

# WORK READY KĀPITI

We support Kāpiti ākonga to be work ready, connected with employers and confident in the workplace.



# MEET THE TEAM



HAYLEY

KIM

KATH

# WHO IS WORK READY KĀPITI?

Work Ready Kāpiti is a Charitable Trust shaping the future workforce in Kāpiti by equipping ākonga with the skills, confidence, and support they need to thrive and drive their own ongoing success.

**We were proud to be the 2025 winners of the Electra Business & Innovation Award in the Not-For-Profit category and were finalists in the 2025 Wellington Gold Awards and the Wellington Airport Regional Community Awards.**

**We hold Level 4 Social Sector Accreditation**



# ICEBREAKER



# INTERVIEW QUESTIONS:



What is your lock screen or screen saver photo?



What's your biggest pet peeve?



If you won the lottery what would you spend your millions on?



Who was your favourite teacher and why?



What is the last show you watched and loved?



If you had to eat the same thing for lunch for the rest of your life, what would it be?



What do you like to listen to when you're in the car?

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## #EmployerMeets

135 ākonga and 77 Employers attended in 2025 across 3 colleges and one community event

2

## Kāpiti Work Ready Passport

75 ākonga completed this programme

3

## Work Experience (WEX)

48 ākonga completed a WEX placement

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# #EMPLOYERMEETS

A speed meet style event that connect ākonga and employers, providing opportunities to learn about industry, practise interview skills and forge valuable connections.



# WHERE?

## Venues



- School and colleges
  - halls
  - gyms
  - library



- Community venues
  - training centres
  - youth hubs

## Think about



Accessibility for ākonga and employers



Professional but welcoming atmosphere



Space for multiple simultaneous conversations

# WHY?

- Authentic connections to the world of work
- Development of employability and communication skills
- Broader career exploration and informed decision-making
- Increased motivation and aspiration
- Early professional networking
- Real-time feedback and learning
- Stronger school-employer partnerships
  - Scalable, high-impact career education practice
  - Assessment opportunities

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# WHAT DO OUR PARTICIPANTS HAVE TO SAY?



**"I found there is a lot more  
to being work ready than  
just getting the job"**

**"I didn't realise how  
employable I was"**



**"Great to interact with  
youth and share knowledge  
and skills they will need to  
succeed"**



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**"Do it, you can't lose anything but can only gain."**



**"I would say that it's probably the best opportunity any student can have, especially when still in college."**

**Great opportunity to meet keen, young, aspiring workers**



**"The employers gave me tips and tricks on how to stay focused on what I want to do."**



# 10 STEPS TO HOLDING YOUR OWN #EMPLOYERMEET



## 1 EVENT DETAILS

- Date
- Time
- Venue



## 2 INDUSTRIES OF INTEREST

- What are ākonga interested in?



## 3 EMPLOYER TICKETING

- Humanitix



## 4 OPEN REGOS + COMMS

- Important information: location, time, etc



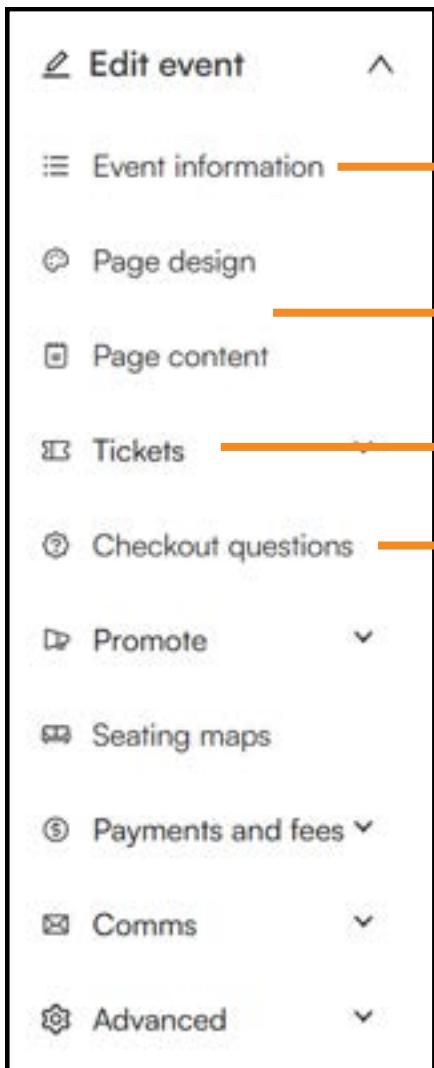
## 5 ĀKONGA TICKETING

- Humanitix
- Interview sessions set up



# 3 EMPLOYER TICKETING → HOW TO DO THIS?

- Humanitix - 100% free and an intuitive platform

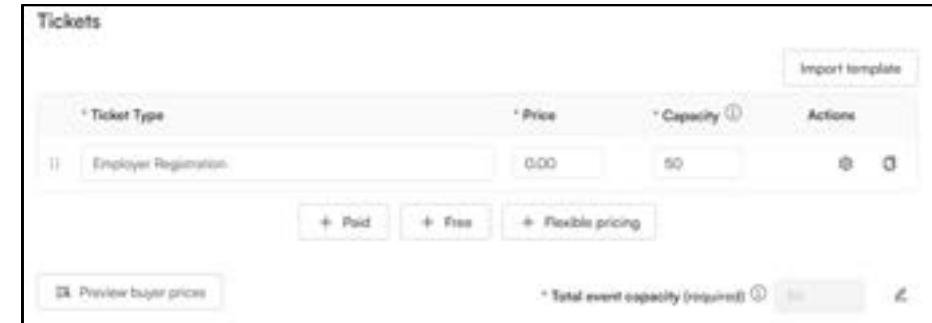


Event Name, Event Type, Event Summary.  
Date, Time, Location

Page Banner, Logo, Description

Ticket Type,  
Capacity

What Information  
do you need?



