



VIRTUAL CAS ONLINE DELIVERY GUIDANCE

The document acts as a guide and a code of conduct for all staff, employers, providers and participants. Please be aware that all the rules for safe, professional behaviour that apply at face to face events/ sessions still apply here, for staff, student ambassadors and participants.

STUDENTS

Please follow the below guidance to help ensure you are staying safe online during our virtual CAS sessions. If you have any concerns before, during or after the event, please contact the help desk in the lobby, staff leading the session or email cas2021@getvfairs.io

For all online sessions, please:

- Follow the expectations set out at the start of each session, ask the members of staff in the session, via the chat box, if you have any questions.
- Use your first names and the first letter of your last name as your display name. You are welcome to add your pronouns (e.g. they/them, he/him, she/her) if you wish.
- Remember it is easy to misinterpret typed messages online, think before you type.
- Do not record or take photos of staff members or other students.
- Keep yourself safe - do not share something that feels too personal, complicated, or sad.
- Turn your microphones off unless you are speaking. If you need support with anything, please let a member of staff know by unmuting or using chat. At any time during the fair you can visit the help desk in the main lobby.
- Be aware that all sessions may be recorded, and if this is the case for your session, you will be informed of this at the start.
- If you follow a link from an employer and leave the main CAS site in vFairs, please be aware that our policies and procedures could not be adhered to.





Video cameras:

- For the whole virtual CAS NO video cameras to be turned on.

For at home sessions:

- Be aware that for some online live delivery, virtual CAS organisers may ask for parent / carer consent.
- Make sure people you are living with know you are on participating in a virtual fair. Do not include them in the session without prior permission from them and school staff.
- Try and be in a room where you can listen and concentrate without disruptions.
- Do not share the link and password for the online session with anyone else.

Remember! Don't be afraid to ask questions.

PARENTS/CARERS

There are a range of online activities which young people can access during the virtual fair, including live and recorded sessions. Details of the schedule will be provided in advance. If you have any concerns before, during or after the event, please contact the help desk in the lobby, staff leading the session or email cas2021@getvfairs.io

- All online sessions can and may be recorded for safeguarding purposes. At the start of each session, a member of staff will inform participants if a session is being recorded.
- All recordings and chat logs will be saved for 28 working days after the session has taken place, unless otherwise specified.
- Please ensure your young people do not use video's for the event.
- During all sessions there will be an enhanced DBS checked members of LA or SUN staff present.
- There will be external providers present at sessions. They will be using the virtual CAS online delivery platform and either a SUN or LA staff member will be present to support, answer questions and monitor the chat function.





- LA and SUN staff members will be the 'first in' and 'last out' of the room (this prevents anyone from re-joining after they have left).
- For safeguarding reasons, please explain to your young person that they should not share or communicate any personal details (phone number, address, email address etc.) during the session.
- All activities that include annotations or drawings on a shared screen will be monitored by LA and SUN staff. Any inappropriate drawings or words will be removed immediately and reported to the school/ college.
- Parental consent will be gathered for the virtual CAS online before the fair takes place.
- If accessing the fair from home, where possible, please try ensuring that your young person is able to participate in virtual CAS activities in a quiet room so that they can hear what is being said and fully take part in the session.

LA AND SUN STAFF; PRESENTERS AND BOOTH HOLDERS

Will ensure:

- All staff delivering online activity have an enhanced DBS check. Any non-DBS checked deliverers or external partners will be accompanied by a DBS checked LA or SUN member of staff.
- All LA and SUN staff, presenters and providers are aware of, and will adhere to their own companies safeguarding policies and procedures.
- Sessions in school/ college can be recorded. The recordings will be saved in vairs (the virtual CAS event space) for up to 28 working days afterwards. Following this recordings will be transferred to LA and SUN online platforms.
- For online delivery to whole class groups, the chat function will be operated by the LA or SUN member of staff who is facilitating the session.
- Private chat between participants will be disabled, or the chat function will be turned off completely.





