

Automotive 30% Club

Preparing For Your Inspiration for Innovation Network Visit

Important Notice in regard to Covid-19:

The Inspiration for Innovation Network activities will be **online only during the year September 2020 - August 2021** due to the Covid-19 pandemic. This is to ensure that we can plan efficiently and maintain the health and safety of all involved. Any reference to 'visit' or 'attendance' throughout our website content is indicative of a virtual/online presence.

What does an Automotive 30% Club I4I volunteer visit look like?

Our Automotive 30% Club members from the automotive sector and related technology industries share their expertise, experience and advice with your students, helping them to broaden their horizons, increase their motivation to learn, and work towards achieving their potential.

A visit from one of our network ambassadors is also a chance for students to have a meaningful encounter with employers and employees, as set out in the [Gatsby Benchmarks](#) and as a result of the Covid-19 pandemic, updated to reflect online encounters [here](#).

Planning for your visit: logistics and details

Normally, Automotive 30% Club I4I Network volunteer visits last around one hour, this will be shorter due to the online session, with a recommended 25-35 minutes (to maintain student interest online) but longer if the session time allows and the volunteer can accommodate. Once we have matched you with a volunteer who meets your requirements, we will put you in contact with each other. Before the visit, please arrange a phone call with your speaker to agree on the formats and content; if possible, we will join the call. The visit will of course depend on the individual speaker, and could include (subject to availability):

- A talk to a large group.
- Workshop / discussion in a smaller group.
- A Q&A panel session.
- Virtual attendance at a school club or society.
- Virtual attendance at a special event, e.g prizegiving.

Here are some tips to follow to help you to get ready for your Automotive 30% Club speaker

1. Once we have introduced you to your volunteer, please make sure you **agree the date and time** of the talk. Please copy the Automotive 30% Club Outreach Network co-ordinator into correspondence so we know when this is confirmed.
2. Please organise a **phone call with your speaker** to arrange the visit. Our previous experience has shown that preliminary discussions help to identify priorities and ensure that the visit has the most positive impact, as it will be more specifically adapted to the needs of your students.



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During the phone call you should agree:

- The format of the talk.
- Themes and key messages of the talk, for example, an overview of the automotive and technology industries; gender equality; your volunteer's personal story and career path.
- The audience for the talk (numbers, age, etc) and how you hope they will benefit from the session.
- Any further requests from your volunteer.

3. Please make sure that you help to **prepare your students** ahead of the talk so that they know who the volunteer is, and why (s)he is visiting your institution. This is a great opportunity to get students thinking about the talk and coming up with potential questions. Our Q&A Preparation Sheet can be found [here](#) - please feel free to adapt!

On the day: a few tips to remember when welcoming your Inspiration for Innovation Network speaker

- Ensure your IT is working correctly and that you have agreed the platform over which the virtual visit will take place.
- Thanks them for their time.
- Make sure you have your visitor's contact details in case of any last-minute changes.
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On the day: Recording the student feedback.

This is really important as it allows you to show the session results against GATSBY benchmarks for use in your school careers strategy and is essential information for us to show our programme sponsors. You will be provided with full details of how to record the feedback and it should only take a few minutes.

At the end of the session the teacher is responsible for recording responses from all of the participating students against a statement that will be agreed during the volunteer/school introduction phase.

E.g. If this is a C.V Workshop session the statement by the teacher to the student would be read out and the students will be asked if they agree or disagree with the statement. They should have a show of hands to be counted by the teacher and reported back to Danielle Humphreys at the Automotive 30% Club.

'I now have a greater understanding of what a C.V. is'

E.g. If this is a personal story from a volunteer about their career route and choices the statement might be:

'I now have a greater understanding of career routes into the Automotive Industry'

The statements will be created by the Automotive 30% Club representative.



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Introducing your speaker

Introducing the speaker and the nature of the session to your students is important so that they have the context, can fully understand the value of the visit, and get the most out of the event.

You or a colleague may wish to use the following suggestion to introduce your volunteer; please feel free to tailor it to your particular institution.

"Please welcome (volunteer's name) who is here (online) today thanks to the Automotive 30% Club, a network of leaders from the automotive industry working to address the gender imbalance in the automotive and technology Industries.

(Volunteer's name) is (job title and company/organisation name) and will be talking to you today about (insert topic) as well as to share some key transferable lessons and insights that we hope will inspire and inform you as you start to take decisions about your future.

[You can also link to information specific to your school here, e.g. building resilience, developing confidence, raising aspirations, considering GCSE options, work experience]

May I remind you that there is a question & answer session as a part of the talk, so please all be thinking of what you would like to ask. This is a chance to find out more about (volunteer name's) education, journey, industry, profession and to get some helpful advice to help you to make your future decisions - take full advantage of it.

Please give a warm welcome to (volunteer's name)."

Please do not hesitate to get in touch should you need any further information. You may also want to view our [Useful Links](#) resource.

