

Primary Futures: Preparing for and reflecting on events

Research into employer engagement activity sessions in schools shows that they have the biggest impact when they are valued by children. It is important to enable children to prepare for and reflect on what they have learnt during the sessions, to allow them to realise the value of what they have been doing and to embed what they have learnt. Feedback can also help schools to learn what they might change or improve for future events, as well as providing useful evidence to share with SLT, the governing body or Ofsted.

This pack has been put together to share some ideas and template documents on how you can help to prepare children for meeting volunteers and get them thinking about the world of work, as well as support with measuring impact. Please do email us at enquiries@inspiringthefuture.org or tweet us @primaryfutures to share feedback or other resources that you are using in your own school.



This pack contains:

1. Before the event: Preparing children and introducing the world of work
2. After the event: Evaluating the session
 - a. Template Feedback form for children
 - b. Template Feedback form for volunteers
3. Following up and thanking volunteers
 - a. Template thankyou note to send to volunteers
4. What next: activity ideas to reflect on what children have learnt
 - a. Planning for future events and deepening impact

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Before the event: Preparing children

It is important to prepare your children for the session and the volunteers they will be meeting. Some ideas for what you could do in advance of the session include:

1. Ask the volunteers to provide short summaries of their jobs in advance of the session. Share these with the children and ask them to come up with 3 things they would like to find out about that person's job.
2. Ask the children to draw some of the jobs that are coming along to the event to get them thinking about what the job may involve. After the session, you could repeat this activity to see if there are any changes in views on what those jobs look like. Have a look at our Redraw the Balance video for inspiration https://www.youtube.com/watch?v=kJP1zPOfq_0
3. Using the template on the next page, children can take part in 'Drawing the Future'. This is a fun activity where children draw a picture what they want to be when they grow up. This can help to get children thinking about different jobs and can also be a fun thing to show to volunteers at the event to start conversations.
4. On the day, some schools have held non-uniform days where children dress up as the job they want to be. This can be a fun way to get conversations started at home and raise parental awareness of what you are doing!



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When I grow up I would like to be: _____

Please draw a picture of what you want to do when you grow up. If you draw more than one picture, please say which one is your top choice. You can use text as part of your picture if you wish.

I would like to do this job because...

I will achieve this by...

Do you personally know anyone who does this job? YES NO

If **yes**, who are they?

If **no**, how do you know about this job?

Name:

Gender:

Age: 7 8 9 10 11

Favourite school subject:

School:

Ethnicity (please tick one):

- White - English/Welsh/Scottish/Northern Irish/British
- White - Other
- Mixed/Multiple ethnic group
- Asian/Asian British
- Black/African/Caribbean/Black British
- Other ethnic group

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After the event: Evaluating the session and reflecting

It is important to reflect on the session after it has finished. By collecting feedback from children and volunteers, you can gather information on the impact of the session on children and learn lessons for future sessions.

In this pack, we have included example volunteer and children feedback forms to help get you started. Several schools have told us that they compile this feedback into a report to share with SLT and other colleagues – this can help other teachers to see the value of employer engagement and encourage them to build it into their lessons. You can adapt these forms to suit your event and we hope they are useful as a template.

The Primary Futures team can support with inputting these surveys and providing a custom report for your school post event – please get in touch at enquiries@inspiringthefuture.org if you would like us to do this for you.

It is also helpful to encourage the children to reflect on the session and what they have learnt. Some ideas for activities you could do with children after events include:

1. Children could write thankyou letters to volunteers – in the letters you could ask them to write about one new thing they learnt about the volunteers they met, to help embed what they heard on the day.
2. In an English lesson, children could write a story about a day in the life of one of the volunteers they met.
3. If you have a school newspaper, you could ask children to interview some of the volunteers on the day and write up about what they learnt.
4. If you are running an aspirations or careers week, you could also incorporate the volunteer jobs into other lessons throughout the week. For example in a maths lesson children could be asked to solve a problem that one of the volunteer jobs might do - they could be asked to work out the time it would take for a taxi driver to travel to an address 5 miles away if travelling at 20 miles an hour. You could involve volunteers by asking them to suggest some maths challenges they face day to day and then adapting them to the year group you are working with.

