**A Guide to Supporting School Careers Events**

This guide provides an overview of the different types of school and college careers events you may volunteer to support. Each school will deliver them slightly differently and will provide more detailed information about their individual event.

For any questions, please feel free to contact Angela Dakin, [angela.dakin@barnsley.gov.uk](mailto:angela.dakin@barnsley.gov.uk) or Helen Valentine, [helen.valentine@barnsley.gov.uk](mailto:helen.valentine@barnsley.gov.uk) who support Barnsley schools and college to link in with volunteers.

**Mock Interviews**

It is important that young people develop employability skills to enable them to be successful in the world of work and so gaining practice and valuable feedback from business volunteers is key to them understanding how to prepare for their future.

**Delivery method**

In most schools, mock interviews are 1-1 but delivered in a larger space such as a main hall and can accommodate around 15-30 volunteers. The interviews are usually structured to allow 15 minutes per student for conducting the interview, giving verbal feedback and written feedback. Remember, students may be nervous and have limited experience of speaking about themselves to adults.

**Resources needed**

Schools will provide you with an interview pack on the day of the event, this will include any student feedback forms and example questions. Some schools will allocate students to individual volunteers, others it will be a random allocation as they arrive. You may also receive a copy of the student’s CVs and/or application form to support the interview process and for you to feedback on.

Example mock interview questions:

* Tell me a little about yourself.
* What job/college course would you like to do when you leave school?
* Why does this interest you?
* What skills could you bring to this job/course?
* Tell me about any work or volunteering experience you have, for example, babysitting, newspaper round, mentoring, helping out at school events.
* How do you think work experience will help you to prepare for your working life?
* What are the things you do well?
* What qualities/skills would you like to improve?
* Tell me about an achievement that you are proud of? Could be in school/at home/club/hobby/pledges.
* Tell me about a time you have worked as part of a team to complete a task or project.
* Where do you see yourself in five years’ time?
* Tell me about your hobbies and interests. What do you enjoy doing in your spare time?

**Careers Fairs**

Careers Fairs are an opportunity for young people to explore the different employment sectors, the range of employers, the local labour market and discover jobs and careers they possibly weren’t aware of. Students talk directly with representatives from employers or course providers to gather information, practice talking to employers and can provide them with vital contacts. Careers Fair are about the young people finding out about your organisation, you will be a specialist in your own field but remember to mention the wider roles available.

**Delivery method**

Careers Fairs can be delivered over a half-day, full-day or an evening and can be open to specific year groups such as Year 10 and Year 11, whole school so Year 7 – Year 11 or students and their parents.

**Resources needed**

Careers Fairs allow young people to visit exhibitors of their choice. The more interactive and eye catching your stall is, the more visitors you will receive and the greater chance of inspiring the next generation. Typically, your stall will have a pull up banner, tablecloth, leaflets and information to take away. You can have ‘freebies’ such as pens, but students do tend to grab, so you could limit your give aways to those students who have engaged with you. If you do have any resources that are interactive, students really engage with these and add extra interest to your stall.

**Careers Speed Network**

Careers Speed Networks are similar to Careers Fairs but instead of young people being free to visit stalls, they are more focussed with students allocated the organisations they will meet, visiting approximately 9 employers.

The aim of ‘Careers Speed Networking’ is to give students the confidence, experience, and opportunity to meet local employers, ask them questions and find out about a range of different careers within the time available. Research has shown that many young people only aspire to the jobs they see. This event broadens student’s horizons and increases the careers that are visible to them.

**Delivery method**

Small groups of students (6-10 per group) will have 5 minutes to ask each employer about their industry, career experiences and pathways available. Once the 5 minutes are up, each group of students will move to the next employer (this will be co-ordinated and, school staff and other volunteers will be present to facilitate this). The school will fully brief students prior to the event and prompt cards with questions will be available to avoid any awkward silences.

**Resources needed**

Although this is not a Careers Fair, you are encouraged to bring any display/pull up banners that you may have to make your area look interesting and to help promote your company. You are also welcome to bring any information or leaflets to hand out to students. Do not hand out any ‘freebies’ as the event is about promoting positive conversations. If you do have any that you wish students to have, staff will distribute these at the end of the day. If you don’t have any stands or information, that is fine.

**Careers Cafes / Lunch Time Drop Ins**

Many schools now offer lunch time or break time drop ins for careers. These may be called Careers Cafes, Careers Corner, or Future Fridays. Careers drop ins are about the young people finding out about your organisation, you will be a specialist in your own field but remember to mention the wider roles available. You may be the only exhibitor or there may be others.

**Delivery method**

This is an opportunity for students from all year groups to ‘drop in’ and speak to a range of business volunteers. Drop ins usually last from 30 minutes to 1 ½ hours. As these are drop ins, attendance and interest can vary, speak to the school, they may allow you to walk around the dining area/canteen to hand out information and speak to students.

**Resources needed**

Usually, stalls are located in the dining hall/canteen area to allow easy access for students. Typically, your stall will have a pull up banner, tablecloth, leaflets and information to take away. You can have ‘freebies’ such as pens, but students do tend to grab, so you could limit your give aways to those students who have engaged with you. If you do have any resources that are interactive, students really engage with these and add extra interest to your stall.

**Careers Talks**

Careers talks are an opportunity for students to hear from an experienced professional about the different roles available in a sector, the skills needed to get there and to share their own personal education and careers journey. Try to avoid too much jargon or technical information, remember, this might be the first-time students have heard about your organisation and what you company does. The session usually ends with a Q&A where students have the opportunity to ask questions to help them focus their own studies and what skills they need to develop. Many students will not have had the opportunity to meet professionals from industries outside their own families, so this is an opportunity to expose them to some new influences.

**Delivery method**

Requests for careers talks can be for any year group and delivered either to small groups, class of 30 students or whole year group assemblies and can last from 15 minutes to an hour. Recommend for hour sessions that there is an interactive element or activity for students to complete – see Careers Workshops / Activities.

**Resources needed**

You can usually deliver a PowerPoint presentation and include videos if you wish. Always speak to the school, you are unlikely to be able to use USB’s or removal devices, they may prefer the presentation to be shared before your visit.

**Careers Workshops / Activities**

Careers workshops and activities combine a talk with an activity or interactive element. As with careers talks, students hear from professionals about the different roles available in a sector, the skills needed to get there and to share their own personal education and careers journey. There is then also a task or activity to complete that is related to the subject or employment sector.

**Delivery method**

Requests for careers workshops and activities can be for any year group and delivered either to small groups or class of 30 students. The majority will last an hour, but the school may ask if the same workshop can be repeated numerous times to different groups. Some schools may also have a ‘drop down day’ where workshops can last longer than an hour. The school may have asked for the workshop to link to a curriculum subject or part of a wider careers programme.

**Resources needed**

You can usually deliver a PowerPoint presentation and include videos if you wish. Always speak to the school, you are unlikely to be able to use USB’s or removal devices, they may prefer the presentation to be shared before your visit. Think about the resources you need for your activity, does school need to be informed to prepare anything such as printing.