

USING YOUR PROGRESS FILE PRESENTER AND SELECTED EVIDENCE AT INTERVIEWS WITH 16+ PROVIDERS IN 2006

A guide for Year 11 students

1) Why have an interview and what is it for?

- a) Interviews are a two way process
- i) the interviewer will want to find out about you and whether or not you are a suitable candidate for the opportunity you have applied for
- ii) you can find out more about the opportunity and the provider you have applied for.

- b) The person interviewing you will want to find out.....
- i) Have you made the appropriate choice of course(s)?
- ii) Are the skills and qualities that you have appropriate to your choice of course(s)?
- iii) Will your GCSE & other grades affect the Level at which you can take a course at 16+?

- c) You will want to tell the interviewer.....
- i) Why you have applied for the opportunity eg course[s], apprenticeships, E2E etc
- ii) How your skills and personal qualities make you a suitable candidate
- iii) About the evidence you can provide that makes you a suitable candidate

2) What you will need to take to your interview.

You will use your Progress File to find the evidence to include in your "Presenter". Do not worry if you have not used Progress File and the Presenter. You can still find evidence to take along to your interview. The evidence could include.....

- a) A piece of work that you are particularly proud of and that is relevant to the opportunity you have applied for. For example, this could be recent course work from a subject area that is similar to the opportunity you have applied for.

- b) An out of school achievement in areas such as sport, volunteering, clubs, part-time jobs etc etc.

- c) Any certificates or awards that you have achieved in or out of school.
- d) A copy of your Career Action Plan, Individual Learning Plan or similar document if you have one.

3) What you should do with the Presenter and the evidence at the interview.

- a) The interviewer should give you some time during the interview to talk about the evidence you have taken along with you. This will be for about 5-10 minutes. It will help to prepare for this by thinking beforehand about how the evidence you are talking about in the interview is relevant to what you have applied for.
- b) If the interviewer does not ask you about your Presenter and evidence you might need to ask if you could show it to the interviewer and talk about it.

Being interviewed by someone you do not know in this situation will help you to improve your communication skills.

4) How to prepare and choose your evidence.

a) Sorting evidence

- i) Over the years that you have used your Progress File you will have gathered a lot of evidence including certificates, information, photographs, reports and references about yourself. To help you begin the process of choosing the evidence to talk about at your interview you will need to sort your Progress File.
- ii) Can you sort your evidence and store it in plastic wallets, perhaps labelled with a sticky label?
You might sort your evidence into these categories or you might decide on your own categories;
 - Curriculum evidence - evidence from various subjects about your achievements.
 - Evidence of achievements in clubs/ teams/ groups you have been involved in after school and in your own time.
 - Evidence of achieving targets that you have set, or were set for you.
 - Evidence of using and achieving Key Skills.
 - Outcomes from meetings and discussions with Connexions PAs, Learning Mentors etc.

- Any interests you have e.g. supporting a football team, playing computer games, the types of books you read, music you listen to
- Experience of work – Work Experience Placement, part time jobs

b) “Authenticity” & “verification”

How do people know that your evidence is authentic or genuine?

It always helps to have someone else who can verify that the evidence you are using is genuine. To help with this, a form has been provided at the end of this guidance that can be signed by a teacher or other adult to verify your evidence.

c) Sifting

How do you begin the process of sifting through your evidence to begin the process of choosing a piece of evidence? Does your evidence.....

- demonstrate how you learn best?
- reveal your skills and qualities?
- link to the opportunities that you have applied for?

d) What might the evidence be?

- Attendance certificates
- Report from Work Placement
- Your Work Placement log/diary
- A piece of work, or a copy, from a subject that you are particularly proud of
- An article you wrote for the school newspaper
- A photograph and a programme of a Drama or dance production that you performed in – this could be in school or elsewhere
- Team photographs/ match reports/ medals from any teams that you play in
- Sheets or other evidence showing that you have met targets either set by you or teachers/ mentors
- Evidence of your involvement in a School Council, School newspaper or similar group
- Evidence of your involvement in fund raising for charity
- Evidence of your involvement in organising an event such as a School prom, a disco, a recycling scheme, a sports tournament etc
- 100% attendance and punctuality certificates for Years 10 & 11

e) Planning your talk – thinking about how you use your evidence

Choose and complete the sentence that best suit you:

- i) This piece of work/ evidence is
- ii) I have chosen this piece of work/ evidence because it shows that I have used skills that are required for this course.
- iii) I am an person and this piece of work/ evidence demonstrates that I have used this skill/ quality regularly and consistently.
- iv) I would like to talk about this piece of work/ evidence because it shows that I have these skills and qualities.....
and from the research I have done on this course they are relevant.
- i) When I was working on this piece of work/ evidence I had to use and develop these skills/ qualities
- ii) I am proud of this because I had to work very hard to achieve this standard of work
- iii) My Year 10 Individual Learning Plan shows that I have had an interest in this option for some time and I have discussed it with.....

VERIFICATION OF EVIDENCE

I verify that this piece of evidence has been worked on and completed by this student or that it represents evidence of their involvement in the project/ team/ group.

Name of student.....

Name of school/college.....

Name & signature of teacher or other adult verifying the evidence

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Type of evidence e.g. written document, photograph, certificate, letter of commendation or thanks etc

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Date of evidence.....