



Suitable for Senior Phase Parents Evening

Goal

To introduce parents to course options available for their children and how My World of Work can support them in finding information.

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.
- Be familiar with content of the “Learn and Train” section of My World of Work, including course search, how to apply and how to write a Personal Statement tutorial.

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 responsible for delivering the session to deliver practice session to group for peer review and feedback
- Ambassadors to identify and agree roles and responsibilities
- Ambassadors to liaise with appropriate school staff to ensure the session is delivered in a room with access to a smart board/ large screen and laptop/tablet/iPad
- Ambassadors to consider any potential risks/problems and discuss possible solutions
- Ambassadors to ensure that the room is set up with seats facing the smart board/screen

Session

- Ambassadors to introduce themselves to parents
- Ambassadors to show parents the My World of Work website
- Ambassadors to demonstrate how to search for a course, and once a course has been chosen, explain the content of the page, such as Entry Requirements.
- Parents to be encouraged to ask any questions they may have about the course search feature.
- Ambassadors to show parents the pages on how to apply for courses and talk through the content, emphasising the section surrounding closing dates for applications.
- Parents to be encouraged to ask any questions they may have about the application process.
- Ambassadors to discuss what a Personal Statement is and show parents where to find help on writing this.
- Ambassadors to show parents “Writing a Personal Statement” Tutorial, and talk through the different stages.
- Ambassadors to point parents in the direction of other helpful information such as funding and qualifications pages.
- Ambassadors to ask parents if they have any questions or feedback



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