



Great Ideas Sheet For Schools

The following comments came from either company representatives or school coordinators:

Prior to Workchoice Day:

- # Hand out student registration tokens and website posters.
- # Help students register on www.choicestudents.co.nz.
- # If you have not heard from your company, please contact them – phone or email.
- # Advise companies of special needs students.
- # Know exact location of company and where the meeting point is. Give directions/landmarks etc to the group supervisor.
- # Find out information about the company before the day – read the company profiles on the Workchoice website and see the company's own website.
- # Advise company of student requirements e.g. what they want to see.
- # **Select students carefully for the day – send only the motivated ones.**
- # Send open-minded students who are able to gain exposure even if it isn't their career of choice.
- # Send full groups. Advise Workchoice if your numbers drop prior to the day and advise company of last minute changes (especially if company is providing lunch).
- # Choose supervisors well – one per student group – and ensure they stay with the group.
- # Brief supervisors well – they need to be involved. If possible try to organise supervisors with an interest in the industry/field which the students are visiting.
- # Inform students prior to visit as to what the company does – this will assist student prepare questions to ask on the day.
- # Organise for students to present their experiences from Workchoice Day to school assembly to motivate other students.

On the day – suggestions to enhance the experience of the students:

- # Make sure students have their student kits and don't take any bags.
- # Ensure students are in uniforms and closed in shoes (where applicable).
- # Encourage students to ask questions, perhaps rehearse this on the bus.
- # Make sure there is a student in each group to thank the hosting companies.
- # Take photos of students participating in the day, include on school website, newsletters etc and upload to the student website after the day.
- # Encourage students online to fill out their evaluations – set aside a computer for this if access might be a problem.
- # Encourage to contact the company with questions/if they are interested in pursuing something further.

On the day – what not to do:

- # Don't arrive late to the company. If this is unavoidable, please make sure the supervisor calls the company coordinator and advises new arrival time.
- # Don't let students go on site without their student kits.

Enjoy the Day!

Remind students that they are ambassadors for their school; companies will reflect upon this visit in future years.