

KFE4Skills21 Online Skills Showcase

PREPARATION GUIDE:

As a result of Covid 19 impacts on the preparation time and skills acquisition required to undertake inter-college competitions, the KFE4Skills 2021 event has been modified as a non-competitive skills-showcase event using the Remo virtual conferencing platform.

Event Aims

The KFE4Skills Showcase 2021 aims to:

- o Enable selected students from each college organisation to have an opportunity to engage in a positive end of year showcase event,
- o Demonstrate students' acquired industry technical and vocational skills across a wide range of industry areas,
- o Raise the profile of further education colleges and the range of technical education and skills provision delivered across KFE college organisations,
- o Engage staff in developing creative challenges for student demonstration,
- o Provide a virtual venue and single large-scale event feeling for participants from across the KFE colleges.

Showcase Format Benefits

The Showcase will allow:

- o Adaptation of task elements of the KFE4Skills specs where possible or appropriate,
- o Both live demos and pre-recorded content for the various industries,
- o Reduction in event pressure as there will be no formal judging process,
- o Less pressure on staff and students to meet the demands of competition and specs,
- o Staff and student participation via Remo where they will be able to watch the live transmission and interact with some showcases (for example preference voting),
- o Recording of content via Remo which can be used post event,
- o Special KFE4Skills Event Medals for all student participants including helpers,
- o Opportunity for students to gain some personal professional development time,
- o A vehicle through which students may gain progression and / or CV enhancement,
- o A positive end of year experience for students and staff which allows creative flexibility around showcasing and development of showcase content,
- o Scope for external guests and sponsors to support and interact with the Showcase.

Event Challenges

New challenges are presented and on a practical level they may include:

- o Scheduling for the day to ensure as many industries as possible can be involved,
- o Identifying sufficient numbers of students from each college organisation to undertake showcase demos and similarly student helpers including models, technicians and other helpers on the day (or in run up to it),
- o Registering staff and students via the KFE site so they can participate and access the Remo conference room / platform,

- o Creating the mini briefs for the showcase content that are not overly complicated but reflect tangible technical skills (adapted from specs where possible),
- o Generating and producing professional showcase contents for each industry area from different colleges using pre-recorded video content, presentations and live inputs,
- o Enabling an element of interactivity with the showcase for students and staff using Remo's chat and other features,
- o Supplementing the event with external inputs (for example from sponsors and organisations that work with the colleges).

Event Rules

The general overall KFE4Skills Competition Rules & Guidance still apply except where the briefs for each industry's showcase requirements supersede the rules. Rules and Guidance pertaining to registration and data use apply in line with the KFE website's [privacy policy](#).

All participants accept that their names and images being transmitted via the Remo platform on the day and that names, images and video content will be used by KFE post event for promotional purposes.

Competition Rules & Guidance and all other information about KFE4Skills can also be found [here](#). It is still advised that the overall Competition Rules & Guidance should be read in conjunction with this document.

Event Registration

Registration for the Showcase:

- o Registration must be undertaken by - **4th June 2021**,
- o Registration must be completed by the registration closing date and completed by college staff on behalf of students via the KFE website's [Skills Competitions Page](#),
- o Showcasing students and student helpers must all be fully and correctly registered,
- o Staff registering students must advise them that a condition of participation in the event is acceptance of the use of their names, images and video content being transmitted via the Remo platform and for post event KFE event promotions,
- o Staff supporting showcases or that wish to watch or participate in the event must also be fully and correctly registered,
- o External guests such as sponsors or representatives of external partner organisations and agencies must also be registered by those staff inviting them to the event.

Showcase Briefs

Showcase briefs are designed to be uncomplicated and flexible. Brief outlines will be added to the KFE site for each industry by 28 May 2021. The former relevant KFE4Skills specs may be used as a broad guide to the development of the showcase briefs and will remain on the KFE site for reference. A Showcase Brief Template example is at **Appendix 1**.

To enable more students and staff to participate and to reduce pressures caused by other operational commitments, programme delivery, exams and assessment in the run up to the event, briefs can be drafted in a range of ways.

The showcase is a full day event, but due to the possible weight of content across up to 24 industry skills, unlike the competition day model, it is not necessary for everything to happen on the day.

Therefore, briefs can be devised that enable the tasks and production of content to be produced in advance of the showcase day. Nonetheless, it is still possible for some briefs to focus on undertaking activities 'live' on the day, and where appropriate these will be planned into the final event schedule.

It is at the discretion of the lead brief writer to determine the look and feel of the brief task or activity description, by agreement with each colleges' industry lead. For example, a task may still require a day or a number of hours of college based activity.

The critical element will, other than the undertaking of the tasks by the students, be organising the method by which the showcase or demo will be transmitted on the events day.

Awards & Medals

All students including helpers will receive a special KFE4Skills event medal, so it is extra important to register all students whether they are undertaking the showcase tasks, or supporting the tasks in some way.

Summary Order of Showcase Event

These timings are provisional and will be reflected by the overall event schedule and full showcase slots for each industry being confirmed.* 16:00 will be the closing time for Remo.

