



# MYROAD 2017/18

## SCHOOL INFORMATION PACK

*Last updated 24 January 2018*

# CONTENTS

WELCOME TO MYROAD .....	3
SESSION CONTENT .....	5
BEING A MYROAD SCHOOL .....	6
RESOURCES AND SUPPORT .....	7
TECHNOLOGY & SET-UP .....	8
BEACON POLICIES & PROCEDURES .....	18

# WELCOME TO MYROAD

Beacon Foundation would like to thank your school for considering MyRoad in 2017/18. This pack is designed to provide you with information that will assist you in hosting a MyRoad session. We understand there are a number of elements to this program and a reasonable amount of preparation is involved.

All the MyRoad school / teacher resources and support materials referred to in this pack are housed on one online webpage in your Educator Resource Centre [here](#). Everything you need to run your session on the day is available on that same page. The MyRoad team will also give you all the materials you need as well as any passwords ahead of your session.

Be sure to check on our website for the latest electronic version of this pack as there may be changes along the way ([www.ebeacon.net.au/myroad](http://www.ebeacon.net.au/myroad)).

Please be assured that the MyRoad team are only ever an email or phone call away and are always on hand to field any questions you have. The MyRoad team can be contacted at [myroad@beaconfoundation.net](mailto:myroad@beaconfoundation.net) or on 1300 935 627. We look forward to seeing you in a session soon!

For information about other Beacon collaboration opportunities, go to: [www.ebeacon.net.au](http://www.ebeacon.net.au).

## About MyRoad

MyRoad, powered by eBeacon, provides the opportunity for female secondary school students to participate in a structured online learning program, guided by trained industry mentors to develop the skills required for successful post-school transitions.

Through a two-hour interactive video conferencing session, mentors engage with female students aged 16 to 19 (or turning 16 that year) in small groups of 4 to 5 students, using questioning and enquiring techniques to maximise student engagement around key themes.

With a focus on building knowledge and understanding of the 21st Century skills needed in a rapidly changing world of work, MyRoad is also aligned to 'General Capabilities' and 'Work Studies' in the Australian Curriculum.

MyRoad is partially funded through the [Coca-Cola 5by20 Initiative](#) and is delivered by industry mentors recruited from some of the world's leading organisations.

Student / mentor interactions occur via 6 online modules within the two-hour session, including a 30-minute “Motivation” module at the start, four 15-minute interactive modules in the middle and a final 30-minute “Celebration and reflection” module at the end.

## **What MyRoad provides to students**

The MyRoad program:

- **Provides a great sounding board** – As a non-authority adult figure in their lives, industry mentors have different experiences and therefore apply a different lens and perspective to students’ lives.
- **Is one part of the puzzle** – MyRoad mentors are not required, expected or able to be the whole solution. They are just one link in a chain of supports and the value of the interaction is in the perspective, guidance and experience mentors offer.
- **Acts as a confidence boost** – As young women go through school, we often hear about “moments” that motivate them. As an innovative and unique program, MyRoad can be part of giving a young person the confidence to tackle the next opportunity or challenge they face.

## **What MyRoad does not provide**

- **A one-size-fits-all strategy** – At Beacon, we celebrate diversity and recognise that not everyone learns in the same way. Be mindful that this may simply be the case with some young women in your school.
- **A quick fix** – Whilst MyRoad sessions have the potential to directly support some decisions in a young person’s life, they are not designed to provide all the answers. The content of the MyRoad program has been designed to give lasting knowledge to each student which they can draw on going forward.
- **An alternative to therapy or counselling** – We do not expect our mentors to take the place of a psychologist or counsellor.

# SESSION CONTENT

As a MyRoad school, you'll be provided with guidance as to what your role is in each module and when to play the introductory video at the start of the session. Most of the session will involve mentors interacting with students and asking guided discussion questions and playing MyRoad module support videos.

