

SCHOOL INFORMATION

WHAT IS MINDSHOP EXCELLENCE?

Mindshop Excellence is the community purpose of the Mindshop organisation – it's our way of giving back to the community by providing a valuable learning opportunity to future young leaders. It is a structured work place learning program, in place of the traditional work experience, where small groups of up to six Year 10 or Year 11 (15/16 year old) students are placed into a host organisation for one week. Acting as company 'executives' for the week, the group are given a real issue by the host company and using powerful problem solving tools, taught to the students on Day 1 of the program by an experienced Mindshop Advisor, find solutions to the issue as a team. On the final day of the program, students present their findings and recommendations to the host company's management, team, school representatives and parents. Following the presentation, students receive a certificate which is a great inclusion for their CV.

For students unable to participate in the core program, they can learn the same tools and processes through an online problem-solving course and apply the tools to a real issue of importance to the student.

OBJECTIVES

It is amazing to see the personal growth of students in just one week. They learn:

- Team work
- Presentation skills
- Researching skills
- Time Management
- Problem Solving
- How to challenge their way of thinking
- The feeling of making a difference
- How businesses work and gain a greater understanding of working in the REAL world!

IMPACT

- Over 5,000 students involved since the first program ran in 1993 in Melbourne, Australia
- Schools and businesses globally eager to become involved
- Strong relationships and partnerships forged as a result of involvement of schools with local businesses and community groups
- Countless major issues within the host organisations resolved by the team of students

WHY SHOULD MY SCHOOL GET INVOLVED?

At Mindshop Excellence, we understand the challenge of finding work experience placement for all your talented students that will be a thought-provoking and valuable week away from school. We aim to push the boundaries of a typical work experience program by allowing a small group of students to see how businesses really operate and allowing them to make a difference to that company – not just photocopying and making coffees!

EXAMPLE PROJECTS

There have been hundreds of real host issues addressed by students in previous programs including:

- Raising the profile of a community living and learning centre
- Lifting the weekend occupancy rate of a hotel from 75% to 90%
- What do Gen Y look for when choosing a financial institution?
- Improving a factory layout
- Solving packaging and labelling problems to increase efficiency
- Reassess the marketing strategies of a medical practice
- Develop a relocation plan for a manufacturing company
- Improve time management system and customer support services
- Reduce paper wastage in the office

SUCCESS STORIES

Ballarat Tech School, Victoria, Australia

The amazing team from St Patrick's College were given the challenge by their host Ballarat Tech School (BTS), of understanding BTS as a new learning centre and advising them on how to build their brand. The scope of the work included developing a unique tagline for the Tech School, consulting to Brown Ink Design on the internal communication design, making recommendations for how students will discover, innovate and collaborate when onsite and devising a social media and STEM based engagement strategy for the Tech School. The sign and tag line designed by the student team was proudly revealed on the new BTS building – “Discover today, design tomorrow”

**BALLARAT
TECH
SCHOOL**
Discover today,
design tomorrow

Vitrafy - Cryogenics Holdings, Victoria, Australia

Cryogenics Holdings asked the student team from Ballarat High School to investigate if their technology could be adopted to assist with food waste in the region. This will be achieved by providing a cryogenic preservation apparatus. The students developed their solutions around creating a Food Bank. The supply of food would come from unsold items from various sources including supermarkets, and restaurants and then distributed to charities, schools and individuals in need

vitrafy^o

EXAMPLE 5 DAY ROADMAP

DAY 1:

- Groups are taught a variety of problem-solving tools by their Mindshop Excellence Advisor
- Groups are shown the importance of working in teams and elect a team leader
- Groups are given a brief OHS induction and guided tour of the host company and introduced to staff members
- At the **end of the day**, the group are given an important challenge and asked to solve it by a manager from the host company. One page scoping document provided to the team.

DAY 2:

- Groups spend the day discovering where the host company is NOW in relation to the challenge given to them
- Groups commence researching and gathering data
- Groups start documenting their findings into their written report and PowerPoint presentation

DAY 3:

- Using the visioning tools, groups work out WHERE they would like their host company to be in relation to the challenge given to them
- Groups commence surveying and interviewing if necessary
- Groups continue to feed their findings into their written report and presentation

DAY 4:

- Groups will now have collected enough data to determine HOW the company should solve the challenge using the recommendations the students have identified
- Groups complete their written report and presentation

DAY 5:

- Groups spend the morning rehearsing their presentation and finalizing their written report
- Typically in the early afternoon, all group members will present their findings to the host organization, their Advisor, teachers from their school and their parents

SCHOOL FAQs

WHAT DO SCHOOLS NEED TO PROVIDE?

