



ARDOCH

**REALISING CHILDREN'S POTENTIAL
THROUGH EDUCATION**



PATHWAYS BEYOND SCHOOL

Mock Interviews

**Program
Information
For Volunteers**

About Ardoch

Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our vision is to ensure that every child's potential is realised through full participation in education.

Multiple studies in Australia have demonstrated an unacceptable link between the socio-economic status of students and their educational outcomes. One in three children in Australia's most disadvantaged communities start school developmentally vulnerable and they continue to fall behind as they progress through school. We want to change this and we know we cannot do it alone.

Partnership is important to Ardoch. We partner with schools and early years services to deliver tailored education support programs that aim to increase engagement in education, build aspirations, enhance learning outcomes and increase the confidence of children and young people living in disadvantaged communities. We mobilise community and workplace volunteers to support schools and early childhood services. We also advocate for and seek to influence policy change to reduce inequity in education.

All of Ardoch's programs focus on crossing the school gates, engaging students with opportunities to learn from volunteers who bring a range of life experiences into the school and from targeted excursions outside the school postcode.

We deliver programs that support literacy, science, technology, engineering and maths (STEM) and which help to broaden the horizons of children and young people.

In 2017, nationally we partnered with over 86 schools and early years services, mobilised over 1658 volunteers and engaged over 11,710 children in our programs.

Pathways Beyond School

Ardoch's Pathways Beyond School programs provide students with unique and engaging learning and life experiences that are designed to support young people in preparation for employment, and increase aspiration towards continued education and training with a view to gaining long term employment.

Ardoch's Pathways Beyond School programs incorporate the following categories:

Mock Interviews

Secondary school students are connected with working adult volunteers who support them to practice and build interview techniques which are crucial to gaining employment through participating in a mock interview scenario. Students prepare for their interview using Ardoch's Program Activity Booklet, identifying an advertised job that they 'apply to' by preparing a letter of application and resume, which are used as part of the interview process. Ardoch Workplace Volunteers, as mentors in employment, teach students interview skills by 'interviewing' each student and providing feedback to support students prepare for future employment and education interviews.

Speed Careers

Secondary and senior Primary school students are connected with a variety of working adult role models to gain exposure to a diversity of job types and work/study pathways, supporting students' awareness and understanding of a range of career and employment opportunities that exist. Ardoch Workplace Volunteers address small groups of students and educate them about their chosen field of work, including what is required to enter into this field, progress within it, and what day-to-day work entails in their role. Students prepare for the session using Ardoch's Program Activity Booklet, identifying questions they wish to ask of the speakers. During the Speed Careers session students rotate in groups to hear from each speaker, learning about careers such as law/police, trades, community work, health, manufacturing, banking, and arts.

Industry Visits

Primary and Secondary school students attend visits to industry workplaces to build knowledge about what skills and training are required for a range of high youth-employing sectors: retail, hospitality, technology and health. Industry workplace volunteers guide students on a tour of the workplace, detailing the roles that contribute to the smooth operation of the organisation, and the study pathways required to gain employment. Students prepare for the visit using Ardoch's Program Activity Booklet, identifying questions they wish to ask of the employees or find out on the visit.

You-Niversity

Primary and Secondary school students attend visits to a university campus where they are given the opportunity to meet staff and students and complete activities related to university life. Students' aspirations are built towards further study options through increased understanding of the links between learning, higher education and careers.

Learning Outcomes

The Speed Careers and Mock Interviews programs are intended to achieve the following curriculum outcomes:

Curriculum Area	Strand	Learning outcomes	Level
Victorian Curriculum: Critical and Creative Thinking	Questions and possibilities	Experiment with alternative ideas and actions by setting preconceptions to one side (VCCCTQ022)	5 and 6
Victorian Curriculum: Critical and Creative Thinking	Questions and possibilities	Suspend judgements to allow new possibilities to emerge and investigate how this can broaden ideas and solutions (VCCCTQ044)	7 and 8
Victorian Curriculum: Personal and Social Capability	Self Awareness and Management	Develop criteria to appraise personal qualities and use these to design strategies to plan for the future or address a challenge (VCPSCSE044)	9 and 10
VCAL	Work Related Skills Intermediate Unit 1	The Work Related Skills units have been developed to recognise learning that is valued within community and work environments as preparation for employment. Locally developed programs that use different social and work contexts to develop interests and employability skills can be selected for inclusion in the Work Related Skills units.	VCAL
VCAL	Work Related Skills Foundation Unit 1	Learn about a selected workplace or industry setting.	VCAL

Monitoring and Evaluation

So that Ardoch can continue to deliver Pathways Beyond School programs, we issue a survey to volunteers after the completion of the activity. We appreciate volunteers' support in ensuring completion of the survey in a timely manner.

MOCK INTERVIEWS



Your role in Mock Interviews

The Mock Interviews program provides secondary school students (usually aged 14-16) with the experience of being interviewed for an employment opportunity, in a safe environment where your support and encouragement is invaluable.

During the mock interview, you will support students to practice and build interview techniques by playing the role of employer, and asking questions relating to a specific job application that they will have prepared. You will be provided with sample interview questions to guide the interview, but you can also go 'off script' if you would like to target your questions to the position or to any information the student shares.

How to prepare for Mock Interviews

For this program to be successful, you just need to bring along your wisdom, experience, and supportive nature.

When you arrive at the allocated venue on the day of the program, you will be briefed by Ardoch's Education Partnerships Coordinator and given a pack which will include:

- ★ The schedule for the session, including student names and allocated interview times
- ★ Students' letters of application, resume, and the advertised position to which they have applied
- ★ Sample Interview Questions
- ★ Feedback forms for you to complete at the conclusion of the interview

Each interview lasts around 10 minutes, with 5 minutes afterwards to complete the feedback sheet.