Module	Activities
<p><b>Module 1 – Imagine your future</b></p> <p><i>Motivation</i></p> <p><i>(30 minutes: teacher and students)</i></p>	<p>Teacher sets the scene for the session and what's to come.</p> <p>Teacher set-up of student laptops / devices.</p> <p>Students watch introductory video.</p> <p>Worksheet with guided questions that students work through in a group setting before the mentor joins the videoconference.</p>
<p><b>Module 2 – Picture your future</b></p> <p><i>Curiosity</i></p> <p><i>(15 minutes: mentor and students)</i></p>	<p>Mentor guides students through a series of questions to generate student discussion.</p> <p>Questions are supported by video content played by the mentor.</p>
<p><b>Module 3 – Plug into your future</b></p> <p><i>Digital communication</i></p> <p><i>(15 minutes: mentor and students)</i></p>	<p>Mentor guides students through a series of questions to generate student discussion.</p> <p>Questions are supported by video content played by the mentor.</p>
<p><b>Module 4 – Connect your future</b></p> <p><i>Effective relationships</i></p> <p><i>(15 minutes: mentor and students)</i></p>	<p>Mentor guides students through a series of questions to generate discussion.</p> <p>Questions are supported by video content played by the mentor.</p>
<p><b>Module 5 – Live your future</b></p> <p><i>Resilience</i></p> <p><i>(15 minutes: mentor and students)</i></p>	<p>Mentor guides students through a series of questions to generate discussion.</p> <p>Questions are supported by video content played by the mentor.</p>
<p><b>Module 6 – Celebrate your future</b></p> <p><i>Celebration and reflection</i></p> <p><i>(30 minutes: mentor and students)</i></p>	<p>Mentor reinforces with students the key module learnings through guided questioning.</p> <p>Students complete an individual online evaluation survey which the mentor sends through.</p>

# BEING A MYROAD SCHOOL

## The booking process

If you are a Beacon Foundation school, your Beacon representative will work with you to organise a time and date for your MyRoad session. Sessions can also be booked via our School Booking Form [here](#). A member of the MyRoad team will then get in touch to confirm the booking and discuss the basic MyRoad requirements, usually in conjunction with your Beacon representative if you are a Beacon school.

The date you choose needs to be booked at least two weeks (ideally three) in advance to allow time for the necessary preparations and checks. After requesting a session date via the online booking form, the MyRoad team will confirm the booking and send all nominated school contacts and your Beacon representative an outlook calendar invite for the session.

We'll then be in touch to organise a 30-minute "tech check" to ensure you are all set up for your session, and will begin the process of inviting the necessary number of industry mentors to your session.

Non-Beacon schools, please contact the MyRoad team on 1300 935 627 or at [myroad@beaconfoundation.net](mailto:myroad@beaconfoundation.net) to discuss your booking.

## MyRoad mentors

Beacon Foundation has invited over 30 of its leading national sponsors and partner companies to participate in the MyRoad program in 2017/18. Our 200 individual MyRoad mentors are located all over Australia across many different occupations and industries, providing insights for your students into jobs and industries around the country.

Each MyRoad mentor goes through a thorough onboarding process and:

- Holds a current Working with Children Check in their state or territory.
- Completes MyRoad Mentor Training to support them in their understanding of how to deliver the program and how to interact engagingly with young people, as well as training them in the structure and timing of the program.
- Agrees to a Mentor Code of Conduct which details their commitment to engaging with the program and students in an ethical, supportive and professional manner.
- Is given a comprehensive Mentor Information Pack and Session Run Sheet.

Please note, the mentor / student relationship does not continue beyond the two-hour session.

