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PROTOCOLS & EXPECTATIONS FOR CHOICES CAREER & EDUCATION ADVICE “REACH OUT” ZOOM SESSIONS FOR STUDENTS

VITAL INFORMATION FOR MINISTRIES OF EDUCATION AND SCHOOLS

- The REACH OUT sessions are approximately one hour in length. A period for questions and answers will be added where possible and necessary at the end for up to 30 minutes.
- **Registration will be required for all sessions.** This will be done via the CHOICES website only – www.choicescareeradvice/students - and will include giving a person's name, school, country and email address. This information allows some amount of information on who has registered for a session which might be important to schools or teachers but will not be used otherwise.
- **Access to all sessions will be protected by a password** which is only known after registration has been done.
- At the time of the session, early students will wait in a waiting room and entrance to the session will generally be allowed 5 or so minutes ahead of the start time.
- On entry to the session, **all persons' microphones will be muted** and they will not be allowed to unmute themselves unless permitted by the host, co-host or presenter. This will only be permitted if the “raise-hand” feature is used, the gesture is acknowledged and the host, co-host or presenter allows a question.
- No video access will be permitted during the session. This makes for a more stable internet and also less distractions for all attendees.
- **All attendees must be named with their first and last name.** This can be done even after a session has begun and anyone refusing to give their name for this purpose or to rename themselves will be asked to leave the session. CHOICES will have a co-host with the responsibility of admitting persons and ensuring that they are named.

- **No student will have access to “Chat”**. The chat feature will be disabled at all sessions. Therefore, students will not be able to send messages to the group or have private conversations with each other during the session.
- We expect that a teacher or teachers will sit in on a session.
- Where necessary teacher or teachers can be given host or co-host access to controls in order to make introductions and make any announcements to the group present.
- Two students will be identified in advance so that one can offer a brief prayer at the opening of the session and another offer a vote of thanks at the end. Teachers can take responsibility for this if they know students who are present or this can be done randomly while attendees are in the waiting room.
- Questions will be taken in a period at the end of the session.

THE FUTURE GOING FORWARD

Our plan is to eventually offer a recorded version and specific streaming times when schools can direct students to watch. This will be available at our website and only at the times specified. Individual schools can request and arrange a streaming time for their students only.

We will soon put out a schedule of sessions for upper school students on the theme:

- “Get Ready for The Future World of Work” and for transitioning students themed
- “Get Ready for School Success”.