



# NATIONAL CAREER DEVELOPMENT WEEK

"Career development – making career choices easier!"

*Get the life you Love!*



## NCDW SCHOOL LIBRARY DISPLAY - TEMPLATE

**Our step-by-step guide to an NCDW event in your school Library – a simple way to get students thinking about career development.**

A National Career Development Week event doesn't have to be a lot of work – it can be as simple as a library display, or a library display with an activity using library resources or a library display with an activity using library resources plus a guest speaker. Whatever the size or type of your event, big or small, the NCDW website has resources to support you – [www.ncdw.com.au](http://www.ncdw.com.au).

### How to get started with a library display.

**Step 1: THE IDEA** - Talk to your school librarian. Check out the library's display area. Does your school library have a schedule of "focus weeks"? Many libraries already run a display every week of the year on a range of topics of interest to your school and will often have a fantastic space for doing the display. Give some thought to how you might use the bright and informative NCDW merchandise in this space to grab attention for *your* library's career development resources. See images on this Template for examples. The library's computers could also provide a good opportunity to promote awareness of the NCDW website. This type of activity is a great cross-curricula activity – you can focus on a particular subject (eg. Maths) or industry (eg. Engineering) and get other teachers involved.

**Step 2: THE DATE AND RESOURCES** - Schedule your display of career development resources either during National Career Development Week (17 to 23 May 2010) or on a date to suit your library or school calendar. Be sure to let your library know how inspiring the NCDW branding and messages are. Register the event on the NCDW website to receive the free merchandise for distribution to students (parents and other visitors) and the *NCDW Video Series disc – High Five Messages of Career Development*. Review the titles available in the library for your display – they don't need to say "career development". Books, magazines, and DVDs on self-discovery, confidence, job search strategies, career options, industry profiles even books about successful role models and their career stories. Make the selection interesting and include books that are different and encourage students to think about the future they want.

**Step 3: PROMOTE YOUR DISPLAY** – Tell your school community about the display. Use the posters on the website [www.ncdw.com.au](http://www.ncdw.com.au) to promote the display. Put a story or advertisement in the school newsletter, on the school website and make an announcement in assembly. Make sure everyone knows that the display is part of National Career Development Week – use the logo in your newsletter. During the week of your display - can you arrange access for parents?

**Other add-on events** – in collaboration with other faculties create activities, assignments or projects based on a book, magazine or DVD in the display; bring in a local guest speaker, celebrity, sportsperson to talk about their career and motivate students.

**After the display** - contact NCDW at [contact\\_team@ncdw.com.au](mailto:contact_team@ncdw.com.au) to tell us about your display, or send us your ideas and suggestions. Send us some photos and we'll put them up on the website.