**Project Task Template**

**Project Task**

Barnsley Council are looking to throw a new and exciting event for **young students** (14-18 years) to promote employability and pathways into further education.

Using recourses available to you, your task is to think of an innovative event and present this to us using **Microsoft PowerPoint** at the end of the week.

**Remember to cater the event to the target audience, whilst still achieving the goal of promoting future career choices**.

**Key Resources:**

* Internet – Use your researching skills to analyse similar events that are thrown by Barnsley Council, as well as other councils across the country. Make use of the IKIC Website and the Barnsley Council website to read up on events such as Ambition Barnsley, Big Challenge, and more.
* Work colleagues – Speak to members of our team to find out about the events that are thrown, and any other questions you may have about the council.
* Personal knowledge – Being in the target audience yourselves, think about what sort of event you would be interested in, and use this to your advantage when creating your own plan.

**Things to consider:**

* Length – How long would your event last? 1 day, few days over a number of weeks?
* Attendees – Who would attend your event additional to the students? Businesses, parents?
* Venue – Where would you want your event to take place?
* Cost – How much money is your event going to cost? Think about all the people who would need to be involved with your event.
* Promotion – How would you promote your event prior to it commencing? Social media, posters?

**Timetable**

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| **Monday** | **Activity** | **Location** |
|  |  |  |
| 09:30 | Meet & Greet / Checklist | Westgate Reception |
|  |  |  |
| 10-11 | Interview with Rose at Pura Cosmetics | Short walk from Westgate |
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| 11-12 | Overview of the Council  Services we offer  Types of roles etc | Westgate Plaza One L4 |
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| 12-13:00 | Lunch | Lunch |
|  |  |  |
| 1 - 2 | Skill Development with Neil Wilkinson | Westgate Plaza One L4 |
|  |  |  |
| 2-4 | Website Research & present findings to Amrit | Westgate |
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| **Tuesday** |  |  |
|  |  |  |
| 9.30-10.30 | Project Meeting with Amrit/Neil | Westgate |
|  |  |  |
| 10.30 onwards until finish time | Work on project | Westgate |
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| 12-1 | Lunch |  |
|  |  |  |
| **Wednesday** |  |  |
|  |  |  |
| 10-11am | Meeting with Amrit & Neil about project | Westgate Plaza One L4 |
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| 11-12 | Lunch |  |
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| 12-4pm | Big Challenge | Market Kitchen |
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| **Thursday** |  |  |
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| 09:00 – 16:00 | Air League Event | Town Hall (meet Amrit at reception) |
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| **Friday** |  |  |
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| 9.30am-10.30am | Work Inspiration Week Meeting | Westgate Plaza One L4 |
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| 11-12 | Meeting regarding project – presenting & feedback | Westgate Plaza One L4 |
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| 12-1 | Lunch |  |
|  |  |  |
| 1-3 | Reflective report on work experience |  |