Children's Feedback Form

There are no right or wrong answers so please don't worry. Just tell us how you found today's event, what you learnt and if you enjoyed it. Ask your teacher if you have any questions.

School name _____ Year group _____

1. Are you a...

- Girl
- Boy
- Prefer not to say

2. How many jobs did you hear about today? (please circle) 1 2 3 4 5 6 7 8 9 10 more than 10

3. Which sentences do you agree with? Please tick one of the boxes next to the sentence.

Think about what you did today at school with the speakers...	 I agree	 I'm not sure	 I disagree
I learnt a lot about different jobs today			
I found out about a new job today			
I now know there are lots of jobs available to me			
I now know girls and boys can do the same job			
I now understand how Maths/English/Science can be useful in a job			
I discovered that doing well at school can help me get a job			
I enjoyed the 'What's my Line?' assembly where we guessed the different jobs			
I enjoyed listening to the speakers			
I felt the speakers were similar to me and I could relate to them			
Today made me feel that I can do any job I want			
After today I would like to learn about more jobs and meet more speakers			
I would like to take part in an activity like this again			

4. What was the best part of today's activity? Write in a sentence or two.

5. Would you like to add anything else about what you learnt today?

Volunteer Feedback Form

Are you...

- Female Male Prefer not to say

Please choose your seniority level

- Student Entry/Junior Senior
 Apprentice/Graduate Intermediate Lead

Please specify which sector you are from _____

What event did you take part in? _____

Why did you participate in today's event? (tick all boxes which apply)

- I wanted to help young people see why learning is important
 To support the future talent pipeline for my organisation/sector
 Corporate Social Responsibility
 To raise awareness of my job role/sector for young people
- To engage in my local community
 Personal development
 I did it for enjoyment
 Opportunity to network with other volunteers
 Other (please specify) _____

How do you think you benefitted from this event? (tick all boxes which apply)

- It made me feel like I can make a difference to young people
 I gained more confidence by trying something new
- I gained a real sense of achievement
 I feel like I can be part of the local community
 I learnt new skills and gained experience

How worthwhile was it to participate in this event?

- I found it extremely worthwhile I did not find it worthwhile
 I found it somewhat worthwhile Not sure

On a scale of 1 to 10 please rate the quality of the event you took part in (10 being excellent)

1 2 3 4 5 6 7 8 9 10

What do you think worked well with this event?

How could this event have been improved?

6. Do you have any other comments you would like to add?

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Thanking volunteers

After an event, it is important to send a short note to volunteers to thank them for their time and share any feedback you have. This can help the volunteers to improve for future sessions. It might also ensure that volunteers feel valued and encourage them to support future events in your school or others.

Here is a template message you could send, but you can of course tailor and include any feedback from your children.

Dear

We'd like to extend a massive thank you to you for taking part in our Primary Futures activity yesterday. We hope you found the experience worthwhile and enjoyed chatting to the children about your job and career route. The feedback our children had has been extremely positive. (Do include some comments here if you have any)

By giving up your time, going into a school and talking to the pupils about your job, you have made a significant impact and your contribution has been greatly appreciated by us.

Thank you once again for volunteering and we look forward to working with you again in future.

Kind regards,

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What next: planning for future events and deepening impact

Now that you have finished your event, here are some tips to support with deepening impact and planning future events:

1. Write up a short news story or report of the event and share it on social media/ on your schools website so that parents can see what their children have been involved in. Remember to tag us @primaryfutures and we can help to showcase your school to other schools, colleges and employers!
2. Use the feedback provided by children to identify if there are any jobs that they would want to hear about next time – get in touch with the Primary Futures team at enquiries@inspiringthefuture.org and we can help to target volunteers from those jobs or sectors. Remember there are new volunteers signing up every week on the Primary Futures site, so do check back to see who has joined in your area.
3. Use the feedback from volunteers to see if there are any changes you can make to help ensure that more volunteers can attend next time.
4. Consider the types of activities that you might run as a follow up e.g. if your event was a talk from a volunteer working in a particular sector, you could run a speed networking event next time involving more volunteers from that sector in different jobs to help deepen understanding of jobs in that area. Have a look at our step by step guides to planning different events to support with this.

