



EXPLORE

Career inspiration for Years 4, 5 and 6

Career Pathways Expo

CABOOLTURE

Expo SCHOOL handbook

Tuesday, 4 June 2019

USC invites you to the CABOOLTURE Explore Pathways Expo on Tuesday 4 June 2019.

This handbook will provide you with information relating to the Expo.

Contents

Expo Dates and Times	3
Explore Website	3
Explore Overview	3
USC Contact Details	3
Curriculum Overview	4
What are the benefits of a Careers Expo?	5
Transport	5
How will it work?	5
Career Exhibitions	5
What can I do to prepare my students?	6
What else will I need to do beforehand?	6
What will happen on the day?	7
Snack Break	7
Safety procedures	8
Emergency	8
Aggression	8
Armed hold up / robbery	8
Lockdown procedures	8
Campus Map	9





Expo Dates and Times

Date: Tuesday, 4 June 2019

MORNING GROUP

Students arrive: 8.50 am

Rotations: 9.00 am – 11.15 am

Students depart: 11.20 am

AFTERNOON GROUP

Students arrive: 12.00 noon

Rotations: 12.10 pm – 2.25 pm

Students depart: 2.30 pm

This schedule will include a 10 minute break for morning tea.

Your school will be advised of attending either the morning or afternoon sessions.



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](https://explore.edu.au/) at <https://explore.edu.au/>.

The website houses 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.



