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| 1**. Promoting the programme within your school** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
| **✓** | **✓** |  | **March** |
| a. Methods of promotion:1. OPITO will come and present to your pupils during March 2015
2. Ambassadors, who took part in the 2014 programme, would be welcome at the session to pass on their experiences

b. Target Audience – Pupils must:1. Be 16 years old to take part in the programme ie by programme start date
2. Have a genuine interest in the oil and gas industry and careers within it
3. Have the ability to remain focussed and attentive during each full day
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| **2. Applying for places** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
| **✓** | **✓** | **✓** | **3rd April** |
| 1. There is 1 application form and 1 closing date for **both** programmes
2. Pupils must indicate their availability for the programmes on the form
3. The 2-page application form must be fully completed and signed by pupil, parent and teacher
4. Application forms must be returned to OPITO, by email or post, by the closing date
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| **3. Advising of assigned places** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
| **✓** | **✓** |  | **24th April** |
| a. OPITO will advise the contact teacher of the results of their school’s applications:1. Places allocated on June and October programmes
2. Places on the reserve list for June and October programmes
3. Unsuccessful applicants
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| **4. Pupils Acceptance of Places** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
|  |  | **✓** |  | **1st May** |
| 1. Pupils confirm their attendance to OPITO and teacher
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| **5. Partaking in the programme** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
| **✓ Daily optional** | **✓** | **✓ Friday optional** | **JUNE****OCTOBER** |
| 1. Pupils must take part in the full programme each day
2. Pupils must strictly adhere to the ‘Strict Code of Conduct’ throughout
3. A certificate of participation will be presented to each pupil on completing the programme
4. Teachers participation for CPD for 1 or more days of the programme would be most welcome
5. Parents and Teachers will be invited to attend the final graduation ceremony
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| **6. Contributing to the overall evaluation** | **Teacher** | **Pupil** | **Parent** | **TIMELINE** |
| **✓** | **✓** | **✓ Optional** | **JUNE****OCTOBER** |
| 1. Pupils will be asked to complete an evaluation form at the end of each day
2. Teachers will be asked to provide feedback which will help us evaluate and improve the programme
3. Parents comments towards the programme will be welcome
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| **WHAT IS EXPECTED OF PUPILS EACH DAY** |
|  | Transport each day is provided to and from each venue. Arrive punctually for your transport. Please do NOT make your own way. |
| Technical AssistantBuyer | On all days the dress code is smart ‘business’ attire, no trainers. |
|  | Lunch will be provided by your hosts. Please do NOT leave the venue during the day. |
| Image result for mobile phone | Mobile Phones – please use only during break and lunch times.  |
| https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcQlHb6SiaXAuvfI4QlcDRrdjE8bcNlMX9F_EgByy81HcZgv5qQ1 | On visiting each place of work you will receive a basic Health and Safety Induction including the fire evacuation procedures.  |
| https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcTvjJr8SfgMnpcglhmkvXwex4Pq8Dfdz56FNUd-XhzA4FtUWuF4 | If you are unwell one day please let us know immediately and bring a sick note signed by a parent on your return. |
| ACTIVE PARTICIPATION | Take an active part in each day with other pupils and industry professionals.Listen to all that is said.Communicate and ask questions. |
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| **TRANSPORT**Pupils will all be 16 years of age during the programme and will be travelling by bus, unsupervised to and from the different venues. Pupils behaviour at all times must be exemplary.OPITO accepts no responsibility for pupils during transit. |
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| **STRICT CODE OF CONDUCT** |
|  | Transport each day is provided. To ensure safe and efficient travel for all, please ensure your behaviour on the buses is exemplary.OPITO accepts no responsibility for pupils during transit. |
| BEHAVIOUR | Each day, we are guests of industry. Please ensure your behaviour is polite, respectful and courteous at all times. |
| https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcQUpkEzuVXRX2cViPfcjyPF91_mET94qEErxVsifdFIlIIMlulV | Smoking is strictly prohibited and will not be accommodated at all during the programme. |
| https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcS2wi6UKQE3FLhkvtMRPLWmX0Z_hYTGmTljTWoHEyNTB5_vpgWgVQ | Any unacceptable behaviour, on the bus or during the day, or smoking will result in the pupil being immediately returned to school or home and their place on the programme withdrawn. |