## RESOURCES AND SUPPORT

Beacon Foundation provides extensive support to its MyRoad schools in the form of resources and materials. These include:

- 1. FAQs** – MyRoad School and Teacher FAQs are available [here](#) and will answer some of the most commonly asked questions about MyRoad including the history of the MyRoad program and how to use Zoom technology.
- 2. Technology check** – Leading up to the day of your session, our Schools Booking Co-ordinator will get in touch to book a “tech check” with you to ensure your school is up and running to deliver the MyRoad session on the day. If you want to test out and familiarise yourself with Zoom in the meantime, please click [here](#). Beacon holds a licence to Zoom so your school does not need to have its own licence. You simply use the links the MyRoad team provides. The scheduled tech check should take a maximum of 30 minutes and will help to avoid any problems with technology on the day.
- 3. School Session Run Sheet** – A Session Run Sheet will be made available to you ahead of your MyRoad session. It is a visual guide to each of the six modules in the two-hour session, providing clear instructions about your role at the school end (which is mainly setting the scene up-front and supervising from a distance throughout). Please familiarise yourself with the Session Run Sheet, have it printed out and make notes of any questions you need to ask the MyRoad team. Have your Run Sheet with you when logging in and setting up for your MyRoad session as it will be your roadmap for the day.
- 4. Helpline for questions or issues** – If you have any questions or issues at any time or would like to provide feedback, please contact the MyRoad team [here](#) or at [myroad@beaconfoundation.net](mailto:myroad@beaconfoundation.net). Alternatively, please phone us on 1300 935 627. The MyRoad team will be in regular contact with you as a MyRoad school so there will be opportunities to ask questions along the way.

# TECHNOLOGY & SET-UP

## Room set-up

For your classroom, computer lab, library or other room .....



Student Group 1



Student Group 2



Student Group 3 etc

# What you'll need to run your session

A quiet room with no interruptions plus .....



A laptop or desktop computer with webcam, speakers and microphone for each small group of students (Beacon will provide headsets and splitters)



Reliable internet access with adequate bandwidth (Chrome is the preferred internet browser but other browsers will work too)



A wired internet connection is preferred to WIFI where possible as it is more stable

zoom

Ability to use Zoom videoconferencing (you don't need your own licence for Zoom)



Ability to play the Introductory Video via YouTube



Data projector and screen to play group Introductory Video at start of session

## Room set-up checklist

Below is an overview of some logistical aspects of running a MyRoad session. You will need:

- A quiet space where students won't be interrupted during the two-hour MyRoad session.
- Adequate space between each group of students (ideally 10 paces between each small group in a classroom or every second or third device in a computer lab). If computers are too close together, students will get feedback on their devices and will be able to hear other groups' conversations.
- Use headsets for students to minimise noise distractions between groups (Beacon Foundation provides a set of headsets for each student as a gift for participating as well as a splitter for each computer).
- A minimum of 3 students and a maximum of 5 students in each group (the number that works best for MyRoad is 4). Please note that mentors will be assigned to your school based on confirmed student numbers. If fewer students than expected attend on the day, the size of groups can be reduced but preferably not the number of groups so that each mentor can still participate. If you have fewer than three students in a group, please let the MyRoad team know ASAP so we can cancel a mentor if need be. Under no circumstances should an individual student be paired with a mentor.
- A teacher or other staff member must supervise students at all times.
- No phone numbers or other contact details should be exchanged between the MyRoad mentor and students at any stage, even in the face of technical difficulties.

## Technological requirements

The following checklist has been designed to ensure your school has in place all the technical requirements for successfully hosting MyRoad.

Please run through the following checklist several weeks prior to your MyRoad session to identify and address any IT issues ahead of time. If there are technological issues that prevent your school from participating in MyRoad (such as firewalls or bandwidth issues), please contact the MyRoad team and we'll explore solutions with you.

The MyRoad team will be in touch before your session to schedule a “tech check” to identify potential issues early. This will be organised at a time to suit you and should take no more than 30 minutes.

We strongly suggest enlisting an IT support person within your school to assist with these tasks if you think there may be problems. We also strongly advise you to have an IT person on-hand to assist in setting up and logging onto your computers on the day.