YOUR DATA

- In school/ college delivery links will be sent directly to school/ college staff. Participant details will be recorded by school/ college staff in line with GDPR.
- Parental consent may be required for some online delivery for those students under 18.
- Non personal sign up information for participants will be included within the session information.
- Data will be stored in line with GDPR and the SUN / individual LA Privacy Policies.



Webinar Title	Discription	Time	Sequence
Beginners Guide to Apprenticeships	Listen to a range of experts discuss why apprenticeships are an attractive option, how to find, apply for, and succeed on an apprenticeship.	09:30 - 11:00	1. About Apprenticeships
Maritime and Engineering Careers	Find out what it is like to work in the maritime and engineering sectors, and what qualifications you might need to achieve .	11:00 - 12:00	1. Maritime Careers 2. Engineering Careers
Careers in Public Services	The uniformed services offer you the opportunity to serve your communities and country in a range of exciting ways. Find out more in this talk.	12:00 - 13:00	1. RAF 2. Navy 3. Army 4. Police
Health and Childcare	Caring for children or poorly people is extremely rewarding and offers a wide range of occupations to suit your strengths and interests.	14:00 - 15:00	1. Healthcare 2. Childcare
Aerospace	The aerospace industry offers interesting and well-paid careers. Find out more in this talk.	15:00 - 15:30	

Creative Industries	The creative industries are one of the UK's growth sectors, and offer exciting careers in the design, media, film, communications, and interactive fields. Learn about the opportunities here.	16:00 - 17:00	1. Creative 2. Gaming
Construction	Nearly 10% of all jobs in the UK are in the construction sector, and it offers excellent prospects to young people with a range of skills and strengths. Find out more in this talk.	17:00 - 17:30	
Tourism and Hospitality	The world is your workplace	17:30 - 18:00	
Business and Finance	More than just an office	18:00 - 18:30	

Exhibitors and Industries

Click to visit booths



Industry	Company
Aerospace	Airbus Defence and Space
	Lockheed Martin UK
	Signature Technicair
Beauty	Francesco Group
Childcare	Bright Horizons
Construction	Jackson Rowe
	Midas Construction Limited
	Morgan Sindall Infrastructure
Education and Training	AECC University College
	Arts University Bournemouth
	Bournemouth University
	City College Southampton
	Fareham College
	HTP Apprenticeship College
	Isle of Wight College
	Kingston Maurward College

Industry

Company

	<p>L3Harris Airline Academy</p> <p>Solent University</p>
Education and Training (continued)	The Bournemouth and Poole College
	University of Portsmouth
	University of Winchester
	BAE Systems Maritime
	Hampshire Highways
Engineering	Superior Seals Ltd
Events	Farnborough International
Financial Services	AXA UK
	J. P. Morgan

Industry

Company

	<u>Mazars LLP</u>
Gaming	<u>Overworld</u>
Healthcare	<u>NHS - Careers in Nursing and Midwifery</u>
	<u>NHS - Intro to Allied Health Professionals</u>
	<u>NHS - Intro to Healthcare Science</u>
	<u>NHS - Intro to wider Healthcare - Admin, Clerical, Estates , Facilities and more</u>
	<u>NHS - Introduction to Medicine</u>
	<u>Tricuro</u>

Industry

Company

	Marriott Hotels
	Rockley Watersports
Hospitality & Leisure	The PIG hotels & Lime Wood
Law	Coles Miller Solicitors LLP
Manufacturing	Bristol Maid
Media	Sky
Musuems and Galleries	The Tank Museum
	Eastleigh Borough Council/One Horton Heath
	Hampshire County Council
Public Services	Isle of Wight Council
	Portsmouth City Council
	Serco

Industry

Company

	Southampton City Council
	Surrey County Council
Scientific Services	SAND Geophysics Ltd
	The Pirbright Institute
Technology	Microsoft
Transport	South Western Railway
	Siemens Mobility
Uniformed Services	British Army
	Police - Hampshire and Surrey
	Royal Air Force
	Royal Navy
Utilities	Wessex Water