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

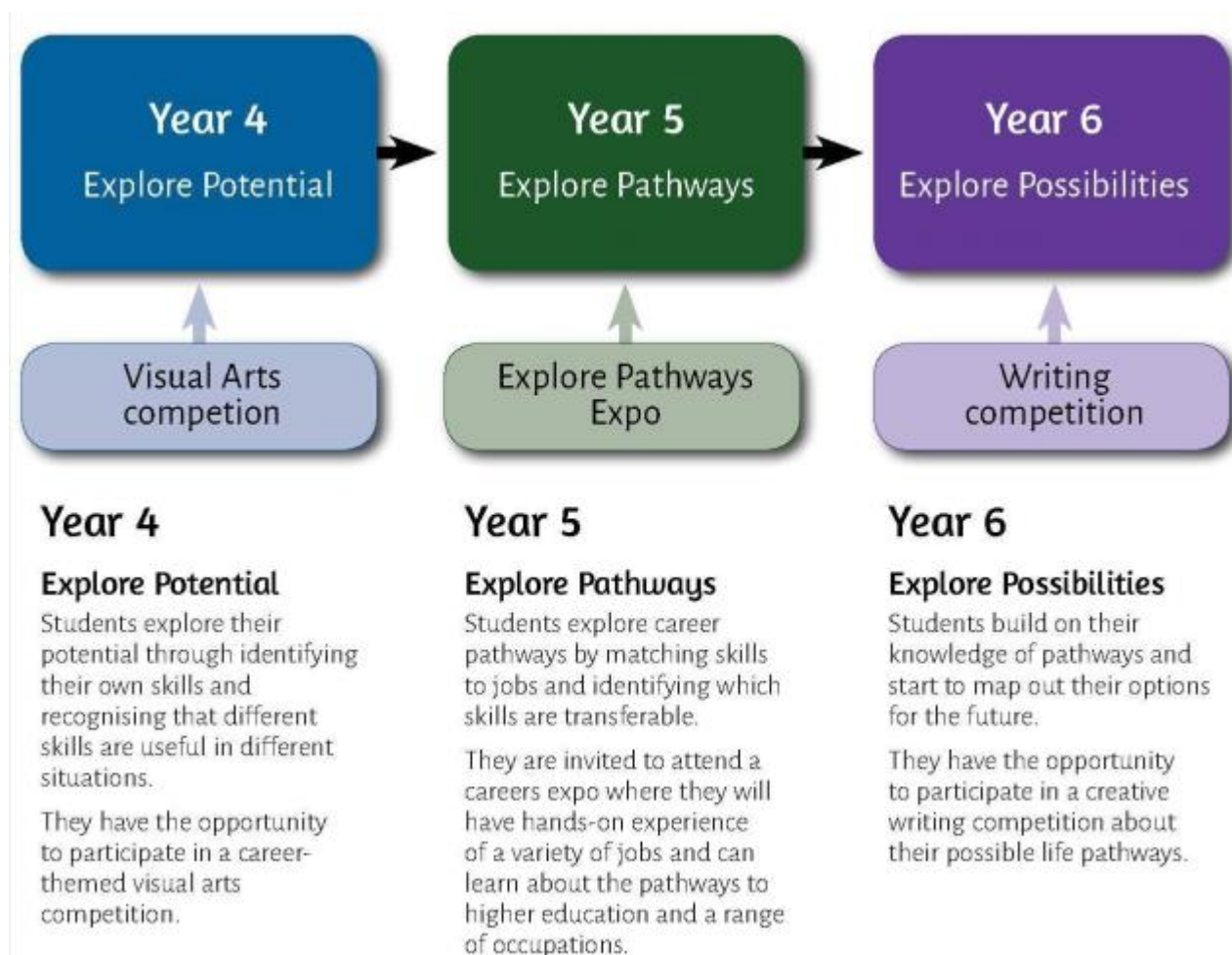
Student Services & Engagement

Email: pathways@usc.edu.au

Phone: 07 5430 2920

Curriculum Overview

The Explore Program has a distinct theme for each year group. Each year of the program is designed to build on the previous one as children develop increasing awareness of their own skills and the various pathways available to them. Every lesson in The Explore Program has been linked to the Australian Curriculum.



You can find the year group overviews and links to the Australian curriculum on the Explore website.



What are the benefits of a Careers Expo?

The aim of the Explore Pathways Expo is for Year 5 students is to broaden career aspirations by enabling students to find out about a variety of diverse jobs, once they have finished school. The Explore Expo seeks to address this by encouraging children to think creatively about their future career options and associated pathways via vocational education and training, and university.

Transport

USC will arrange for buses to transport your school students and staff to and from our Expo at the USC Sunshine Coast campus. You will be notified by email of your transport times closer to the Expo.



How will it work?

There will be students visiting the USC Caboolture campus from several local schools. We will have two separate career rotations of groups A and B so that your students may be exposed to different career exhibitions than others.

Students will break into groups of approximately 20 students per group and be designated to an “animal” group, e.g. kangaroos, koalas, etc. These groups will be led throughout the Expo by a USC Student Leader and we also request that a school representative accompany each group.

When your school arrives at the Caboolture campus, the Student Leaders we have designated to lead your students will call the students to their groups. The Student Leaders will lead the group to a quiet spot and do a brief introduction and then proceed to lead the students through their rotation groups.



Career Exhibitions

We have endeavored to provide students with a variety of career pathways, therefore the exhibits may be different from what schools have experienced in past years.

Student groups will rotate through 5 x different career rotations and may include any of the following exhibitions:

- Art Curator
- Creative Design
- Creative Writing
- High Performance Athletics
- High Performance Musicians
- Law & Criminology
- Marketing
- Nursing
- Paramedics
- Science
- TAFE Mechanic
- Town Planning

Although USC makes every attempt to cater to any sensitive career issues, the schools often know their students best. Therefore, if you think you have any students who may be sensitive to certain career issues, please let us know so that we can allow those students to join other groups.

For example, Paramedics may be a concern, if students have been in an accident or Law & Criminology may be a concern, if a child has been previously exposed to a court procedure.

What can I do to prepare my students?

The Explore program lesson plans and teaching resources are available at www.explore.edu.au and it is recommended that students complete lessons 4, 5 and 6 (refer to 'Explore Pathways') prior to attending the Expo. Please contact us at pathways@usc.edu.au should you require any assistance in delivering these lessons.

When preparing your students for the Expo, please encourage students to think about their skills and the jobs they are interested in doing. You may also wish to encourage your students to think of questions they can ask the exhibitors.



Student Behaviour

Please note, it is the responsibility of all teachers to manage the students' behaviour at the Expo and not the responsibility of the Student Leaders.



What else will I need to do beforehand?