Please contact your Beacon representative or the MyRoad team if you encounter issues as you go through this checklist. We are here to help and support you with solutions to technical challenges.

Please contact the MyRoad helpline on 1300 935 627 if you are having issues with the functionality of the MyRoad platform on the day of your session.

## Quick IT Checklist

To successfully run a MyRoad session at your school, each group of 4-5 students will need access to a desktop or laptop computer with the following capabilities:

- Reliable internet access. Wired internet is very strongly preferable over wifi where possible as it is more stable. **Please note:** If personal hotspots are used on students' and teachers' phones, this may use a lot of data.
- A webcam (as students will need to see the mentor and vice versa). Most laptops have an inbuilt webcam.
- Microphone and speakers (so that students can hear the mentor clearly and the mentor can hear them). Students can also use their mobile phone headsets or other headsets to help minimise "external noise" during their session.
- Ability to use Zoom videoconferencing. You will need to have Zoom ready to use before you start your session. Zoom links are provided by the MyRoad team before your session day. We recommend you get your system ready to go before starting the session in order to iron out any technical issues that might crop up (the MyRoad team will assist you in this).
- A data projector to play the introductory video to students in a large group in the first module of your session (all other videos in the session will be played by the mentor at their end and shared with students via Zoom). The introductory video will be hosted on the YouTube platform so you'll need access to YouTube.
- Google Chrome is the preferred internet browser and seems to operate best. However, other browsers such as Internet Explorer should also work.
- We recommend you have an extra laptop or desktop computer or two on standby in case of problems on the day.
- Log-ins:** Please be aware that a single teacher or student log-in may not be able to log into multiple computers during your session, or play YouTube videos. Please arrange alternatives such as administrator log-ins if you believe you will have issues on the day or discuss with the MyRoad team in advance. Some student log-ins will block video capability so it's advisable to have alternative log-ins available.

When checking the above prior to the MyRoad session, please ensure where possible you are testing the computers and log-ins that will be used on the day.

## Detailed technology requirements

The table below provides specific details of the technical and logistical requirements that will help your school prepare for your MyRoad session, as well as a checklist of tasks to perform ahead of time to ensure things run smoothly on the day.

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
<b>Physical space</b>	<p>A quiet space where students will not be distracted, with reliable internet access.</p> <p>Ideally each group of students would be at least 8-10 paces apart.</p>	<p>The room must be large enough to accommodate the student group with enough space between each small group so that audio from other groups cannot be heard easily by the student group. If groups are placed too close together, this may be difficult.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the space / room is fit for purpose, paying special attention to considerations regarding noise and student groups disturbing / distracting each other.</li> <li><input type="checkbox"/> As part of the “tech check” conducted with your school ahead of your session, the MyRoad team can workshop ideas about space.</li> </ul>
<b>Computer literacy</b>	<p>Consider the level of computer literacy possessed by relevant staff and students at your school. Is it:</p> <ul style="list-style-type: none"> <li>• High</li> <li>• Average</li> <li>• Low</li> </ul>	<p><b>High computer literacy:</b> Testing and session delivery should go smoothly but be prepared for the unexpected.</p> <p><b>Average computer literacy:</b> Some IT assistance may be needed to set up and pre-test the equipment and check that Zoom is operating properly.</p> <p><b>Low computer literacy:</b> Definitely secure on-hand assistance from your IT support to ensure a quality experience.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider the degree of computer literacy of students participating in and teachers facilitating the program and arrange adequate IT support as required.</li> <li><input type="checkbox"/> The MyRoad team will contact you to perform a “tech check” prior to your session in any case.</li> </ul>