Student Preparation for Mock Interviews

Teacher-led preparation prior to the Mock Interviews sessions is critical to the success of the program. Students will have undertaken explicit instruction around the purpose and benefit of participating in a mock interview, to support their future experiences on the pathway to gaining employment.

Teachers will have encouraged students' participation in the activity by reminding them that:

- ★ Adult workplace volunteers participating in the Mock Interviews are there to support students, and will be encouraging and supportive – this is a practice activity designed to be a positive experience for students
- ★ Being interviewed in a mock situation will build students' confidence so that when they are in a real-life interview setting, they will know what to expect and have a better understanding of how to prepare and present themselves

Students will have prepared for the interview by:

- ★ Searching for a job vacancy, and identifying key selection criteria
- ★ Responding to a job vacancy advertisement through an appropriately structured **cover letter** that addresses key selection criteria
- ★ Responding to a job vacancy advertisement through an appropriately targeted **resume**



What to expect of students

Confidence

The interview, though an opportunity for practice, may cause anxiety in some students. As such, they may be quite nervous when they meet you. The information in their CV should give you an idea of their interests, which you could comment on or find a way to relate to that will engage them and make them feel comfortable with you. A smile goes a long way, of course!

Language

Many of Ardoch's partner schools are in communities with high migrant populations. Some of the students you meet might speak English as their second, third or even fourth language, and therefore may require you to adjust your speed of speech, and the technicality of the language you use. If you are unsure if a student is an EAL (English as an Additional Language) student, the school can advise you. However, the best approach is to 'keep it simple' – for all students involved. Try and use language that they can easily understand, and encourage them to ask you if they don't understand something you say.

Child Protection

As an education charity supporting children and young people, Ardoch values child safety. All our community and workplace volunteers require a Working With Children Check before they can take part in any of our programs. It is our duty to maintain the highest standards of child protection. Hence, we insist that all our volunteers get a WWCC.

Volunteers must also sign a Code of Conduct, which you will find on the [final page of this booklet](#).

Please sign and return to your Ardoch representative by email.

Working With Children Check

A Working With Children Check (WWCC) is a card issued by the Department of Justice after checking the history of an applicant with regards to child safety. It is a “live document” which means that it remains active for five years. During this period if the card holder is involved in any legal infractions relevant to working with children the Department of Justice will inform the agencies named on the card (namely, Ardoch) about it.

It is important that you submit your WWCC application at the post office well ahead of the date of the Pathways Beyond School event, and have a receipt to prove it. It can take a few weeks for your WWCC card to be sent to you, so please action this as early as possible if you don't already have a WWCC.

If you already have a WWCC, please add Ardoch Youth Foundation to your WWCC, as only the organisations currently named on it are kept informed of any changes in the WWCC status.

Already have a Working with Children Check?

To add Ardoch Youth Foundation to your WWCC, follow these steps:

1. [Log in to your Working with Children Check profile](#).
2. Add Ardoch (**Ardoch Limited, Level 4 85 Queen Street, Melbourne, VIC, 3000, 0395372414**) as an organisation under the button 'add an organisation'.
3. Under Occupational Work Codes add code **44 – Educational**.

Don't yet have a Working with Children Check?

1. [Fill in the application form](#) and verify your identity online. See attachment 'Applying for a Working with Children Check.'
2. Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application at Australia Post.
3. Attend a participating Australia Post outlet, have your photo taken (at no charge to you), and submit.

Thank you for considering participating in this activity!

We hope to be able to work with you to increase students' engagement in education, and build their aspirations beyond school.

Code of Conduct for Volunteers



Ardoch's Code of Conduct details behaviours that are, and are not, acceptable within the organisation.

Code of Conduct For Volunteers

Do:

- Conduct yourself in a manner consistent with your position as a positive role model to children/young people, and as a representative of Ardoch;
- Follow organisational policy and guidelines relating to the safety and well-being of children/young people as outlined in the Youth Safeguard Policy;
- Treat all young people with respect and take notice of their reactions to your tone of voice and manner;
- Maintain contact with children/young people in a supervised area;
- Report any disclosure or suspicion/concern to school and/or Ardoch staff

Do Not:

- Engage in rough physical games;
- Hold, kiss, cuddle or touch a child/young person in an inappropriate and/or culturally insensitive way;
- Make sexually suggestive comments or use inappropriate language to a child/young person, even as a joke;
- Do things of a personal nature that a child/young person can do for themselves, such as going to the toilet or changing clothes;
- Disclose any personal information of a controversial nature; and
- Exchange personal contact details with, initiate or maintain unauthorised contact with children/young people.
- Wear inappropriate clothing (ie rude slogans on t-shirts)

Personal attributes of Ardoch Volunteers:

- | | |
|--|--|
| ▪ Respect for Boundaries | ▪ Stable, professional, patient role model |
| ▪ Willing to communicate with all stakeholders | ▪ Focused – not easily distracted |
| ▪ Take Initiative | ▪ Non-judgemental |
| ▪ Passionate about children and education | ▪ Constant champion of the children, school and Ardoch |
| ▪ Able to build a positive relationship with a teacher | ▪ Committed |

I understand and agree to commit to Ardoch's Rights and Responsibilities for volunteers and the Code of Conduct while working as an Ardoch volunteer. This document is not intended to be a legally binding contract between us and may be cancelled at any given time at the discretion of either party. The Education Volunteer role at Ardoch Youth Foundation is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will and you will not receive payment for your work.

Name

Date

Signature