

MAYOR OF LONDON

Employer Insight visit – Example volunteer briefing notes

Date:	XXXX
Time:	XX.XX – XX.XX
Location:	XXXX
Main contact (Mobile):	XXXX (07*****)

Please arrive at **XX:XX**

On Arrival

Please arrive at room XXXX where you will be met by XXXX. There will be a short in-person volunteer briefing before we start.

Event objectives:

- XXXX
- XXXX
- XXXX

Student background

The students you will be working with are in Year 9 and are 13-14 years old. They will be making their GCSE option choices in March and this event is designed to help them reflect on how their choices might influence their future careers options.

Previously they have taken part in a careers fair (October) and have spent some time in their PSHE (personal, social, health and economic) lessons exploring different careers.

What you'll be doing.

You will be working with small groups of 4-7 students. The students will ...

How to prepare.

Please try and use simple, plain English when interacting with the students, avoiding jargon and acronyms as much as possible.

With this in mind we would recommend reflecting on how you would describe your role and organisation as simply and succinctly as possible before attending the event.

If at all possible, please come ready to talk about entry routes into your industry and the key skills required for your role.

Please contact XXXX if you have any questions