

MORRISBY “UNPACKING” INTERVIEWS USING WEBEX

To deliver follow-up “unpacking” interviews in the current remote learning environment, Consultants will be using webex. Each Consultant will be provided with an edumail email account, organised through the Department of Education and Training. This edumail address will be used to access webex.

Individual training will be provided to all Consultants, together with an introductory “how to” webinar. Training will be facilitated by Regional Co-ordinators once the CEAV receives a list of email accounts from the Department. Consultants will also be provided with a Webex Training Guide.

INFORMATION FOR SCHOOLS AND STUDENTS

Regional Co-ordinators will be working closely with schools to support them with implementation. The CEAV has developed resources for schools and students to support delivery. Though a number of schools have expressed interest and are eagerly waiting on further information, it is up to each school to decide whether webex delivery is a suitable option. As such, some schools may choose not to participate.

In terms of bookings, the school will be provided with the details (URL) of your webex meeting room, together with your name and phone number. They will be advised to contact you directly if a student is experiencing IT issues or is unable to attend. The school will send your meeting room details to students. **There is to be no email/phone contact between students and Consultants.**

In the early stages of delivery, we will be recommending that interviews are scheduled 60 minutes apart. This provides time for any IT issues to be resolved or for the school to connect with non-attending students. The interview will still be of 30 minutes duration with a further 15 minutes to write your notes.

INFORMATION FOR CONSULTANTS

Information in relation to each booking will be stored in MIMS, including the schedule and details of the school’s key contact person. This is the person you will call if your student does not attend within 5-10 minutes of their scheduled appointment time. Also be aware that additional information regarding the booking might be provided in MIMS or by the Regional Co-ordinator via email/phone. Examples include the school requesting that cameras are switched off or advising that a teacher will be present in the interviews.

The school may or may not provide the CEAV with a list of students allocated to appointment times.



Schools will have your mobile phone number if they need to contact you about a student who is experiencing IT issues, running late or can no longer attend.



You will have details of the key school contact and are required to contact them if students do not attend within 5-10 minutes of their appointment time.

If **students** are unable to attend or experience any IT issues, they will contact their school.



Your **Regional Co-ordinator** and the CEAV My Career Insights team will be ready to support you as needed.