

How to present a
TRY-A-TRADE
Event



CrocSkills



November 2003

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CrocSkills initially ran alongside the annual Croc Festival™ in Moree and Port Augusta in 2002. Due to its success, CrocSkills was run in conjunction with Croc Festival™ at all seven venues in 2003. This document aims to help others run similar events in their local area.

What is CrocSkills?

A CrocSkills event provides young people with the chance to **TRY-A-TRADE**, to learn more about various occupations by learning some of the skills used in particular jobs. The event is staged over one or more days in a central location. A number of separate areas are set up, each one designated to a particular occupation. The students, in groups of 2 or 3 spend about 20 minutes in each occupation/trade area.

In each of these areas there is a local tradesperson, apprentice or TAFE teacher (known as a *skill coach*) who teaches the students a simple task that provides an introduction to that occupation in a hands-on, dynamic way. The skills that they learn are, where possible, ones that they may use back at home, e.g. clearing a trap under a sink, fixing a hole in a wall with plaster. The students get to have a go at the tasks themselves and find out how they can become say, a plumber. What training they need. What a typical day at work involves. They have the chance to talk to someone in the business about what working in that area is really like, and what paths they can follow to get there.

CrocSkills targets high school students who are considering their future, however younger students have also shown a high level of interest.

Why CrocSkills?

A CrocSkills event encourages young people to think about their future and the importance of getting an education so they can get a job. The idea is that local people working in the chosen professions engage with the students by not just talking to them about their job, but also reinforcing the importance of staying at school and improving their skills now so that they can follow whatever path they choose. It gives students the chance to spend some time with young role models in their community and learn some useful skills at the same time.

Naming the Event

Throughout this document, we refer to the Event as CrocSkills and/or Try-a-Trade. CrocSkills came about because of the affiliation with Croc Festival™. You can use the name "Croc Skills" or name the event something else.

The Organising Team

Like most events, conducting a successful CrocSkills event is dependent first and foremost on having some able and enthusiastic leadership and a core group of 4 or 5 motivated organisers who are well connected with the skilled occupations. So where can you find this group?

Who to talk to..

- ✿ Discuss the concept with the service clubs in your area; Rotary, Lions, Apex
- ✿ Visit TAFE, you will find trade teachers very enthusiastic
- ✿ What about other training bodies such as the local Aboriginal Corporation.
- ✿ Who are the best trades people in town? Go and see them.
- ✿ What about the employers of good tradespeople - electricity authorities, manufacturers etc.?
- ✿ Local Government, Group Training companies and Chambers of Commerce are also worth speaking with. New Apprenticeship schemes.
- ✿ School Careers Advisors - who participate in School to Work programs
- ✿ And don't forget to find out about WorldSkills Australia in your region (www.worldskills.com.au) and speak to the key organisers who are usually TAFE teachers and business people.

Suggestions for when you approach these people..

- ✿ Have a one-page outline of what you are proposing with your contact details on it to leave with anyone you speak with. (See Appendix 1 for an example)
- ✿ Make personal visits and phone contact, all the time keeping your eye out for a good Leader/Chairperson out of the group (if it isn't you that is!)

In our experience..

- ✿ Sending letters in order to get an organising team may not be the way to go
- ✿ Inviting people to help organise the event because of their position is not necessary - it's enthusiastic people who are passionate about supporting the young people in their community that you're after
- ✿ Following-up and keeping in constant contact with the organising team is essential

What the organising team needs to do

Organisation of the event can be divided into a few key areas and it is probably best to get specific people to take responsibility for each section.

1. A key person to liase with the schools
2. A coordinator for each trade/occupation category who is responsible to:
 - * Find the skill coaches for their category
 - * Do a roster to ensure there is a skill coach there for the entire event
 - * Find all the tools and material needed for their category
 - * Think of other ways to make that category interesting to the students such as posters, real-life examples such as a cut-a-way motor for the mechanics category.

Venue

Where you choose to run the event needs to be considered carefully - some places are better than others.

How about setting it up as part of:

- ✿ A Careers Expo (it would certainly brighten things up!)
- ✿ The local show or markets
- ✿ In the centre court of a shopping centre
- ✿ Alongside a regional WorldSkills Australia competition
- ✿ Any big local festival/celebration that will involve young people

Things to consider..

- ✿ This is an event where the community working together makes it happen, so it's good to give the community the chance to see the event too.
- ✿ The "skill coaches" and students will get a buzz out of having some spectators watching the event.
- ✿ Get the local council involved early in the piece, they may be able to help with a venue, marquee, materials.
- ✿ People who give time, sponsor materials and equipment will get exposure at a public venue.

From our experience it's best NOT to..

- ✿ Make it a stand alone event
- ✿ Lock it away from public view
- ✿ Conduct it in the school environment - unless it's alongside a school fete.
- ✿ Consider paying rental for a venue - this is an event where lots of people give a little to make it happen.

Costs

This event does not cost a lot to organise and put on. It is up to you how much or how little it will cost. Only a small amount of materials and equipment is required and it's surprising how much people have access to! (Old sinks for learning how to change a trap for plumbing, odd bits of timber for carpentry..)

This will be a very worthwhile project for all involved, so don't be afraid to ask people to be involved in a purely voluntary capacity. The project is such a positive one and will bring many different aspects of a community together.

Where you might find help..

- ✿ Approach local business, TAFE etc. to see if they can help by lending or donating materials and tools
- ✿ The local council may be able to support you, particularly if you have involved them in the organising stage.
- ✿ Maybe the local printing place can do you a deal on printing some T-shirts for the volunteers or signs for the event..

Insurance

You will need to make sure that the students and volunteers are covered. It may be that you run the event under the umbrella of an organisation who has this insurance e.g. one of the service clubs such as Rotary, Apex. A website you may find helpful is www.community-care.com.au

What occupations/trades will we select?

What occupations?

The main point is to consider what is appropriate and relevant to your region. CrocSkills has been run with predominately the building trades, but it is definitely not limited to these - this choice was made because that's where our expertise is.



- ❖ Where are the local jobs going to be in the future?
- ❖ Who among the organising committee has skills, or knows people with skills, in a particular area?
- ❖ What are the students interested in? Ask the careers teachers, or even better, ask the students!!
- ❖ What is a hands-on, engaging task that students can do that will introduce them to the occupation?

Come up with a list of occupation or trade areas but be flexible depending on what resources you have available.

Think about the tasks the students can do in each occupation area.

