



CASE STUDY:

Carlton le Willows Academy

National Careers Week

NCW

 @CAREERSWEEK

YEAR 10 INTERVIEW SKILLS DAY



SCHOOL/ORGANISATION

Carlton le Willows Academy

REGION OF THE UK

East Midlands

TYPE OF SCHOOL/ORGANISATION

Secondary

INTRODUCTION

On Tuesday March 13th Year 10 will be participating in an Interview Skills Day. CVs have been prepared in school over the course of a few months. Gedling Borough Council liaise with local employers and invite them in to school. Employers interview each student and provide feedback on both their CV and their interview technique.

GATSBY BENCHMARKS



A Stable
Careers
Programme



Learning from
Career &
Labour Market
Information



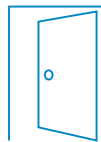
Addressing
The Needs of
Each Pupil



Linking
Curriculum
Learning
to Careers



Encounters
with Employers
& Employees



Experiences
of Workplaces



Encounters
with Further &
Higher
Education



Personal
Guidance



i OVERVIEW

Interview Skills day is run in partnership with the council Economic Development team. Each year 10 pupils has a 20-minute appointment; 10 minutes' interview, 5 minutes' verbal feedback and 5 minutes' written feedback. The students supply CVs for the employers. This activity that involves the whole year group, and has developed over the past four years. We are responsible for ensuring that students have CVs, have appointments and are prepared for the interview. The employers give their feedback on a pro forma feedback sheet which is then handed back to students along with their original CVs.

CONTEXT

Parents, tutors and SEN Key Workers were given plenty of notification to allow students enough time and support to prepare a CV. Each form has one careers form time once a fortnight. The Head of Careers has set form time activities that will support the students in CV preparation, and subsequently interview preparation.

RESOURCES

This activity involves the whole year group together with the collaboration of the local council, local employers, teachers, form tutors and senior management support. Our Year 10 students had a lesson on preparing a CV in year 9 and an assembly on CVs. Letters were sent home explaining that students were expected to prepare a CV, and how to access the resources on the school intranet. Over the course of a half term students were timetabled to have one double period in an IT suite so they could type up and save their CV on the school intranet.

BENEFITS

The main strength of this activity is that the benefits of being able to write a good CV or give a good interview are obvious to all involved. There also goodwill from staff who want to help their students.

There is a significant investment from the local council in staffing and time and they benefit by boosting the local economy. Employers get a better understanding of what local young people can offer and so adapt their recruitment and training. Before this, the school ran a mock interview day using parents and we struggled to get enough parents involved.

⚠ ISSUES

The biggest challenge has been to get every student to produce a completed CV. I would recommend that schools have 3 lessons devoted to this. One lesson on what a CV is for and what the content should be (students to produce a rough draft). One lesson for identifying skills and qualities that should feature on a CV (students to add to their rough draft) and one lesson typing up what has been produced in class. This has not been possible in our school, but it would definitely have made the process much smoother.

💡 EVALUATION

Feedback in previous years has been overwhelmingly positive, and the Interview Skills Day has become a key feature of the Careers Programme. It does require planning, careful timetabling, and the support of partners. Each year changes have been made based on feedback.

Teachers requested a formatted CV template to help those students less skilled at formatting. This was provided this year. Employers were given each CV as students arrived for interview. In feedback, employers asked to be given CVs in advance so that they could prepare questions. This year CVs were distributed to employers in advance to help this process.

🔄 UPDATES

Last year, a pupil had been in tears before her interview. I sat with her and her key worker and discussed how to help. Her key worker sat with her and afterwards she was all smiles.

This year she has tackled all the challenges of college applications, open days and interviews without any need for additional support. She said that having overcome this first hurdle an interview in she knew that being nervous was normal, and she had nothing to fear. These individual stories are the ones that convince me that we are on the right track.



RELEVANT ARTICLES

Information about the Carlton le Willows Academy
Careers programme can be found on

<http://www.clwacademy.co.uk/page/?title=Careers+Guidance&pid=65>

