

HOP INTO APPRENTICESHIPS AND T LEVELS

The Hertfordshire Virtual Careers Fair for parents and carers

Virtual Careers Fair Parent and Carers Guide

We are looking forward to welcoming you to the HOP Apprenticeships and T Levels Virtual Careers Fair. Please find below guidance to support you in making the most out of the event.

Date: Wednesday 24th January 2024, 5.30pm - 7pm

Location: The event will be held online via the Zoom platform. Please download the Zoom app to be able to access the event.

How the event will run

- Parents will be able to hear from employers and training providers who offer apprenticeships and T Level opportunities across Hertfordshire.
- Each exhibitor will have a breakout room where you can spend 10 minutes listening and asking questions to find out more about their opportunities.
- Every 10 minutes, there will be an announcement to all of the breakout rooms to notify everyone to rotate to the next exhibitor they would like to hear from.
- Please remain in the rooms you have selected until this announcement is made.
- We encourage parents/carers to review the HOP Apprenticeships and T Levels exhibitor bio document to help plan who you may like to see and hear from at the event.

In advance of the event

- You will be sent an email via Zoom inviting you to the careers fair. When you click on the link, you will be able to register either using your email address or Zoom account.
- Please ensure you have the Zoom app downloaded in advance of the event. The Zoom app is required for full functionality of the careers fair and you will not be able to visit exhibitors if you access via your browser (e.g. Google, Bing) as opposed to the app.
- You can download the app on your device for free using your App store or equivalent.
- View the list of exhibitors and plan which ones you would like to visit on the day of the event. if you attend the full event from 5.30pm - 7pm, you should be able to visit up to 8 exhibitors in total.
- You may wish to think of any questions you might like to ask the exhibitors and write them down so you are ready to ask during the event. You can submit questions through the chat functionality or by raising your hand and unmuting.

This event is brought to you by



HOP INTO APPRENTICESHIPS AND T LEVELS

The Hertfordshire Virtual Careers Fair for parents and carers

Virtual Careers Fair Parent and Carers Guide

When the event opens

- When you click on the link in your email to join the webinar, please choose the option to join the meeting through the Zoom app and not the browser.
- Please connect using computer audio to ensure your speakers and microphone connect.
- On arrival, you will be automatically muted with your camera off. You will have the choice to turn your camera and microphone on when moved into the breakout rooms. Please may we ask that you keep your microphone muted in the breakout rooms until you would like to ask a question.
- You will be welcomed by the event host who will share a brief overview of apprenticeships and T Levels. They will then advise on how the event will run and how to select breakout rooms.
- After the welcome speech, you will be able to choose which exhibitor room to attend.
- Every 10 minutes, you will then be able to visit a different breakout room and hear from another exhibitor. You will have the chance to ask the exhibitors questions during this time.
- If you have any technical issues during the event, you can visit the 'Event Technical Room', which can be found within the breakout rooms list.

Event timings

5.30 - 5.40 - Welcome and apprenticeship and T Level overview

5.40 - 6.58 - The breakout rooms will open and you will be able to visit different exhibitor rooms. These will be in 10-minute blocks. There will be a rotation announcement every 10 minutes to advise you to move rooms.

7.00 The event closes for everyone.

If you have any problems accessing the platform on the day, please contact:

Rebecca@amazingapprenticeships.com

Pre and post-event contact

- If you have any questions before or after the event, please email:
Charlotte@amazingapprenticeships.com

We hope you enjoy the event!

This event is brought to you by



HOP INTO APPRENTICESHIPS AND T LEVELS

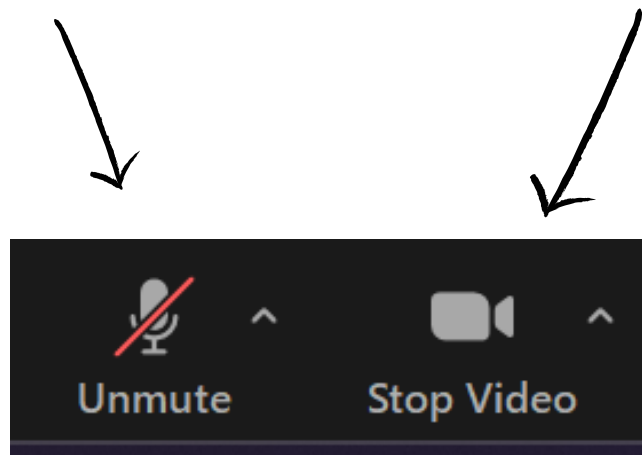
The Hertfordshire Virtual Careers Fair for parents and carers

Virtual Careers Fair Parent and Carers Guide

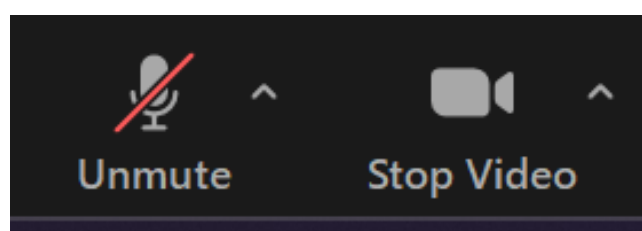
Top tips for utilising the Zoom app

On the Zoom app, at the bottom of the screen you will have some buttons. This guide briefly explains what each button does and how to change breakout rooms so you can visit exhibitors in them.