- ✿ Make them simple but challenging enough to keep the students interested
- ✿ It's good if each task takes at least 15 minutes, to give the students ample time to talk to the skilled volunteer about the occupation at the same time.
- ✿ Make the tasks as relevant to them as possible, e.g. with the building trades the tasks were home maintenance ones that they could then do around their home.
- ✿ Also, the more real the task the better - if you are doing a carpentry section, see if the school has something that needs building that the students could do with a carpenter's guidance, e.g. whiteboards.
- ✿ Be guided by the skilled volunteers of what is possible.
- ✿ You can always use the tasks already identified from previous CrocSkills, see table on next page.

Some tried and tested occupations & tasks

Carpentry	Cut an angle in a doorframe and fix to a door
Electrical	Replace a starter & a fluorescent tube. Replace a pin and thread type globe. Repair a fuse.
Horticulture	Pot a seedling from a germination tray in preparation for planting in the ground.
Motor Mechanics	Change a spark plug and air filter on a mower motor.
Painting	Prepare and paint a doorframe.
Plastering	Make a dent in a plaster board, then learn how to repair it.
Plumbing	Replace the washer in a recess tap and a hose tap. Remove and clear a trap under a kitchen sink.
Tiling	Cut a tile and stick it to the wall, then grout the joint.
Locksmith	Remove door lock, change tumblers and refit
Welding	Call Lloyd
Glazing	Join aluminum fly screen frame and fit mesh.
Refrigeration Mechanics	Demonstrate the operating process of air conditioning unit, students then re gas fridge and use test gauges.
Agriculture	Prepare pesticide spray and spray demo crops.
Hairdressing	Prepare hair for foils and/or perm
Film	Using video camera and boom microphone, film students and edit.
Computer Graphics	Using a program like 'Photo Shop' take photos and merge into program
Textiles	Make a calico bag and sew on logo.
Mining	Log a core sample
Land Conservation	Set animal traps, make bait, identify and log animal caught.
Quarantine	Set and change fly traps then study types of fly's under microscopes
Large Machinery	Demonstration how the machine operates, such a bobcat. Also good working example after doing Motor Mechanic activity. Works well with younger children.
Helicopter Mustering	Again mainly demonstrative, however worked well in Derby, with a pilot there to explain his training and what is involved in a typical day.

See Appendix 2 for an example of a *Detailed Description of the trades, tasks and material/equipment requirements* for a Try-A-Trade Event.



Skill Coaches / Volunteers

The skill coaches and other volunteers are obviously critical to the success of the event and there are a few things to consider.

Finding the skill coaches may seem daunting, but approaching the services clubs is a good place to start. They will have members who are tradespeople, or if not, they are usually well connected and will know of people who may be interested in getting involved.

Try to find people who..

- ✿ Are good at relating to young people
- ✿ Someone who enjoys their job and can pass on some of that enthusiasm.
- ✿ From our experience young apprentices are fantastic, and the students relate well to them. In many cases the apprentices are only a year or two older than the students themselves. It is also a good character building experience for the apprentices.
- ✿ Think about the students who will be attending and if possible try to find skill coaches that will reflect these young people - people who the students can look at and think, well I could do what they're doing, people they could see as role models e.g. female skill coaches, aboriginal skill coaches.

Helpful Hints..

- ✿ Don't have one person responsible for too much, the skill coaches also get a lot out of the event, so why not give lots of people the chance to take part.
- ✿ The success of the event, and enjoyment of the students is dependent on them being able to have a go themselves at the tasks. Try to really emphasise this when speaking to the skill coaches.
- ✿ Again, you might find it helpful to have a one-page written summary of what you are asking them to do that you can leave with them - make sure your contact details are on it. [See Appendix 3a and 3b for an example.](#)

Remember it is essential that you keep in regular contact with Skill Coaches, especially those co-ordinating a category. So a regularly updated Contacts database is also a must!

You will undoubtedly find people who are willing to help but perhaps are not skilled in the trades or occupations you are doing. It is always useful to have a few extra people around to help direct the students, look after cool drinks, and just generally be there to help out where needed.

A volunteers briefing is essential to ensuring that everyone is aware of what is going on, their role and the aim of the project. A few important things should be reinforced during the briefing, including making sure the volunteers understand that the aim is to not only teach the young people the designated tasks, but discuss how they can get into that occupation as well. Occupational Health and Safety and Duty of Care should also be covered. The points outlined in [Appendix 3a & 3b](#) should be covered at the briefing.

Sourcing Materials and Equipment

A little goes a long way. Who might have some of the materials lying around? Particularly those involved in the event.

Think about...

- ✿ Seeing if TAFE will assist with supplying tools and/or equipment needed. TAFE may also assist with a fit-out for the event e.g. in Moree a TAFE class built timber booths for each of the trade areas. The booths will be re-used for future events in the community.
- ✿ Shire Councils may donate funds to assist with the construction of booths, especially if they are for future community use.
- ✿ Asking a few people to donate a little.. e.g. approach a local plumber to see if he has a box of old tiles that could be used.
- ✿ Occupational Health and Safety - what safety precautions do you need take? This must be covered in the volunteers briefing as well. If you are unsure about this issue, have a chat to your contact at TAFE or have a look on the National Occupational Health & Safety website www.nohsc.gov.au

It is a good idea for each person co-ordinating a category to be responsible for sourcing materials. For example Carpentry; the co-ordinator will source timber, nails, glue, hammers, mitre boxes, saws etc.

It is not necessary to..

- ✿ Spend large amounts of money buying brand new equipment and tools
- ✿ Choose tasks that involve only expensive equipment that the students will rarely have access to themselves, remember to keep it relevant to them.



Getting students to participate

Without the students there will not be an event, so getting the support of the school from the very beginning is really important. How you market the event to them is vital to whether they'll get involved.

Ideas..

- ✿ Think about who you want to target - Y8 and up? Y10 and up? At risk students?
- ✿ Call or visit the principal and/or careers/vocational education teachers to explain the event to them and gain their initial interest.
- ✿ Take along or send them an initial information pack. [See Appendix 4](#) for a sample of this which includes information for the teacher, an expression of interest form, and a flyer for the students.
- ✿ Make the event in demand - you'll be surprised how much this increases its perceived value and subsequently the number of students who will take part. Work out how many students you can cater for, and how many places you can provide to each school - you may want to take into consideration the sizes of the schools. Then let the principal know you have 5 or 10 or 20 places (or whatever the specific number of places is) for their students, and ask them the question "Do you have this many interested students". Trust us on this one!!
- ✿ It would be great to let every student participate, and if you have the resources - fantastic! But remember that you want to make it a meaningful experience for the students involved and to do that they need to spend a good amount of time in each skill area.
- ✿ Confirm in writing when the students need to be at the event and if possible it's probably a good idea to collect the students' names beforehand as well. This will help you later on as well when/if you send the students certificates. [See Appendix 4b.](#)
- ✿ Think of ways the schools could be more involved with the event
- ✿ Get the careers and vocational education teachers involved

We found that...

- ✿ Phone and fax was the best means of communication with schools as not everyone has an email address, and even if they do, they may not check it regularly.
- ✿ Don't allow schools to send students to participate who are not interested in taking part. Make it a prerequisite that every student has put up their hand to participate. You can help the school with this by sending them a flier about the event that they can put on their notice board such as the one in the Initial Information pack. [See Appendix 4a.](#)



Competition Element

One aspect of the project that you might like to think about is a **Skill Competition** at the end of the students' time at the event. This could take a variety of forms, but basically gives the students the opportunity to combine the skills they have just learnt to produce something. They do it as a team, and in competition with one or two other teams. Of course, this is undertaken with the assistance and under the supervision of the skill coaches.

One example is a plant box. The students use their carpentry skills to build a small square box. They are given a choice of how they want to do the joins. They then tile the top of the box, again, after making decisions about what pattern they would like. They need to also paint the box, and finally repot a seedling and place it in a centre hole that they've cut in the tiles.



This is just one example and there are many more ways of doing the Skill Competition. The competition gives students a focus for the event and reinforces the skills they have just learnt.

At the Event

These things need to be factored into your planning.

Things to think about..

- ✿ If it's very hot you will need to consider having water / drinks available
- ✿ Will you provide lunch for the volunteers?
- ✿ Have a first aid kit handy
- ✿ What will you do if it rains?
- ✿ Will you need parking?
- ✿ Does everyone know where they have to be and when?
- ✿ Emergency procedures

What can you do to jazz it up?

- ✿ Certificates for the students to recognise their achievement
(See Appendix 5)
- ✿ Signs and posters for each area
- ✿ T-shirts or caps for the skill coaches and volunteers to wear at the event.
- ✿ Nametags for the skill coaches and volunteers
- ✿ Stickers or tattoos (the wash-off variety!) for the students when they've completed all the tasks
- ✿ An interesting brochure that spectators or people walking past can take away with them that explains what the event is all about. (See Appendix 8)

Setting up (& pulling down)

- ✿ Who will be helping you? The other volunteers?
- ✿ When are people available to help?
- ✿ Make sure they are clear on when it needs to be done.
- ✿ Will you need a truck to move equipment? Who has one that you can use?
- ✿ Don't forget about rubbish removal

Promoting the event

You'll no doubt be flat out organising the event, but publicity is a vital tool for the event that shouldn't be ignored.

- ✿ Send a press release a few days before the event to the local radio / television / newspapers to let them know what you're doing.
- ✿ Contact the editor of the local school newsletter to see if they would like to do an article on the event.
- ✿ Use any contacts you or others may have to get the message out there.

An event like this is really positive for the community, with so much involvement from so many people...and isn't it about time we heard some good news?

See Appendix 9 for a mock press release.

Follow - up & review

This is as important as the event itself.

Tips..

- ✿ Give the students a feedback form to fill out. Find out what they enjoyed and also what they are interested in. This information can then be passed onto careers teachers. Make sure the form is clear and simple. (See Appendix 7 for a sample of this).
- ✿ Congratulate the students on what a fantastic job they did - send them a certificate to recognise their achievement (remember to collect all their names)
- ✿ It is worthwhile getting feedback from your volunteers as well to find out what worked, what didn't and where things can be improved and expanded on for another time. See Appendix 7
- ✿ Be sure to thank your volunteers with a letter and/or certificate. See Appendix 6

Consider..

- ✿ Sending the students a booklet with more information about the trades or occupations they tried. See the CrocSkills website for an example www.dsf.org.au/crocskills
- ✿ Directing the students to where they can get more information.
- ✿ Are there other ways that the links that have been made with local business/tradespeople and the schools can be fostered. These people are a fantastic resource for the schools.



**Let us know if you plan to run your own CrocSkills Try-a-Trade
we are interested to hear how you go.**

People you can contact for help and ideas

The following people have been involved with coordinating a Try-A-Trade event and are available to talk to you if you have any questions.

- ✿ Chris Meares - Ph (02) 9571 8347 or email chris@dsf.org.au
- ✿ Alan Grasset - Ph (02) 9639 9954 or 0429 603 688
- ✿ Janine Williams, Croc Future Skills Co-ordinator 2003
Ph 0401 310 579 or email janinelw73@hotmail.com
- ✿ Lloyd Nelson, Port Augusta - Ph (08) 8642 2370

Also have a look on the CrocSkills website: www.dsf.org.au/crocskills

Appendicies
Sample Documents

Appendix 1

Information Sheet Event Summary

**CROC FUTURE SKILLS
TENNANT CREEK
5-7 AUGUST 2003**

To be run in conjunction with the Croc Festival™, Croc Future Skills will provide local young people with a hands-on introduction to a variety of trades. Croc Future Skills aims to provoke their interest by teaching practical, applicable home-maintenance tasks and giving them the opportunity to talk to a local tradesperson, one-on-one, about what is involved in pursuing particular skilled occupations when they leave school.

The Details..

Croc Future Skills will run for two days from Wednesday 6 to Thursday 7 August at the same site as the Croc Festival™. Croc Future Skills will be incorporated into the festival activities so all students will have the opportunity to participate. It will consist of approximately twelve booths, each one designated to a particular trade or profession. Some examples of these are:

- | | |
|----------------|-----------------|
| * carpentry | mining |
| * plumbing | hairdressing |
| * horticulture | beautician |
| * tiling | farming |
| * electrical | motor mechanics |
| * plastering | Film Editing |
| * painting | bricklaying |

A simple practical task will be allocated to each trade booth, e.g. in the electrical booth, changing light globes, a fluorescent globe and a fuse; in the tiling booth, cutting a tile and fixing it to the wall. These activities provide not only useful, basic knowledge, but serve as a hands-on introduction to the various trades and occupations.

There will be four main sessions over the two days, morning and afternoon – the morning session will run from 9.00am to 11.45am and the afternoon session is 12.30pm to 3.15pm - Lunch will be provided. Groups of approximately 35 students will visit the Croc Future Skills marquee (the student groups are broken down into six sessions allocated for each day, for a duration of 45 minutes), so the number of students at a booth at any given time will only be 2 or 3. We anticipate that each task will take approximately 15 minutes and students will be free to try as many or as few tasks as they like, depending on what interests them.

A local tradesperson, apprentice or trainer will act as a 'Skills Coach' in each booth to instruct the student, one-on-one, on how to carry out the task. Equally important, they will talk to the student about the paths they can take to enter that trade and encourage them to gain the best possible school education to enable them to have a choice. Information will also be provided on TAFE courses, apprenticeships, training, and people they can contact to find out more information. Training and information on current TAFE courses will be provided to participating tradespeople before the event, to ensure they have all the information required to guide the young people.

We are seeking local tradespeople and professionals who can give half a day, or more, to be in one of the booths, teaching the tasks, and talking to the students. We are also looking for the support of local businesses to donate the small amount of materials needed for each booth.

Afterwards..

Follow up, after the Croc Future Skills event, is equally important as the event itself. For those students who showed an interest in a particular event we are looking at ways to further inform them of their options including:

- A booklet providing TAFE information and a listing of local tradespeople who are happy to be contacted by young people wishing to find out more information about their trade.
- Collecting contact details of students who participated, including name and school, which is then passed onto the school for further follow-up with teachers/ careers advisers, and possibly TAFE.
- A network of local tradespeople who participated at Croc Future Skills and may be able to interest and inform local young people at future events.

RETURN ADDRESS: CROC FUTURE SKILLS 1 Glebe Street, Glebe NSW 2037
P: +61 2 9571 8347 F: +61 2 9571 9703 M: 0401 310 579 E: crocfuturekills@rockchallenge.com.au

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E: crocadmin@rockchallenge.com.au / W: crocfestivals.org.au

Appendix 2

Detailed description of the
trades/occupations, tasks and
material & equipment requirements

CROC SKILLS - INTRODUCTION TO TRADES

AIM

To motivate students to seek information about future career choices, encouraging them to gain the best possible school education to enable them to have that choice.

OBJECTIVES

To set up a number of booths with simple home maintenance tasks pertaining to various trades.

- Each student undertakes the task under the supervision of a person knowledgeable in that trade area.
- Each student is provided with a document stating that they have undertaken the task/s.
- Each student is provided with the opportunity to discuss entry into the trade with the main focus being the prerequisite educational requirements.
- Each student is forwarded a comprehensive information package to the school

METHOD

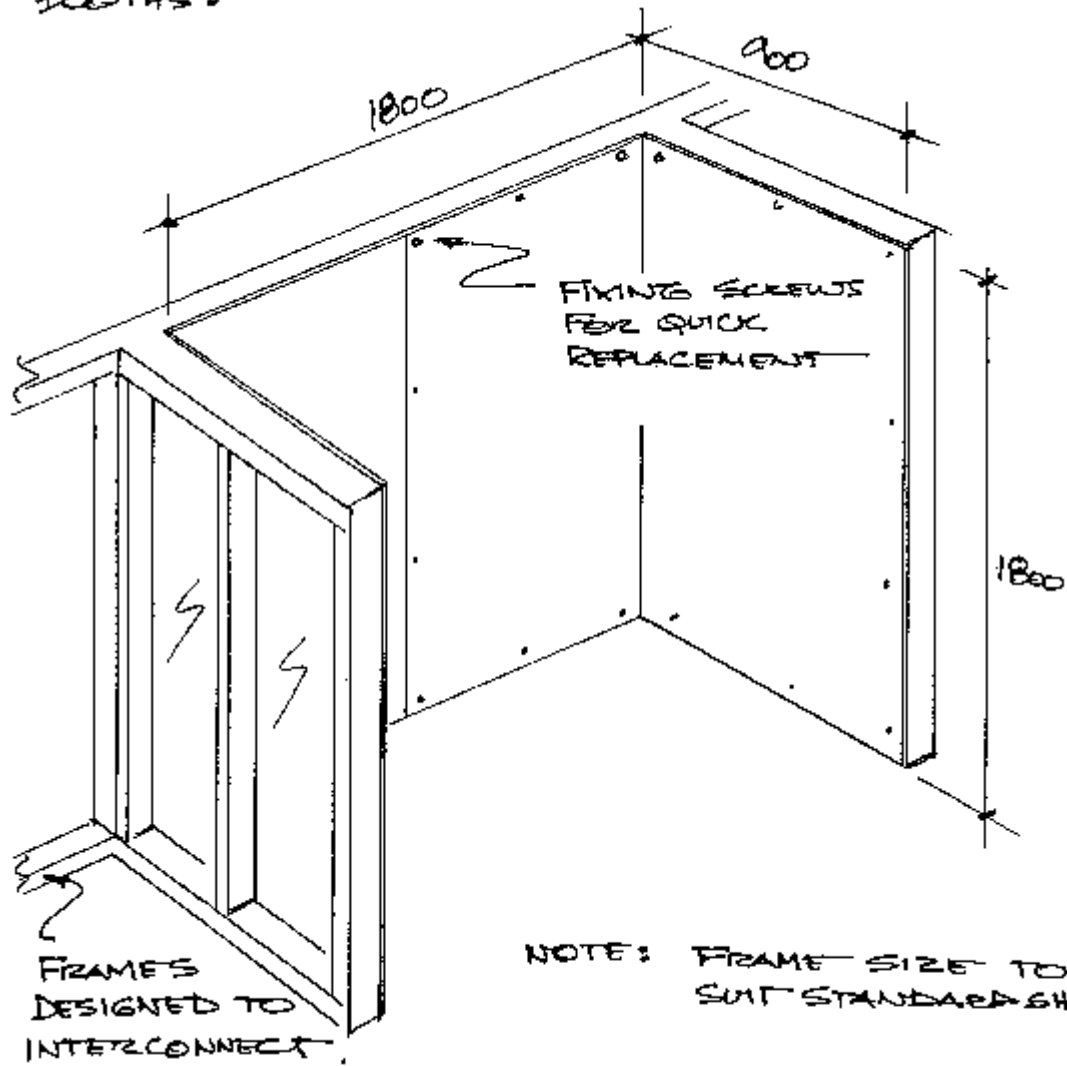
- Prepare booths and equipment for the following trade areas:

Carpentry
Electrical
Horticulture
Motor Mechanics
Painting
Plastering
Plumbing
Tiling

Locksmith
Glazing
Agriculture
Hairdressing
Film Editing
Computer Graphics
Textiles

- Develop a roster of people knowledgeable in each of the trade areas for the duration of the presentation.
- Develop student statements
- Develop student information packs
 - A. For on-site presentation
 - B. For follow-up presentation

BOOTHS:



NOTE: FRAME SIZE TO SUIT STANDARD SHEETS

PROJECT: CARPENTRY

Activity: Cut a mitre in an architrave and fix to a simulated door or window

Material: 300mm of 50 x 25 DAR
40mm Nails

Tools & Equipment: Mitre Box
Saw
Hammer
Nail Punch
Square
Pencil
Saw Horse
Light Bench

PROJECT: ELECTRICAL

Activity: Replace starter & fluorescent tube
Replace globe both pin and thread type
Repair Fuse

Material: Spare tubes globes & fuse wire

Tools & Equipment: Fluorescent light fitting
Battern holder - screw
- pin
Fuse Mounting
Screw Driver
Pliers
Light Bench

PROJECT: HORTICULTURE

Activity: Pot individual seedling from germination tray in preparation for planting. Instruct on correct procedure for final planting.

Material: Planting tubes
Planting mix (soil)
Seedling trays

Tools & Equipment: Containers for soil
Containers for water
Light bench
Trowels

PROJECT: MOTOR MECHANICS

Activity: Replace the spark plug & clean/replace air filter on a motor mower.

Material: Spare spark plugs & filters

Tools & Equipment: Mower
Spanners
Screwdrivers
Light Bench
Cleaning Solution
Containers for solution
Cloth

PROJECT: PAINTING

Activity: Prepare & paint a section of architrave

Material: 300mm architrave (prefixed) to a panel
Putty / Filler
Sandpaper
Paint (water base)
Masking Tape

Tools & Equipment: Sanding block
Putty knife
Brush
Pots for cleaning brushes
Water
Rags
Light Bench
Dropsheet

Note: Panels need to be prefitted with the sections to be painted with spare panels stocked & fitted as required. See detail of booths.

PROJECT: PLASTERING

Activity: Students to make a hole in the plaster board with a hammer, then repair the hole.

Material: Sheets of plasterboard
Cardboard
String
Scissors
Patching Plaster

Tools & Equipment: Broadknife
Pots for mixing plaster
Containers for water
Drop Sheet
Light bench

Note: Plasterboard sheets will need regular replacement. Sufficient boards should be obtained for the estimated numbers of students. See detail of booths.

PROJECT: PLUMBING

Activity: Replace the washer in a recess tap and a hose tap.
Remove and clear a trap under a kitchen sink.

Material: Spare washers
Spare trap
Spare spindles

Tools & Equipment: Spanner
Multi Grips
Foot Prints
Special tools as required for recessed tap

Note: Kitchen sink & cupboard needs to be fitted in the booth (see booth details). Recess taps and hose taps need to be fitted to backing board.

PROJECT: TILING

Activity: Student to cut tile in half and fix to wall. Then grout other tile that has been prefixed to another panel.

Material: Adequate tiles to cope with expected student numbers.
Adhesive
Grout
Spacers

Tools & Equipment: Tile cutting machine / tilecutter
Nibbler
Rulf
Pencil
Notched Spreader
Broad knife
Grouting tool
Sponge
Water Containers

Note: End panels of the booth could be used for the prefixed tiles which are to be grouted. See booth details.

PROJECT: LOCKSMITH

- Activity:** Students to remove a door lock, change tumblers and refit
- Material:** Lockwood 3572 mortise latch mounted on a lock block
Selection of pin tumblers
Pre cut keys
Graphite
- Tools & Equipment:** Phillips head screwdriver No 2 & 3
Lock cylinder follower
Medium plain blade screwdriver
Bench

PROJECT: GLAZING

- Activity:** Make a fly screen:
This does not necessary have to be full size – a small version may be easier to handle and to complete in a short amount of time.
- Material:** Pre cut aluminum frame
Fly screen
Pop rivets
Spline
Drill bits
- Tools & Equipment:** Wide-bladed screwdriver
Utility knife
Spline roller
Power drill
Pop rivet gun
Measuring Tape
Clamps or frame to hold frame in place

PROJECT: AGRICULTURE

Activity: Prepare pesticide spray and spray sample crops

Material: Pesticide containers (emptied and cleaned of chemicals and replaced with coloured water)
Water

Tools & Equipment: Sample crop of wheat/cotton
Pump action spray Container

Note: Make sure that the directions are still intact on the container so that the students are able to follow them.

PROJECT: HAIRDRESSING

Activity: Prepare hair for foils and/or perm

Material: Mannequin head
Examples of dye solutions
Examples of perm solutions

Tools & Equipment: Brushes and combs
Hair clips
Foil
Perm rollers & paper
Water spray

PROJECT: FILM EDITING

Activity: Using video camera and boom microphone, film other students and edit film.

Tools & Equipment: Video Camera
Film
Boom microphone
TV monitor
Mobile editing unit
Tripod
Cabling

Note: You may want to prepare script cards for the students to use while filming one another – Q&A.

PROJECT: COMPUTER GRAPHICS

Activity: Using 'Phot Shop' program, take digital photos and edit.

Tools & Equipment: Laptop computer
Digital camera
Relevant software

Note: Ensure that you pre-design a particular activity for the student to do.

PROJECT: TEXTILES



Activity: Make a calico bag and sew on a logo/motif

Material: Calico material
Logo/motif (eg crocodile)
Cotton
Pattern

Tools & Equipment: Sewing machine
Scissors
Measuring tape
Pins

Note: May be a good idea to pre-cut part of the bags before hand, as this will speed up the process on the day.

TIPS:

-  Have examples of completed projects on display and the different steps involved to reach the outcome.
-  Display handbooks and manuals that are relevant to your trade or profession – to show the importance of staying at school to learn to read and write.

Appendix 3a

Information for Skill Coaches

CROC SKILLS - TRY A TRADE

INFORMATION FOR "SKILL COACHES"

Croc Skills, which runs alongside the Moree Croc Festival from 24 - 26 September, aims to provide young high school students with a hands-on, interesting introduction to various trades. It will be an opportunity to give students who are giving thought to life after school, a taste of the opportunities available in the trade world.

How will it be set up?

