

Interview Skills Programme

Learning about work | For work | Through work

Purpose

This programme provides students* with the opportunity to experience an authentic interview situation enabling them to:-

- Practice and develop their interview techniques and skills
- Receive coaching and feedback on their performance from employers

Activity

Each student is required to complete a CV and application letter during tutor/PSHE time prior to the interview day. NEBA will recruit interviewers from the business community and each student will be allocated a 20-minute session. Following the interview, employers will provide both verbal and written feedback to the student on their performance, quality of application and how they presented themselves.

The programme can be a half or full day session hosted in school or at a designated venue.

Learning Outcomes

Having participated in this programme students will:-

- Appreciate the importance of completing paperwork accurately and being informative about their own skills and abilities
- Demonstrate confidence in presenting themselves positively, thinking about body language, interview content and providing relevant examples of experience
- Understand the attitudes, skills and qualifications required by employers

* This programme can be tailored for Key Stage 3, 4 and 5 students

This programme meets the QCA Work-Related Learning Framework elements 1, 4, 5 and 7.

Please see matrix overleaf for further information.

Interview Skills Programme & the QCA Work-Related Learning Framework

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Element	Details of provision for all students:	Interview Skills Programme can provide:
1	Recognise, develop and apply their skills for enterprise and employability	<p>Simulated interview scenarios provide students with the platform to think about their key skills, qualities and how these can be transferred and marketed to the business world</p> <p>Students will gain an understanding of what employability skills are and link their knowledge to future interview situations</p> <p>Students should reflect on their own learning and experiences extracting relevant information in preparation for questions asked during the interview</p>
4	Develop awareness of the extent and diversity of local and national employment opportunities	Students can investigate the types of employment opportunities available, research the labour market and main trends in employment in their area which can be used to inform their career plans
5	Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives	<p>Students can consider the information gathered about opportunities in their preparation and look at how these can be progressed beyond KS4</p> <p>Students should record their achievements, abilities, interests and skills in a CV/portfolio which can be used to assist them in making realistic choices for progression beyond KS4</p> <p>The interviews are conducted by external employers which offers students an excellent opportunity to talk to a professional person about their career aspirations</p> <p>Students will complete an application form, covering letter and CV prior to their interview. They will be assessed and will receive feedback on these in addition to their overall performance and appearance</p>
7	Learn from contact with personnel from different employment sectors	Students will convey a positive attitude, evidence of qualifications and skills, understanding how these will be useful to them in their chosen career