

Ensuring your Career Evening / Expo runs smoothly

Before the Career Evening / Expo

- Check the 'Combined Calendar of Events' on the SATAC website to see if the Universities and TAFE are available on your preferred day
- Return your Booking Form to SATAC (details on the Form)
- Check the availability of a Data Projector and laptop/ PC for the activity if you are including a Tertiary Panel Presentation
- Promote the activity in the school newsletter to maximise attendance
- Invite all students in appropriate year groups, not only those on "Uni / TAFE pathways"

On the Day

- Ensure that there are tables and adequate space for each of the institutions to display their brochures, usually 1 table each.
- Organise students to help carry resources for the visiting institutions if there is a large distance and/or stairs to negotiate
- Set up and test the Data Projector & Laptop if this is required
- Organise sufficient staff supervision for the students

After the Career Evening / Expo

- Provide feedback to the institutions involved if there is any way you think their involvement could be improved in future years

Ensuring your Tertiary Education Panel Presentation (TEPP) runs smoothly

Before the TEPP

- Ensure that there are no "clashing" events within your school.
- Check the 'Combined Calendar of Events on the SATAC website to see if the Universities and TAFE are available on your preferred day
- Return your Booking Form to SATAC (details on the Form)
- Check the availability of a Data Projector and laptop/ PC for the day?
- Submit any additional questions been you may want answered. This can be done via the Booking form
- Promote the TEPP in the school newsletter to maximise attendance.
- Invite all students in appropriate year groups not only those on "Uni / TAFE pathways"

On the Day

- Ensure that there are tables and adequate space for each of the institutions to display their brochures, usually 1 table each.
- Notify the support/front office staff of the impending visit
- Organise students to help carry resources for the visiting institutions if there is a large distance and/or stairs to negotiate
- Set up and test the Data Projector & Laptop
- Organise sufficient staff supervision for the students

After the TEPP

- Ensure evaluation have forms been filled out and returned to assist in improving the value of the visit to students.