

## using labour-market information *getting down to detail*

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### **worked examples of...**

page 1: layout for a session, for a scheme or for another element in a programme  
page 2: layout for embedding and positioning a programme in the organisation

### **key factors for...**

page 3: programme development  
page 4: getting a programme embedded and positioned in the organisation

### **blanks for your use in ...**

page 5: developing your programme - for a scheme of more-than-one session you need more-than-one copy  
page 6: embedding and positioning your programme

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resources what we have to work with	processes what we do	learning outcomes what we learn	outcomes of learning how you can use this learning
<p>iCould story - 'realising your dream'</p> <p>on-line laptop, etc.</p> <p><u>Real Game</u> 'wish-list'</p> <p>'Working-life Words' - list of definitions</p> <p>learner folder</p> <p>80' of continuous class-time</p> <p>students to compare points-of-view</p> <p>teacher to manage 'story', worksheets and discussion</p>	<p><u>whole group</u>... watch story &amp; ask what is challenging and why</p> <p><u>in groups</u>....</p> <ul style="list-style-type: none"> <li>&gt; say 'what might her friends ask this person?'</li> <li>&gt; compare views on 'are some questions harder to answer?'</li> <li>&gt; why?</li> </ul> <p><u>whole group</u>...</p> <ol style="list-style-type: none"> <li>1. compare ideas on the 'the hardest questions'</li> <li>2. suggest 'working-life words and other words to answer the hardest questions'</li> </ol> <p><u>individually</u>... write out:</p> <ul style="list-style-type: none"> <li>&gt; 'my big Q'</li> <li>&gt; how I answer';</li> <li>&gt; what I most need to be sure of...';</li> <li>&gt; 'how I find out?';</li> </ul> <p>add to folder</p>	<ul style="list-style-type: none"> <li>&gt; say what might be an 'ideal' life style</li> <li>&gt; apply decision-making skills</li> <li>&gt; recognise and talk about what an adult needs in her or his life</li> <li>&gt; define useful terms like 'accommodation', 'estimate', 'leisure', 'life-style', 'mortgage', etc.</li> <li>&gt; say - right now - what you might want, and why, and how you would reach it</li> </ul>	<p>using this in life as a <u>friend</u> or <u>family member</u>:</p> <p>this is <u>where</u> you might be: ...at home, in the pub or on the street...</p> <p>this is with <u>who</u> you will be with: ...family or friends you care about and who will ask you about your plans...</p> <p>this is <u>what</u> you will be taking on: taking control of your own life and also keeping respect of others</p>

adapted from *The Real Game* Years 7,8 & 9 - unit two: 'The Dream'

code and headline title	`Realising a Dream`
working with students and clients...	<p>...as partners: handout version saying why it is useful and how they will get help - and give it</p> <hr/> <p>...as contacts: poster version for all students to find on careers-work information board</p>
working with their families...	<p>...as partners: poster version saying what students may be talking about at home</p> <hr/> <p>...as contacts: poster version - seeking useful stories</p>
working with colleagues...	<p>...as partners: detailed version for teaching-team's handout in support session</p> <hr/> <p>...as contacts: poster version for staff room - general interest</p>
working with community...	<p>...as partners: detailed version for briefing and consulting with careers adviser</p> <hr/> <p>...as contacts: poster version for information of integrated youth-work manager - asking about former students</p>
working with management...	<p>...as partners: detailed version for hod</p> <hr/> <p>...as contacts: complete set of papers with selected handouts to bring to governors meeting</p>
working with media...	<p>...as partners:</p> <hr/> <p>...as contacts: 200 words for local paper on whole programme - why, how and the future</p>
working on-line...	<p>...as partners:</p> <hr/> <p>...as contacts: screen shot of iCould story, and posters - with blog - for school site</p>
others...	<p>...as partners: detailed version - get help on improving method</p> <hr/> <p>head of drama</p> <p>...as contacts: review - and talk about integrated team teaching</p>

code and headline title

to locate in your programme and to attract attention

page - one for each session

engaging your people

resources

what we have to work with

processes

what we do

learning outcomes

what we learn

outcomes of learning

how you can use this learning

<p><b>people</b> - e.g. each other, teachers, advisers, admin, family, community</p> <p><b>'brought in' media</b> - e.g. stories, 'soaps', <i>iCould</i>, published material</p> <p><b>'home-grown' media</b> - e.g. website, poster, dvd, podcast</p> <p><b>equipment</b> - e.g. furniture, recorders, ict</p> <p><b>time</b> - e.g. enough time, at the right time, in the right block-length</p> <p><b>space</b> - e.g. classroom, big room, information centre, community location</p> <p><b>funding</b> - e.g. expenses, purchases</p>	<p><b>absorbing</b> - e.g. reading, listening</p> <p><b>active learning</b> - e.g. role-play simulation, trying-out</p> <p><b>enquiry</b> - e.g. searches, interviews, visits</p> <p><b>action</b> - e.g. real-time-real-task action, project, voluntary</p> <p><b>personal</b> - e.g. 'homework', desk time</p> <p><b>narrative</b> - e.g. other people's stories, your own</p>	<p><b>information</b> - e.g. what's going on</p> <p><b>understanding</b> - e.g. why it is like this</p> <p><b>skills</b> - e.g. how to do something about it</p> <p><b>setting down what has been learned</b> - e.g. portfolio, action plan</p>	<p><b>in life's roles</b> - e.g. friend, family-member job applicant, worker, citizen</p> <ul style="list-style-type: none"><li>&gt; <b>where</b> - e.g. at home, on the street, in an interview</li><li>&gt; <b>who</b> - e.g. fiends, family, recruitment officer</li><li>&gt; <b>what</b> - e.g. holding on, letting go, looking good</li></ul> <p>these are <b>markers</b> for transfer of learning - embedding learning for use</p>
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embedding and positioning the programme

code and headline title

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working with  
students and clients...

...as partners:

...as contacts:

working with  
their families...

...as partners:

...as contacts:

working with  
colleagues...

...as partners:

...as contacts:

working with  
community...

...as partners:

...as contacts:

working with  
management...

...as partners:

...as contacts:

working with  
media...

...as partners:

...as contacts:

working  
on-line...

...as partners:

...as contacts:

others...

...as partners:

head of drama

...as contacts:

as coordinators you need to get the programme...

1. **designed** - credible, accessible, useful
2. **embedded** - do-able, valued,
3. **positioned** for future development - a sense of direction

page three is about 1 - this page is about 2 and 3

It means working with...

- > **partners** - without whose active help you cannot get this delivered
- > **contacts** - without whose informed understanding you cannot count for support

**code and headline title**

**page**

**resources**

what we have to work with?

**processes**

what we do?

**learning outcomes**

what we learn?

**outcomes of learning**

how this learning is useful?

<b>resources</b> what we have to work with?	<b>processes</b> what we do?	<b>learning outcomes</b> what we learn?	<b>outcomes of learning</b> how this learning is useful?

**code and headline title**

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working with  
**students and clients...**

...as partners:

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...as contacts:

working with  
**their families...**

...as partners:

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...as contacts:

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working  
**on-line...**

...as partners:

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...as contacts:

**others...**

...as partners:

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...as contacts: