



**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 19th SEPTEMBER 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Sam Chard, Tom Chapman, Ram Capoor, Annabelle Durnford [*arrived 6:05*], Katherine Magee [*arrived 6:05*], Amber Warrender and Katie Willis (Treasurer)

Apologies:

The Town Clerk advised that some Youth Councillors had left for university, including the Chairman, Elise van den Hoek.

Also Present:

Cllr Andrew Eyre
Cllr Simon Raikes
Cllr Richard Parry
Mr Shane Mochrie-Cox, Kent County Council
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk

Youth Councillor Phoebe Crichtlow was elected Chairman for this meeting and welcomed Ram Capoor as a new Youth Councillor.

18 MINUTES OF MEETINGS – 2018

RESOLVED: It was noted that meetings due to have been held previously had not taken place on the following dates for the reasons shown below:

- a) 21st March 2018 - inquorate
- b) 9th May 2018 - cancelled due to exam timetabling
- c) 4th July 2018 - inquorate

19 FINANCE REPORT

RESOLVED: to receive and note the income and expenditure sheet noting money spent via grant aid received from:

- a) One Stop Shop
 - b) Kent County Council Police Crime Commissioner's Office
- in support of the Live on the Vine end of summer term festival. It was **agreed that the minutes would show the Youth Council's current available balance be:** £1,041.32.

20 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

RESOLVED: to receive and note the reports as follows:

- a) HiTB Report for September 2018
- b) HiTB Stats for July and August 2018 [in future the date format would be in the yyyy mm dd order].

The Town Clerk advised that a new Manager for the HiTB has been appointed, Charlotte Marchant, who has lots of new ideas has already purchased a new PS4 and was arranging a Japanese themed evening.

21 HERITAGE LOTTERY FUNDING BAT & BAL – VOLUNTEERING OPPORTUNITIES

The volunteering opportunities regarding the Bat & Ball Station copy circulated with the agenda had not copied well and it was **agreed** that an up to date copy be circulated with the minutes (copy attached).

The Town Clerk advised that there were many projects which Youth Councillors and their friends may wish to get involved with, including:

- a) Arts and Craft Workshops
- b) Historical research
- c) Interviewing people for information about their past and present usage of the station.

It was noted that Youth Councillors Phoebe Chrichtlow and Katie Willis attended the Bat & Ball Time Capsule Ceremony held on 6th September 2018.

22 INVITATION AND EVENTS

- a) 2018 09 28 – Japanese Themed Evening at HiTB – The Town Clerk advised that the new HiTB Manager was organising a Japanese Themed Evening on Friday 28th September 2018. Youth Councillors were asked if they might attend taking friends along for the evening. It was **agreed** that a flyer be circulated with the minutes (copy attached).

23 YOUTH COUNCIL ELECTIONS

The Town Clerk advised that:

- a) New term commences every two years, which is 7th November 2018 at the Annual General Meeting, when all applicants will be asked for their aims over the next one and two-year period and what would they do if money were no object
- b) the Youth Councillors would be encouraged to be more involved with the Youth Café providing ideas to develop the HiTB.

It was **noted** that the current Youth Council carried out a survey at the 2016 Christmas Light Switch On Event to promote and raise awareness of the youth café and had since held FREE music lessons followed by Open Mic nights, which then fed into the Live on the Vine End of Term Summer Festival [2016 and 2017] and participation on the Stage at the Christmas Lights Switch on Event [new 2017]. It was **suggested** that the current Youth Council Election website have the blurred [Young people protection] picture exchange with one of the Sevenoaks Youth Councillors.

Youth Councillors made the following suggestions for activities to be held at HiTB:

- i. Advertising - Youth Councillors agreed to
 - (1) hold Assemblies at their schools
 - (2) put up posters on Noticeboards in their schools
 - (3) advertise on social media as flyers are simply discarded. HiTB FaceBook and Twitter is already set up and Youth Councillors agreed to share with their friends also and to advertise via Instagram.
 - (4) Design a project to revamp advertising for HiTB by Youth Councillor Tom Chapman
- ii. Study Place – Quiet night: possibly on Thursdays was suggested to use HiTB as a quiet place for studying as the library closes early and PC's plus WIFI are available to use. Not all Young People have PC's/WIFI access at home
- iii. Competitions – pool, air hockey and football [FIFA] suggested with a league table once monthly. Youth Councillor Tom Chapman agreed to assist. Prizes would be free Stag cinema tickets.
- iv. Ted Talks – Youth Councillors to suggest Speakers for consideration.
- v. Book Club – monthly night at HiTB suggested
- vi. Vinyl nights – all to bring own records. Youth Councillor Tom Chapman will talk to Sevenoaks Record Shop asking for their assistance.
- vii. Curry and Quiz nights - could be introduced as the meal deal at HiTB costs £2 for a meal plus drink.