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|-----------------|--|
| ○ 9:00-9:20 | Students (staff & guests) login to REMO hosting platform |
| ○ 9:25-9:35 | Event Welcome and Launch via REMO |
| ○ 9:35-11:00 | Showcase Part 1 |
| ○ 11:00-11:15 | Comfort Break & Networking Using Remo Tables & Chat |
| ○ 11:15-12:45 | Showcase Part 2 |
| ○ 12:45-13:15 | Lunch & Networking Using Remo Tables & Chat |
| ○ 13:15-15:45 | Showcase Part 3 |
| ○ 15:45pm-16.00 | Event Thank You Notes - Showcase Closes |

Note: A more detailed outline will be provided before the event and may not strictly follow the above summary timings. This will be detailed in an event programme for all participants.

For further information about KFE4Skills: visit www.kentfurthereducation.org or email: kentfurthereducation@gmail.com

KFE4Skills SHOWCASE BRIEF TEMPLATE (Example)

To be completed by the Lead Brief Writer in agreement with and on behalf of designated college industry leads. All industry templates to be completed and on the KFE site by 21st May 2021. Leads should complete all orange accent sections and return to rule5solutions@gmail.com

Industry Name			
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Lead Brief Writer	Name:	Email:
EKCG Industry Lead	Name:	Email:
MKC Industry Lead	Name:	Email:
NKC Industry Lead	Name:	Email:

	Section	Guidance	Confirmed lead details for showcase
1	Entry Criteria	Entrants must be in education and/or employment with training, at one of the KFE college organisations (EKC Group, MidKent College and North Kent College (including West Kent College and Hadlow College), and/or have completed or be undertaking a relevant Level 2 or 3 or above programme within the last 12 months	
2	Entrant Numbers	Standard entrant number per college organisation is 2 students for most industry rounds where more than 2 college organisations are participating and 3 per organisation where only 2 colleges are participating. This is except where the industry specs have indicated either a higher level of entrants for a specific industry such as performing arts or teams such as for digital video production.	<p>Confirm number of students per college organisation:</p> <p>Confirm number of students in total showcase:</p>
3	Showcase Task Brief Description	<p>To be completed by lead brief writer:</p> <p>This section should describe in uncomplicated terms what the students are to prepare or demonstrate and how or in what way.</p>	Complete showcase brief (detail the task or challenge):

		<p>It should provide the total time required for the task in addition to the time that the showcasing element may take. For example, the pre event preparation for creating a digital video may take several hours but the showcase product might be 2 minutes in duration.</p> <p>Tasks ideally should be singular in nature and not multiple tasks.</p>	
4	Core Competency	Summarise relevant education level industry competency being showcased or demonstrated.	Indicate bullet point core competences the challenge may validate related to the main programmes of the students if applicable:
5	Showcase / Demo Duration	<p>This is the time that the actual showcase or demonstration activity will take per student or team – for example 2 or 5 minutes.</p> <p>The total showcase time for the industry skill should also be indicated – for example 15 minutes if 3 students undertook a 5 minute demo.</p>	<p>Confirm the expected time required for individual students (teams) to:</p> <p>Prepare for the showcase task:</p> <p>Duration of the finished task for the purposes of the showcase:</p> <p>Total time required for the whole showcase transmission on Remo:</p>
6	Showcase Format or Medium	<p>Indicate which:</p> <ul style="list-style-type: none"> ○ Pre-recorded video and supplied as a ready video in advance to be played via Remo on the day, ○ PowerPoint or other presentation form to be supplied in advance to be relayed via Remo on the day, ○ Video feed to be streamed live on the day, ○ Presentation to be streamed live on the day, ○ Demonstration or performance to be streamed live on the day, 	<p>Indicate how the showcase content will be provided (format):</p> <p>Indicate how the showcase content is planned to be transmitted:</p>
7	Technical Requirements	<ul style="list-style-type: none"> ○ Detail any technical requirements such as ICT or other equipment / tools / resources required and / or the technical scope for students – for example what sort of ICT might be required for web design or the manner in which digital video production films should be 	Detail any technical requirements needed:

		supplied. For hair and beauty this may include any reference to ensuring that products are tested for allergic reactions etc.	
8	Student Support Required	<p>Detail if student helpers are required and how many per student undertaking the demonstration or showcase task, such as:</p> <ul style="list-style-type: none"> ○ Models for hair and beauty industries ○ Technical helpers (for example lighting and production in performing arts) ○ Actors or extras in digital video production films ○ Other helpers 	<p>Details of students helpers required:</p> <p>What roles will they primarily assist with:</p> <p>How many will be required per student / college organisation:</p>
9	Resources & Attire	Detail any PPE or dress code requirements.	Confirm specific PPE or dress code requirements:
10	Health & Safety	Confirmation that relevant health and safety checks and assurances are undertaken or are to be by each college locally where necessary.	Confirm if requirement is necessary:
11	Risk Assessment	Confirmation that relevant risk assessments have been or are to be undertaken locally where necessary.	Confirm if requirement is necessary:
12	Other Aspects	Detail any other considerations:	Confirm any other considerations or details for the showcase:

Note: For a copy of this template in MSWord please contact rule5solutions@gmail.com