

# Your Guide To The Fair



Dear Employers

Thank you for agreeing to support The Two Counties Trust Vision by attending this year's Two Counties Trust careers fair and by agreeing to provide advice and guidance to our students.

Please find all of the information you will need throughout this document. If any more detail is needed then please do not hesitate to contact the team directly on either 01623 455 000 (ext 306) or [Charlotte.King@twocountiestrust.co.uk](mailto:Charlotte.King@twocountiestrust.co.uk) [Jayne.Drury@twocountiestrust.co.uk](mailto:Jayne.Drury@twocountiestrust.co.uk) [Laura.oconnell@twocountiestrust.co.uk](mailto:Laura.oconnell@twocountiestrust.co.uk) [Jemma.barrett@twocountiestrust.co.uk](mailto:Jemma.barrett@twocountiestrust.co.uk)

Best wishes,

*Charlotte King*

Careers, IAG and Employment Pathways Coordinator

## ***Date and Timings of Event***

Date of Event- Wednesday 17<sup>th</sup> October 2018. EMPLOYERS AND EMPLOYEES need to arrive from 8.45am to allow plenty of time to park, and set up.

STUDENTS are arriving at 9.30am – 2.30pm

## ***Location of Event***

The address is;

Festival Hall, Hodgkinson Road

Kirkby in Ashfield

Nottingham

NG17 7DJ

TEL: 01623 457101

## ***Parking***

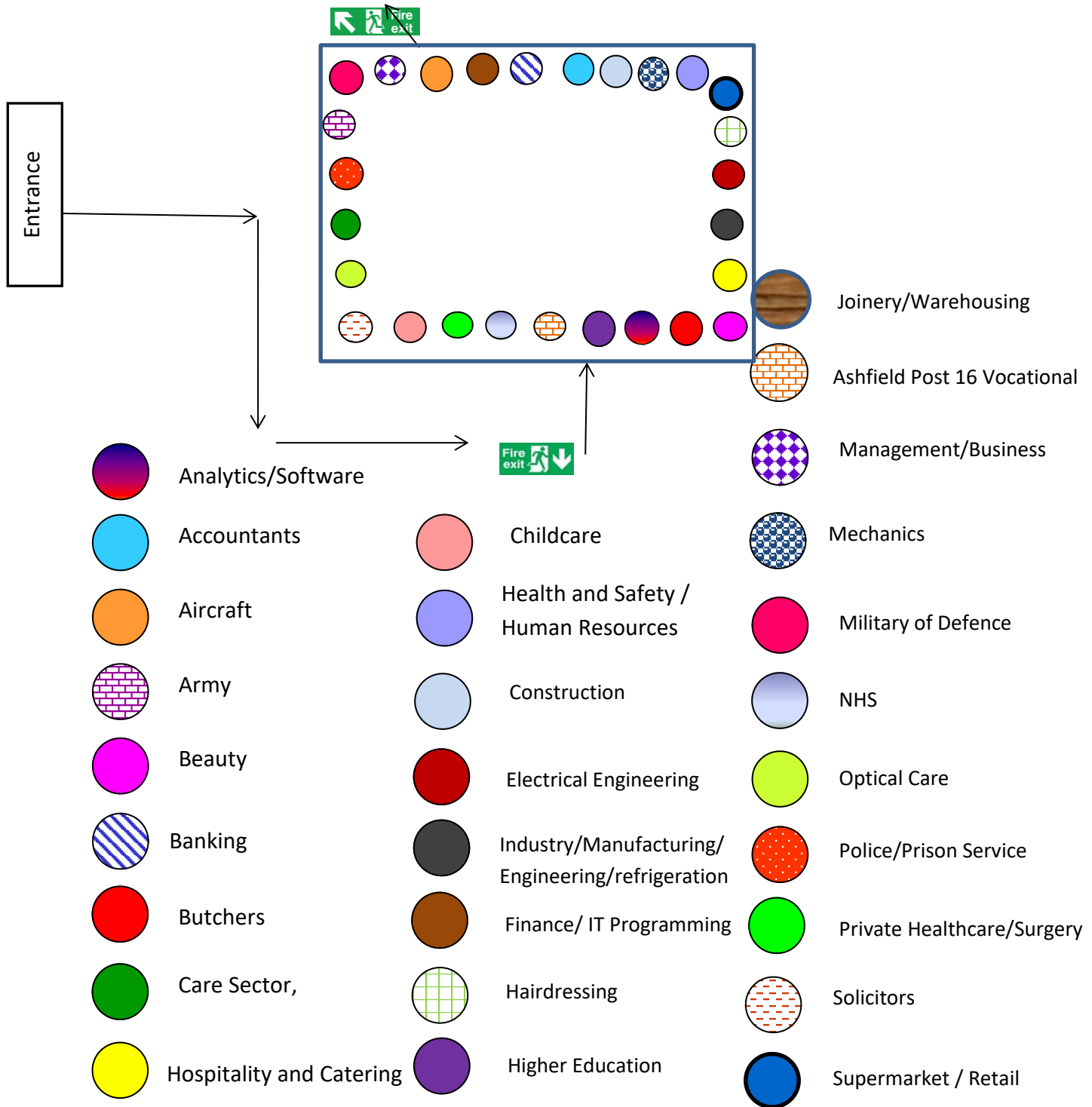
Each company has one paid car parking space behind Festival Hall, should you require additional cars please park in the Car Park next to Festival Hall. Car Parking is approximately £2.60 a day.

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# The Venue

The layout of the event will be as detailed below.



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## ***Our Students***

Parents and students have been welcomed to attend the event. The purpose of the fair is to support our Year 10, 11 and Post 16 students to make well informed decisions about their future. Upcoming tasks for these students include work experience and choosing their pathway after school.

You are here as a resource to share your life experience and to explain what it means to work within your chosen industry. The purpose of this is so that students can speak to professionals and discover what they need to know when considering possible career paths. You may also like to discuss with our students any potential apprenticeship or employment opportunities you may have within your business.

## ***Action***

**8.45-9.00** Arrive - After parking in the Festival Hall Car Park please sign in at Main entrance where you will be directed to the main hall.

Please see Charlotte King, Laura O'Connell or Jayne Drury (Two Counties Trust Event Team) Your stalls will be numbered and will be in a sector of similar companies.

**9.00-9.30** Prepare your space as you need it.

**9.30 – 2.30 *Careers Fair in Action*** Students from the Two Counties Trust Schools will be visiting during the day. Year's 10-Post 16 have been given time frames to visit during the event. The schools attending include: **Ashfield, Selston, Swanwick Hall, Manor, Heritage Frederick Gent, Springwell and Freisland.**

**9.30 – 10.30** Frederick Gent, Kirkby College and Selston High

**10.30-11.30** Heritage and Springwell Community College

**11.30-12.30** Swanwick Hall and Manor Academy

**12.30-1.30** Freisland and Ashfield

**1.30-2.30** Sutton and Ashfield

Lunch will be provided throughout the day for employers and employees.

**2.30** Close of Careers Fair. Please exit the way you entered. Thank you greatly for the efforts made to support our students.

The logo for 'aspire' is written in a lowercase, sans-serif font. Each letter is a different color: 'a' is yellow, 's' is green, 'p' is red, 'i' is blue, 'r' is purple, and 'e' is light blue.

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