

MAYOR OF LONDON

Example volunteer briefing notes

Date:	14/06/2019
Time:	13.00 – 14.30
Location:	Khan Academy, SE1 2AA
Main contact (Mobile):	Careers leader (07*****)

Please arrive at XX:XX

On Arrival

Please arrive at our main reception and sign in as a visitor. You will be met by a teacher and one of our student ambassadors who will take you to room 3.1 where refreshments will be made available. There will be a full volunteer briefing in the room at 13.15.

For safeguarding reasons please do not walk around the school unaccompanied at any time. If you need to leave the room please just let a member of our staff know.

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