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
<b>Computer equipment</b>	<ul style="list-style-type: none"> <li>• Computers with internet access – 1 device per small group of 4-5 students (each group will also complete individual online surveys on those same computers at the end of each session).</li> <li>• The computer / laptop for each small group of students must have a built-in (or external) camera, microphone and speakers.</li> </ul> <p><b>PLEASE NOTE:</b> iPads / tablets are not suitable for use in MyRoad sessions and a desktop or laptop computer is required for each small group of students.</p>	<p>There are 3 core phases to each two-hour MyRoad session and all have slightly different technical requirements:</p> <ul style="list-style-type: none"> <li>• <b>Module 1 – Motivation:</b> In the first 30 minutes, the mentor is not present, with only students and teachers involved. A data projector is ideally required to show a MyRoad video to students as a large group while they complete a worksheet individually.</li> <li>• <b>Modules 2, 3, 4 and 5</b> are four 15-minute interactive modules between students and their mentor (hosted via Zoom online). These four modules require computers with webcam, speakers, microphone and internet access – at a ratio of 1 computer to 4-5 students.</li> <li>• <b>Module 6 – Celebration and reflection:</b> This module involves students each completing an online evaluation survey whilst the mentor is Zoomed in. Students will complete the survey one after another on the same computer they used for the session. The mentor will have no visibility over the survey on their screen and will not see what the students type into the survey.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure there are enough laptop or desktop computer devices with video conferencing capabilities to support each group of 4-5 students.</li> <li><input type="checkbox"/> Ensure you have a data projector or other way of screening the video in <b>Module 1</b> in the first 30 minutes whilst you are setting up individual computers for student groups.</li> <li><input type="checkbox"/> Please let the MyRoad team know during your “tech check” if there are any issues with these requirements so that other options can be discussed.</li> </ul>

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
<b>Internet</b>	<p>Consider the type of internet access at your school and how well it usually functions. This will affect how the technical elements of MyRoad will run. Do you have:</p> <ul style="list-style-type: none"> <li>• NBN</li> <li>• ADSL</li> <li>• Satellite</li> <li>• Other.</li> </ul> <p>How often do you experience internet issues such as drop-outs, freezes, slowness, etc?</p>	<p>You will need to test your internet capability several weeks before the session to ensure it can support the Zoom videoconferencing program used in MyRoad, and also the playing of an Introductory Video on YouTube.</p> <p>Where possible, communicate with other school staff to ensure no other videos or online presentations are being played at the same time as your MyRoad session to minimise the likelihood of bandwidth issues.</p> <p>Where possible, use wired internet connections rather than wifi as the connection will be more stable.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider your internet capability carefully and communicate any issues to the MyRoad team during your “tech check”.</li> <li><input type="checkbox"/> Check if other users on your network will be using the internet at the time of your MyRoad session (especially downloading files / watching videos) as this could limit the bandwidth available for your session.</li> <li><input type="checkbox"/> Close all other open programs on each device to reduce bandwidth usage on the day.</li> </ul>
<b>Conducting a speed test</b>	<p>You should conduct a speed test several weeks prior to your session to ensure that your internet speed can support Zoom video conferencing.</p> <p>If you find your internet speed is slow (after conducting the speed test to your right), consider asking other users not to use the internet while the MyRoad session takes place.</p> <p>You will need to ensure that your internet service satisfies the minimum requirements to run Zoom.</p>	<p>The bandwidth used by Zoom is adaptive and will vary to provide the best experience on participants’ networks.</p> <p><b>Ideal bandwidth</b>  <b>One to one video calls</b> (ie each individual student group of 4-5 students):</p> <ul style="list-style-type: none"> <li>• Inbound and outbound (ie download and upload) from each computer: 1.2 Mbps.</li> <li>• If there are 5 computers used for the group, it would be 6 Mbps required inbound and outbound (ie download and upload).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Run a speed test to ensure your internet is capable of supporting MyRoad delivery.</li> </ul> <p>Speed testing of your internet connection only takes a minute and can be done via: <a href="http://www.speedtest.net">www.speedtest.net</a>.</p> <p>Results:</p> <p>Outbound / upload: _____</p> <p>Inbound / download: _____</p>

