

Facilitator Requirements

Facilitator volunteers:

Are required to **support** the project lead manage a cohort of work experience students virtually.

A Virtual Work Experience programme lasts between 3 – 5 days 9.30am – 5pm and is delivered via Google Classrooms. Students do a mix of group work as part of the whole cohort in a main meeting room, or work in individual teams in virtual meeting rooms.

- Attend trial session = 1hr the week before
- Day 1 attend Induction and launch = 1.5hrs
- Day 1 & 2 attend all Expert sessions = 5 x 1hr slots
- Day 3 & 4 attend independent learning sessions and virtual site tour = 10 x 1hr slots
- Day 3 & 4 CV/Interview workshop and #IamRemarkable workshops = 2 x 1.5hrs (optional)
- Day 5 support teams' preparation for their presentation = 2 x 1 hr slots
- Day 5 Host 3 teams in their presentation session in the virtual presentation room, which involves welcoming the guests, getting each team to present, ensure each team are asked questions by the guests = 1 x 1hr
- Support 18 students split into three teams
- Students ask questions via the chat function which you may be asked to read out
- We will organise for you to have a VWEX email and will run a trial login session the week before

Example 3- and 5-day timetables:

Day	Time	Activity
1	9.30 – 10.30am	Induction
	10.45 – 11am	Launch Project
	11am – 12pm	Meet an Architect/Design Manager
	12pm – 1pm	Lunch
	1pm – 2pm	Meet a Building Services Manager
	2pm – 3pm	Meet the Estimator/QS
	3.15pm – 4.30pm	Independent working on project
	4.30pm	Team talk/daily diary
2	9.30am	Meet the Site Manager and virtually tour their site
	10.00am-11am	Meet the Structural Engineer
	11.15am – 12.15pm	Meet the Planner
	12.15pm – 1.15pm	Lunch
	1.15pm – 2.30pm	Independent working on project
	2.30pm – 2.45pm	Q & A for the Architect/Building Services/QS
	2.45pm – 4.30	Independent working
	4.30pm	Team talk/daily diary
3	9.30am	Meet an Apprentice
	10am – 12pm	Independent working
	12-12.15pm	Q & A for Structural Engineer/Planner
	12.15-1.15pm	Lunch
	1.30pm -2pm	Meet a Graduate
	2pm – 3.30pm	Independent working – finalise project and practice presentation
	3.30pm – 4.30pm	Presentations
	4pm – 5pm	Round up of week/daily diary/feedback

Day	Time	Activity
Monday	9.30am	Induction
	10.15am	Launch Project/meet the client
	10.45am	Break
	11.00am	Meet the Civil Engineer
	12.00pm	Lunch
	1.00pm	Meet the QS
	2.00pm	Meet the Planner
	3.00pm	Independent working on project
	4.30pm	Team Talk/learning journal
	9.30am	Team briefing
Tuesday	9.45am	Meet the Civil Engineer (drainage)
	10.45am	Break
	11.00	Meet the Safety, Health and Environment Advisor
	12.00pm	Lunch/Independent working on project
	2.30pm	Questions for the Civil Engineer
	2.45pm	Independent working
	4.30pm	Team talk/learning journal
	9.30am	Team briefing
	10.00am	Meet the Site Manager and Virtually tour their site
	10.30am	Break
Wednesday	10.45am	Independent working
	12.00pm	Ask the QS questions
	12.15pm	Ask the SHE Advisor questions
	12.30pm	Lunch/Independent working on project
	2.00pm	CV and Interview Technique Workshop
	3.30pm	Independent working
	4.30pm	Team talk/learning journal
	9.30am	Team talk IQ&A
	10.00am	Independent working on project/lunch
	10.00am	Ask the SHE Advisor questions
Thursday	1.30pm	#IamRemarkable
	3.00pm	Independent working on project
	4.30pm	Team talk/learning journey
	9.30am	Team talk IQ&A
	9.45am	Meet the Apprentice
	10.30am	Break
	10.45am	Independent working on project/lunch
	2.30pm	Student presentation
	3.30pm	Team talk round up of week/learning journal/feedback/skills inventory
	Friday	3.30pm

If you are a Morgan Sindall team member, please log this as volunteer hours on your academy page

If you are a STEM Ambassador, remember to log this on Your STEM Ambassador page