

# DYW

AYRSHIRE

Developing the  
Young Workforce

## EMPLOYER ENGAGEMENT GUIDE

DYW Ayrshire are based within Ayrshire Chamber of Commerce our role is to work together with schools and businesses to help inspire and develop our future workforce. Businesses from all sectors and of all sizes can be involved in a number of different opportunities.

Whether it be speaking to young people about your job and experience, hosting a workplace visit, supporting mock interviews, setting a real life business challenge or using your expertise to bring a classroom topic to life. **DYW Ayrshire are here to support you.**

These guidelines will ensure a positive experience for all involved whilst ensuring preparation and purpose of the engagement is understood. They also detail best practice pre, during and post engagement. DYW Ayrshire will ensure you have an opportunity to share your experiences through ongoing monitoring and evaluation.



The Scottish  
Government  
Riaghaltas na h-Alba



ayrshirechamber  
of commerce and industry



# CAREER EVENTS

**Speaking to young people about your job, company and experience.**

## Primary School Career Events:

- Structured speed networking format;
- Pupils split into small groups and spend approximately 10 minutes at each stand;
- Bring any visual aids and marketing materials (uniform, equipment, photographs etc). It is best to keep it visual and encourages children to ask questions;
- Topics to cover: Your company, your job, your career path, what other roles does company offer, what do you like about your job, is there anything you dislike;
- Consider age of audience, take prior advice about how to present to different ages and stages;

## Secondary School Career Events:

- Career Convention- pupils free to wander around stands. There is no set time limit as to how long a pupil can spend at one stand;
- Structured Speed Networking Event- pupils split into small groups and spend approximately 10 mins at each stand;
- Bring any visual aids and marketing materials to help aid discussion;
- What to cover: Your company, your job, your career path, do you need to go to college or university for this job, what other roles does company offer, which skills are required, what type of person should you be;
- Consider age of audience when compiling presentation.





# EMPLOYABILITY SKILLS

## Providing a young person with a mock interview or with the skills to complete a CV and application form.

### Could you offer a young person a mock interview?

- Date and time would be arranged with the school;
- You might be asked to supply a job specification or advert where pupils will choose to apply for the position you are interviewing for;
- The school might match you to pupils based on your background and their career aspirations;
- Schools may ask you to provide verbal feedback where others prefer written feedback, in which case a feedback form will be supplied;
- Some schools will provide you with a list of appropriate interview questions and others may ask you to use your own. Agreement of this will happen in advance of who will provide interview questions;
- Appropriate questions include:  
1. Tell me about yourself? 2. Why have you applied for this post? 3. What are your main strengths and qualities? 4. Tell me about any work experience you have had? 5. Give me an example of when you have worked successfully as part of a team? 6. Tell me about a time you have proved you have good communication skills. 7. Do you have any other questions?
- Perhaps you would prefer to give young people advice on CV writing, completing applications or interview skills;
- A convenient time and format would be arranged to suit you and the school.

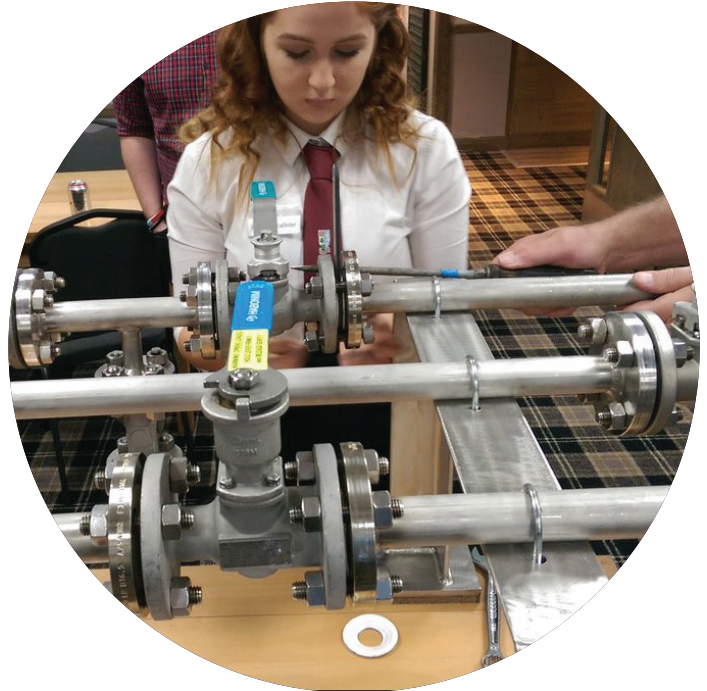




# WORKPLACE VISIT

**Letting young people into your workplace to gain a better understanding of what the company do and the roles available.**

- Prior to the visit, we would set up a meeting with yourself and the school contact to agree all the details including a convenient date, duration and number of pupils etc;
- During the visit it is beneficial for pupils to meet a variety of team members;
- Format can be tailored to what works for you and the particular group of pupils visiting;
- It could be a tour of your workplace, a presentation about the company or a series of small interactive workshops where pupils have a go at a relevant task. Please take account of the age of the pupils when tasks are being planned and any potential hazards should be brought to the attention of the teacher in advance of the visit;
- The school will have to carry out an off-site risk assessment. They may contact you for a copy of your existing workplace risk assessment or ask if a teacher can visit in advance to identify any potential hazards.





# SETTING A REAL LIFE BUSINESS CHALLENGE

## Providing a group of young people with a project to work on over a period of time.

- Do you have a current challenge within your workplace that young people could help you with?
- Would you like some inspiration and a new creative approach from young people?
- Could they see the challenge from a different perspective? Don't underestimate the creativity of young people;
- Get in touch and we can link you with a local school;
- You may wish to set the challenge for the whole year group or perhaps you would prefer to work with a smaller group;
- You would meet with the young people to brief them on the challenge;
- The young people would then work on this during class time;
- You would then visit the school again to hear their responses to the challenge, give some feedback and maybe even award the most innovative solution.





# DIRECT IMPACT ON THE CURRICULUM

## Using your expertise to bring a classroom topic to life.

- If you feel your expertise would be most beneficial to pupils studying a particular subject then this might be the route for you;
- Again we would help arrange a meeting with the relevant department and yourself to discuss input further and see where your expertise could tie into what pupils are learning in class;
- An industry perspective can enhance the learning experience and bring this to life for pupils;
- Your influence could encourage a young person to consider a career within your industry, it may be able to be used as evidence for an SQA qualification and could help a young person recall this topic area in an exam.







# DYW

## AYRSHIRE

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If you are interested in hearing more about any of these opportunities  
please get in touch with Business Liaison Officers, Tony and Emma.

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