

WorldSkills London 2011 Education Experience

Information Guide for Schools & Colleges

A guide to the WorldSkills London 2011 Visitor Education Experience and opportunities for teaching, learning and assessment prior to, and at the event.

For teachers, lecturers, education and training providers.



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Purpose

This guide has been written to support you in planning and preparing for the visit of your school or college to WorldSkills London 2011. It contains an overview of the WorldSkills London 2011 Competition, the range of associated activities and the learning opportunities at the event.

We hope to see you at the world's greatest skills competition and showcase of skills from 5th to 8th October 2011.

For more information about the WorldSkills London 2011 and our Education Experience visit our website at www.worldskillslondon2011.com/education



About WorldSkills London 2011

WorldSkills London 2011 takes place from 5th to 8th October 2011 at ExCeL London bringing together 1,000 young people from over 50 Countries/regions to compete in 46 skills ranging from creative arts and fashion to transportation and logistics. The competition is being hosted by the UK for the first time in 20 years, providing a rare opportunity to leave a lasting and positive legacy for education and skills training.

About WorldSkills London 2011 Education Experience

We have designed and produced a high quality programme of activities and teaching resources – the WorldSkills London 2011 Education Experience – to give schools, colleges and training providers across the UK an opportunity to take part prior to, and at this prestigious event in October 2011.

As part of our WorldSkills London 2011 Education Experience we have produced a series of education resources - 'ready-made', but customisable, lesson plans and teaching and assessment materials – to help you engage learners in exploring the problem solving nature of vocational careers and develop their communication, enquiry and teamwork skills.

The resources can be used by schools and colleges as stand-alone activities or in conjunction with visiting the event in October 2011. These are freely available from our website (www.worldskillslondon2011.com/education).

Learning Opportunities at WorldSkills London 2011

The WorldSkills London 2011 Competition and wrap around events will provide visitors with a range of activities and learning opportunities. These include the Competition - giving your students the opportunity to observe people with high level specialist skills, Have a Go activities – providing visitors to the event with opportunities to try a 'bite size' taster of a skill, through to Information Advice and Guidance – providing visitors with impartial and focused advice on planning for future jobs, careers and education. The event will be further enhanced by showcase activities taking place each day of the Competition which will provide an opportunity to see and become involved in the best of UK skills presented by over 100 colleges, sponsors and training providers. For more details of the Competitions, events and activities at WorldSkills London 2011 please visit our website at www.worldskillslondon2011.com



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Teaching & Learning Resources for Schools and Colleges Resources for Schools

The WorldSkills London 2011 Teaching Resource Packs for schools provide a series of three or four one-hour sessions that facilitate students' future learning and career planning. Covering Personal Social Health Education (PSHE) criteria, they are freely available to download from the WorldSkills London 2011 education portal (www.worldskillslondon2011.com/education).

The sessions help students to identify the work skills they need to help achieve their career ambitions – encouraging them to set targeted goals for improving these skills and to consider the qualities needed to run a business.

Each session stimulates discussion, raises students' awareness of the range of careers available, and consolidates their understanding of how to work towards their chosen career.

There are four activity sessions for you to use:

| Session | Description |
|------------------------------|--|
| Skills are our future | The skills needed for any occupation |
| Skills ambitions | Strategies for developing important skills? |
| Build a Skill | Identifying opportunities for developing personal skills? |
| Skills mean business | Identifying skills and qualities needed to run a successful business? |

Each activity can be delivered within a one-hour session and is suitable for the 11-14 and 14-16 age ranges. Each session is supported by student materials and a teacher's guide to delivery that includes an overview of the session, learning outcomes, suggested timings as well as ideas for differentiation by age and ability. Assessment and extension activities are also included.

Book your place today

WorldSkills London 2011 will take place at ExCeL London from 5-8 October 2011. All pupils, students and their teaching staff must be registered prior to coming to the event. A simple online process has been developed to make your registration as quick and easy as possible. It is free of charge to attend for groups who register in advance. ExCeL London is fully accessible to wheelchair-users. Please notify us of any special access requirements you may have on your booking form.

For details of how to register please visit www.worldskillslondon2011.com/visit

Arrival at the venue

Schools and Colleges:

All teaching staff who have booked a place to attend WorldSkills London 2011 will be sent detailed information of how to access the venue 4 weeks before the event. This will include; confirmation of the timeslot booked, information and detailed map on how to access your allocated coach park or the venue by public transport and all other event-essential information visitors may require.

Arrival and Registration

Our visitor registration process is designed to facilitate quick, comfortable and efficient group arrivals. When you arrive at the venue, simply follow the signs for the registration Area. Teachers should come prepared with their registration confirmation e-mail which will be used to produce and collect all badges onsite.

Please ensure that you arrive at your allotted timeslot (this will be sent to you as the organiser of the group once the online registration process has been completed). If you are aware of any reasons which could adversely affect the arrival of your group please contact us on the telephone number that will appear in your joining instructions.

Please be advised that all visitors are required to pass through security checks in order to enter the Competition.

Facilities

There are cloakroom facilities for bags and coats. There will be a charge of £1 per item stored. Facilities include full accessible toilets throughout the venue.

Lunch

All visitors are welcome to bring their own lunch/refreshments however no glass bottles are permitted at the venue. Students can purchase refreshments from the catering outlets within the event. Please note that there is no dedicated seating area provided for students to eat their own packed lunch; however there is limited space in the main boulevard.

Valuables

WorldSkills London 2011 takes no responsibility for the loss of any personal items during the visit to the competition. We strongly advise that you ask all pupils/students not to bring unnecessary valuables into the venue.

