

# My World of Work Ambassadors

## Frequently Asked Questions

**Q. How do I get help if I need it when using the website?**

A. If you need support using the site you can use the Live chat function which is available Monday to Friday from 9am to 5pm. Look for the purple “Need help? Live chat” tab at the bottom of the page which is available on various parts of the site.

Alternatively if the live chat function is not available on the part of the site you are using you can telephone SDS on 0800 917 80

**Q How do I provide feedback on the site?**

A. The feedback option can be used to report any issues you have using the site. Look for the small “Feedback” tab on the right side of the page. Clicking on this tab will bring up a box asking what type of feedback you want to give. The “Specific feedback” option will allow you to point to a particular part of the page you want to provide feedback on whilst the “Generic feedback” option allows you to provide general feedback on the site.

**Q Who should I contact if I need advice regarding the School Ambassador programme?**

A. Your local Partner Development and Integration Executive will be able provide you with any advice you need to deliver the programme. Contact details can be found in the My World of Work Ambassadors Overview for Schools and at the bottom of this document. Easier for schools if we add to bottom of Q&As as well

**Q. How many hours will Ambassadors be required to dedicate to the programme?**

A. An overall guide for the programme with suggested timings can be found in the ‘My World of Work Ambassador overview for schools’ However, there are no set hours for the Ambassador activities as it is up to each individual school to decide how much time their Ambassadors have available. In addition, individual schools can decide the number and type of activities their My World of Work Ambassadors will be involved in.

**Q. How many pupils can be part of this programme?**

A. The number of pupils becoming Ambassadors will be based on level of interest from pupils as well as the staff resource available in the school to support the programme. We recommend that the number of pupils taking part in the programme should be between four and six. However, it will be down to the individual school to decide how many pupils take part.

**Q. Are the programme resources available on My World of Work suitable for all year groups?**

**A.** Individual schools will decide which year group will be encouraged to be My World of Work Ambassadors. However, the resources have been written with senior phase pupils in mind so the teacher would need to adapt them for younger pupils involved in the programme.

**Q. How do we recruit /identify potential Ambassadors?**

**A.** Schools have recruited in several ways: during individual class registration groups; at specific year assemblies; Ambassador recruitment sessions; using the school newsletter or similar. A My World of Work Ambassador recruitment PowerPoint presentation is available for schools to use.

**Q. Which Wider Achievement Awards can participating in the programme contribute to?**

**A.** The My World of Work Ambassadors programme supports pupils to provide evidence towards a number of SQA Wider Achievement Awards including Employability, Personal development, Enterprise and Employability and Leadership. Participation can also contribute to the Saltire Award and the volunteering aspect of the Duke of Edinburgh Award.

**Q. Will pupils get a certificate on completion of the My World of Work Ambassadors programme?**

**A.** Certificate templates will be available within the partner resources area of My World of Work. These can be used to print off certificates.

**Q. Will SDS careers advisers be involved in supporting the programme?**

**A.** Initial support for the school to introduce the programme is through their local SDS Partner Development and Integration Executive. However, the programme will be discussed as part of the wider School Partnership Agreement and subsequent progress meetings with Skills Development Scotland so your school careers advisor will be aware of the programme. Teacher resources are available in the partner area of My World of Work which will enable schools to deliver the My World of Work Ambassador programme independently.

**Q. Will the school be required to report on progress and provide evidence at the end of the programme?**

**A.** Successes and challenges of the programme will be discussed as part of the wider School Partnership Agreement progress meetings with Skills Development Scotland. As a core element of the School Partnership Agreement, the required outcome for the programme for 2016/17 would be for individual schools to have introduced the programme. Appropriate measures would then be jointly agreed for the following year.

**Q. Will there be marketing materials available to promote My World of Work within the school and at events?**

**A.** Yes. Your Partner Development and Integration Executive will be able to order marketing materials for your school.

## Partner Development and Integration contact list

<b>Local Authority</b>	<b>PD&amp;I Executive</b>	<b>Email</b>	<b>Contact Number</b>
Aberdeen City	Elizabeth Dumbell	Elizabeth.Dumbell@sds.co.uk	07919212185
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