



## **LONDON CAREERS FESTIVAL**

**28 June – 2 July 2021**

### **Guide for secondary school pupils**

This short reference guide has been written to complement the information about this important event, accessible via [www.londoncareersfestival.org.uk](http://www.londoncareersfestival.org.uk). While the City of London Corporation has taken every effort to ensure that this event is conducted with the utmost professionalism and applies the highest standards of safeguarding, we want secondary school pupils to feel confident about being fully engaged in this exciting festival. You are asked to share this short guide with your parent/s or carer/s.

#### **Access to and the use of online platforms**

This year, all live activities will be conducted using various media platforms, for example (but not exclusively), Zoom, Skype, Microsoft Teams. Access to these platforms will be by invitation only. Other resources and links can be accessed without booking. The invitations will be managed by your teacher, or a specially designated teacher from your school.

As you would expect, the teacher will be working strictly to your school's safeguarding policy that includes guidance on access to and the use of media platforms. Also, the session host/presenter will be working to strict guidelines for using media platforms and communicating with young people. These are designed to safeguard you and to help you feel comfortable about taking part in an online session with a stranger.

The media platforms will be accessible via different ways. For example, they may be accessed by a live link that would be shared via email, in a worksheet, or via the Virtual Learning Environment (VLE) which your school is using to share work with you such as Moodle, Google classroom or Share my Homework.

We have asked your schools to ensure that each session will have one of your teachers present online, as well as a member of the London Careers Festival (LCF) team. The teacher will have a role to facilitate your involvement in the session and ensure that all attendees conduct themselves professionally and appropriately. No personal information will be shared except for your first name.

The Festival sessions will be recorded, and the recordings will be retained by the organisation presenting the session in line with their retention policy. These recordings will be used for their own monitoring and evaluation as well as for safeguarding purposes. Each session will start with the video off and the microphone muted. This will be pre-set by the session leader. Once the session starts, the session leader will make sure that you know how to turn these settings on and will also cover other basic functions of the media platform that you may need to use. If you do not want your face to be recorded, you will need to turn off your video function and remain as an audio only participant. If you do not want your face and voice recorded, you will need to join the session as a listener only, with your microphone muted.

#### **How should I prepare for a session?**

We want you to have every opportunity to use the sessions that you have selected to help you in your career interests and choices. To help with this, all sessions will follow the Fusion skills framework. This framework sets out a set of 12 skills that employers have told us are fundamental to the world of work now, and in the future. You may wish to take a look at these, to prepare for your sessions, via the following hyperlink:

<https://www.cityoflondon.gov.uk/services/education-learning/schools/Documents/transferrable-skills-in-the-workplace.pdf>

All online sessions will be led by an employer and a host. Each session will be attended by young people who meet the age requirements that are stated in the booking process.

If you are accessing the LCF from school, it will be expected that the school will make all the necessary preparations. However, not all secondary school pupils may be at school to access the LCF. Therefore, we think the following checklist may be useful for you:

- ✓ I have read the pre-session information so that I am well prepared and will feel confident to take part and be able to get the most out of the session.
- ✓ I have decided whether I want to be recorded or not.
- ✓ You should prepare in the same way as you would if you were to attend an LCF session personally. For example, you should be dressed appropriately and should not be eating a meal or snack during a session!
- ✓ You will need a quiet space for the session and access to a computer/laptop/iPad/phone with an internet connection. Where possible, we would recommend the use of computers/laptops.
- ✓ The sessions will be interactive, so a webcam and microphone will need to be connected so that you can be seen, heard and ask questions.
- ✓ You will need to have something to write with and paper at hand to take notes.
- ✓ Make sure that you check all the IT works well beforehand to prevent any technical glitches at the last minute, and that you know how to use the basic functions of the media platform. These can be, for example, how to use the raising hand function or the chat function to ask a question. Do not worry if you do not know these things – each session will start with checking that attendees know how to use the main functions. It would be worth having someone at hand in case of any IT glitches during the session.
- ✓ It is best that you sit in an 'open' space (for example, a kitchen or living room) where an adult can come and go freely. A bedroom should only be used in exceptional circumstances and, if so, the door should be left open.
- ✓ A neutral background is best, with no personally identifiable objects and no controversial pictures or information.
- ✓ It is not essential that you have an adult with you during the session. However, if you prefer, you may have your parent/carer/teacher with you, and this is ok.
- ✓ You should only use your first name to identify yourself in the session.
- ✓ You must not take any screen shots of other young people who are attending the session.
- ✓ Use of the chat facility is to be limited to chatting with or messaging the session host/presenter.
- ✓ If you leave a session before it has finished, you may not be able to return to the session.
- ✓ It is important that you treat the facilitators of sessions and other young people in the session with courtesy and respect. You may be removed from a session if your behaviour is not of the standard that would be expected in a face to face context.

The session is for you to learn about careers, feel inspired and ask questions. So, please do join in the conversations and interactive elements of the event.

#### **Where do I go if I have any queries or need more information?**

We want you to enjoy the London Careers Festival and be able to make the very best use of the session that you sign up to. If you have any queries, please do not hesitate to contact our LCF team by email:

[lcf@cityoflondon.gov.uk](mailto:lcf@cityoflondon.gov.uk).

**London Careers Festival 2021: Connecting pupils to the world of work online**

[www.londoncareersfestival.org.uk](http://www.londoncareersfestival.org.uk)