

# skillsLondon 2017

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HEADLINE PARTNER

**Heathrow**

ExCeL LONDON, 24 & 25 NOVEMBER 2017, 9.30AM-4PM

skillslondon.co.uk

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## The UK's biggest jobs and careers event

**FREE ENTRY**

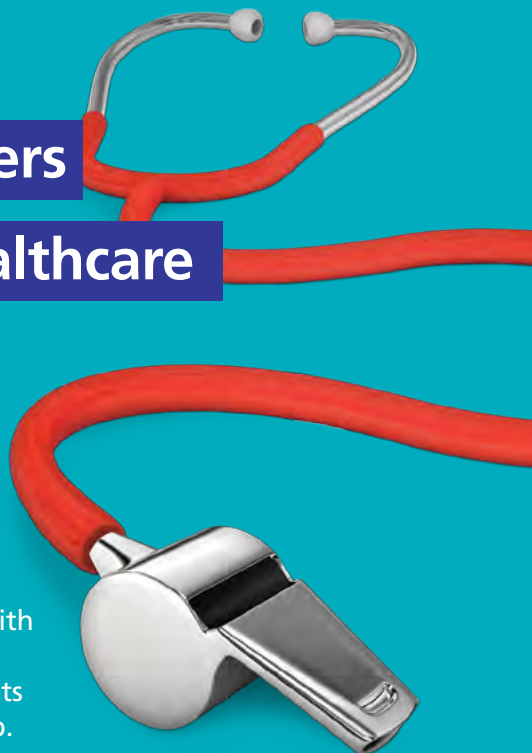
+ TRAVEL BURSARY  
COURTESY OF HEATHROW

## Bursting with careers

## From leisure to healthcare

# MAKE THE MOST OF YOUR VISIT

Coming to Skills London 2017 should enhance the existing learning you do with your class or group. This guide will help you organise your visit and give you hints and tips to get the most out of your trip.



#### SUPPORT PARTNERS



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MAYOR OF LONDON



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# BEFORE YOU VISIT

## Preparation

By booking to attend Skills London 2017 you have agreed to prepare your students as part of the terms and conditions.

Please visit our [website](#) to download our useful classroom resources.

Being prepared improves student engagement and allows them to make the most of their experience at Skills London. Students who get involved and talk to exhibitors gain the most, and all visitors are encouraged to pre-plan questions to ask and look at which companies they want to approach. All resources for your preparation are available [here](#).

## Spread The Word

The second day of the event, Saturday 25th November, is aimed at family attendance, so please utilise the tools we have provided and promote the event to parents / carers.

We have created a tailored marketing toolkit to enable you to spread the word to students and parents / carers including email and ParentMail templates, text message templates, social media posts and more. [Download the toolkit here](#).

We will also be sending you printed copies of our posters and leaflets to display within your organisation.

## Finalise Your Trip

Send out your permission letters, if required, and complete a risk assessment for your visit. To make life easier there is an example risk assessment and a full risk assessment that can be downloaded [here](#).

## Group Numbers

Please get in touch if details of your booking change and you have an increase or decrease in numbers of more than 10%. The event is over subscribed with waiting lists for popular time slots.

## Accessibility

The event is fully accessible, please contact us if you have any special requirements and we will do our best to accommodate these.

## Images, Video & Photographs

Filming and photography will be taking place at Skills London 2017. By attending you are giving your consent for your group to be filmed and for the images to be used in future marketing. If any of your group are subject to Child Protection Orders please let us know before you attend the event and when you arrive at reception so we can issue those individuals with a lanyard on arrival so exhibitors know not to take photographs of those individuals.

## Get In Touch

One week before the event you will be emailed a list of groups attending the event. Please let us know if you believe there are any conflicts with other groups attending at the same time. **Call us on 0208 315 1020 if you have any other queries.**

# WHEN YOU GET TO THE EVENT

## Arrival

To avoid long queues, for those arriving by coach we ask that you leave any large bags or backpacks at school or on the coach, as any bags brought into the event are likely to be searched by our security team.

For those bringing packed lunches or items that cannot be left behind we will have bags available for you at the registration desks when you arrive.

When arriving by coach, traffic marshalls will direct you to the drop off, parking and pick up areas.

