



Suitable for Senior Phase Parents Evening Employment

Goal

To introduce parents to employment opportunities 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 “Getting a Job” section of My World of Work including “How to search for jobs”, “CVs and Applications” and “Interviews” pages.

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 a computer/tablet and smart board/large screen
- Ambassadors to consider any potential risks/problems and discuss possible solutions
- Ambassadors to ensure the session is delivered in a room with seats facing the smart board/large screen

Session

- Ambassadors to introduce themselves to parents
- Ambassadors to show parents the My World of Work website
- Ambassadors to demonstrate how to find jobs on My World of Work, discussing the different filters available.
- Ambassadors to encourage parents to ask any questions they have.
- Ambassadors to demonstrate the “Apprenticeships” pages, briefly explaining the different apprenticeships available.
- If possible, link to the Apprenticeships. Scot website to demonstrate alternative ways to search for apprenticeship information and vacancies
- Ambassadors to encourage feedback and questions from parents.
- Ambassadors to demonstrate “CVs and Applications” pages on My World of Work and prompting them to look at the CV builder.
- Ambassadors to encourage feedback and questions from parents.



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