



EXPLORE

Career inspiration for Years 4, 5 and 6

Career Pathways Expo

SUNSHINE COAST

Expo EXHIBITOR handbook

Thursday, 13 June 2019

Welcome to the SUNSHINE COAST Explore Pathways Expo for Thursday 13 June 2019 and thank you for deciding to join us as an Exhibitor on this day. This booklet will provide you with information relating to your involvement in the Expo.

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Explore Dates & Times

SUNSHINE COAST: Thursday 13 June

Sippy Downs Drive, Sippy Downs

Set up: 8.00 am

Morning rotation: 9.00 am – 11.15 am

Afternoon rotations: 12.10 pm – 2.25 pm

Explore Overview

The Explore program offers a creative approach for developing the breadth of students' career aspirations throughout the upper primary years. The program has a scaffolded suite of resources for students in Years 4, 5 and 6 which are based on the themes of adventure and discovery. Students are invited to take a journey to a deserted island where they use their imagination to build their ideal community. Through a series of lessons and activities, they develop an awareness of their own skills and interests whilst discovering which skills are necessary for a range of different jobs.

Research carried out over the past thirty years has shown that children's career aspirations can narrow over time as a result of external influences such as gender stereotypes. Career aspirations can also be limited by factors such as a lack of role models or a lack of information about career pathways. The Explore Project seeks to address these factors by encouraging children to think creatively about their future careers and giving them the opportunity to find out about a wide range of occupations.

Explore is a partnership activity for schools which is funded through the Australian Government's Higher Education Participation and Partnerships Program (HEPPP). The objective of HEPPP funded programs such as Explore is to increase the total number of people who access and participate in higher education.

The EXPLORE careers pathways Expo is part of the EXPLORE year 5 component. Students come onto campus to learn about various careers through presentations and hands-on activities.

USC Contact Details

EXPLORE Pathways Expo

Access & Diversity

Student Services & Engagement

Email: pathways@usc.edu.au

Phone: 07 5430 2893



Explore Website

The Access & Diversity Team have created a website for the Explore Program, "career inspiration for years 4, 5 and 6". You may view the EXPLORE website at <https://explore.edu.au/>.

The website holds PowerPoint lessons, lesson plans and activity sheets for visiting school teachers. The site also has a small gallery of Explore Expo photographs as well as testimonials from visiting students and teachers.



How will it work?

Each exhibitor will be allocated a room on campus or provided with a table and a gazebo if they are presenting outdoors. Groups of approximately 20 students will rotate through the exhibits and each group will be accompanied by a teacher and a USC student helper. Each exhibit session will run for 25 minutes (there will be a timekeeper), during which time the exhibitors will demonstrate their job. There will be a 5 minute break between each rotation. You will be provided with a run sheet on the day.



What is required from me?

- Briefly introduce yourself, your job title, skills performed and refer to career pathways relevant to this job. Pathway information will be provided in a poster format. (Approx 2-3 minutes)
- Commence the hands-on exhibit.
- Be enthusiastic about having a job and doing your job - share your job/career highlights.
- Throughout the activity find opportunities to highlight aspects of your job that are relevant to school (e.g. maths to work out quantities/prices/ratios; communication/social skills in liaising with customers; reading instructions etc.).
- Each exhibitor is provided with two career posters that list the different study pathways to achieve that career. **Please share with your student groups, the different careers that branch off your own field of study.** E.g. Travel / Tourism can entail travel agent, hotel manager, spa manager, tour operator, tour guide, etc. Towards the end of the exhibitor presentations, the Student Leaders have been encouraged to prompt exhibitors with a question about associated careers.
- Talk to and engage with the students appropriately for their age (9-10 years).

Please ensure your exhibit is age appropriate. We encourage exhibitors to incorporate hands-on activities into their sessions wherever possible, as these are more effective at engaging the students. (If you would like assistance in developing a practical activity for your exhibit, you are welcome to contact our program developers at pathways@usc.edu.au who will be happy to help you out with some ideas.)

How long will it take?

Prior to the Expo we require completion of a registration form together with a USC online training module, (which will take approximately 20-30 minutes). On the day of the Expo it is expected that exhibitors will be on campus for approximately 6 HOURS, commencing with setup from 8.00am. After the Expo, please allow 10 minutes to complete our exhibitor feedback form. This will help us to understand what worked for you and what we may need to change to ensure the success and smooth running of future Expos.

What should I bring?

It is a good idea to bring some items, tools, equipment or visual aids related to your career which can help start conversations and engage students. You could bring examples of your work or the equipment that you use. Please note that there will be a short walk from the car park to your room or gazebo so manually carrying large or heavy equipment is not recommended. If you are stationed outdoors it is recommended you wear sun safe clothing and sunscreen. Please let us know in advance if you require a trolley.



What do USC provide

Exhibitors who are stationed outdoors will be provided with a gazebo and tables/chairs etc. Your detailed list of requirements is requested via the registration form and we can reimburse a nominal amount only for basic items that USC are unable to provide.

USC will provide your morning tea. *Please note that USC does not allow the sale of bottled water on campus.* However, there are water bubblers and water bottle fill stations around campus,

Insurance: As this is a volunteer based, low risk event, you are covered by USC's insurance.