Croc Skills will be run in a large open army tent, at the site of the Croc Festival. There will be 8 timber booths that will be constructed by TAFE with timber donated by Moree Plains Shire Council. Each one will be designated to a particular skill area, these will be:

Carpentry	Plumbing
Tiling	Painting
Horticulture	Motor Mechanics
Plastering	Electrical

Students in groups of two or three will rotate through each booth. A roster of one or two local tradespeople, apprentices or skilled specialists, are required to 'coach' the students on how to do simple home maintenance tasks that are the introduction to the trade. The skill coaches are a vital part of Croc Skills and their contribution is invaluable.

What will I be required to do?

- Donate half a day (or more if possible) of your time to volunteer at the Croc Skills. The three days will be broken up into AM (9am - 12pm) and PM (12 - 3pm) shifts which correspond to the blocks of time when the students will come through.
- You will be allocated to a particular booth where you will:
 - coach students in how to complete a simple home maintenance in your area of expertise and allow students complete the task themselves.
 - As a coach, you will also talk to the students about how to get into the trade, and even more importantly what they can do now, such as encouraging them to keep on at school etc.

We will be holding a full briefing session in Moree for all skill coaches one evening prior to the Croc Festival.

What will I get out of it?

- The opportunity to support local young people by providing them with a hands-on, relevant experience in an area that you are skilled in.
- The chance to engage young people in their own learning to emphasise the importance of completing school to enable them to have choices for their future.
- The chance to be part of, and contribute to the Moree Croc Festival
- An extremely fashionable Croc Skills T-Shirt!!
- A certificate of participation
- You might be inspiring the next generation of young apprentices!

To Get Involved and become a Skill Coach or for more Information:

Contact _____ on _____

For further information about the event, call Alan Grasset on 0429-603-688



SKILLS COACH NOTES

WHAT TO DO WHEN YOU'RE AT CROC FUTURE SKILLS

- ☉ There will be 2-3 students in your area for about 15-20 minutes at a time.
- ☉ Firstly, introduce yourself - by your first name
- ☉ Ask their names & where they are from
- ☉ Explain what task they are going to undertake, and demonstrate it. Then let all of the students have a go at it.
- ☉ Make sure you keep the technical talk to their level, remembering they are Year 7 –11 students, that's 12-17 year olds.
- ☉ It is critical that they all " have a go" - that you don't simply demonstrate the task to them, but also let them do it themselves.
- ☉ While they are working, talk about:
 - What they are doing
 - Why it is done that way
 - The trade in general
 - Your experiences relating to starting your training and getting work
 - The importance of getting a good basic education
 - (the need to be able to read and write and do maths).
- ☉ Tell them your story, you may not think it is very interesting but it provides a real example of how someone can get a job in a trade.
- ☉ Remember that the aim of Croc Skills is to:
 1. Motivate students to seek information about future career choices
 2. Encourage them to gain the best possible school education to enable them to have a choice.
- ☉ In conclusion, thank them for "**having a go**".
- ☉ We will be following up each student when they are back at school with:
 - A certificate
 - A booklet with information about the trades and career information.
- ☉ On the day, if ANYTHING seems to be a problem ask Alan or Janine.

Appendix 3b

Information for Volunteers



Croc Future Skills

VOLUNTEER NOTES

WHAT TO DO WHEN YOU'RE AT CROC FUTURE SKILLS

SESSION TIMES

Morning: 8.30am – 11.45am

Afternoon: 12.15pm – 3.30pm

The morning and afternoon sessions will then be broken down into 45 minutes lots. A group of approximately 40 students will attend each 45 minute session.

Thank you for volunteering to help at the Croc Future Skills activity.

On the day, could you please assist with the following:

- As each group arrives, break the students up into groups of about 2-3 students so there is a small group for each category. Students will spend about 10 minutes in each category.
- Help direct the small groups of students to another category once they finish the one they are doing – not all categories will take the same amount of time.
- Ensure ALL students fill out a feedback form so that we know their names to send them a certificate – if they have difficulty with reading the form, please assist them.
- We would also like to get feedback from the volunteers (this includes YOU!) and the teachers who are accompanying the students. There will be different feedback forms for students, teachers and volunteers, to make this easy for everyone. We would like to find out how you think the activity went and ways in which it could be improved.
- Also, there may be people attending the Croc Festival who come past to see what is going on. Please talk to them about the activity and what the students are doing.
- Remember that the aim of Croc Future Skills is to:
 - ❶ Motivate students to seek information about future career choices
 - ❷ Encourage students to gain the best possible school education to enable them to have a choice.

**Please let Janine or Alan know if anything is a problem
or you have any concerns on the day.**

Appendix 4a

Initial Information for Schools
Expression of Interest Fax-Back form
Flyer for students

CROC SKILLS

INTRODUCTION TO TRADES

The Croc Skills event will be run in conjunction with the Croc Festival on 24th, 25th & 26th September in Moree. Croc Skills will provide students from Years 8-12 with the opportunity to *Try A Trade*. The students will be introduced to eight of the trades by learning and completing hands-on, interesting tasks.

AIM

To motivate students to seek information about future career choices, encouraging them to gain the best possible school education to enable them to have that choice.

OBJECTIVES

To set up a number of booths with simple home maintenance tasks pertaining to various trades.

- Each student undertakes the task under the supervision and guidance of a person knowledgeable in that trade area.
- Each student is provided with a certificate stating that they have undertaken this task.
- Each student is provided with the opportunity to talk with skilled tradespeople and their apprentices to get first hand information about their jobs.
- After the event, a comprehensive information package will be forwarded to the students that provides information for each trade including:
 - What the job is all about
 - Educational entry requirements for that trade
 - The training requirements
 - How long the training takes
 - What career paths this trade could lead you to
 - Contacts for further advice

The information package would also be of use to the careers adviser at your school as it will include specific local information.

CROC SKILLS

Expression of Interest

In order to give the most number of young people an opportunity to take part in Croc Skills, each school will be allocated an AM or PM time slot on a particular day when they can bring their students who will be taking part along to the Croc Skills tent.

In order to give students from every school the chance to take part, we will be allocating a certain number of spots to each school. (Croc Skills is aimed at Year 8 to 12 students)

Please fill out this form and fax it back to ensure your students have the chance to take part in Croc Skills 2002.

We can cater for _____ students from _____.

1) Please indicate if you have _____ students who would be interested in participating in Croc Skills - Try a Trade.