The Town Clerk advised that past benefits of the HiTB included young people:

- Gaining part time jobs:
 - having received CV assistance from staff at HiTB
 - having taken part in a Food Hygiene Certificate Course
 - having received a signed certificate from the Mayor of Sevenoaks for completion of an 8-week volunteering course at HiTB. It was **agreed** that a copy be included with the Minutes [copy attached].
- being given a free No 8-bus pass for Sevenoaks for attending HiTB
- who were initially self-conscious of attending HiTB, had in the past become a volunteer, in which way there was a purpose to attend and friends outside of their school could be made gradually whilst learning skills for their future CV
- Young People had gained full time employment
- Young people had gained confidence in performing to large crowds.

There being no further items, the meeting closed at 6:45 pm.

Chapter 4: Heritage Activities

Note: HLF Permission to Start Date = 15th February 2018

Progress Report: 1st September 2018

For more detailed information compare to complete HLF Activity Plan

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress
1	Formal Learning									
1.1.	History Workshop History workshop relating to the station, station building, and significance to Sevenoaks.	Primary schools KS1 & KS2 Target 3 per year	School children will have the opportunity to experience hands-on learning activity. Young people to learn about local heritage. Curriculum Based Lesson Plan for teachers.	Lesson Plan Site visit Information talk worksheets with Q & A potential for dressing up Risk Assessments	£550	Pupil, teacher evaluation. Feedback from Heritage Explainers. Repeat bookings by schools.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits.	HEO	September 2018	Draft lesson plans (KS1 & 2) completed Sourcing ideas for activities Sending out information about the workshops Contacting local schools – end September
1.2	Science Project A science project with local schools looking at steam as form of power and linking back to steam engines.	Primary Schools KS2, KS3 1 – 2 per year	Benefit for school children and teachers of linking a curriculum based science activity with a local heritage project. Could link to additional lesson plans e.g. what other inventions could steam be used for? Work sheets provided Research potential to combine with visit to station of a steam train.	Lesson plan including site visit Information talk Worksheets with Q & A Risk Assessments	£550	Pupil, teacher evaluation. Successful with combining with steam train visit.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits. Unable to research a suitable science project. Unable to source or impractical to combine with visits to station of a steam train.	HEO	September 2018	We have researched the base for the science project. We will purchase an original train steam whistle and work with relevant people to prepare a safe lesson plan for pupils to create steam to enable the whistle to make a (loud) noise. Sending out information about the workshops Contacting local schools – end September
1.3	History Project	Primary Schools KS3	Benefit of linking art, drama and performing art work to a local heritage facility.	Provide information talks to teachers.	£0	Number of schools engaged.	Insufficient interest or resources to enable take up by local schools.	HEO	September 2018	Contact made with Sevenoaks School outreach staff. Follow up Autumn Term

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	Students or local youth group asked to write a story or develop a film (for website) about the railway.	Youth groups 2 per year		Budget for presentation of project.	£1,000		H&S risk assessment for school children external visits. Inability to source expertise to assist with project.			
1.4.	Apprenticeships within the building contractor and professional services. Sevenoaks Town Council has also reached an agreement with FM Conway for them to deliver their award winning accredited programme to encourage and support young people into employment in the construction industry.	Apprentices NEET Young People	Enabling 3 apprentices to learn from professional in a relevant working environment. 10 Young people with an interest in pursuing a career in construction attend a ten day course, for which travel is paid for. Over the ten days candidates benefit from training in Health and Safety, First Aid, Customer Service, Construction Sustainability, After successful completion of the course, candidates are awarded an accreditation and where possible interviews are arranged and supported for moving onto an Apprentice role.	Engagement with apprentices to be included within contractor's specification. Partnership with FM Conway. STC to provide premises.	£0 £0	Number of apprentices engaged. Number of young people attending the course. Number of young people completing the course. Pre and post completion of course surveys. Number of young people gaining work experience in the construction industry. Number of young people obtaining apprenticeships within the	Lack of interested apprentices. Contractor ability to arrange events. Reliance on FM Conway to provide resources.	Town Clerk	Month 3 April 2018	The contractor has been made aware of this requirement. The Town Council is liaising with FM Conway.

