

What's it REALLY Like...

Matching Learning with Jobs
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WIRL as an Industry Experience Workshop

HOW TO...

Once you have decided to introduce WIRL into your school's Year 9 curriculum, there are four key elements to ensuring the experience is of benefit to everyone involved – including you! Remember to read all the way through the listed preparation elements.

IN-SCHOOL PREPARATIONS:

<p>Select industry focus</p>	<ul style="list-style-type: none"> ▶ Select the industry focus that is most relevant to your school's location. There are three groups of industry resources available in the package <ul style="list-style-type: none"> – Agriculture / Horticulture, – Health Care / Social Assistance, and – Food & Fibre Manufacturing
<p>Discuss with school leadership and key staff</p>	<ul style="list-style-type: none"> ▶ Discuss the model with your school executive, the Principal/ Deputy, or Assistant Principal, the Timetabler, the Career and VET Coordinators, and the Year 8 & 9 Coordinators (if you are not any of these). The resources attached to this package have articulated the benefits of WIRL and can be presented as supporting evidence. Seek approval and guidance for the structure and budget associated with the introduction of WIRL's industry experience workshops. ▶ Discuss with the relevant senior school staff, the subject areas and career pathways that correlate to these industries. Section 3 has examples of the career pathways for the three industry groups.



Identify best timing for workshops	<ul style="list-style-type: none"> ▶ Cross-reference the school’s events calendar and identify the time of year best suited for undertaking the workshops. The participating businesses will also identify their own ‘peak’ times for visits, i.e. lambing, vine pruning, harvesting or when product manufacture is low/high. This timetable discussion should be undertaken with full knowledge of the business’ preference for the day of the week and time of day that they can host the workshop – see Workshop preparations below. ▶ Determine if the workshops are a single visit or held over several weeks during a term. ▶ Ideally, provide students with workshop opportunities from all three available industries. If there is capacity, timetable workshops across three school terms to give students maximum exposure to all three industries.
Source relevant policies and requirements	<ul style="list-style-type: none"> ▶ Source the relevant school excursion policies, guidelines, and risk assessment documentation, and determine the timeframes for the completion of these documents.
Determine student numbers	<ul style="list-style-type: none"> ▶ Determine the number of students (maximum and minimum) likely to be involved in the workshops. Bear in mind some businesses will have space restrictions that mean they may only be able to have small groups – 2 - 5 students.
Develop draft schedule	<ul style="list-style-type: none"> ▶ Discuss the visits with the school Timetabler and develop a draft schedule for the workshops. Pay attention to which Term/ Semester is easier to organise times out of school and be respectful of the businesses peak times of production and/ or service delivery.
Plan travel	<ul style="list-style-type: none"> ▶ Determine the cost and timing for travel to the workshops at the local businesses.

EMPLOYER PREPARATIONS

Select businesses	<ul style="list-style-type: none"> ▶ Determine the number and type of businesses (maximum and minimum) to be approached to engage with the school to deliver the workshops. The accompanying online resource will provide details of businesses who have already engaged with WIRL, and some additional ‘potential’ opportunities.
Identify learning outcomes	<ul style="list-style-type: none"> ▶ Identify the learning outcomes each business can offer the students and the Year level curriculum. ▶ Discuss these with the relevant subject teachers and confirm if the visits can be used in their assessments or assignments.
Identify benefits to business	<ul style="list-style-type: none"> ▶ Consider how the workshop will benefit the business. Owners are busy people, hosting a workshop requires allocating time and staff away from their ‘core business’ so be ready for that ‘what’s in it for me?’ question. In Section 2 the Information for Participating Businesses gives you a starting guide as to what the benefits are for the employers. More will become obvious to you as you deliver the model over time. The Information for Participating Businesses Sheet can be emailed to the employer, if they feel they would like more details before they commit, and they have time to read it.

Allocate planning time	<ul style="list-style-type: none"> ▶ Allocate enough advance planning time to contact the businesses and work through the details of each workshop in your draft timetable. At least six weeks before the workshop date is recommended.
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WORKSHOP PREPARATIONS

Contact the business	<ul style="list-style-type: none"> ▶ Call and/ or email the business to ask if they can host an industry experience workshop. ▶ You might include the Information for Participating Businesses Sheet in your email as additional clarification about the 'cold call' request.
Suggest time to finalise details	<ul style="list-style-type: none"> ▶ Suggest a future time (maybe provide a couple of options) to further discuss and negotiate the details of the workshop. You will need about half an hour to work through the finer details of the visit, some of which can be communicated via email as the negotiations are in progress. ▶ Things you both need to decide include: <ul style="list-style-type: none"> – The date/ day of the week for the visit – The time of day for the visit – before/ after lunch – The maximum number of students the workplace can accommodate – The structure of workshop – The types of practical activities to suit both students and the business – Any special requirements the business owner feels are important – Preferred method and contact person for future communication
Confirm with follow up email	<ul style="list-style-type: none"> ▶ Remember to email the business the agreed details as soon as possible after the call
Complete necessary paperwork	<ul style="list-style-type: none"> ▶ Complete the excursion and risk assessment documentation within the timeframe specified in your school's policies and procedures, including any COVID safe planning and vaccination details.
Contact one week before	<ul style="list-style-type: none"> ▶ Remember to contact the business a week before the visit to confirm the workshop is going ahead. If there has been an unforeseen change to the visit, renegotiate a new time/ date and seek an alternate workshop visit for the gap the postponement has created.
Plan to keep a record of the visit	<ul style="list-style-type: none"> ▶ Determine who will keep a record of the visit and what is the best method for capturing this record – a written report, still photographs, video, or an audio Q&A recording. ▶ Check/ complete any required permission forms before the visit, include asking the business if they're comfortable with whatever

EVALUATION AND 'THANK YOU' PREPARATIONS

<p>Develop an evaluation plan</p>	<ul style="list-style-type: none"> ▶ Decide the best method for your students and business to undertake the evaluation of the industry experience workshop. WIRL has used Survey Monkey and an external evaluator but there are many less onerous ways to get feedback that will be 'fit for purpose' in your plan. ▶ Section 1 has examples of evaluation questions previously used in the WIRL project but these are guides only as your school will have its own questions about the successes it hopes for with the implementation of WIRL.
<p>Share news of the visit</p>	<ul style="list-style-type: none"> ▶ Decide on where to share the report/ photos/ video/ audio through traditional and social media as per your school's communication policy.
<p>Send thank you to the business</p>	<ul style="list-style-type: none"> ▶ Create a 'thank you' email with the feedback and record of the workshop to send the business as soon as possible after the workshop is completed.
<p>Share feedback and record</p>	<ul style="list-style-type: none"> ▶ Decide on how to best provide the feedback and record of the workshop with the students and school community, as soon as possible after the workshop is completed.

You are now ready to deliver a WIRL program – good luck!

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