- 4 – 6 responsible students who can work well with limited supervision
- Names and contact details for each student
- Potentially laptops for the students if they don't have their own
- Assistance with arrangements to get the students to and from the workplace
- Ensure the host company completes the standard work experience forms and permission forms relevant to the school
- A school representative to attend the final presentation

HOW DO I ENLIST STUDENTS TO TAKE PART?

Each school has their own unique way of enlisting students to the program. They could be future leaders at the school, they could be commerce / business students, or they could be students that would benefit from the challenge the program would provide.

SCHOOL FAQs CONTINUED

DOES A TEACHER NEED TO BE ONSITE FOR THE STUDENTS DURING THE WEEK?

This will depend on the school's individual policies but most programs are run without any direct supervision from any teaching staff. We do encourage a school coordinator and any other interested teachers to attend the final presentation as a show of support to the group.

WHO CAN ATTEND THE FINAL PRESENTATION FOR STUDENTS?

Teachers and parents encouraged to attend which is typically in the afternoon on Friday.

WHO SUPERVISES THE STUDENTS EACH DAY?

There will be a main point of contact at the host who can give the students a tour of the premises, inform them of any health and safety protocols / training, and answer any questions they have about the company.

IS THERE A COST INVOLVED?

There is no cost to the school or students— just time to help organize the student team!

WHAT TYPE OF STUDENT SHOULD BE PART OF THE PROGRAM?

Responsible students:

- They will be seen as equal partners for the week, so it is vitally important that they have respect for all other employees of the host organization
- They need to understand and follow the safety requirements of the host company
- They should never take for granted the trust placed with them.
- The ability to work well with minimal supervision

Students with the capabilities of working as a team

- They should respect their fellow teammates
- Understand individual needs and abilities
- They should be capable of meeting deadlines
- Students should have basic computer knowledge especially in Excel and PowerPoint

Analytical Skills

- Whilst this is not a priority it would be an advantageous skill to bring to the group
- Students who want to be there!

This is a unique opportunity for the student to develop important life skills. It should not be seen as a 'last resort' because they haven't been able to find any other work placement. It is often suggested that the student's work experience efforts are recognized in the school community by an article in the school newsletter or the local paper

MY SCHOOL IS NOT ABLE TO PARTICIPATE IN A 5-DAY WORK EXPERIENCE PROGRAM, WHAT OTHER OPTIONS ARE THERE?

Mindshop designed an online training course to replicate the same learning experience to help you to build capability in problem solving skills, time management, goal setting and critical thinking.

OUR SCHOOL IS IN! WHAT NOW?

Firstly, thank you for choosing Mindshop Excellence. Your school and students are the **purpose** of Mindshop Excellence; without you, there would be no Excellence programs.

STEP 1: PROGRAM ADVISOR ALLOCATED

If you contacted Mindshop Excellence directly, an Advisor will now be allocated to be the facilitator of your program however in most cases, the Advisor will be person who approached you / your school in running a program.

STEP 2: SELECT YOUR DATES FOR THE PROGRAM.

The Advisor will run some dates past you, in coordination with the host which will typically coincide with your pre-existing work experience program allocated dates for the year.

STEP 3: SELECT / RECRUIT STUDENTS.

Each school has their own unique way of enlisting students to the program. We recommend selecting between 4 – 7 students for each program. They could be future leaders at the school, they could be commerce / business students, or they could be students that would benefit from the challenge the program would provide. Schools can:

- Ask other teachers at the school to nominate students they think would benefit
- Approach individual students directly and provide them with information to gauge interest
- Ask students to apply. You could get them to answer questions such as “Why do you want to be involved?”, “How do you think you might benefit from the program?”, “What skills can you offer?”, “Why should we select you to participate?”

STEP 4: CONFIRM STUDENTS SELECTED FOR THE PROGRAM

Send each student a letter of congratulations of being selected to participate in the program. Please also send them the Student Information pack (downloadable from Mindshop Excellence Website).

STEP 5: COMPLETE RELEVANT WORK EXPERIENCE FORMS.

Get each student to complete the relevant work experience form.

STEP 6: SEND STUDENT CONTACT INFORMATION AND WORK EXPERIENCE FORMS TO ADVISOR.

Please send student names, work experience forms, as well as contact information such as an email address to your Advisor.

STEP 7: COMMUNICATE DETAILS OF THE PROGRAM TO STUDENTS.

Ensure students are aware of:

- The expectations of the program, including start and finish times
- Clear procedures to follow should they have any difficulties during their placement
- Appropriate arrangements for the students to travel to and from the workplace

STEP 8: BOOK IN TIME TO ATTEND THE STUDENTS FINAL PRESENTATION.

On Day 5 of their program, students will present their findings and recommendations to the management of their Host business. We encourage you, as well as any parents that have expressed interest, to attend as a show of support for the students.