

Volunteer Briefing: Recruitment Race

The Skills Builder Partnership

We are a not-for-profit social enterprise, working to ensure that everyone can build the essential skills to succeed. The Skills Builder Partnership brings together over 750 schools, colleges, employers and non-profit organisations who share this vision.

Within education, we support school leaders and teachers across England to embed essential skills education into the curriculum, ensuring that every student is supported to develop the essential skills below as a core part of primary, secondary and further education:



Benefits to students

Research from the Education and Employers Taskforce shows that a young person who has four or more meaningful encounters with employers is significantly less likely to become Not in Education, Employment or Training (NEET).

Our employer partners support our mission by helping students across our national network of partner schools and colleges link their essential skills development with the world of work. Our virtual sessions are designed to inspire and motivate students, as they learn more about the workplace, the sector, your journey and crucial role of the essential skills above.

Benefits to volunteers

By volunteering with us you will have the opportunity to reflect on how you and your team apply the essential skills above. You will apply your speaking, listening and leadership skills to clearly explain your role in simple language, analyse students' presentations and provide insightful feedback on what students have done well and what they can improve.

Your role

You will be taking part in an hour-long session with a group of students from one of our partner schools. The session will be led by Skills Builder staff, who are all qualified teachers and supported by teachers from the school. The first 15 minutes of each session will be a short volunteer briefing with Skills Builder staff to give you the opportunity to cover any questions or queries you have before you meet the students.

Learning objectives:

- Students to understand the business and how their employees use the essential skills.
- Students to apply teamwork, listening, speaking and problem solving skills to complete the 'Recruitment Race' challenge.
- Students to reflect on their essential skills and consider next steps for improvement.

Before you join the session, students will have applied their essential skills to complete the 'Recruitment Race' challenge: analysing fictional CVs and video interviews to decide who they would hire for the position of Finance Manager at your company. You will be helping students to understand what your company is like, providing feedback on students' decisions and their application of the essential skills. The session will be broken down into two parts:

- 1) Each group will then present their decisions on who they think should be appointed as the new Finance Manager through snappy (1-2 minute) presentations. You will then join a breakout room with your volunteer colleagues to discuss the presentations before coming back into the main room to give feedback to students and announce the winning group.
- 2) The next 25 minutes will be a Q&A session. Students will be working in groups of 4-5 and will have prepared three rounds of questions for you in advance
 - The business: Students have an opportunity to find out more about your company.
 - The volunteers: Students have the opportunity to ask you specific questions about your role and your route into the company.
 - The essential skills: Students have the opportunity to find out, when and how you use the essential skills in your job.

IT Requirements

You will need to have a webcam and be able to access Zoom. A link will be shared with volunteers in the calendar invite.

Schedule:

Time		Activity
13:45–15:00	15 mins Volunteer Briefing	15-minute volunteer briefing on Zoom with Skills Builder staff: introductions, safeguarding and answering your questions.
	15 mins Pitches	Students present on who they think should be the next Finance Manager.
	5 mins Breakout	Volunteers go into a breakout room to discuss feedback and winners.
	10 mins Feedback	Volunteers provide feedback to the students and announce the winning group.
	25 mins Q&A	Student/Volunteer Q&As, led by the Skills Builder staff.
	5 mins Reflection	Skills Builder staff facilitates reflection on what students have learned and how they can continue to develop their essential skills.

Preparation

Students will be from a primary or secondary school and will have been developing their essential skills through teacher-led activities. To help students get the most out of the session please visit www.skillsbuilder.org/framework to familiarise yourself with the eight essential skills. Please reflect on which skills are most important to your role. Be ready to share some short examples. E.g.: *Teamwork is very important for in my role because we are always working together with other people. My team has the following team members... and a team leader...*

Safeguarding

To ensure we uphold the highest standards for safeguarding practice on-line please ensure:

- All staff wear suitable clothing, including anyone else in the household who may pass within the view of the camera.
- The video should be conducted in a neutral location, a place where it is appropriate to speak with young people. For example, we would ask that you avoid areas which are clearly identifiable as a bedroom or bathroom.
- Please consider the background that the young people will see on the video (including pictures on the walls etc.) and ensure this is appropriate.

Your Feedback

We will be sending a short feedback survey to help us continue to improve the sessions.