Skills London 2017 is being held in Halls N16 - N20 closest to the East Entrance. When you arrive by DLR, alight at Prince Regent and make your way to the East Entrance of ExCeL where you will see signs for Skills London 2017.

## At The Event

Your students need to be supervised at all times but do not need to be escorted to each stand. We encourage you to walk around the event, speak to the exhibitors and catch up with your students as they also work their way around the stands.

If you have any problems or questions at Skills London 2017, contact the Organisers Office.

## Duration

If you wish to stay longer than two hours, please contact us before the event to make special arrangements.

## First Aid

There are first aiders at the event. If anyone requires emergency first aid please contact a member of the Events Team who will ensure action is taken. Any incidents should be reported before you leave.

## Food & Drink

There are catering points within the venue offering a selection of drinks and snacks.

These are run by the venue, and whilst we endeavour to ensure a healthy selection is offered the quality and cost of this catering cannot be guaranteed. There are water points around the venue and visitors are able to use these.

## Lost Property

Please ask your students not to bring valuables to the event. Any lost property will be handed to the Organisers Office but we are not responsible for any loss.

## Prayer Room

The prayer room can be accessed through the grey door next to S9 on the boulevard.

## Security

We will try and ensure all students remain within the ExCeL unless accompanied by a teacher. Security will be posted at all entry points. Disruptive behaviour from any visitor will result in the whole group being asked to leave.

## Toilets

Toilets are clearly signposted.



## FOR TEACHERS AND CAREERS ADVISERS

### Teacher's Hub

On Friday 24th November, teachers and career advisers will be able to grab a free tea or coffee and have the opportunity to network with a range of organisations all keen to share up-to-date info on business sectors and services to support your careers guidance work. The drinks voucher can be collected from the reception team when you register your students.

## HAVE YOU REMEMBERED TO...?

- Book your transport
- Confirm the address of the event and directions
- Send out permission letters for learners
- Deliver a lesson or assembly
- Tell parents, governors and contacts about the event and invite them along
- Display posters and hand out leaflets
- Brief other accompanying adults and organise a rota
- Complete a risk assessment
- Tell us about any special requirements
- Check the website to see who is exhibiting and what activities are taking place
- Complete your on-site form

Watch highlights from last year's event at [www.skillslondon.co.uk](http://www.skillslondon.co.uk)

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# Bursting with careers

# From finance to fashion



## LEAVING

### Ready To Go

Gather your students at your agreed meeting point, we suggest the Boulevard area.

Hand in your visitor badges and complete a survey.

Escort your students back to your coach. If any of your students are missing please escort your group back to the coach before returning to the event to collect late comers.

### Bursary

You will be able to apply for a bursary based on the number of learners attending the event. Please see the reception team to find out more.

Thank you for booking to attend and we hope you have an enjoyable and inspirational visit.

The National Careers Service supports and inspires people to take the next step. It provides the right tools, support and advice online, via webchat or telephone with careers advisers.

National  
Careers  
Service

Go to <http://nationalcareersservice.direct.gov.uk> or call free on 0800 100 900

There's never been a better time for a young person to choose an apprenticeship, with 1,500 different job roles in a range of sectors, from engineering to veterinary nursing, they can earn while they learn in a real job, gaining real qualifications.



**There are up to 28,000 apprenticeship vacancies across England available on [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) now!**

A traineeship is a course with work experience that gets young people aged 16-24 ready for work or an apprenticeship. Traineeships can last up to 6 months.



For more information on traineeships visit: [www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)

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## COMPLETE ME AND BRING ME TO EVENT RECEPTION TO GAIN ENTRY

SCHOOL/COLLEGE/GROUP NAME:

GROUP LEADER NAME:

ONSITE MOBILE TEL NO.: (IN AN EMERGENCY WE WILL CONTACT YOU, PLEASE KEEP IT SWITCHED ON)

ADDRESS:

NUMBER OF STUDENTS

NUMBER OF ACCOMPANYING ADULTS

YEAR GROUP

DAY ATTENDING

FRIDAY 24
<input type="text"/>

SATURDAY 25
<input type="text"/>

TIME SLOT

PRINTED NAME

SIGNATURE

DATE