					construction Industry.					
1.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training. General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety. 1 every 6 months.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	£1,000 (£500 each)	Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk			
2	Informal Learning									
	Activity	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Resp.	Predicted Start Date		
2.1	History Lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project. 3 events	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video / power point / information sheet.	£1,500 £500	Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	HEO	March June October 2018	First talk completed on 1 st March 2018 Attendance 60 Second talk completed on 12 th June 2018 Attendance 45 3 rd talk booked for 23 rd October – Mike Pease, Crampton Locomotive Trust	
2.2	Restoration Talks Professionals who will be working on the project to be asked to	Community voluntary groups	To learn about the buildings heritage and past building skills from professionals.	Commitment included within contractor tender document.	£0	Number of events held. Attendance numbers.	Town Clerk	August November 2018	Contractor advised of this requirement. Wednesday 15 th August, 11am Brick Restoration talk and demonstration 20 attendees Wood Restoration talk Wednesday 12 th September 2-3pm	

	give talks or demonstrations e.g. paint analysis.		2 events	Heritage Engagement Officer Marketing		Feedback forms.				
2.3	Children Arts & Crafts Workshops To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural	Children and young people aged 5 – 16, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building. Pride in having artwork displayed. Evidence of community engagement in the project. 2 events	Art professional to create 'Lesson Plan' Volunteers Materials for artwork	£1,600 £1,000	Number of events held Amount of artwork produced. Attendance number Feedback.	Lack of interest from public. Expertise to assist with artistic element.	Town Clerk	August and October 2018 16 th August 12-4pm 29 th August 10am-2pm Community Centre Total attendees 49 (11 families) Gave out flyers/ information Talked to attendees about the station project Another event booked for October half term 25 th October, 10am-2pm Community Centre Jane Churchill (independent artist) To possibly curate a community art project?	
2.4	Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and information material.	Residents of care, nursing homes and day centres. Volunteers Future generations	To help people reminisce about the past and to start discussions. To provide respite for carers. To collect information that would otherwise be lost for future generations.	Recording equipment. Volunteers. Prompt sheet and photographs, maps for initiating reminiscence.	£150	Number of people involved. Information obtained. Feedback surveys.	Volunteers needed for recordings. Lack of persons willing to be interviewed.	HEO	August 2018 August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September 9.30am-4.0pm	

2.5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building – restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project. To see the progress first hand. 2 events	Heritage Explainers Pop up Banners x 3 Leaflets	£0	Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Lack of public interested.	Assist. Town Clerk	August September October 2018	Wednesday 6 th September 11am Wednesday 31 st October 11am
2.6	Temporary Exhibition	General public Future volunteers	To enable the public to learn about the heritage and significance of the Bat & Ball Station and the restoration project. To promote the volunteer role of Heritage Explainers. To promote the future public facilities including community rooms and café. 2 temporary exhibitions	Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms	£1,000 £200	Number of events held Number of people engaged. Number of potential volunteers. Feedback.		Assist. Town Clerk	Month 2 March 2018	3x A1 sets printed for use on mobile boards at local venues: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre Flyers are available for public to take at each venue Receiving feedback flyers in post
2.7	Volunteer researchers	Volunteers General public School children Future generations	Obtain research relating to and create historical records. - Station building - Station building history	volunteers	£1,000	Number of volunteer researchers involved. Number of volunteering hours.	Time and resources to collate and consider input from volunteers. Insufficient interest from volunteers. Ability to check accuracy of research.	Town Clerk & HEO	Month 1 onwards February 2018	To date 12 voluntary researchers, several with professional expertise to collate information for future uses. Regular liaison and discussion meetings are being arranged.

