:

- Look at lots of websites, there are plenty of examples!
- Try to get others who have applied for jobs before to give you feedback on your first copy
- Imagine you are an employer; what would you like to know?
- Don't be afraid to be creative with your design! It should be professional but it can stand out too!

# Where Next?

When students get to Year 11, they will need to decide what they would like to do once they finish school. You can help Careers Advisors to maximise time with the students by finding out this information either from tutors or from students themselves. It is helpful to record as much information as possible i.e Sixth form/college/Apprenticeship of choice, if an application has been submitted, what they are going to study etc.

## Task

Work with the Careers Leader to create a form with the information needed for each student (they may already have one). Divide up the list either by tutor group or another grouping which works for your school. Allocate the lists up to each Career Ambassador and assign a time to collect the information for Careers Leads.

List of jobs to complete:

Task	Person responsible
Create a form for gathering data	
Allocate lists out to career ambassadors	

### Top Tips:

- Try to gather the data in an easy to read form which can be input into a computer easily
- Keep track of any students who you could not collect information for and try to chase them up.
- Follow your Career Leader's guidance as this may need to be completely differently

# Fundraising for Careers activities

Lots of activities run in school can have costs attached to them and in order to put on as many events as possible, you may want to help your school by creating fundraising activities. Being part of a team to create, advertise and organise fundraising events will also help you to gain valuable skills such as team-working, designing flyers and event planning.

## Task

As a team, organise and advertise a fundraising event to raise money for the careers activity budget. Start by thinking of the types of events you could run in the school, ensure you have approval to run it then decide on the date and advertise it through posters around the school.

List of jobs to complete:

Task	Person responsible
Meet to discuss ideas, dates and how to advertise the event	
Gain approval of teachers before planning & advertising	

### Top Tips:

- It's best to work in a team for these types of activities as you may find there is a lot to do
- Think about types of activities which cost very little for students but which lots will want to join in with

# Newsletters

Newsletters are a really useful way of getting information about career activities to parents and students. Helping to create a story for a newsletter will also develop your own writing skills.

## Task

Find out what happens in your school newsletters already, is there a careers section? If not, can you create one? Become journalists in your own school, find out about careers activities, take photos - ask volunteers for quotes and write up a story for the school newsletter.

List of jobs to complete:

Task	Person responsible
Find out about the careers section in the school newsletter, who writes it and can you help?	
Research stories to include in the newsletter	

### Top Tips:

- You might want to include an introduction to the new career ambassadors and how you are helping the school.
- If you write up a story of a visitor who delivered an activity in the school, you could ask for a quote from them and ask permission to include this in the newsletter.
- Take photos of activities if you can, but get permission first.

# Notes:

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