



Suitable for PSE/Guidance staff

Goal

To provide PSE/Guidance staff with a My World of Work partner resources awareness/refresher session

Ambassador Learning Requirements

In advance Ambassadors should:

- Ensure that you have registered as an Ambassador
 - go into settings and tick the Ambassador box. Remind yourself of the process of getting registered i.e. need an email address and a memorable password.
- Familiarise yourselves with the content available in the Partner Resource section of the site
- Spend time and focus on the content and activities in the following three sub-sections
 - My career options
 - Learn and train
 - Getting a job
- Select an activity that you might demonstrate to a group (e.g Stereotypes) and try it out

Advance planning and preparation

- Use Plan-Do- Reflect template to help prepare for the event
- Where appropriate, Lead Ambassadors identified via discussion with group and teacher
- Ambassadors to identify and agree roles and responsibilities
- Identify and agree which Activity you are going to use with the teachers attending
- Ambassadors responsible for delivering the session to deliver practice session to group for peer review and feedback
- Ambassadors to liaise with appropriate school staff to ensure the session is delivered in a room with a computer/tablet and smart board/large screen
- Ambassadors to liaise with appropriate school staff to ensure the session is delivered in a room with a computer/tablet and smart board/large screen including computers and tablets for the hands on session
- Consider any potential risks/problems and discuss possible solutions
- Ensure the session is delivered in a room with seats facing the smart board/large screen

Session

Overview (15 mins)

- Introduce yourselves to the audience and explain what the session will cover
- Explain that teachers can only access all of the partner resources if they are registered on the site
- Demonstrate the teacher registration process (don't need to complete registration)
- Log in to the site
- Show the teachers how to navigate to the partner resources through the user Account
- Provide a brief overview of the content available in the Partner Resource area
- Highlight the resources available to PSE/guidance teachers
- Highlight that all activities are mapped to Curriculum for Excellence and the relevant career management skills
- Highlight related downloads, e.g. lesson plans, PowerPoint presentations, factsheets, additional resources

Group Activity e.g Stereotypes (30mins)

- Select chosen activity (e.g Stereotypes in this example)
- Use PowerPoint presentation to deliver group activity highlighting the learning intention and success criteria
- Work through the lesson plan using PowerPoint presentation and related hand outs:
 - **Fiona, Modern Apprentice** – encourage teachers to jot down initial thoughts and discuss as a group
 - **Job-matching** – get teachers to work in pairs to complete a job-matching exercise, matching jobs to individuals
 - **Group discussion** – ask teachers if they were right or wrong, are they surprised, etc. This provides the opportunity to challenge preconceptions, e.g gender stereotypes.
 - **Discuss** results and encourage teachers to provide feedback on the activity and partner resources in general
- Thank teachers for their involvement in the Ambassadors project



Review and Reflect

- Use the Plan-Do-Reflect template to review your activity
- What went well and what would you happily repeat next time?
- What would you do differently next time and why?
- If there were challenges – how did you overcome them?

Skills

As a group and as individuals think about the following list of skills areas and which of these skills you felt you developed by delivering this activity. Once you've decided on the key skills you've developed, log in to My World of Work and use the Skills tool in your Account.

You can save a maximum of 8 skills and these can be used to generate Job Profiles, Industries and Types of Apprenticeship where these skills are important. In your profile you can also write a Skills Summary that you can use to help create your Personal Statement.

People and communication	Practical	Thinking	Organisational
Communicating with people Listening to people Explaining things Working as part of a team Following instructions Persuading people Taking the lead Using computers Helping customer Being tactful Designing Helping people to learn Presenting to people Communicating ideas through writing Working on your own	Accuracy Working with your hands Repairing and fixing Making things Researching and investigating Coming up with new ideas Being creative Performing	Finding solutions to problems Being logical Coping with pressure Paying attention to detail Making decisions	Planning and organising Time management