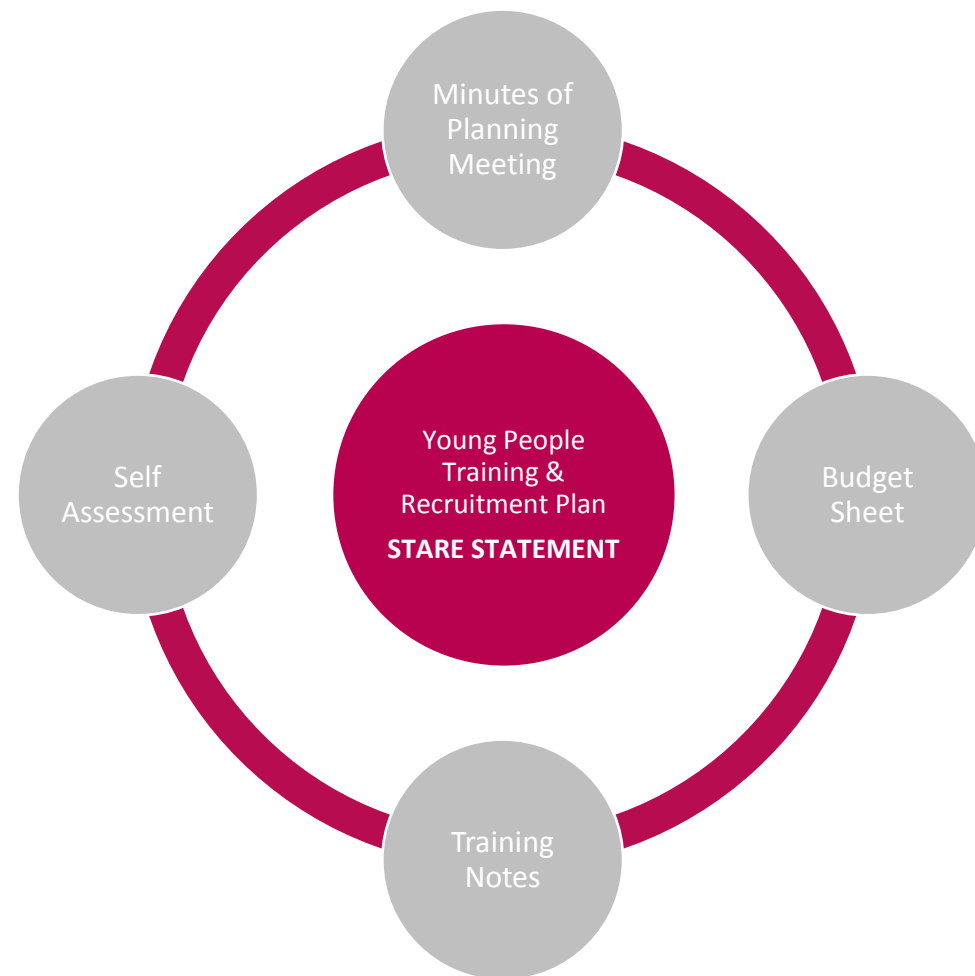


S.T.A.R.E - YOUNG PEOPLE'S TRAINING AND RECRUITMENT PLAN

Using the S.T.A.R.E technique in your portfolio adds context to each individual piece of portfolio evidence or a bundle of evidence. It will allow you to structure your description of the work you carried out and allow the person reading the S.T.A.R.E to have a better understanding of the key aspects of work you undertook and the IMPACT you had on your organisation, clients or team. It will also allow you to reflect on your own development and evaluate the task.

Young People's Bundle Example



S.T.A.R.E

Situation: Set the scene, describe the situation you were in and why it came about. Try and think about the 'bigger picture' and how your specific action may link to the overall strategy of your organisation.

In my role short-term employability programmes for young people aged 16-25. As a Programme Executive, it was my responsibility to set up and run the programmes, plus offering post-programme support to those who attended. The programme detailed here was focussed around the Retail sector.

Task: Describe your goal or what you aimed to accomplish in the situation.

I needed to have 8-20 people on the programme in March 2019 and ensure that they were going to receive well-rounded work experience in multiple areas of the business. I needed to conduct self-assessment session of the attendee's skills both at the beginning, middle and end of the programme. I also needed to arrange an End of Programme Celebration and arrange post-programme support.

Action: The most important part. Explain the key milestones/actions you undertook. Describe the actions you undertook to achieve your goal. Focus on YOUR role in the situation not what others did. Use 'I' not 'we' when describing your actions.

I initially had a meeting with my manager to determine if there was anything, I needed to be specifically aware of prior to starting to organise. I then contacted the retail delivery partner and had a programme planning meeting with the manager and other staff who would be involved. I explained our organisations mission statement which would give explanations as to the purpose of the programme. I offered some training to any of them who felt it necessary to understand the learning needs of attendees that they may encounter. This meeting established roles and responsibilities. Following on from this I arrange a meeting with our Outreach Officer to fully debrief them on the programme content and eligibility criteria. I scheduled regular catch ups with them, so I knew how recruitment onto the programme was going. I maintained regular contact with the manager of the delivery partner to keep them fully informed. Prior to the programme starting, I organised resources, room bookings, venue space and refreshments. I kept accurate financial records and had already confirmed a budget with my manager, which I maintained. I spoke to senior members of staff and previous attendees of programmes to see who may be interested in giving a speech during the Celebration event. I made sure to meet this person before the event to debrief them on the course, how it had gone etc so they could draw from this in their speech.

Result: Describe the outcomes of your actions. Do not be shy about taking credit for your results. Use figures if you can. What did you accomplish?

We had 12 people attend on the programme, none of which had any eligibility issues for the programme. Each person involved had a clear understanding of what their responsibilities were, and the programme ran smoothly, with no tasks falling between the cracks. The attendees rotated across 4 different departments of the business throughout the programme. I was marginally under budget for the programme which I communicated with my manager prior to the programme end. I suggested that any left-over money could be spent on extra refreshments/token gifts for the attendees as it is our charities values to put the young people first when making decisions. This was agreed and led to an event that felt even more special. The programmes attendance allowed me to meet my KPIs, both in terms of numbers of attendees and those who were fully eligible. By meeting my targets, I positively contributed to our teams wider KPIs and the charities overall promise to the public and any stakeholders/funders.

Evaluation: Use Learning Assistant to claim the KSB criteria you feel your portfolio work covers.

This project covered many of the KSBs, particularly in the areas of Operational Strategy, Project Management, Business Finance, Leading People, Managing People Skills, Communication, Developing Collaborative Relationships. A comprehensive breakdown of the KSBs covered in this project can be found in my cross-referencing on Learning Assistant.

****Supporting evidence uploaded alongside – Minutes of planning meeting, self-assessment document, training notes & budget sheet**