We kindly request that you administer the following documents:

1. *School Registration Form* - to advise us of the number of students attending and any mobility access requirements – email to pathways@usc.edu.au by **1st May 2019**.
2. *Parents/carers Permission Form* – to be retained by the school
3. *Media Release Form (Audio, Video and Photographic)* On the day, we will have a USC photographer roaming through the event taking photos. It would be greatly appreciated if you could distribute the attached **Consent Release Form** to your students for parents/carers to sign. This allows us to use the photos on our website.

It is the responsibility of the teachers to maintain a list of who should not be photographed and to advise their Student Leader. To be emailed prior to the Expo or handed in on Expo day.



Note: The Permission Form and the Consent Release Form are attached as one document. Please print the Consent Release Form for distribution to the students to take home for their parents/carers signature.

For those students who do not have permission to be photographed, the Student Leaders will place a "red dot sticker" on the student's animal badge. Please ensure these students are provided with the stickers when you arrive at the Expo. This will be an indicator to any photographers that these students are not to be photographed.

It is the teachers responsibility to keep a list of students who are not to be photographed and provide this to the Student Leader at the Expo.

What will happen on the day?

Free buses will be arranged by USC to provide transport to and from the Expo. It is expected that your school will be on campus for just over three hours, arriving at USC for either the morning rotations at 8.50 am or the afternoon rotations at 12.00 noon. The morning buses will depart campus at 11.20 am and the afternoon buses will depart campus at 2.30 pm.

When you return to school, please allow 10 minutes for you and your students to complete our feedback form whilst the experience is still fresh in their minds. This will help us to understand what worked well for you and what we can change to ensure future Expos run smoothly.

Upon arrival, you will be handed a school run sheet and this will provide you with information of the day, for example:

Example only

Morning Group A

Session 1	12.10-12.30
<i>Move to next exhibit</i>	
Session 2	12.35 – 12.55
SNACK BREAK	
Session 3	1.15-1.35
<i>Move to next exhibit</i>	
Session 4	1.40 – 2.00
<i>Move to next exhibit</i>	
Session 5	2.05-2.25



Snack Break

We have scheduled a 10 minute snack break. Please ask students to bring snacks with them to be eaten at the break.



What should I bring?

Some of the exhibits will be located outside and whilst gazebos will be provided, it is recommended that students and school staff also wear sun safe clothing and sunscreen and bring along their own water bottle. USC does not allow the sale of bottled water on campus, but there are water bubblers and water bottle fill stations available. We request that students do not bring their school bags to campus, as we do not have storage facilities.



Risk Assessment Report

A risk assessment report will be forwarded to you once all exhibitors have been confirmed. All past exhibits and those currently confirmed involve low-risk activities.

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 (on 0419 738 909)**.
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 (on 0419 738 909)** 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

Shared campus

80-106 Tallon Street
Caboolture

BUILDING DIRECTORY

- B**
Collaborative Room B2.07
- H**
Campus Directorate
Indigenous Services, Buranga Centre
- I**
IT Services
Academic offices
- J**
Computer Lab J2.02
Student Central
Student Services and Engagement
Student Wellbeing
- K**
Nursing teaching wards/laboratories
- L**
Library
- M**
Pavilion
- N**
Student Common Room
Student Guild
- O**
Academic offices

KEY

- Student parking
- Staff parking
- Accessible parking
- Bicycle parking
- Shuttle bus services
- Drop-off / pick-up
- Parents room
- Lift
- Showers
- Male toilet
- Female toilet
- Disabled toilet

EMERGENCY

- Evacuation assembly point
- Emergency call point
- AED Defibrillator
Located in J1.03, L1.05 and A1.14

CAMPUS SECURITY
Phone 0419 738 909

This campus is shared with TAFE Qld.

USC IS A SMOKE-FREE UNIVERSITY
The USC smoking policy prohibits smoking on or in University premises and within any University vehicle.



EXPLORE

explore.edu.au

Annie Colless
EXPLORE Pathways Expo
Access and Diversity
Student Services and Engagement

Email: pathways@usc.edu.au

Tel: 07 5430 2920

USC Campus Security: 0419 738 909

Emergency Services: 000

We sincerely thank your interest and involvement in our EXPLORE Program.

