



UNLOCKING FUTURES

Coming to an event should enhance the learning you do with your class or group. This guide will help you organise your visit and give you hints and tips to get the most out of your trip.

-  @SkillsScotland #getinspired
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Organised by

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BEFORE YOU VISIT

The aim of the event is to give young people access to recruiters, trades and professions that they may never have considered. They can benefit by meeting and talking to employers and recruiters; get impartial information, advice and guidance from a range of professionals; and you can maximise networking opportunities with both national and local companies.

GET PREPARED

Get your young people to make the most of the event by first visiting myworldofwork.co.uk to provide them with information about their opportunities once they leave school. Then complete a lesson or assembly before visiting. You can download a presentation for your students from the event website. Being prepared improves student engagement with the event, maximising their chances to benefit from the event. Students who get involved and talk to exhibitors gain the most and all visitors should be encouraged to pre plan questions to ask and look at which companies they want to approach. The exhibitor list and a lesson plan are available online.

GET PROMOTING

Please distribute the leaflets and display the posters included with this Guide. The events are open to parents and families during the day, and the Glasgow event has a specific parents' and carers' open evening from 5pm – 7pm on the first day. Please let parents know about the events in letters home, newsletters, emails, websites and social media.

GET ORGANISED

To make your life easier there is an example risk assessment and a full event risk assessment online that can be downloaded.

GET INFORMED

Please get in touch if details of your booking change and you have an increase or decrease in numbers of more than 10%. The events are regularly over subscribed with waiting lists for popular time slots.



GET ACCESS

All venues are fully accessible, please contact us if you have any special requirements and we will do our best to accommodate these.

GET PHOTOGRAPHED

Photos and filming take place at all of our events, if any of your students are subject to child protection orders and cannot be photographed please let us know and we will ensure that filming is suspended during your visit (for more information please download the use of images guidelines on the website).

GET IN TOUCH

One week before the event you will be emailed a list of groups attending the event. Please let us know if you believe there are any local rivalries with groups of schools attending at the same time.

Call us on 01823 362800 if you have any other queries.

WHEN YOU GET TO THE EVENT

Your coach will be directed to the drop off point. On the coach let your students know what time to meet for departure. If your students are in school uniform they CANNOT leave the event so arrange to meet inside the exhibition hall at the MEETING POINT FLAG which will be clearly signed. Please do not ask your group to meet outside of the main hall as security will prevent students from leaving in school uniform without an accompanying adult.

The group leader or organiser should register the group at the clearly marked reception area using the form at the back of this guide. Under 16s are not able to enter the event without a group leader.

Please do not obstruct entrance and exit points as they get busy with groups arriving and departing.

Badges for teachers and accompanying adults will be provided, please wear these at all times so we can keep your students safe and return these when you leave.

To avoid long queues, for those arriving by coach we ask that you leave any large bags or backpacks at school or on the coach, as any bags brought into the event are likely to be searched by our security team. For those bringing packed lunches or items that cannot be left behind we will have bags available for you at the registration desks when you arrive.

AT THE EVENT

Your students need to be supervised at all times but do not need to be escorted to each stand. We encourage you to walk around the event, speak to the exhibitors and catch up with your students as they also work their way around the stands. If you have a large group we recommend a rota system for teachers so exit points can be supervised.

If you have any problems or questions at the event contact a member of the Events Team.

FIRST AID

There are first aiders at all the events, if anyone requires emergency first aid at the event please contact a member of the Events Team who will ensure action is taken. Any incidents should be reported.

FOOD AND DRINK

There are catering points in the exhibition hall offering a selection of drinks and snacks. These are run by the venues, and whilst we endeavour to ensure a healthy selection is offered the quality and cost of this catering cannot be guaranteed. There are water points around the venue and visitors are able to use these.

LOST PROPERTY

Please ask your students not to bring valuables to the event. Any lost property will be handed to the organisers' office but the organisers are not responsible for any loss.

PHOTOGRAPHS AND FILMING

At the events there may be television crews or photographers. We take care to ensure that only accredited media and exhibitors take images of visitors. By attending the event you are giving consent for your group to be filmed or photographed (for more details please download the use of images guidelines). If any of your group are subject to Child Protection Orders please let us know before you attend the event and when you arrive at reception so we can issue those individuals with a lanyard on arrival so exhibitors know not to take photographs of those individuals.

SECURITY

We will try to ensure all students in school uniform remain within the exhibition hall unless accompanied by a teacher. Disruptive behaviour from any visitor will result in the whole group being asked to leave.

TOILETS

Toilets are clearly signposted, but if you need help please speak to a member of the Events Team. Some venues operate a Radar key system for disabled toilets; please speak to the Events Team if you require access.



HAVE YOU REMEMBERED TO ... ?



Book your transport	<input type="checkbox"/>
Confirm the address of the event and directions	<input type="checkbox"/>
Send out permission letters for young people	<input type="checkbox"/>
Deliver a lesson or assembly on what to get out of the event and visit MyWoW	<input type="checkbox"/>
Tell parents, governors and contacts about the event and invite them along	<input type="checkbox"/>
Display posters and hand out leaflets	<input type="checkbox"/>
Brief other accompanying adults and organise a rota	<input type="checkbox"/>
Complete a risk assessment	<input type="checkbox"/>
Tell us about any special requirements	<input type="checkbox"/>
Check the website to see who is exhibiting and what activities are taking place	<input type="checkbox"/>
Complete your on-site registration form	<input type="checkbox"/>

**WE LOOK FORWARD TO
SEEING YOU AT THE EVENT!**

COMPLETE THIS SECTION AND BRING TO EVENT RECEPTION TO GAIN ENTRY

SCHOOL/COLLEGE/GROUP NAME:

GROUP LEADER NAME:

ONSITE MOBILE TEL NO: (IN AN EMERGENCY WE WILL CONTACT YOU, PLEASE KEEP IT SWITCHED ON)

ADDRESS:

NUMBER OF STUDENTS

NUMBER OF ACCOMPANYING ADULTS

YEAR GROUP

NAME

SIGNATURE

DATE

OFFICIAL



LEAVING

GET READY TO GO

Gather your students at your agreed meeting point, we suggest at the Departure flag in the hall as your students will not be able to leave if they are in uniform.

Hand in your visitor badges and complete a survey.

Escort your students back to your coach. If any of your students are missing please escort your group back to the coach before returning to the event to collect late comers.

BURSARY

You will be able to apply for a bursary based on the number of learners attending the event.

Please see the reception team to find out more.

Thank you for booking to attend and we hope you have an enjoyable and inspirational visit.



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