"Skills Work!®" Camp

Exploring Careers in Skilled Trades and Technologies One Hands-on Activity at a Time

MANUFACTURING

WORKSHOP LEADER GUIDE

BACKGROUNDER: Skills Canada – Ontario is a not-for-profit organization dedicated to supporting the development of youth and the prosperity of industry in Ontario. We strive to promote the skilled trades and technologies as viable, first choice career options for young people. In addition to our many programs and events offered during the school year, the "Skills Work!®"Camp is a week-long summer day camp (9:00am - 4:00pm) for students entering **grade 7 and 8, or 12 - 13 years of age**. The program includes a variety of activities designed to increase awareness of employability skills, showcase local employers through industry tours and instill excitement in the many career options through hands-on workshops. Workshops are drawn from the following sectors: Construction, Manufacturing, Transportation, Service and Communication.

THE ROLE OF THE VOLUNTEER: The goal of a workshop is to introduce and educate students about a particular skilled trade or technology through hands-on activities that explore processes and techniques. Ideally, the workshops are a minimum of **2 - 3 hours** in length and will emphasize the experience of doing and building vs. observing a demonstration. **There will be a maximum of 16 students per camp, with 2 Skills Canada - Ontario instructors** in attendance at all times. It is recommended that students are divided into smaller groups at various workstations to ensure greater understanding and engagement. The hands-on project should be age appropriate, which would provide enough challenge to make it interesting, but not overwhelming. Keeping in mind very basic or "foundation" tasks will still be new to many of the participants. Time should be allotted for students to explore and practice the fundamentals before embarking onto the final project when at all possible. Our hope is to instill a sense of personal pride that results from creating and building something tangible.

SUCCESS STORIES: This category reflects a broad range of disciplines not covered in other workshop templates.
Students have participated in activities that have produced projects fabricated from wood and metal as well as investigating systems in pneumatics and electrical.
Examples of projects have included: exploring fundamentals of air and liquid hydraulics, applications for photonics and basic electrical wiring of switch, outlet and light bulb. In addition to sheet metal projects (tool boxes) participants have also produced take home items as outlined on the workshop leader guide forms for woodworking & welding.

Participants in "Skills Work! ®" Camp, Welland, 2004

Safety First

All workshop leaders are requested to start off their activity with an overview stressing safety practices that need to observed in the work shop/classroom. A full set of safety glasses are provided by SCO. Additional personal safety items required for workshops are to be confirmed by the workshop leader or the host facility with the camp coordinator.

EQUIPMENT & SUPPLIES: In many cases, the workshop leader may be more familiar with the supplies that are available at their particular workshop location. For example, many workshop leaders are also college instructors and the workshop is held in their own classroom/shop. If you have specific consumable supply requirements please let us know as soon as possible so we can ensure every student has what they will need in order to participate fully. We ask that volunteers provide a summary of their activity and a list of consumable costs in advance. This summer program is offered on a modest budget, donations are greatly appreciated. See reverse side for the submission fax form that enables you to outline your activity plans and potential supply costs.

Thank you for your interest! By leading a workshop you will have an opportunity to showcase your industry and organization in a fun and informative way to youth within your area. For additional information on the program within your community or workshop ideas and tips please contact the Summer Camp Coordinator at Skills Canada - Ontario at 1-807-684-8853.

SKILLS COMPÉTENCES CANADA ONTARIO®

“Skills Work!®” Camp

WORKSHOP RESPONSE FORM FOR VOLUNTEER

Workshop Leader Name(s)

Organization

Contact phone E-mail

Workshop Location, Room #.

Approx. total time required for workshop: _____
Please include the career path to enter your field of work and the importance of math, science, and technology as part of your discussion with the students.

Please indicate available days/times to host workshop.

	AM	PM
Monday	☐	☐
Tuesday	☐	☐
Wednesday	☐	☐
Thursday	☐	☐
Friday	☐	☐

(This will be used as a guideline for scheduling, confirmation to follow.)

Thank you for sharing your time and enthusiasm with the participants within your community.

DESCRIPTION OF WORKSHOP:

_____
_____
_____
_____
_____

Will additional **SAFETY EQUIPMENT** be required? (Skills Canada-Ontario will ensure safety glasses for participants)

NO☐ YES☐ If yes, please list:_____

Will **MATERIAL DISPOSAL** or **SITE CLEAN UP** be an issue with this workshop?

NO☐ YES☐ If yes, please indicate needs:_____

Will the workshop require any **ADDITIONAL REQUIREMENTS** (audio visual, hydro hook-up, etc.)?

NO☐ YES☐ If yes, please list:_____

Additional Materials Required: (max. of 16 participants)

This table is to list the items that will need to be purchased vs available supplies/tools that will be provided in the workshop.

Quantity	Description	Cost

Note: To arrange final reimbursement please forward invoices and/ or receipts attention: Karen Throupe, Skills Canada - Ontario, 1211 Amber Drive, Thunder Bay, ON, P7B 6M4 or via fax. 807-684-8893

PLEASE FAX THIS FORM TO (807) 684-8893 ATTN: SUMMER CAMP COORDINATOR