

Hi all,

In light of the current pandemic and social distancing recommendations, we are changing how we will be conducting our upcoming interview session: instead of face-to-face, **interviews will be conducted remotely via telephone.**

On 26th March, staff will be expected to stay behind as normal in order to call these students to conduct their interview.

If you are unable to get through to any students on the day, you can continue to try and reach them until the end of the week (27/03/20).

Below you will find instructions on how to conduct your remote interviews on the day:

Vocational Interviews

Vocational interviews should be recorded as normal using ProSolution Web. Please take the time to refresh your memory on how to do this using the attachment titled 'ProSolution Web Guidance'. Within this document, you will also find instructions on how to access students' contact details.

Please make sure you change the date to 26th March when accessing your list of students for interview, otherwise you will see *all* the students we have invited in up to now instead of the ones scheduled in for this month.

A-Level Interviews

Teachers conducting A-Level telephone interviews will be provided with a list of A-Level applicant names. You will be able to search for the student in ProSolution to obtain their contact information (please ensure you change the academic year to '20/21' when doing so). When interviewing a student, please ensure that the usual A-Level Interview Form on the website is filled out for each student. You can find this form here:

www.shc.ac.uk/alinterviews

ALS – Any students/parents asking for further information about ALS need to be informed that we will put support in place once we have obtained details of the student's needs at enrolment.

Below is a script you can follow to provide a structure to the interview.

Please ensure that you clearly inform the student of their outcome and take the time to reassure them that their offer is as valid as having a face-to-face interview.

If you interview a student who has changed their mind on which course they would like to study, please continue to conduct the interview and give the student an offer for the course that they are interested in.

In the event that the college is closed...

Interviews should still go ahead as planned. All of the information and data required can be accessed via ProSolution web at home. We will be available via email at this time should you encounter any difficulties.

Please ensure that you are using the 8x8 app when making calls from personal telephone devices.

If you have any questions or concerns, please let us know as soon as possible.

Kind Regards,
Georgia-Rose.

Remote Interview Script

FYI: Students have already been informed that their interview will take place over the phone.

Hi,

My name is , I teach at Shooters Hill Sixth Form College.

I'm calling you to conduct your interview for a placement on the course you applied for.

This will take about 5 to 10 mins, are you ready to start?

Question 1 – Context

- A. Okay, so why do you want to do course?
- B. Have you looked into the careers and pathways it will open up for you?

Question 2 – Intent

- A. What grades are you hoping to achieve at school?
- B. If you don't achieve these grades do you have a back-up plan?

Question 3 – Reasoning

- A. Is there a reason you want to want to study at SHC?
- B. Do you have any questions for me?

Question 4 – Investment

- A. What do you think you will bring to the college?
- B. What will you bring to my class?

Key information

Outcome

- A. I'm happy to inform you that I am going to offer you a place on the course.
- B. I'd love to offer you a placement, but I think needs to happen first. Your placement then is dependent on you successfully completing our taster day in July.

You will receive an email within a week confirming the outcome of the interview and the next steps.

Please ensure that you record the outcome of the students interview in the 'notes' section.

ProSolution Web Guidance

Vocational Interviews

Interview Step-by-Step:

1. ProSolution web can be found on the website (Google Chrome) or your desktop
2. Click **STUDENTS**, then **INTERVIEWS** – change the academic year to '20/21' and select the appropriate date
3. Click the **ELLIPSES (...)** next to student's name to open their interview profile
4. Change the **STAFF** field to your name
5. Click the **ATTENDANCE** Box and select if a course was offered or not
6. In the **NOTES** box below do one of the following:
 - a. If they are not being offered a course, please clearly state why in the notes section
 - b. If they are being offered a course, please ensure the first line is the course they are being offered
(Use the note box to store pertinent information only. Notes like "it was a good interview" etc. are not necessary. An undisclosed change in care status or ALS needs should be recorded so we can follow up at a later date)
7. Once complete, click **SAVE & CLOSE**.

You can find a video tutorial on this process here: https://youtu.be/Vz1Nb_FbqgQ

Accessing Student Contact Details:

The screenshot displays the 'Student, Test (24677) - Interview Details' form. On the left, a navigation menu contains 'Details', 'Notes', 'Attachments', 'Go To Application', and 'Go To Student'. A red arrow points to the 'Go To Student' button. The main form area contains the following fields:

Date:	26/11/2019	Sub Type:	External
Time:	16:55	Site:	
Duration:	10	Room Name:	
Staff:	Beahan Georgia-Rose (000)	Booking / ProPortal Status:	Hidden
Support Staff req:	<input type="checkbox"/>	Cancel Event?:	<input type="checkbox"/>
App & Enq Staff req:	<input type="checkbox"/>	Arrival Time:	16:45
Prompted:	<input type="checkbox"/>	Attendance:	Attended - Course offer
Notes:	Test		

At the bottom of the form, there are 'Save' and 'Save & Close' buttons.

2. Clicking this button will open the student's profile, enabling you to see their personal details and contact information.
3. If you cannot get through on this number, you can access the student's parent/guardian details using the 'Contact' tab on the side.

Student, Test (24677) - Personal Details Academic Year: 20/21

Personal

Ref No: 24677 ULN:

Surname: Student UCI Ref:

First Forename: Test EMA No:

Other Forenames: ALG No:

Known As: SLC Ref No:

Title: Miss Tutor:

Sex: F Tutor Group:

Ethnic Group: Not provided Age On 31 Aug: 17

Date Of Birth: 01/01/2003 Mature:

Overseas:

Student Address

Home Address **Term Address**

No & Street: No & Street:

District: District:

City/Town: City/Town:

County: County:

Postcode: Alt Postcode:

Tel 1: Tel 1:

Tel 2: Tel 2:

Other Information

Mobile: 02083199723

Email: admissions@shc.ac.uk

Restrictions on use of Learner Records

4. Opening the contact tab will bring up the screen below, you will need to click on the ellipsis in order to bring up the contact information.

Student, Test (24677) - Contact

Emergency Contact

Contact Type: Contact Type:

First Name: First Name:

Surname: Surname:

Tel: Tel:

Work Tel: Work Tel:

Mobile Tel: Mobile Tel:

Relationship: Relationship:

	Title	First Name	Surname	Contact Type	Is Emergency Contact	Is Living With Contact	Active	Preference Order
...		Test	Parent	Parent/Guardi...		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1

1 rows

A-Level Interviews

This year, the documentation of A-Level interviews is taking place via the website.

For each student you interview, you will be required to complete a short online form identifying who the student is and the courses that they wish to study.

On this page there are also links to extra information which may help you in the delivery of these interviews.

Link to webpage: www.shc.ac.uk/alinterviews