



### Suitable for all subject teachers

#### Goal

To provide subject teachers with a My World of Work partner resources awareness/refresher session specifically focussing on Lesson Inserts, the Marketplace and Bookmarking

#### 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 Subject Lesson Inserts content available in the Partner Resource section of the site
- Spend time and familiarise yourself with the Marketplace area accessed through the user Account
- Experiment with bookmarking various aspects of the site and how you can access your bookmarks through the user Account

#### Advance planning and preparation

- Ambassadors to 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
- 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
- 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 (30 mins)

- Introduce yourselves to the audience and explain what the session will cover
- Explain that teachers can only access all functionality and 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 subject teachers
- Select a Lesson Insert to show the content, e.g. Getting started, Experience and outcomes
- Highlight that all activities are mapped to Curriculum for Excellence and the Career Education Standard
- Show the teachers how to access the Marketplace through their Account
- Demonstrate how to bookmark content on the site and how to access these through the user Account



### 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