

Selection Event Guidance Notes (Health)

Introduction

- Local Project Manager, Training Provider and Employer jointly co-ordinate the Selection Event.
- Local Project Manager outlines aims of the day and purpose of the event, emphasising that it is a two way process – for the employer to interview the trainees and for the trainees to ensure that it is the right opportunity for them.
- During the course of the event, trainees will be given a complete overview of the training programme, undergo diagnostic testing and a selection process.
- They will learn more about what it is like to work in a health sector environment and about the Support Services jobs they are interested in.
- There will be opportunities for both group and 1-1 discussion about any issues which may be concerning them – now is the time to ask questions!

Introduction to Working in the Health Sector

- Employer talks about working in the health sector, using video 'Introduction to Working in the NHS', if available.
- Employer provides information about the variety of job roles in Support Services, stressing that staff working in these jobs play a significant role in ensuring that patients and clients experience an efficient and friendly service.
- Outlines generic employability skills required and progression opportunities.
- Use of case studies and/or employees/mentors/buddies/Union Learning Representatives (ULRs) to talk about their jobs, what they involve and to answer questions.

Literacy and Numeracy

- Literacy and Numeracy Initial Assessments introduced in a positive up beat manner as an opportunity to develop the skills employers are looking for and to progress in their jobs.
- Explain that they will provide trainees with an indication of the level they are currently working at and identify any learning needs support that may be required.
- Trainees can identify their strengths and find out which areas they need brush up.
- Emphasise that by brushing up skills, they have the potential to gain an up-to-date, nationally recognised qualification. Provide a full explanation of National Tests and why they are relevant to the job.
- Providers are recommended to use the DIUS generic workplace Initial Assessment (on screen and paper based versions available from Tools Library – www.toolslibrary.co.uk). **Please note:** there are also DIUS tools specifically developed for Health Care Assistants and the Cleaning Industry.
- Explain to trainees that results are confidential and will be fed back to them on an individual basis. If below Entry Level 3, trainees will be signposted to Skills for Life support and JCP adviser. If Entry Level 3/Level 1, Skills for Life can be built into Individual Learning Plans (ILPs) and additional learning support will be offered.

Trainees will also have an opportunity to take the National Test as part of the training programme.

Interviews

- All prospective trainees are interviewed on a one to one basis by the employer (e.g. HR Manager or Facilities Manager) and Local Project Manager to ascertain suitability for the programme and the work placement.
- Interview questions will vary according to employer requirements. When selecting, as well as results from the interview, it is suggested that interviewers take into account the results of the Initial Assessment and feedback from the provider about participation in the day's group activities.

Please see separate sheet on sample interview questions.

A Criminal Records Bureau (CRB) Check

- The National Health Service is exempt from the provisions of the Rehabilitation of Offenders Act and has a 'no unspent convictions' policy.
- A criminal conviction does not necessarily exclude anyone from working within the NHS, but it would depend on the nature of the conviction and the occupational area that the participant would like to work in. The CRB report must be seen by the employer before the participant can start his or her placement.
- CRB forms are frequently completed inaccurately or in insufficient detail, which could have a potential impact on the trainee's ability to take up the work placement.
- It is important, therefore, that forms are completed accurately at the Selection Event with the advice and guidance of someone with relevant experience and expertise, so that clearance can be confirmed as quickly as possible.

An Occupational Health Check

- An Occupational Health Check is required to assess the trainee's physical capability to perform a specific role and give any vaccinations that may be required, thus ensuring patient safety.
- Some Trusts have developed a two part system to completing the Occupational Health Check and to 'fast track' trainees. This involves completion of the first section of the Occupational Health Check prior to the 5 week training programme.
- The second part is completed on the offer of a job.
- As above, it is important that forms are completed accurately at the Selection Event with the advice and guidance of someone with the relevant experience and expertise, so that they can be processed as quickly as possible.

Group activity

Aims:

- To provide trainees with a group activity 'taster'
- To encourage group interaction
- To informally assess communication and interpersonal skills

Please see separate sheet for ideas on ice breakers and group activities

Initial Assessment Feedback and Individual Learning Plan

- It is recommended that Initial Assessments are marked during the lunch break and that participants are given the opportunity for 1-1 feedback by an appropriately qualified Skills for Life Specialist on the day.
- Where this is not practical, the selection event may be conducted over 2 separate days to allow for marking of initial assessments, the arranging of interviews and decision by potential trainees about whether they wish to continue to interview stage.
- Results can be discussed and recorded on an Individual Learning Plan, which will be used on an on-going basis, as part of the training programme.
- Feedback can be in general terms, explaining that an Initial Assessment provides an indication of level of literacy or numeracy skills, areas of strength and areas to work on. A more in depth diagnostic would be required when starting a learning programme.
- If literacy or numeracy is offered as an additional option to the 2 week programme, trainees can be encouraged to brush up their skills and prepare to take the National Tests in Adult Literacy and Numeracy, alongside the training programme. If this provision is not available, trainees should be referred to local provision.
- The programme is written to be accessible by trainees at Literacy Entry Level 3/Level 1. Below Entry Level 3, trainees will benefit from more intensive support prior to coming on the training programme.
- It is important to be sensitive to a range skills levels and to stress that if trainees do require more intensive support, the programme will probably not suit their needs. They can then be referred to a provider to develop their skills so that they can apply again at a later stage.
- Each trainee is given a copy of the Individual Learning Plan.

These materials have been developed by **Skills for Health** in conjunction with employers from the sector and are available free of charge for use in supporting training programmes.