



*Nurturing Norfolk's Talent*

Schools Pre-Event Pack

# Welcome

to the Norfolk Skills and Careers Festival 2017. 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 2017
- Dates: March 8<sup>th</sup> 9.30-3-30 and 9th 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 #norfolkskills17
- 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](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. 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.

## **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 some expert advice. The following will be there to speak with you: Apprenticeships Broadland, Apprenticeships Norfolk, Prince's Trust, Mason Trust, Nelson Spirit, Help You Choose, Jobs 24 and the YMCA.

## **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.





## 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 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](http://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><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.

Visit [www.norfolkskills.co.uk](http://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.

