



Thank you for volunteering to take part in the YE Employability Masterclass. This is a practical workshop which prepares young people for the world of work. It helps students consider the skills and personal qualities employers value, and how to evidence these skills. You will have the opportunity to mentor the students during the Masterclass and share your own experiences of the world of work. Through practical hands-on activities the Masterclass explores themes such as personal branding, employability skills, evidencing skills using life experiences, CVs, covering letters, preparing for an interview and high-growth career sectors.

Objectives for the day- Students will be able to:

- ▶ Recognise what skills and qualities will help get a job
- ▶ Know how to tell their story in a way that will impress employers
- ▶ Start putting together the main elements of a CV or if they already have one look how it might be improved
- ▶ Understand what makes a good covering letter
- ▶ Understand which sectors offer the most potential for employment
- ▶ Identify specific employability skills they already possess and those they need to improve

Your Role as Volunteer

As a volunteer you will be asked to:

- Work with a small number of young people
- Facilitate the activities/challenges
- Use the opportunity to weave in your own experience when exploring a topic and bring it to life with examples from your experience/organisation
- Help the young people to gain knowledge and understanding of the different job roles available to them in the world of work and the skills that are valued in the workplace
- Give constructive feedback and support as the young people work on their CV and personal pitch
- Share your current job, education and career path; it will help to raise the aspirations of young people
- Take an interest in their career plans
- Be a role model
- Have fun!

Programme and Timetable

The day will be led by a Young Enterprise Manager. You will not be expected to lead or instruct on any session of the programme. You will be asked to help facilitate the group you are allocated to work with for the day and try to get the best out of them by sharing your experiences and providing examples from your own experience and organisation. By sharing your career path and the skills valued in your organisation you will encourage, motivate and inspire the students in your group.

If you have any queries ahead of the day please contact: **Tara Bell – 07956 259 788**

School: St Charles Catholic Sixth Form College
Address: 74 St Charles Square, North Kensington, London, W10 6EY
Underground/Overground Latimer Road
Date & Arrival time: 15th November 2023 - 12.00am
Type of YE Programme: Employability Masterclass
Year Groups : Year 12
Number of students: 60
School Contacts: Grace Jeremie
YE Staff: Tara Bell - 07956 259 788

Safeguarding Children Policy: **ALL TO READ PRIOR TO VOLUNTEERING**

https://stcharlessfc.s3.amazonaws.com/uploads/key_information/Safeguarding-Policy-2022.pdf?t=1697643523



Employability Masterclass –Timetable & Hints for Volunteers

Activity	Hints for working with a small group of students
Volunteer Briefing	A chance to meet your fellow volunteers and find out about the day.
Welcome and Introduction	<ul style="list-style-type: none"> • Introduce yourself to the students as they come in. • It can be useful to sit in the middle of the table so it is easy to interact with ALL students.
<p>Skills and Personal qualities Students learn that there are 8 key employability skills needed for work and life. By completing employability skills audit they understand their own employability skill strengths and weaknesses. Students go on to learn about the STAR technique for evidencing their skills and complete a STAR Pass.</p> <p>Situation Task Action Results</p>	<p>Pages 2 & 3 of the booklet</p> <p>Hot Seat: You may be asked to talk:</p> <ul style="list-style-type: none"> • for 2-5 minutes on your job/career and education route. • about the skills that are valued in your business, including real life examples of skills you use in your everyday job (based on communication, confidence, financial capability, initiative, organisation, problem solving, resilience & teamwork) • using the STAR technique about a time when you observed or demonstrated strong team work skills in the workplace <ul style="list-style-type: none"> • Take part in the iCould Quiz and share your results with the students • Take part in the celebrity head activity

	<ul style="list-style-type: none"> • Support the students to complete pages 2 & 3 of the booklet helping them to think of examples where they use and develop skills – school, clubs, part time job, sports teams, hobbies, YE programme • Share a STAR example about yourself to illustrate one of the 8 employability competencies of your choice • Support the students to complete their STAR pass and write about one of the 8 employability competencies • Rehearse the STAR answers with individual students and give them constructive feedback <p>Some questions you could ask:</p> <ul style="list-style-type: none"> • What skills and qualities do all employers want employees to have? • What did you learn from this session?
<p>CV Surgery and Covering Letter Students learn about why a CV is needed and receive top tips on making it compelling. They learn that a skills-based CV is usually best suited to a young person with limited work experience. A key element of this session is that students receive individual feedback on their CV from volunteers - this can be on their existing CV or one they begin to construct in the session. Students learn about the requirements of a covering letter.</p>	<p>Pages 6-11 of the booklet</p> <p>Hot Seat – you may be asked to share your 3 top tips for CV writing & covering letters. Give some good and bad examples from your experience</p> <ul style="list-style-type: none"> • Remind the students that employers want to know what skills they have • Support the students to evaluate the sample CVs they are given. Ask what would they change? • Work with individual students to help them create or improve their CV providing support and constructive feedback. See pages 6 & 7 for a guide to building a CV and top tips. There is a template to help students begin on pages 8 & 9. • Work with them to critically evaluate different CV and Cover Letter designs • Support them to explore the Cover Letter template on pages 10 & 11 <p>If students have bought along their CV provide constructive feedback:</p> <ul style="list-style-type: none"> • Ask them to look at their CV. What is good about it? How could it be improved? • Remind them to look back at the <i>Guide to Building your CV</i> on pages 6 & 7 • Ask if they have included the employability skills in the CV • Suggest they write notes of how they could improve their CV on pages 8 & 9 <p>If students have not bought a CV point them to the template on page 8</p> <ul style="list-style-type: none"> • Support them to begin using the template & include the skills identified in session 1.
<p>Digital Footprint Students develop their understanding of what a digital footprint is, and how they can use it to their advantage or make it more private.</p>	<p>Page 12 of the booklet</p> <p>Hot Seat – you may be asked to share your experience of the way that candidates' online activities have influenced their applications.</p> <ul style="list-style-type: none"> • Support students to critically reflect on their own privacy settings, and the conclusions employers might draw about them from their online activity. • Work with the students to consider mocked up Instagram profiles and who they would be most likely to recruit.
<p>Personal Pitch & Interview Skills</p>	<p>Pages 13-15 of the booklet</p>

Students consider what makes a successful and unsuccessful interview. They will be introduced to the different types of interview questions and recognise that the STAR technique provides a structure for answering competency-based questions. Students will prepare a personal pitch and receive feedback on their pitch from peers/volunteers. [There is an option to run mock interviews.]

Hot Seat – you may be asked to share:

- I. a real life example of an interview that went well (as an interviewer or interviewee) what are your top tips?
- II. about a time when you demonstrated or observed strong teamwork, communication or organisational skills using the STAR technique (**S**ituation **T**ask **A**ction **R**esults)

- **Role play** - You may be asked to role play a good or bad interview, or to participate in a Mockupations Activity.
- **Share** some examples of interviews that have gone well for you (either as an interviewer or interviewee) and why.
- Share your top interview tips
- Share an example interview answer to a competency-based interview using the STAR technique (**S**ituation **T**ask **A**ction **R**esults)
- Support the students to prepare their personal pitch and give feedback.
- You will be asked to carry out a mock interview or feedback on individual personal pitches

Some questions you could ask:

- What have you learnt about interviews today?