



School Business Partnerships

School Visits: Roles and Responsibilities

For Ambassadors

The following information details the roles and responsibilities of the Asia Literacy Ambassador involved in a Speakers Bureau school presentation.

1. Ambassador Role

In most cases, you will give a presentation based broadly on your own experience of engaging with Asia through your work and life experience. This presentation should be adapted to make it relevant to the school's nominated audience and presentation topic.

2. Ambassador Presentation

Asia Literacy Ambassadors share stories of their own career paths and experiences in order that students and school communities can better understand the value of having Asia skills. Therefore, as part of your presentation, you may wish to address the following questions:

1. What has been your career pathway?
2. What sparked your interest in Asia?
3. How important is language to intercultural engagement?
4. What lessons have you learnt about the importance of Asia skills?
5. What advice do you have for young Australians?

You may wish to consider preparing a brief PowerPoint presentation or bringing along photos or objects that can act as props and assist you in telling your story of engagement with Asia. Ambassadors are encouraged to talk with the school contact person prior to the event to discuss presentation ideas and the prior knowledge and expectations of the audience.

3. Ambassador Preparation

The *Asia Skills, Strategies for Engaging Students* and *Presentation Ideas* resource sheets offer more resources to assist your preparation. The school contact person may use the *Ambassador Profile* resource as a guide for their initial email or phone contact with you. Please read the *Ambassador Profile* resource and think about how you would answer the questions if asked.

Please also ensure you have checked the address, phone number, and public transport or parking options for the school/site that you are visiting.

For Teachers

The following information details the roles and responsibilities of the teacher/school contact person involved in an Asia Literacy Ambassadors Speakers Bureau presentation.

1. Teacher Role

Please contact the Ambassador as soon as possible to brief them on the purpose of the Ambassador engagement, the audience and context and the time, place and duration of the presentation. If the presentation is part of a broader project for which further Ambassador support may be required, please discuss this.

Please also take this opportunity to get to know the Ambassador better. Use the *Ambassador Profile* resource as a guide for information gathering in your initial email or phone contact with the Ambassador – it is provided as a Word Document so you can modify it to suit your needs.

The teacher is required to facilitate the Ambassador's presentation, whether this occurs as part of a school class, assembly, workshop or careers evening etc. This includes introducing and contextualising the Ambassador's presentation. As part of this session, you may like to facilitate one or more of the following activities:

- Q&A session
- Small group discussions, where the Ambassador can work with small groups in turn
- Problem-based learning exercises, with the Ambassador as a first-hand resource

If the Ambassador is presenting to students, teachers should remember that the Ambassador is unlikely to have had experience of working with large groups of teenagers or children. The *Asia Skills, Strategies for Engaging Students* and *Presentation Ideas* resource sheets are primarily Ambassador resources but teachers are also encouraged to read them to know what the Ambassador is expecting and to know what additional information you need to provide for your specific context.

2. Preparing the audience

Audiences who are prepared for their interaction with an Asia Literacy Ambassador get a lot more out of the experience. If the Ambassador will be presenting to students, ensure that students know why the Ambassador is coming and have thought about some questions they would like to ask. The *Pre and Post Student Activities* resource sheet offers ideas for engaging students before and after the Ambassador interaction.

3. Teacher hosting requirements

As part of the presentation, the teacher is also required to:

- Meet the Ambassador when they arrive at the school/site (or nominate someone else to be responsible for this).
- Set up an introduction with the Principal, if possible.
- Provide morning tea or lunch if the Ambassador is present over a refreshment break.
- Check if there is anything else the Ambassador requires.