**PRE-RECORD Q & A BRIEFING NOTES**

Primary Business Partnership has been delivering these events live and now as a result of lockdown have adapted to produce a pre-record clip that schools can use and fit around their teaching schedule.

We know how important it is that young children get this opportunity to hear from local businesses and organisations about their roles, are given a chance to question volunteers on what this involves and how they got to where they are today. Thanks for getting involved.

The aim is to inspire and get the children to dream BIG! To build their confidence and give them opportunities to explore jobs and careers and help them understand how their own learning relates to the World of work.

**How the session will work.**

**Planning:**

* We need a short paragraph from all our volunteers with a photo and logo so we can prepare a Biog sheet for the children. We have an example of a previous Biog sheet sent out for your reference. A couple of sentences explaining who you are and what you do.
* We will then send out the Biog activity sheet to schools, giving them an opportunity to discuss jobs with the children and come up with some questions. Each school will send in a few questions for each volunteer.
* We will send these questions to the volunteers in order to prepare.

**The pre-record Session**

* Once we have the questions in we will arrange a pre-recorded session with our volunteers, this should take up no more than 45 minutes. We ask our volunteers to do a short introduction about themselves for between 3 to 5 mins to include for example:

What they do, why they do it, what skills are required, what did they like to do at school, what does their day look like, other jobs that might have led to this one, any failures or successes, any props you can show the screen to help explain what it is you do? What do you love most about your job? What did you want to be when you were in primary school?

* Next we will ask the children’s questions to the volunteers who will have seen these questions beforehand e.g Bobby from Whitehaven has a question for Chris about why he wanted to work abroad? Chris will then answer. Depending on time and volunteers we could ask between 20-25 questions across all the volunteers.

**Previous volunteer tips:**

Have a timer by your side to keep you on time with answering the questions.

Have the list of the questions with you, so you can see what’s coming up.

A glass of water

Maybe a prop to show the children if it’s relevant that’s something to do with your job.