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
<b>Zoom video conferencing</b>	<p>Zoom is the video conferencing software used for MyRoad.</p> <p>You'll need to let Zoom use your camera and microphone when you start a video call for the first time on each of your students' computers (you should be prompted in what you need to do / allow as you log on and this should only take a minute).</p> <p>Please ensure that Zoom is tested using the accounts that will be used on the day (ie the teacher's account) to ensure that all required accounts can access Zoom and are not blocked by network firewalls.</p>	<p>The MyRoad team will send you links to enable you to test your Zoom capability.</p> <p>In the meantime, for tips on how to use Zoom and how to share screens etc, go to: <a href="https://zoom.us/test">https://zoom.us/test</a></p> <p>The MyRoad team will provide you with the Zoom links you need for the day of your session (ie one unique Zoom link for each group of 4-5 students).</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The teacher should test Zoom ahead of time to ensure they are familiar with how it works.</li> <li><input type="checkbox"/> Allow enough time at the start of the session to ensure students' computers are all set up to use Zoom.</li> <li><input type="checkbox"/> Ensure ahead of time that all relevant staff can access Zoom with their teacher log-ins or that other log-ins are organised.</li> <li><input type="checkbox"/> Ensure ahead of time that the computer that will be used by each group of students can access Zoom (ensure any log-ins used do not block Zoom via a network firewall).</li> </ul>
<b>Operating system and browser</b>	<p><b>Operating system</b></p> <p>Google Chrome is the preferred browser and will give you the best results for using the MyRoad platform and eBeacon. However, all other browsers should also work if Chrome is not readily available.</p>	<p>If you need assistance to check your browser go to: <a href="http://www.whatsmybrowser.com">www.whatsmybrowser.com</a></p> <p>If necessary, check with your school's IT support for assistance accessing Google Chrome.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check to see if you can use Google Chrome as your browser.</li> <li><input type="checkbox"/> If not, test your system using another browser to ensure it works.</li> <li><input type="checkbox"/> Let the MyRoad team know during your tech check if alternatives need to be discussed.</li> </ul>

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
<b>YouTube</b>	<p>There is a link below to a video introducing MyRoad which is hosted on YouTube. Please ensure your computers can watch this clip ahead of time so you know they will be able to watch / play the required YouTube videos on the session day.</p> <p><a href="https://youtu.be/G09ggaO2PYo">https://youtu.be/G09ggaO2PYo</a></p>	<p>You will need to log in ahead of time with your teacher's account to test that access to YouTube is not blocked by a network firewall.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check to see if you can access YouTube via the teacher log-ins you will be using on the day of your MyRoad session. If not, organise other log-ins for your MyRoad session.</li> <li><input type="checkbox"/> Let the MyRoad team know at the time of your "tech check" if accessing YouTube is not possible so an alternative way to screen video clips can be discussed.</li> </ul>

# BEACON POLICIES & PROCEDURES

For any concerns regarding a young person's wellbeing or any other significant issues as a result of the MyRoad program, or for feedback about your experience, please contact:

- Lisa Matthews, Beacon Foundation's MyRoad Program Manager on (03) 6118 2026.
- Alice Richards, Beacon Foundation's Human Resources Manager on (03) 6118 2014.

If the issue is urgent and the people above are unavailable, please contact the Beacon head office on (03) 6234 4155 and explain that you are a MyRoad school and would like to speak with the appropriate person about an issue arising from your participation in a Beacon Foundation program.

Please ensure that any issues relating to the wellbeing of a young person are reported immediately after the session, or as soon as practical afterwards.

## Questions or concerns

You can register any concerns about your experience with Beacon Foundation's HR team at [humanresources@beaconfoundation.net](mailto:humanresources@beaconfoundation.net).

For further information, general enquiries or questions regarding Beacon reporting requirements or procedures, please visit [www.beaconfoundation.com.au](http://www.beaconfoundation.com.au) or contact the Beacon head office on (03) 6234 4155.