Recommendations:

- Full name
- Organisation
- Organisation Description
- Contact Information
- Recruitment status
- Dietary & Accessibility requirements
- Photo consent

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## 5

## ĀKONGA TICKETING → HOW DO WE DO THIS?

- Key difference - Ticketing

The diagram illustrates the ticketing interface. On the left, a sidebar titled 'Tickets' contains the following options: 'Ticket types', 'Ticket groups', 'Packaged tickets', 'Ticket ordering', and 'Grouped capacity'. Two orange arrows point from the 'Ticket types' and 'Ticket groups' options to a central table and a list respectively. The table, titled 'Ticket Type', lists seven entries with columns for 'Ticket Type', 'Price', 'Capacity', and 'Actions'. The list, titled 'Imaginary Business', lists the same seven entries, each with a close button (X) and a settings icon.

* Ticket Type	* Price	* Capacity ⓘ	Actions
9:20am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
9:30am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
9:40am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
9:50am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
10:00am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
10:10am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️
10:20am Imaginary Business - Hayley Coetze	0.00	1	⚙️ ⚙️ 🗑️ 🗑️

Imaginary Business

- 9:20am Imaginary Business - Hayley Coetze ×
- 9:30am Imaginary Business - Hayley Coetze ×
- 9:40am Imaginary Business - Hayley Coetze ×
- 9:50am Imaginary Business - Hayley Coetze ×
- 10:00am Imaginary Business - Hayley Coetze ×
- 10:10am Imaginary Business - Hayley Coetze ×
- 10:20am Imaginary Business - Hayley Coetze ×



This can be done differently, but find out what works best for you.



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## 4 OPEN REGOS + COMMS

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## 5 ĀKONGA TICKETING

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- Interview sessions set up



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## OPEN REGOS + COMMS



## 7 ORGANISE CATERING

- Ākonga really like pizza! Food matters!
- Finalise numbers

## 10 FOLLOW UP

- Thank you comms
- Connection cards



9

## EVENT DAY!

Fun additions:

- Table cards
- Connection cards



## 8 FINAL COMMS & BITS

- Timetables + Employer Cards
- Reminder comms to both Youth + Employers



# FROM OUR EXPERIENCE

FISH HOOKS	CONSIDERATIONS
<b>Employers not showing up</b>	Be ready to step in...
<b>Ākonga only booking one appointment</b>	Actively encouraging them on the day and taking them to an employer that has no interview Encouraging staff to get them signing up to more interviews
<b>Too many ākonga vs employers</b>	Shoulder tapping and calling up employers with strong relationships
<b>Too few ākonga vs employers</b>	Releasing employers without offending is tricky (often lack of sign ups in certain industries)
<b>Time of Day - what would work for your ākonga and employers?</b>	Morning - late students provide an incentive with breakfast Walk ins can come from day vibe Evening clashes with sport/activities - find out what is on Difficult for employers

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# ASSESSMENT OPPORTUNITY

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 If your target interviewees are senior college students, it is easy to access them with a formal interview standard like **US 1294 Be interviewed in a formal interview**

Before the #EmployerMeet, teach interviewing skills in the classroom including

- Preparing and practicing possible interview questions
- Factors that contribute to, and remedies for poor communication in formal interviews
- Differences in expected behaviour for interviewees in a one-to-one interview, compared with a panel interview
- How to use tone, eye contact, and posture that fit the situation and relationship between participants
- How to dress appropriately for an interview
- The role of each participant (such as needs, interests, expectations)

## Assessment Practice

- Get some help to assess
- Take evidence for moderation





**How could you see this  
working for you?**

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# ANNUAL AWARDS

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**Our annual awards recognises our Kāpiti Work Ready Passport participants, as well as award winners from across our programmes and celebrates the year's successes.**

The 2025 ceremony was our biggest yet, with over 175 attendees.



# THE 2024 #EMPLOYERMEET STAR WINNER

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**Awarded to the ākonga with the highest score.**

Criteria – winner is selected based on the score sheets completed by the employers at each #EmployerMeet event and the award to go to the highest scoring youth, based on their average score across all events. The number of interviews completed is also taken into consideration when deciding on the winner.





## KEEN TO KNOW MORE?

For general information:  
[hello@workreadyKāpiti.co.nz](mailto:hello@workreadyKāpiti.co.nz)



[www.workreadykapiti.com](http://www.workreadykapiti.com)



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