



EXPO...Further Information...

This information letter includes:

- Maps and venue details
- Parking information
- More information about the Zones
- Event publicity
- Event extras
- Event evaluation

Link to documents - <http://www.lebp.co.uk/expo.htm>

MAP AND VENUE

EXPO 2010 is hosted by Accrington and Rossendale College who are providing their resources to ensure you and your colleagues are looked after at all times.

The college will be open from 7:00am on the 27th and 28th. Rooms will be set up inline with the information you have provided in your Employer Pro-forma, on the day the staff will try to accommodate any last minute changes but these cannot be guaranteed prior to student's arrival at 09:30. If you wish to set up the day before please let us know by the 20th of January and we will try to accommodate your request.

Upon arrival you will be greeted by a member of the Lancashire Education Business Partnership team who will collect your publicity forms, you will then be introduced to your Student Ambassador who will escort you to your Zone. We have enclosed a map of the college outlining your zone and this will be shown on the screens throughout the event.

Session times and information

Students will arrive prior to 09:30 to receive a briefing. Following this Young Peoples Services and a Student Ambassador will then escort them to their first Zone.

Session one is from 09:30 – 12:00 and Session 2 from 12:00- 14:30. During each session students will be split into three groups where they will rotate to each Zone. EXPO Zones will be made up of various hands on stands with activities and demonstrations designed to engage and inspire.

Health and Safety

Thank you for confirming your details, however, if we have not already received your Employer Proforma and Risk Assessment please can you email to john.poston@lebp.co.uk or fax to 01254 584099. If any details change please send me a copy of your amended signed Risk Assessment. As you are aware students will not be released from school unless this information is submitted.

Lunch and Refreshments

Refreshments will be provided throughout the day and will include a breakfast and a packed lunch. We have taken note of your dietary requirements from your completed Employer Proforma. You will be provided with breakfast and lunch entitlement ticket(s) upon your arrival, for the amount of attendees specified on your Proforma. We will not be able to provide any more tickets on the day for additional attendees. Tea and coffee will also be available. If you are solely representing your company and/or only have a 15-minute lunchbreak we will provide you with your own Student Ambassador who will complete a lunch run for you and ensure you have refreshments provided throughout the event. Food and other refreshments will also be available to purchase on the day and the refectory will be open from 8.30am.

Accessibility & Parking

You will be able to park on the colleges Coppice/Top car park on Sandy Lane. Smaller vehicles can drive onto the Coppice car park and drop off at the Coppice entrance, same arrangement for picking up. Any problems/advice or assistance needed on the day ring reception on 01254 354012. You can download the map and direction if you need this information.

MORE ABOUT THE ZONES...

Zone 1 eXplore

Zone 2 Potential

Zone 3 Options

The college has been split into 3 Zones with students visiting each for a period of 45 minutes. Each Zone will have generous mix of employers from the public and private sector and post 16 establishments. Workshops and employer stands will be in all three Zones which will support the students knowledge and understanding of what's available after school, different routes into various careers and what they need to do to achieve their potential in and out of school. It will also raise their awareness of employer expectations.

Event Publicity

Hyndburn, Rossendale and Ribble Valley Students currently undertaking the Creative and Media Diploma and students from Accrington and Rossendale College will be filming the event, which will be collated into a final EXPO 2010 film. We will need the form completing either before or at the event. If you wish to do this before to reduce the paperwork you will have on the day of the event, then that will be great and will give you more time to enjoy the event and support the students fully. The Publicity Forms enable us to take photos and film you and your staff at the event. However, if you do not want to be part of the filming for any reason, please let us know and we will work with you at the event to ensure we accommodate your request.

EXPO EXTRAS

A few extras will include a Chatter Race for any Student's who may need additional support in making the most of the EXPO opportunity. The Chatter Race uses a selection of the questions you have provided on your proforma and is aimed at students who don't have the confidence to interact with adults. Therefore, the Chatter Race will be a form of support which will provide them with a purpose to visit different employers and find out more.

There will be a 'Big Brother' diary room where Young Peoples Services will gather important information from students about their knowledge and awareness of the support that's out there and what they need in order to achieve their best. This will form part of a final film and evaluation report that will support your schools in providing what the students need.

EXPO EVALUATION

Finally Lancashire Education Business Partnership will provide an online evaluation for all the students and teachers to complete before the event, after the event and in July, measuring students' achievements\decisions and how EXPO 2010 supported this. We will also upload an evaluation for you to complete so we can gather your feedback and your comments, which will feature as part of the final EXPO report for your records, and will include the EXPO film and photo library. We will contact you after the event with the details on how to complete the evaluation. Your feedback and suggestions from the day(s) will also provide valuable information and you will be asked to complete a questionnaire following the event.

SO WHAT'S NEXT...

With all events should there be any last minute issues/problems we will keep you fully informed both prior to and during the event.

Finally, if the weather is bad and the event has to be cancelled (we are praying this doesn't happen after all the hardwork everyone has already committed) we will contact you by email and phone on Monday the 25th of January. If we are unable to contact please check your email or contact us on 01254 584 000 prior to leaving for the event?