- Yes, we have _____ interested students.
- No, we only have _____ students who would be interested in participating.
- We will not be participating

2) Please indicate which timeslot would best suit your students to participate in Croc Skills.

- 9am - 12pm Tuesday 24 September
- 12pm - 3pm Tuesday 24 September
- 9am - 12pm Wednesday 25 September
- 12pm - 3pm Wednesday 25 September
- 9am - 12pm Thursday 26 September
- 12pm - 3pm Thursday 26 September

We will endeavour to meet everyone's needs and will confirm the timeslot with you once we have received everyone's requests.

3) Please indicate which day or days your students will be at the Croc Festival.

- Tuesday 24 September
- Wednesday 25 September
- Thursday 26 September
- We're not sure yet which day(s) they will be going to the Croc Festival.

Please FAX this form back to Chris on (02) 9212 1533 by Friday 9th August.

We will be in touch again soon, however in the meantime, please don't hesitate to call Chris on (02) 9212 5800 if you have any questions.

CROC SKILLS - TRY A TRADE

We are offering you the chance to TRY A TRADE while you are at the CROC FESTIVAL.

The tasks that you would undertake are generally household maintenance jobs which will provide you with an introduction to various trade areas.



CARPENTRY
Cut & fit a section of architrave (door surround)



PAINTING
Paint a section of timber work

ELECTRICAL
Change a starter & fluorescent tube, a globe and a fuse



TILING
Cut a tile stick it to the wall & then grout the joint



HORTICULTURE
Pot a seedling ready for planting at home



PLUMBING
Replace a tap washer & undo a trap under a sink

MOTOR MECHANIC
Change a spark plug & air filter on a motor mower



PLASTERING
Make a hole in some plaster board and repair it



While you are doing these projects you can talk to a local tradesperson who understands what it is like to do this type of work.

When you are finished the project, you will be given a certificate for the tasks you completed.

You will also be given information on the trade including:

The educational entry requirements for that trade
How long the training takes
What career paths this trade could lead you to

The training requirements
What the job is all about
Contacts for further advice

Appendix 4b

Written Confirmation
Fax-back students' names

CrocSkills



We are delighted that some of your students have put up their hands to have a go at CrocSkills and we really feel that they will get a lot out of the experience.

Croc Skills was run with the Port Augusta Croc Festival at the beginning of September and the students had a great time, getting their hands dirty and trying the different trades.

We would like to assure you that there will be a teacher present at all times at CrocSkills so the duty of care issue will be covered.

Please fill out the following form and fax it back to us on (02) 9212 1533 by Tuesday 17 September.

This is essential so that your students can participate.



Your students will be taking part in Croc Skills on:
Thursday 26th September AFTERNOON 12PM - 3PM.

Please bring the students over to the Croc Skills tent, which will be on the oval - look for the bright orange banner - **by 12PM sharp** so that we can get underway as soon as possible. The students will spend the whole 3 hours at the CrocSkills tent trying the eight different trades.

If this time does not suit, please call me (Chris) on (02) 9212 5800 as soon as possible so we can try to arrange a different time.

If you have any problems on the day, or there is a reason the students can't be brought over at that time, please call Chris on 0414 812 144.

**Please complete this form and fax back to Chris on
(02) 9212 1533 By Tuesday 17th September**

- 1) **The 10 students participating in CROCKILLS will be:**
(Please carefully check the spelling of each name as we will be sending the students a certificate).

	First Name	Last Name	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- 2) **Name of the teacher who will be responsible for these students at CrocSkills:** _____

- 3) **This teacher's contact number:** _____
(A mobile number if possible in case we need to contact you while you're at the CrocFestival)

Please feel free to call me if you need to.

Chris Meares:

Tel: (02) 9212 5800 Mob: 0414 812 144

Fax: (02) 9212 1533

Appendix 5

Student Certificate

CERTIFICATE OF ACHIEVEMENT

presented to

Sally Sander

Croc Skills

2002

**for successfully completing
introductory skill challenges**

**Carpentry, Electrical, Horticulture, Motor Mechanics
Painting, Plastering, Plumbing, Tiling**

**Moree, New South Wales
September 2002**



A handwritten signature in black ink, reading "Alan Grasset".

**ALAN GRASSET
COORDINATOR**



CONGRATULATIONS

Appendix 6

Skill Coach/Volunteer Certificate

CERTIFICATE OF APPRECIATION

presented to

Jamie Hook

in recognition of your contribution to
developing the skills of local young people at

Croc Skills
2002

Moree, New South Wales
September 2002



ALAN GRASSET
COORDINATOR



THANK YOU

Appendix 7

Feedback forms:
Student
Teacher
Skill Coach/Volunteer



Croc Future Skills

Name _____ AGE _____

School _____

Which trade challenges did you do?

- | | |
|--|--|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Refrigeration Mechanics | <input type="checkbox"/> Motor Mechanics |
| <input type="checkbox"/> Glazing | <input type="checkbox"/> AQIS (Quarantine) |
| <input type="checkbox"/> Hairdressing | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Film Editing | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Tiling | <input type="checkbox"/> Horticulture |

Which ones did you like the best?

1. _____

2. _____

3. _____

Did you enjoy doing Croc Skills? Yes / No

Why/why not?

Croc Future Skills

Thursday Island

Schools Feedback

Please take a couple of minutes to fill out the following form. We really value your feedback to assist with improving the *Croc Future Skills* project at future events.

Name _____ **School:** _____

Address: _____ **Phone:** _____

1. Do you feel that the students were interested and engaged?

2. Do you think this is a valuable project for the students and the community?

Yes / No

Please tell us why or why not.

3. How do you think *Croc Future Skills* could be improved?

4. Would your school be interested in working with these local tradespeople & volunteers to provide vocational education and/or career guidance? Yes / No

Thank you. Your feedback is appreciated!

Croc Future Skills

Thursday Island

Skills Coach / Volunteer Feedback

Please take a couple of minutes to fill out the following form. We really value your feedback to assist with improving the *Croc Future Skills* project at future events.

Name _____ Phone: _____

1. Please indicate what your role was at *Croc Future Skills*.

I was a skill coach in the _____ category (e.g. plumbing)

I also coordinated this category

I was a general volunteer assisting with the students.

I was the *Croc Future Skills* coordinator for Thursday Island.

2. Do you feel that the students were interested and engaged?

3. Did you enjoy participating at *Croc Future Skills*? Yes / No

4. Do you think this is a valuable project for the community? Yes / No

Please tell us why / why not.