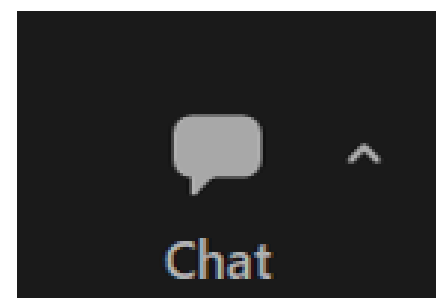
Use this button to unmute yourself



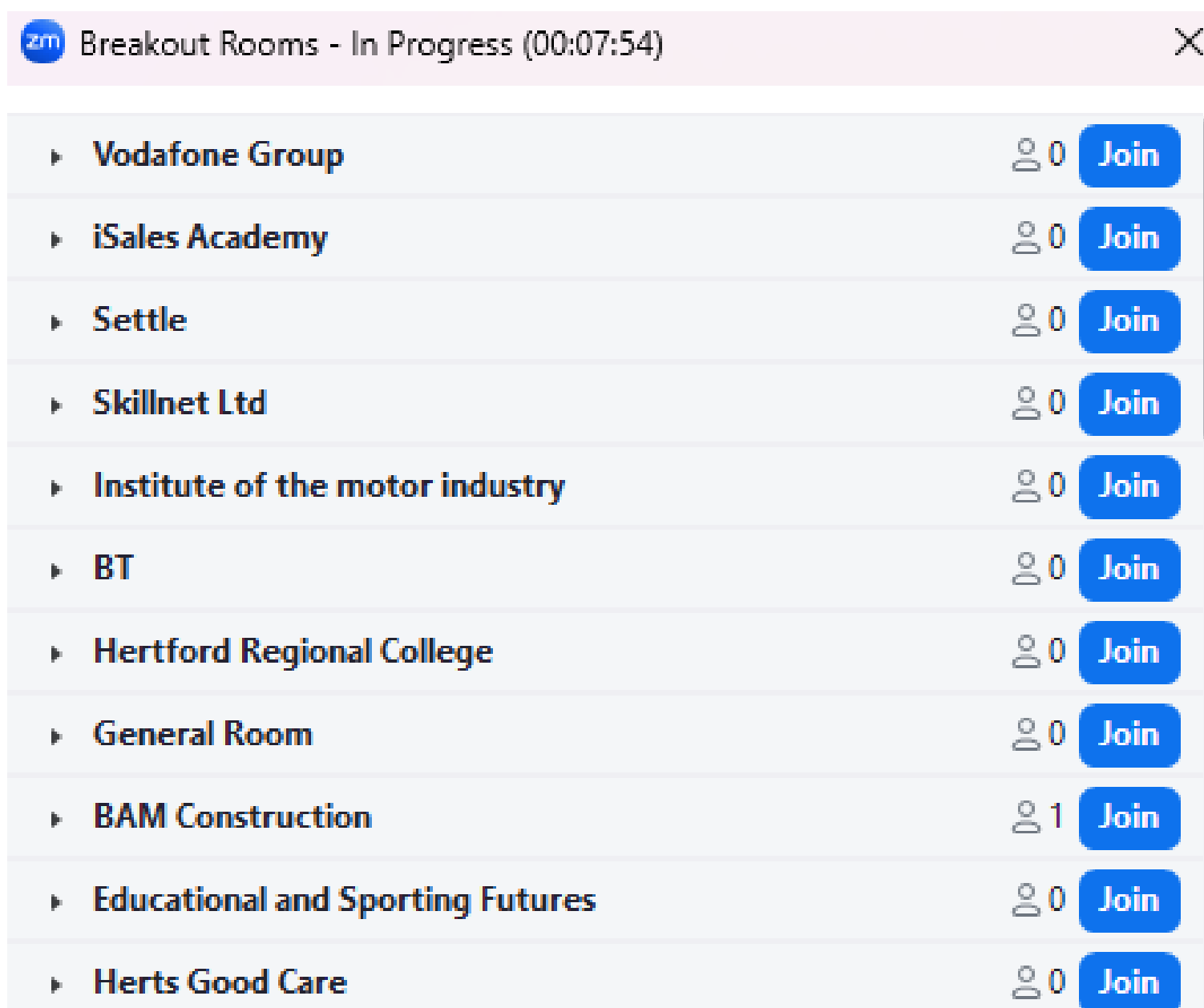
Use this button to turn on your camera



Use this button to ask questions



Use this button to pick your breakout room



Collapse All

Expand All

After you click the breakout room button, you will be offered the chance to select your breakout room by choosing an employer you would like to visit.

You will be invited to change breakout rooms every 10 minutes.

Please ensure you have downloaded the Zoom app or you will not have access to these functions!

This event is brought to you by



Hertfordshire
Local Enterprise
Partnership



Hertfordshire
CAREERS HUB

CAREERS &
ENTERPRISE
COMPANY

Bedfordshire
& Hertfordshire
Provider Network

Amazing
Apprenticeships