

A-Z Essential Guidelines For Your Visit

Advice and Guidance

Across Skills London 2008 there are opportunities for students to benefit from impartial advice and guidance about their future. mychoicelondon.co.uk computer pods will be placed around the event for students to search a range of options and courses as well as the mychoicelondon.co.uk stand.

Bags

Please be aware that there will be random bag checks and security measures. There is no dedicated storage facility for visitors' personal items and we would recommend heavy bags are not brought to Skills London 2008.

Catering

There are catering outlets throughout ExCeL London. There is no dedicated packed lunch area; however, visitors will be welcome to find areas to eat their own food. Please ensure all litter is disposed of in the bins provided.

Coaches

Coach parking will be provided. Traffic marshals will direct your drivers to the arrivals drop off zone and coach parking area. Arrival times for coaches will be staggered to ensure minimum waiting times for visitors and you will be advised of your time slot. There will be a departure hall for groups to meet before boarding their coaches. Traffic marshals will direct coaches to the departure zone when all members of your group are ready to board.

Please ask for a mobile telephone number for your coach driver in case of any problems.

Departures

There will be a dedicated meeting area within the departure hall. Please arrange to meet your group here. For public transport leave ExCeL via the west entrance and make your way to Custom House DLR Station once your whole group is ready for departure. For coach travel you will be given coach numbers which you will need to quote at the Departure Desk when your whole group is ready for departure. Some coaches will be parked off-site and only called for collection when your whole group is ready to leave. Coaches not parking up and waiting should liaise with the traffic marshals before departing. Laminated signs showing the group you are in will be provided, please display these in each coach to help our marshals identify your allocated slot. You will receive coach numbers to display upon arrival.

Entering and Registering Your Group

Please keep your group together as much as possible when walking the short distance from your coach or the tube station to the main entrance. You will be allocated a colour coded registration point two weeks before the event.

The Group Leader should report to the registration desk, teachers badges will be printed and emergency contact details taken and you will be given a welcome pack. We will use the information given at reception to authorise your travel bursary.

Once students have collected a lanyard with a folded map they are able to enter Skills London 2008.

First Aid

A fully staffed first aid facility is available on site; please contact the Help and Information Desk.

Images

Filming and photography will be taking place during the event. Images will be used for event publicity. Younger students without parental permission should inform the relevant photographer should individual images be taken. Exhibitors are not allowed to take photographs or film without the prior consent of the organisers.

Getting the Most Out of Your Visit

Students are encouraged to visit our website and follow the links to plan your visit. Many exhibitors are keen to make links with teachers from schools and colleges please spend some time talking to them.

Make Your Mark

Students wishing to participate in Make Your Mark's Dragon's Den as part of Enterprise Week should contact denise@makeyourmark.org.uk.

Public Transport

The nearest DLR station is Custom House. It is a short walk to ExCeL London and is clearly signed. Groups travelling by public transport can apply to Transport for London for free travel.

Risk Assessment

The organisers have produced a risk assessment for the overall event which can be downloaded from the website. You are responsible for producing a risk assessment for your individual visit.

Security

To ensure Skills London 2008 is a safe environment for all visitors we will be taking security very seriously. Please be aware that there will be random bag checks and security measures. Security personnel will be using hand held security scanners. Should any incident arise involving one of your students, we will attempt to contact the Group Leader using the emergency contact number provided. We reserve the right to refuse entry and disruptive groups will be asked to leave. To ensure public safety, police will be patrolling ExCeL London.

Seminars and Performances

A full list of seminars and performances will be sent two weeks before the event or found on www.skillslondon2008.co.uk.

Show Guide

A souvenir show guide will be available at the event. We would recommend students use this valuable resource after the show.

Skills Competition Zone

Finals of the UK Skills competition are being held at Skills London 2008. Finalists will be competing for a place in the UK squad visiting WorldSkills Calgary 2009. The skill areas involved will include cooking, floristry, industrial electronics, mechanical engineering CADD and landscape gardening. There will be a teachers Skills Garden Café for teachers to use whilst their students are having a go at the different skills areas. Tours of the competition zone can be arranged with lorraine.ducker@ukskills.org.

Supervision

Whilst we do not expect students to be escorted around the event we require Group Leaders and other members of staff to remain at the event and supervise their students at all times. If you require any help during your visit, please report to the Help and Information Desk.

Teachers Area

There is a dedicated teachers area which you are welcome to use during your visit. Please ensure your students are adequately supervised by other members of your group.

Valuables and Lost Property

Please ask students not to bring valuables into the event. Any lost property will be directed to the Help and Information Desk.

Uniform

With over 500 different groups attending Skills London 2008 we would advise students to wear school uniform. Many of the activities require flat shoes or trainers and sensible clothing. We try to contain students within the event to keep them safe during their visit, however, this is difficult if students are not in uniform.

Zones

The event will be divided into zones which will enable your students to spend time in the areas where they have specific interests. The zones are colour coded **Campus;** **City;** **Creative;** **Maritime, Green & Environmental;** **Design, Construction, Engineering, Manufacturing, Aerospace & Transport;** **Enterprise, Advice & Guidance;** **Hospitality, Tourism, Retail & Leisure;** **Skills Competitions;** **Public Sector, Charities, Health and Care.**

More information can be found at www.skillslondon2008.co.uk

Future help

mychoicelondon.co.uk
All your options in a click

Mychoicelondon.co.uk is a website that lets Young People search over 35,000 courses all over London, helping them think about what career they would like to pursue.

The new website's 'pathway tool' lets Young People find out what courses and experience they'll need for the job they want.

You can help them find their way by telling them about mychoicelondon.co.uk

You can help them take their next step by pointing them to mychoicelondon.co.uk

Other useful websites include:-

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| Connexions Direct | www.connexions-direct.com |
| Aimhigher | www.aimhigher.ac.uk/ |
| Education Business Partnership | www.nebpn.org/aboutus.htm |
| Association of Colleges | www.aoc.co.uk |
| UK Skills | www.ukskills.org.uk |