



Ayrshire  
College



# Interview Preparation



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## INTERVIEWS

As part of the application process for the School-College Partnership courses, some applicants will be invited along to the college for an interview depending on which course they have applied to. Interviews for the School-College programmes will take place in April. Students will receive an interview email from the college to advise the date and time of their interview.

Some courses will not require applicants to come into campus for an interview, the selection for these courses will be based on the application, qualifications, and personal statement. Some courses may also require you to complete an additional online Forms task (more information about this is included in the structure of interview section below).

We have a very high number of pupils to interview over this period and to complete these before exam leave, rescheduling interviews may not be possible. If you can't attend the interview date you are given, then this could result in you losing a place on the course due to the course being full.

## INTERVIEW TIPS

### Do

- Pick a course that you are genuinely interested in
- Read the interview format which will be sent out after your interview has been scheduled
- Make sure you engage with any activities
- Research the course, progression opportunities and job opportunities
- Dress smart

### Don't

- Answer "don't know" to questions
- Get distracted during the interview, pay attention to the interviewer
- Appear uninterested in the course or the interview
- Sit with your mobile phone out – make sure it is switched off and out of sight
- Be late!

- Think about what type of questions you may be asked
- Be enthusiastic, polite and respectful
- Bring a pen or pencil
- Bring a calculator if completing an aptitude test



## TYPES OF INTERVIEW

### Group Interviews

- Usually between 10 and 20 people
- Can last between 1 and 2 hours
- Will show how well students work in a team/group

### One to one interview

- An informal chat between the student and the interviewer
- Usually, last around 10-15 minutes

## STRUCTURE OF INTERVIEW

For every School-College Partnership course that requires applicants to be interviewed, we have developed an interview structure. The interview structure will let you know which campus the interview will be held and who will be interviewing you (the interviewer) it will also let you know whether it will be a group interview or a one to one interview. It lets you know what will happen during the interview and if you need to bring anything along with you.

Below is more detailed information on what may happen during the interview:

### Curriculum Presentation

The interviewer will give a presentation which will give more detail about the course, what units/subjects you will be studying and possible progression routes/job opportunities. You should try and ask questions if given the opportunity, this will show you have a keen interest in the course.

### One to one interview

A one to one interview will consist of a series of questions which the interviewer will use to help them decide if this course is right for you. You should be prepared to answer questions on why you would like to do the course, if you have any hobbies that may relate to the course and what your career or future study plans may be for after the course.

## Aptitude Test

An aptitude test is a written test consisting of a series of questions which are designed to make sure the course is suitable for you. It will assess your logical reasoning and thinking processes. Please bring a calculator and pen or pencil to an aptitude test. More details on Aptitude Tests can be found on page 6.

## Group Exercise

If a group exercise is part of the interview, students may be split into smaller groups within the interview. You should be prepared to work with people you may not know. The task may consist of working together to answer a question(s) or come up with different ideas/solutions to a specific task.

During a group task you will be judged on how well you contribute to discussions. You should show engagement, enthusiasm, and respect at all times during the task.

Doing some research about the chosen area of study would really help to develop your knowledge of the subject area.



## Written Task

The interviewer may ask you to answer written questions about yourself to make sure you're suitable for the course. Questions may include – Why have you applied for this course? Do you have any hobbies or experience relating to this area? Where do you see yourself progressing after the course?

You should answer all questions as fully as possible and try and give more than just one sentence for each question. Try and expand the answers, instead of just writing "I've always wanted to work in this area", justify your answer and add in why you've always wanted to work in that area.

### Skills Assessment

A skills assessment will assess your practical ability to ensure you are at the right level for the course and have the skills required to be successful in the course. Examples of a skills assessment would be assessing your sporting ability if applying for a sports course or assessing your hand skills if applying for a woodwork course.

### Online Forms Task

As part of the selection process, you may be asked to complete an online Microsoft Forms task. This task will have been created by the department of the course you have applied to and will include more specific questions about the subject area. This will be used to assess your suitability to the course. You should answer each question as fully as possible as this will be used to make selections for the course rather than attending campus for an interview.

## APTITUDE TESTS

Aptitude Tests are mostly used for courses in Construction, Engineering and Automotive, they aim to determine that you have applied for the correct level of course. If an aptitude test is required as part of the course selection process, this will be mentioned within the course description on the website. Please read through this carefully to prepare yourself.

