



Easy Steps to **Career Insight Talks** with Inspiring the Future

Career insight talks give pupils insights into a career by having a professional talk them through their own career and education pathway, as well as the job they do. They could be in an assembly, in a careers class, or to a small group of students interested in particular careers.

Some schools integrate talks into subject lessons (for example, they invite a doctor to talk in a biology class, or a journalist in an English lesson).

Here are tips to make the visit a success in the form of seven easy steps to running a Career Insight Talk:

1. Decide on a date and time for your talk, as well as the setup. For example, is it a talk in an assembly to 300 pupils or a talk to a class of 30? Is it during school hours, at lunchtime or after school?
2. Log on to Inspiring the Future and invite a volunteer (or volunteers) of your choice, giving details on the date, time and venue, along with what you would like them to do when they visit. Volunteers tend to need 4 – 6 weeks notice.
3. Follow up one week before the event to re-confirm.
4. Prepare pupils with some questions ready to kick-start the Q&A.
5. Have someone greet the volunteer and ensure they are comfortable before introducing them to the class. Remember that have given up their time for free.
6. Encourage students to ask questions and engage with the volunteer.
7. Let the volunteer and us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success by emailing carol.glover@educationandemployers.org and follow us on @Edu_Employers the account that we will retweet from.

What do volunteers talk about?

Volunteers giving a Career Insight Talks to young people in a school or college are encouraged to address the following:

- What they do. They might talk through 'an average day' at work.

- What education route they took. E.g. University, FE college, Apprenticeship.
- What advice would they give young people hoping to get into their field.
- What I wish someone had told me aged 14 or 16.

Tips for making the visit a success

- Ensure the volunteer arrives with time to prepare; remember they are often coming during work hours so timing is important to them.
- Let everyone know that the visit is happening and what to expect in the session. Ensure someone is on hand to meet them.
- Organise car parking if required.
- Ensure there are some questions ready to kick-start the Q&A.
- Let your volunteer know how the visit went. Through feedback they can develop their communication and presentation style.

Tips for helping volunteers engage young people

Some schools try to make it a little more interactive. You could:

- Ask volunteers to bring props that represent their job.
- Suggest that volunteers write some statements about their job for pupils to guess which are 'true' and which are 'false'.
- Start the session with a 'guess my job' activity to help get pupils thinking about skills and career pathways.

Many volunteers will happily run workshops or more interactive sessions with just a little help from schools, so talk to them about any ideas you have to make it more exciting and insightful for your students.

Other guests – School Governors, your MP and local media

If you are hosting quite a big event, extend the invitation to School Governors and other people you might like to invite as guests. Some schools use this opportunity to invite their local MP to attend. If your MP attends it's a chance to get your local media interested if you decide this is an event you want to showcase to the community.

Primary Futures can help you with local media by providing telephone advice and a Media Release template. Please email carol.glover@educationandemployers.org