5. How do you think *Croc Future Skills* could be improved?

6. Would you be interested in assisting vocational education and careers teachers at the local schools?

Thank you. Your feedback is appreciated!

Appendix 8

Brochure for spectators

Plumbing

Plumbers lay out, test and maintain pipes, fixtures, metal roofing, fittings, gas meters and regulators.



Home Maintenance Challenge

Replace the washer in a recess tap and a hose tap.
Remove and clear a trap under a kitchen sink.

Electrical

Electricians assemble, install, test and repair electrical and electronic systems and equipment.



Home Maintenance Challenge

Replace a starter & a fluorescent tube. Replace a pin and thread type globe. Repair a fuse.

Horticulture & Landscaping

Horticulturalists & Landscapers create and maintain gardens, lawns, trees and landscaped areas.



Home Maintenance Challenge

Pot a seedling from a germination tray in preparation for planting in the ground.

Carpentry

Carpenters build and repairs wooden and metal structures and fixtures on buildings.



Home Maintenance Challenge

Cut an angle in a doorframe and fix to a door.

Tiling

Wall and floor tilers fix tiles and other materials to walls and floors.



Home Maintenance Challenge

Cut a tile and stick it to the wall, then grout the joint.

Plastering

Plasterers make, apply and fix the internal walls of buildings.



Home Maintenance Challenge

Make a dent in a plaster board then learn how to repair it.

Are you?

- Interested in practical work?
- Able to work with your hands?
- Able to work at heights and in various weather conditions?
- Physically fit?

Then maybe you want to find out more about how to become one of these tradespeople when you leave school.

For more information on all Skill Areas

Check out:

www.jobguide.thegoodguides.com.au
www.myfuture.edu.au
www.newapprenticeships.gov.au

Talk to:

The Careers Teacher or Vocational Education Teacher at your school.

More information on all these trades will be sent in an information booklet to your school next week - ask your careers teacher for it.

Check out the CrocSkills website

www.dsf.org.au/crocskills

CROC SKILLS

aims to highlight the importance of gaining an education to enable young people to have choices about their future. It also aims to encourage young people to seek out information about jobs.

The following individuals and organisations have donated time, materials and man/woman power to CROC SKILLS.

Aaron Swan, Aboriginal Employment Strategy Inc., Alan Grasset, Anthony Greenaway, Apex Club, David Bignall at Bignall Locksmiths, Barwon Timbers, Barwon Tiles and Ceramics, Belinda Heffernan, Cherie Piening, Colleen Duke, Country Energy, Croc Festivals, Darryl Reneker, Darryl Smith, Denis Tyrie, Derek Bishop Plasterers, Dianne Haydon, Dusseldorp Skills Forum, Geoffrey Swan, Grant Bowden, Grant Squires and Matthew at G.M. & K.M. Squires Building Contractors, Greening Australia, Greg Sampson, Heath Joiner, Ian Skaines, Jamie Hook, Jillian Knox, Jim Crawford, John Leeder Plumbing Supplies, John Norman, Kathryn Hogan at New England Group Training, Keith Haddard Holden, Keith Mutton, Kenway and Clarke Ltd Moree, Lee Tighe, Leon Squires and Adam, Lions Club, Lions Plains Club, Lora Stokes, Malcolm Green, Malcolm Peckemham, Marie Michell, Mick Humphries, Moree Family Support Inc., Moree on Gwyder Rotary Club, Moree Plains Shire Council, Natasha Fing, Nick Grease, New England Group Training, New England TAFE, Nindethana Aboriginal Corporation, NSW Department of Aboriginal Affairs, Owen Duncan, Owen Shipp, Percy Duncan, Peter McLennan, Peter Tighe, Phillip Schoupp, Ralph Westley, Regional Extended Family Services Inc., Rotary Club, Scott Smith, Stanley Green, Stewart Green, Stephen Connors, Steven Raveneau, Sue Sampson, Tim Tighe, Tom Blackburn at Tom Blackburn Electrical, Tony Michell, Val McLennan, Vision Café (Cotton On), Will Ellis, Willy Fernando, and of course all the students who are participating.

CROC SKILLS

Motor Mechanics

Mechanics service, repair and overhaul the mechanical parts of vehicles, motor cycles & small engines like mowers.



Home Maintenance Challenge

Change a spark plug and air filter on a mower motor.

Painting

A painter or decorator applies paint, varnish, wallpaper and other finishes to protect and decorate buildings.



Home Maintenance Challenge

Prepare and paint a doorframe.

Appendix 9

Media Release

BUSH KIDS GET RARE CHANCE TO TRY A TRADE

More than 1800 young people from remote communities will converge on Moree in western New South Wales next month - many having travelled thousands of kilometres - to take part in an event that offers opportunities many have never dreamed of.

The annual Croc Festival, a celebration of youth culture, brings together indigenous and non-indigenous students from isolated schools to learn, listen, participate and perform in a spirit of reconciliation.

The three-day event involves performing arts, sports, careers markets and health expos and is one of seven such festivals being held this year across Australia, from Thursday Island to Port Augusta. Last year more than 20,000 people travelled to Croc Festivals around Australia and 10,000 students from 300 primary and secondary schools actively took part.

Apart from the sheer fun and good times to be had by those attending, the Croc Festivals offer a forum for promoting career options to youth in remote areas, for helping young people develop confidence and self esteem, and for giving students a reason to be excited about coming to school.

The Moree Croc Festival, from September 24 to 26, will incorporate Croc Skills – a project that will give high school students a chance to Try-A-Trade. This hands-on introduction to a range of trades will not only give participants the opportunity to have a go at various trades, but also to talk to local skilled tradespeople about pathways they can take to enter a trade once they have completed school.

Croc Skills will consist of eight trade areas: carpentry, plumbing, tiling, plastering, horticulture, painting, electrical and motor mechanics. Local tradespeople and apprentices will teach the students simple tasks that are the beginning of each trade. For example, in plumbing they will learn how to remove and change a trap under a kitchen sink and how to change a washer.

Organisers believe the Croc Skills concept, which has now become a successful and popular part of Croc Festivals, is a model that can be replicated nationwide. They want to give students in all parts of Australia the chance to find out about jobs and career paths in a practical, accessible and engaging way.

The Moree Croc Festival, incorporating Croc Skills, will be held from Tuesday September 24 to Thursday September 26.

**For further information and interviews contact:
XXXXXXX on Ph #####**