Below are some examples of types of questions you may be asked during the aptitude test:

- Identifying different shapes
- General Mathematics (adding, subtracting, multiplying, division, fractions, percentages)
- Measurement conversions
- Calculating perimeter, area, radius, circumference of shapes



- Reading Comprehension – Reading a passage and answering questions relating to the passage
- Identifying different types of tools
- Identifying different types of PPE (Personal Protective Equipment)
- Understanding different job roles
- Health and Safety questions

## SUPPORT AT INTERVIEW

If you have any additional support needs or if you are anxious about attending your interview our inclusive learning team could provide support if required. There is an option on the application form to tick if you require support for interview. A member of the inclusive learning team will then contact you directly to find out exactly what kind of support you may require, examples of support which could be offered are mentioned below:

- Scribe/reader
- Pastoral support if anxious
- IT/Laptop provided

It may also be possible for you to attend college for a visit prior to your interview where someone can meet you and have a chat and give you a tour of the building. If this is something you may be interested in please contact your guidance teacher.

## BENEFITS OF SCHOOL-COLLEGE COURSES

- Provides recognisable transferable skills whatever you decide to progress with.
- Gives you experience of an interview
- Meeting new people of a similar age from other schools
- Allows you to get a taster of college before leaving school
- Reference from a subject specialist
- Practical courses that are not available at school
- Use of college facilities (salon, gym, restaurant)
- Student card – entitling you to student discounts
- Use of Learning Resource Centre



## CAN'T ATTEND YOUR INTERVIEW?

If for any reason you cannot attend your interview you should let your school know as soon as possible. We will try our best to rearrange however as we only have a very short time to interview the large number of applicants, this may not be possible if a course fills up after the April interviews. If courses do not fill after the April interviews, then further interviews will be held in June.

Your school will know the dates of the interview at the time you are applying online. Please check with your guidance teacher the dates of the interview to make sure you can attend an interview at this time.

There are many courses available as part of the School-College programme. If you miss out on the opportunity to be interviewed for your first choice and the course fills after the initial interviews, there may be other courses available which you may be interested in. You can apply online for these courses to be interviewed in June. Your guidance teacher will be notified of courses which have spaces after the April interviews.



## INTERVIEW OUTCOMES EXPLAINED

There are different outcomes which you may receive after attending your interview, these are explained below in more detail.

### Unconditional Offer

An unconditional offer means you have a definite secured place on the course. If you receive an unconditional offer, you should contact the college to confirm whether you would like to accept or not.

### Conditional Offer

A conditional offer means you have a place on the course providing you meet the conditions which will be detailed in your email. Examples of conditions may be passing specific subjects in school, providing a suitable reference etc.

If your conditions are passing subjects in school, you may not find out until August, but you should still attend the induction period in June.

### Waiting List

If you are placed on the waiting list this means that there are no spaces available at this time but if a space becomes available, it could be offered to you. If at any time you decide you no longer wish to be on the waiting list, please let your guidance teacher know.

### Referred to other course / offer place on other course

This means that the department has read through your application and has decided you would be more suitable to another course. An application to the course they are referring you to will automatically be created and your application will be considered for this course. If you do not wish to be considered for the other course, then you can request for the new application to be withdrawn.

### Refer to Student Services

Unfortunately, this means you have been unsuccessful in gaining a place on your chosen course. There may be other School-College courses which you may be interested in which still have spaces available. Please check with your guidance teacher for available courses.

## IF SUCCESSFUL AT INTERVIEW

You will be notified by email of the outcome of your interview and your school will also be notified. If you have been successful in your interview and have been offered a place you will begin your course in June for a 2 week induction period then return again in August, the same week you are back at school. Please confirm if you wish to accept your place either online, by notifying your guidance teacher or by contacting the college directly.

## IF UNSUCCESSFUL AT INTERVIEW

If, unfortunately, you have been unsuccessful at interview please don't let this put you off applying for any courses in future, whether this is another School-College course or a full-time course.

Every school student across East, North and South Ayrshire is eligible to apply for School-College courses. Application numbers can be very high and unfortunately spaces are limited. Feedback can be provided upon request for any student who has been unsuccessful.



## CONTACT INFORMATION

### AYR CAMPUS

NAME	Caroline Allison
EMAIL	Caroline.allison@ayrshire.ac.uk
TELEPHONE	07708870825

### KILMARNOCK CAMPUS

NAME	Ashleigh Brown
EMAIL	Ashleigh.brown@ayrshire.ac.uk
TELEPHONE	07708870527

### KILWINNING CAMPUS

NAME	Yvonne Adamson
EMAIL	Yvonne.adamson@ayrshire.ac.uk
TELEPHONE	07708870674

### TEAM LEADER OF SCHOOLS

NAME	Kirsty Taylor
EMAIL	kirsty.taylor@ayrshire.ac.uk
TELEPHONE	07923162450





AYR CAMPUS  
DAM PARK  
AYR  
KA8 0EU

TEL: 0300 303 0303

KILMARNOCK CAMPUS  
HILL STREET  
KILMARNOCK  
KA1 3HY

TEL: 0300 303 0303

KILWINNING CAMPUS  
LAUCLAN WAY  
KILWINNING  
KA13 6DE

TEL: 0300 303 0303



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