

APPRENTICES

HOW TO RECORD 'MY APPRENTICESHIP STORY'

A guide for Apprenticeship Ambassadors to help them record their apprenticeship story.



Students and teachers love hearing from real apprentices (or those who used to be an apprentice). By recording your brilliant story, you are helping to inspire even more young people.

We want to be able to reach all students, parents and teachers to share with them the different opportunities and experiences that apprenticeships offer. Plus, we would love to share with all new ambassadors how to create a great presentation.

To be able to do this we will be building a video library of pre-recorded presentations that can be shared virtually.

Here are our top tips to help you to record your own 'My Story' presentation.

How to get ready

- Read through your 'My Story' presentation and check that any logos that you have used are still up to date and there is nothing that you would like to add or change. Please pay special attention to spelling and grammar and ask your line manager or a mentor to have a look through before you start filming.
- Remove any slides that say 'Any Questions' at the end of the presentation or prompt audience participation.
- In PowerPoint, under the slide show tab, tick the box 'Always Use Subtitles.' This will allow subtitles to appear as you talk.
- Practise your presentation a few times to check that the subtitles are working and to help you to remember it. Make sure that it is between 5 - 10 minutes long. This will also help you to remember the key points so that you don't look like you're reading from a script.

- Use an appropriate platform you feel comfortable with that will allow you to be able to record your screen so that it shows both your slide deck and your image at the same time.
- Open the platform that you will be using. There will be a button that says 'share screen' make sure your presentation is open on your screen and in the preview section you can see that it is displayed correctly.
- Next locate the button that says 'share webcam' this should then appear on your screen and you will be able to see yourself and your screen.
- Have a practice run using the screen and the webcam to make sure that you feel confident when it comes to record.
- If you are not able to record your presentation in the workplace, please make sure that you use a quiet room, with a plain background (no pictures, bedrooms or calendars visible please). Please
- wear your Apprentice Ambassador T shirt if you have one, or your official work wear. Check your
- sound levels on your laptop to make sure you can be heard clearly and that there is no feedback or interference.
- Double check your camera is working, that it is clean and your image is not blurred.
- The lighting is important, make sure that there is no shadowing or reflections. This may mean you need to check the best time of day for you to be able to do your recording.
- Close any applications on your laptop, such as emails to stop any unexpected sounds.

Time to record

- Double check that the space that you are using to record is quiet and there are no expected interruptions or distractions. It may be good to let anyone around you know what you are about to do.
- Where possible keep your windows closed to reduce any background noise.

- Place your phone on silent, safely away from you while you are recording. This will stop any distractions or background noise and should also reduce interference with the filming or wifi connection.
- Use an area in front of you such as a wall, to stick up any notes that you need. Check that you can still read them, but this stops you from looking down and away from the camera.
- Check that you are not muted.
- Sit or stand upright, in a professional position.
- Press the record button and start your presentation.

Once you have finished recording

- Watch the recording back to make sure you are happy with the final product. Look out for your hands covering your mouth or if you are looking away from the camera. Are the sound and visuals clear?
- Make sure that you are talking about the slide that is being displayed on the screen at the same time.
- Check that the subtitles read correctly and there are no inappropriate words.
- If the beginning or end does need trimming, please make a note of the times to edit to help you.

Good luck! We can't wait to see your film!

**For more information visit:
[www.apprenticeships.gov.uk/influencers/
become-an-ambassador](http://www.apprenticeships.gov.uk/influencers/become-an-ambassador)**

