

Volunteer Briefing: Essential Skills Summits

Who are the Skills Builder Partnership?

We are a not-for-profit social enterprise, working to ensure that everyone can build the essential skills to succeed. To do this, we have built a partnership of over 750 schools, colleges, employers and organisations focused on developing skills.

Across the UK, we work to support school leaders and teachers across over 400 schools and colleges to embed essential skills education in their curriculum, ensuring that essential skills development is a core part of learning for every student.

What are the essential skills?



Volunteering Opportunity

Our virtual Essential Skills Summits are designed to inspire and motivate students who are following the Skills Builder Programme in their schools and help them understand how essential skills are applied workplace. Each summit will be supported by up to 4 volunteers.

You will be supporting our mission by taking part in an hour-long discussion and Q&A session with a group of students from one of our partner schools. You will explain what your role involves in simple language and answer students' questions about how you use the eight essential skills above. The session will be led by Skills Builder staff (who are qualified teachers) and supervised by teaching staff from the school.

The first 15 minutes of the event will be a short briefing with a member of the Skills Builder staff before you meet the students and teachers. This will give you the opportunity to cover any questions or queries you have before the session starts.

Objectives:

- Students to understand your role and what your company does.
- Students to apply listening and speaking skills to learn how you use the essential skills.
- Students to reflect on their learnings about the world of work and the skills needed to succeed.

IT Requirements

You will need to have a webcam and be able to access Zoom.

Preparation:

Students will be from a primary or secondary school and will have been developing their eight essential skills through activities in their school over this academic year. Students will have prepared questions in advance. To help students get the most out of the session:

- Please visit www.skillsbuilder.org/framework to familiarise yourself with the eight essential skills.
- Please reflect on which essential skills are most important to your role. Be ready to share short examples. Eg: *Problem Solving is very important for in my role. For example, one problem I may need to solve is...*
- We would love to invite one of the volunteers to give a short (5 minutes or less) introduction to what your company does using child-friendly language.

Schedule:

Once we have received your email address, we will set up a calendar invitation for the specific time and date. The calendar invitation will include the Zoom call details.

Time	Activity
10:45- 12:00 or 13:45- 15:00	15 mins Volunteer Briefing 15-minute volunteer briefing on Zoom with Skills Builder staff: introductions, safeguarding and questions.
	5 mins Volunteers receive a new Zoom link to join the students and teachers in the online meeting room
	5 mins Introduction Introduction, led by Skills Builder staff
	5 mins Warm-up task Short ice-breaker activity, led by Skills Builder staff
	5 – 10 mins Business Introduction Short introduction to the business: led by one of the volunteers, supported by Skills Builder staff
	25-30 mins Q&A Student/Volunteer Q&As, facilitated by the Skills Builder staff.
	10 mins Reflection Reflection, led by Skills Builder staff.

Safeguarding:

To ensure we uphold the highest standards for safeguarding practice online please ensure:

- All volunteers wear suitable clothing, including anyone else in the household who may pass within the view of the camera.
- The video should be conducted in a neutral location, a place where it is appropriate to speak with young people. For example, we would ask that you avoid areas which are clearly identifiable as a bedroom or bathroom.
- Please consider the background that the young people will see on the video (including pictures on the walls etc.) and ensure this is appropriate.

For Safeguarding monitoring purposes this video session will be recorded. By participating in this opportunity, you give your consent for us to store this video for safeguarding and monitoring purposes.