What should I wear?

Dress as you normally would for your work.

Coffee & Lunch

A hot drink prior to the Expo and lunch will be provided for all exhibitors. You will find a hot drink and lunch voucher at your exhibitor station. We encourage exhibitors to come together at Explore Central for a coffee break and gathering, once you have set up your exhibit.



Training

We request that all exhibitors undergo USC's [Low Risk Contractors Training Module](#) prior to our Expo.

Please click on this link to access training.

Username: lowerriskcontractor

Password: training

Please ensure that once you have completed this training, that you **email the certificate of completion to pathways@usc.edu.au**. This will be required as a component of USC's risk assessment.

Exhibitor Rotations

There will be 4-5 groups of students rotating through your exhibit in the morning between 9.00 am and 11.15 am and 4-5 groups in the afternoon between 12.10 pm and 2.25 pm. **Each exhibitor will be provided with a run sheet on the day.**

Each group will be led by a Student Leader and will be accompanied by a school staff member. The Student Leader will notify you via a wave, that you only have a few minutes left in your demonstration. It is extremely important that we adhere to our time frames, so as not to cause a bottleneck effect.



Explore Central

Explore Central is a central spot set up for all enquires and can be found outside the campus. If you are an external exhibitor, please call in to Explore Central upon your arrival to Campus and we can then have a staff member escort you to your designated room or gazebo.



Safety procedures

Emergency

1. In the event of any necessary **evacuation**, please lead your group to the EAP.
2. In the event of an **external threat to safety** on campus it may be necessary to go into **lock-down mode**.
3. In this case, if it is safe to do so, move quickly away from the area.
4. Where possible, maintain cover and concealment.
5. Consider safety as your number one priority.
6. Do not congregate in open areas or at assembly areas.

Aggression

1. Do not place yourself at risk.
2. Obey the offender's instruction.
3. Attempt to de-escalate the situation—avoid getting into an argument.
4. Keep a safe distance between yourself and the offender.
5. Take note of exits or other possible escape routes and try to get as close as possible.
6. Activate the duress system (if installed).
7. If able to do so contact **Security (Ext 1122)**.
8. If able to do so contact the Police 0-000.
9. Call for assistance from another staff member as soon as possible.
10. Observe continuously any objects touched by the offender.
11. Record description of offender, what was said, touched etc. as soon as possible.
12. Isolate the area until Security or Police arrive.



Armed hold up / robbery

1. Do exactly as asked.
2. Avoid eye contact.
3. Observe: physical appearance; clothing worn; distinguishing features including voice, hair, tattoos; any weapons; anything touched, or taken; and escape route, vehicle
4. When safe, call **Security (Ext 1122)** and state 'armed hold-up' giving exact location and details of events.
5. Request all witnesses to remain.
6. Restrict entry to the area until Security arrive.
7. Do not touch anything within the scene.
8. Write down all you observe.




Lockdown procedures

An emergency lockdown will be implemented in situations where it may be safer for occupants to shelter inside a building, to ensure they are protected from an external threat, including but not limited to, violent incidents and civil disturbances.

1. Remain calm and encourage others to remain calm.
2. Lock the doors and windows into the room if possible or if not possible to lock them, place furniture and equipment in front of them to barricade them.
3. Some doors open out into the corridor because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:
 - placing furniture and equipment in front of the door
 - cover any glass panels in the doors and any windows if possible
4. Move away from doors and windows.
5. Get down and stay close to the floor.
6. Stay under furniture.
7. Assist any individuals with a disability to take cover and hide.
8. Remain quiet so that the intruder will believe that no one is in the room.
9. Turn off any lights where possible.
10. Turn off any audio/visual equipment.
11. Follow the instruction of Security and Emergency Services personnel.
12. Do not respond to requests to open the door.

Campus Map



90 Sippy Downs Drive
Sippy Downs

EMERGENCY

HOW TO RAISE THE ALARM IN AN EMERGENCY

- Call for assistance (yell "FIRE" for attention)
- Dial 000 (0-000 if using an internal phone)—Fire, Ambulance or Police
- Then dial 5430 1122 (1122 if using an internal phone)—Campus Emergency Number (Security)
- Or dial 5430 1168 (1168 if using an internal phone)—Security
- Give an accurate location (such as building/landmark, your name and the nature of the emergency)
- Emergency Call Points (ECPs) are located in car parks and near buildings.
- When pressed, an alarm will be activated and Security will respond immediately.
- Give an accurate location (such as building/landmark, your name and the nature of the emergency).
- On becoming aware of a fire or smoke, activate the nearest Manual Call Point by pushing on the glass.
- UPON EVACUATION Proceed to your allocated Emergency Evacuation Assembly Point



EXPLORE

explore.edu.au

**EXPLORE Pathways Expo
Access and Diversity
Student Services and Engagement**

Email: pathways@usc.edu.au

Tel: 07 5430 2893

USC Campus Security: 5430 1122

Emergency Services: 000



We would not be able to carry out this event without your generous donation of time and expertise, and we are extremely grateful for your contribution.