



## WORK INSPIRATION PLANNING STAGE

Work Inspiration is a business-led initiative.

An invitation for your school, from a Host Employer/Industry, to participate in Work Inspiration is a special opportunity that is not offered to all schools.

Work Inspiration is more successful when executive staff and teachers are involved and support the program, and where all teaching staff are aware of the program.

The Host Employer/Industry may want to make a presentation to your students to inform them about Work Inspiration – what it is, how it works and how it will benefit them.

Resources have been developed to assist you to understand Work Inspiration. These include:

- 2. What is a career and career development? (Factsheet)
- 3. Insight plus (Factsheet)
- 4. Other ideas (Instructions)
- 5. Glossary (Factsheet)
- 6. Why Work Inspiration and what's in it for my school? (Factsheet)
- 13. Get involved in Work Inspiration poster (Instructions)
- 14. Presentation to teachers involved in Work Inspiration (PowerPoint)

Resources have been developed to assist you to prepare your students and their parents. These include:

- 7. Parents - talking about career planning (Factsheet)
- 9. It's all about me! (Factsheet)

- 10. What employers want (Factsheet)
- 11. My potential – Stage one (Worksheet)

Developing a good working relationship with your Host Employer will not only ensure a smooth running Work Inspiration program but also an ongoing relationship for the benefit of future student groups.

The Three Insights activities from Work Inspiration can be used to assist students with their career plans.

Some Work Inspiration Host Employers may set up and utilise a private Facebook Group for your students, to access Factsheets and Worksheets both before and after Work Inspiration. This will only be accessible by the students involved in each particular program and the joint administrators (the employer contact and the organising teacher). Parents will need to provide permission for the Host Employer to use their student's email address to invite them to join the group (see Resource 8: Parental permission form).

## AFTER WORK INSPIRATION

Resources have been developed to assist your students and their parents to ensure students obtain an ongoing benefit from Work Inspiration. These include:

- 15. Reflection activity (Worksheet)
- 16. Thank you letter to employer (Template)
- 17. Beyond Work Inspiration (Worksheet)
- 18. My potential – Review (Worksheet)

- 19. Checklist for your future study or work (Checklist).

Remember to tell everyone about the school's participation in the program, acknowledge the students who participated and publically recognise the Host Employer/Industry. Ways to do this include:

- Student presentations of their Key Learning Points and a summary of the program at assembly
- Presentation of Certificate of Appreciation by the students to the Host Employer acknowledging their support of the school
- Include details in school newsletter (include name of Host Employer/ Industry, brief run-down of the activity, student names and student outcomes)
- Media release to local newspapers – title should be something like "Students learning about world of work from employers"; include name of Host Employer/Industry, brief run-down of the activity, student names (if appropriate); group photo of students and employers doing something and the student outcomes.