Supervision / Behaviour

- Visitors under 16 should be accompanied by a responsible adult: we advise one adult for every fifteen children as a general guide
- Accompanying adults are responsible at all times for the behaviour of the minors in their care
- Individuals who disrupt other visiting attendees or whose behaviour puts themselves and/or others at risk will be removed from the event
- Visitors may be asked to leave at any time at the discretion of WorldSkills London 2011

Restrictions

We advise you and your staff to monitor pupils and/or students at all times throughout the visit to the event. Please note that visitor passes must be worn and prominently displayed at all times. Pupils and students who have arrived by public transport will be asked their school/group name and will be allowed to depart if their group is ready to leave. They will be asked to show their visitor passes where applicable.

First aid

A fully staffed first aid facility is available. Please contact a member of the events team if first aid is required.

Risk assessment

WorldSkills London 2011 produce a risk assessment for the whole event but you are responsible for producing your own risk assessment for your visit. Sample risk assessment documentation is provided in a accompany guide available from the WorldSkills website (www.worldskills london2011.com/education)



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Planning your visit: Inside the ExCeL London venue

The main halls at the venue will be consist of the Competition areas, Have a Go and Information and Guidance and Exhibition zones grouped in the skill areas indicated below:

| Sectors | Skill Areas |
|---|---|
| Engineering & Manufacturing- Manufacturing Technologies | Automobile Technology, Autobody Repair, Car Painting, Aircraft Maintenance, Mould Making, Manufacturing Team Challenge, Aircraft Maintenance, CNC Turning, CNC Milling, Mechatronics, Mobile Robotics, Industrial Electronics, Industrial Control, Mechanical Engineering Design-CAD, Welding, Creative Modelling |
| Arts Media & Publishing | Printing, Web Design, Graphic Design Technology, Jewellery, Visual Merchandising, Fashion Technology |
| Agriculture, Horticulture and Animal Care | Landscape Gardening, Floristry |
| Retail and Commercial Enterprise | Restaurant services, Beauty Therapy, Cooking, Confectionary/Pastry Cook, Ladies/Mens Hairdressing |
| Information & Communications Technology | Information Network Cabling, IT Network Systems |
| Construction, Planning & the Built Environment | Painting& Decorating, Refrigeration and Air Conditioning, Wall & Floor Tiling, Plumbing and Heating, Plastering and Drywall Systems, Electrical Installations, Carpentry, Joinery, Cabinetmaking, Stonemasonry, Bricklaying |
| Health and Public Services | Caring |

Have a Go

Integrated within each skill sector will be a zone which will feature Have a Go activities relating to the skills in that specific sector and which will surround an Information, Advice and Guidance hub. Have a Go and Information, Advice and Guidance hubs are a key feature of the overall visitor experience. Have a Go activities will provide visitors to the event with a 'bite size' taster of a skill. The activities will ignite visitors' passion offering hands on, tangible experiences that will introduce visitors to skills that may never have previously considered as possible career options.

Information Advice and Guidance

WorldSkills London 2011 will be offering information, advice and guidance zones at the event which are located close to each of the 6 skill sectors within the exhibition floor and are central to the Have a Go activities. The areas will be staffed by advisors who will be able to offer generic, unbiased advice on all career choices.

The National Apprenticeship Service will have a presence within the area with its online, vacancy matching service. 'Live' Apprenticeship opportunities available throughout the event and City & Guilds will be offering information on accredited courses.



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Event Planning Checklist

A checklist of the key activities to be completed prior to your visit to WorldSkills London 2011 is provided below.

| Activity | Action | Completed (Y/N) | Date |
|--|--|-----------------|------|
| Students/pupils introduced to WorldSkills London 2011 and its educational opportunities | Download school/college teaching resources from WorldSkills London 2011 website (www.worldskillslondon2011.com/education) | | |
| Formal approval to attend WorldSkills London 2011 obtained from School/College Head and/or relevant line manager | Present information relating to WorldSkills London (available from the WorldSkills website) to relevant management within organisation. | | |
| Students/pupils registered to attend WorldSkills London 2011 | Visit www.worldskillslondon2011.com/visit and follow the instructions for registering to visit the event. | | |
| Parental, guardian or carer consent obtained for the visitors of school age. | Arrange for the information and relevant consent forms to be sent to parents, carers and guardians. | | |
| Risk assessments related to the visit to the event are completed prior to the event | Ensure that the relevant risk assessments have been carried out and that the relevant documentation has been signed off by the appropriate personnel. (WorldSkills London 2011 risk assessment templates are available from www.worldskillslondon2011.com/education) | | |
| Confirmation of attendance received. | Ensure that attendance at the event has been confirmed with further instructions related to your visit provided approximately 4 weeks prior to the event. | | |
| Transportation to the event confirmed. | Ensure that coach/mini bus hire has been completed/route via public transport has been planned. | | |
| Leaders / supervisory staff identified and provided with the necessary information for the visit | Ensure that all leaders and supervisory staff are fully briefed on all aspects of the visit including health and safety requirements, risk assessments as well as any contingency plans. | | |
| All pupils/students/visitors are identified and provided with the necessary information for the visit | Ensure that all pupils/students/young people staff are fully briefed on all aspects of the visit including health and safety requirements, conduct and behaviour at the event. Ensure that all potential visitors receive a checklist / summary of requirements for the visit. | | |
| Identify educational outcomes of the visit | Visit the WorldSkills London 2011 education portal (www.worldskillslondon2011.com/education) and download the education packs for use by pupils/students at the event. Ensure that pupils/students have a clear understanding of the intended learning outcomes for the day | | |
| Confirmation of attendees | Produce a definitive list (register) of pupils/students attending WorldSkills London 2011 together with all supervisory staff. Ensure that the staff-pupil ratio is consistent with LEA guidelines. | | |