2.9	Picture / video record of refurbishment of building	Volunteers Sevenoaks Town Council HLF General public Future generations Contractors Camera clubs	Create a pictorial record and or video of refurbishment for publication at the end of the project.	Photographer Recording equipment Video editor and producer. Final product.	£2,000	Feedback from public from events. Quality of production Once in the public domain – Number of views Feedback	Poor quality of records. Ensuring timeline not to miss important aspects.	Town Clerk & HEO	Month 3 April 2018 Ongoing	Sevenoaks Camera club attended commencement of work event. Derek Medhurst overseeing the weekly photographic timeline. Specification for website to include enabling pictorial record to be included. Ongoing New images will be posted on website
2.10	Railway Children	Young people General public	To produce a reading or production of the Railway Children or similar. Working with local groups and using the connectivity of the station. Involving young people in the heritage of the station and station building via the arts.	Experienced youth outreach professional.	£3,000	Number of readings or productions created. Number of young people involved. Number of audiences. Feedback.	Reliance on one outside organisation to deliver project.	HEO	Month 3 April 2018 Deferred to October 2018 for production.	Sevenoaks Youth Theatre researching and working on project.
2.11	Creation of Technology Record	General Public	The creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Website provider	£5,000	Completed website Number of views Feedback	Reliance on professional consultant. Hacking. Monitoring for inappropriate input.	HEO Assist Town Clerk	Month 1 February 2018	Website specification produced Some sections of website completed some still under construction Website is now live

2.12	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Production of copy, images and information for postcard.	£100	Feedback from leaflet.		Town Clerk & HEO	Month 1 February 2018	3,000 Printed Distributed at: B & B related events STC events Sevenoaks Library Mainline station Community centre Feedback insert to be completed and returned to HEO Hand out flyers Collect feedback Talk to public about B&B project 29th August – Sainsburys (Byron Brown) 27th September 10am – Sevenoaks Station 4th October 10am – Sevenoaks Library
2.13	Interpretation Boards	General Public	To publically make available some of the research gained from other projects within the Activity Plan. To enable the general public to learn about the heritage and significance of the station and station building and restoration project.	Production of 4 x A2 Interpretation Boards to be used outside the site and other locations during the restoration project. Showing plans etc. Production of 4 more robust and permanent Interpretation Boards for use after the completion of the project. 2 Inside the	£320	Installation of temporary boards Installation of permanent Interpretation boards Feedback		Assist. Town Clerk	Month 1 February 2018 Month 6 July 2018	Full set (x5 boards) positioned on station hoardings, road side. A further larger set positioned platform side. 3x A1 sets printed on mobile boards at local venues: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre

2.14	Heritage Open Days	Staff Volunteers General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage.	Marketing Heritage Explainers Event Plan	£0	Event takes place as planned. Attendance numbers Feedback and evaluation Via on line or printed surveys.	HEO STP Admini strator	Deferred to September 2019	Apply by August 2019
2.15	Museums at Night Festival	Staff Volunteers General public Local businesses Sevenoaks promoted.	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explainers Event Plan	£1,000	Views on website and engagement by social media. Attendance at events.	HEO STP Admini strator	Month 12 February 2019	
2.16	Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in	Staff, volunteers, general public and community organisations	To ensure that people are aware of the opening date and what to expect. To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole. Royal visitor to unveil 3 plaques to commemorate each of the royal visits.	Marketing plan for guidance. HLF Guidance. Lord Lieutenanty office guidance.	£3,000 £2,000 £3,000 £1,000	Number of people attending. Press Coverage.	Town Clerk Mayor Secretary HEO	Month 8 September 2018 Potentially put back to 23 rd November 2018 to commemorate date of Queen Victoria visit.	Liaising with Lord Lieutenant office. Formal notification due in May 2018. It is now planned that a Senior Royal visit will coincide with the completion of the HLF Knole House Project in 2019 (date TBC) An 'Opening Event' will be arranged in January 2019

[illegible]

	by lottery. Weekly free draw.								RFO, Café Manag er		
3.2	Sale of Kent produce Within the café to enable local producers to advertise and sell products.	Local producers General Public	Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people.	Marketing plan. Ordering system	£0	Number of producers stock in place. Number of repeat orders.	Lack of interest from local suppliers.	Town Clerk & Café manag er	Month 6. July 2018	In line with café for October 2018 Arranging membership of Produced in Kent from November	
3.3	Information To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.	General public Volunteers Schools Commuters Tourists	Access to information on or off site. Ability to learn about heritage and activities.	Branding Creation of website Infopod Information screen Printed literature	£2,000 £3,000 £800 £1,000	Recognition of branding. No. of visits to website Literature distributed and read. Feedback.		Town Clerk Assist Town Clerk	Month 4 May 2018	In line with café for October 2018	
3.4	Public Toilets	Commuters General Public School children	Provide accessible and well maintained public toilets for use by commuters, school children and general public.	Architect design Construction project.	n/a	Completed facility. Number of people using facilities feedback		Town Clerk	Month 6 July 2018	In line with café for October 2018	
3.5.	Public Rooms for Hire and	General public	To provide two public rooms for hire and to hold activities as	Architectural design		Number of hires and events		Town Clerk	Month 6 July 2018	In line with café for October 2018	

