

Job Application and Interview Techniques Training

for Administrators



This programme is specifically designed for Administrators looking to apply for roles within the NHS. Pearson TQ will deliver an interactive workshop providing delegates with the knowledge and key skills required to be successful in gaining suitable opportunities within the NHS.

Applying for and interviewing for new positions within the NHS can be daunting and nerve-racking. Knowing what to apply for, what to write in the application, how to prepare for the interview and how to answer interview questions are all skills that can be learned.

In collaboration with NHS Trusts, Pearson TQ has developed a programme that will help delegates understand what is required at each stage of the application and interview process within the NHS. The programme includes a pre-workshop support booklet that contains knowledge, hints and tips, and some pre-workshop activities.

The activities are based on real life NHS work-based examples and form the basis of the one-day face-to-face workshop, allowing delegates to practice the skills needed for a successful interview in a safe environment, with feedback and guidance to improve and build confidence.

The booklet will be a valuable resource that delegates can reflect on and use when applying for a new position within the NHS, for example, a Nursing Associate role.

On completion of the workshop, all delegates will be awarded with a Pearson digital badge.



Programme Overview

Pre-reading	Support pack with pre-reading and activities. This resource can be used to make additional notes during the workshop and kept to reference for future applications.
Workshop	Day workshop to practice application and interview skills based on the pre-reading materials and activities. The aim is to help delegates improve their confidence while receiving specific feedback that will support their future applications.
Topics include	<ul style="list-style-type: none"> • Job Descriptions & Person Specifications – what they are and how to align knowledge and skills to these. • Completing the online application – how to write this to meet the needs of the role. • Interview preparation – key things to think about and practice before the day. • Being interviewed – the difference between online and face-to-face interviews, how to prepare for and answer competency-based questions. How to create a rapport with the interviewers and deliver natural answers. • Hints & Tips – dos and don'ts, sharing and learning from good and bad experiences. Techniques to derive answers to any question. • Links to NHS support materials.
Benefits include	<ul style="list-style-type: none"> • Increased confidence to apply for appropriate roles within the NHS. • Practising interview techniques in a supportive environment. • How to sell yourself in the interview. • Instant, person and role-specific feedback. • Peer networking and support.