	community use	Voluntary groups School children	Identified in the Activity Plan.	Construction project Installation of AV. Hearing loop, Drop down screen, projector, and projector screen. Fixtures and fittings.	£7,500	Completed Installation. Feedback from users. Feedback from users.		Hall Administrator Town Clerk Assist Town Clerk Town Clerk		Initial enquiries for bookings being received. 1 event booked for December 2018
3.6.	Appointment of Heritage Engagement Officer To develop the formal and informal activities within the Activity Plan. To evaluate the success of the Activity Plan.	Appropriate qualified person. All potential visitors and organisations.	People to benefit from having a dedicated offer to develop and deliver activities and act on community consultation and feedback	Town Council Website. On line recruitment sites.	£500 £40,550	Sevenoaks Town Council Recruitment Policy & Procedure.	Lack of suitable candidates.	STC Central Services Dept to follow recruitment policy and procedure.	April 2018 April 2019	Linda Redden in post from 21.5.18

Chapter 4 Heritage Activities - Precis of Costs

Activity	Budget Notes	Costs £	cost code
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Formal Learning

1	History Workshops	printed worksheets	550 P&P
2	Science Projects	printed worksheets	550 P&P
3	History Project	presentation of history project	1000 E
4	apprenticeship	within contract	0 PF
5	customer service training	2 x training	1,000 VT

Informal Learning

1	History Lectures and talks	production of power point / video	1,500 E
2	restoration talks	promotional flyer	500 P&P
3	children arts & crafts workshop	within contract	0 PF
		art prof. x 2 events	1,600 PF
		Mat. x 2 events	1,000 E
4	Reminiscence workshops	recording equipment	150 E

5	Hard Hat Days	hard Hats	0	E
6	Temporary Exhibition	Pop Up Banners	1,000	E
		volunteer leaflet	200	P&P
7	Volunteer Researchers	2 laptop 7 printer	1,000	E
8	Heritage Explainers	recruitment	500	R
		corporate clothing	800	E
9	Picture / video record restoration	photography & video production	2,000	E
10	Railway Children Art Lesson	youth outreach professional	3,000	YP
11	Technology Record	Website	5,000	E
12	information leaflets	Artist	100	E
		printing	600	E
13	Interpretation Boards	Temporary x 4	320	E
		Permanent x 4	2,400	E
14	Heritage Open Days	limited resource budget	0	E
16	Recreation of Royal Visit	Plaques x 3	3,000	E
		Security	2,000	E
		road barriers	3,000	E
		bunting (from children's art)	1,000	E

Public Amenities / Activities				
1	Café	main contract	0	C
2	Sale of Kent produce	main contract	0	E
3	Information	branding	2,000	P&P
		infopod	800	E
		information screen	3,000	E
		printed literature	1,000	E
4	Public toilets	main contract	0	C
5	Access from Platform 1	access onto station	n/a	C
6	public rooms for hire	main contract		C

7	Appointment of Heritage Engagement Officer	Recruitment 78 week contract @ 20 hrs p.w.	500 40,550	R S
TOTALS			82620	

Codes:	S	New Staff Costs	40,550	
	VT	Volunteer Training	1000	
	E	Equipment & Materials	30,670	
	PF	Professional Fees	4,600	
	R	Recruitment	1,000	
	PP	Publicity & Promotion	4,800	
			82,620	

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HOUSE IN THE **Basement**

**Japanese Themed Evening – Friday 28th
September 4-8pm**

with

ORIGAMI

and

Sushi Candy / Miso Soup (with seaweed)

Wagamama sponsors the event with some samples of small side dishes

Art Murals / My Neighbour Tororo (Movie) PG

DIY Photobooth / Designing a promotional poster

**VOLUNTARY £2 contribution on the door to cover food and
activity costs.**

**Come join us for a fun
Japanese Themed
night**



**HOUSE in the Basement Youth Café, Basement of the STAG,
TN13 1ZZ. Contact: Sevenoaks Town Council on 01732 459953**


**Sevenoaks
TOWN council**

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HOUSE IN THE **Basement**

8 week scheme

Minimum 8 hrs per week = 64 hours

Training to include: -

- Use of electronic tills
- Stock ordering
- Food preparation
- Customer service
- Engaging young people
- Health and safety
- Event management
- Cashing up

Certificate from the Mayor. Reference for future. Good practical experience to obtaining part time or full-time work.

