



YOUNG FARMERS AMBASSADORS
England and Wales Region



A complete guide to the

NFYFC Discovery Programme

**How to promote, organise, run interviews and
select YFC members for the trip of a lifetime**

This booklet has been prepared by the
Young Farmers Ambassadors (YFA)
to offer help to your County Federation in
preparing your members for the Discovery Programme.

Version 1 - 2012 Discovery Programme year



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2012 Discovery Programme Year

Key Dates:

NFYFC Interviews are to be held on Saturday, 3rd December, 2011.

Contact Information 2011-2012:

NFYFC Discovery Programme is organised by NFYFCs Discovery Officer, who is based in the NFYFC Office.

- Email discovery@nfyfc.org.uk
- c/o NFYFC, YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG
- Telephone 02476 857218

YFA Chairman – Margaret Bennett

- Email ashbrooklanefarm@btinternet.com
- Telephone 07966 381047.

NFYFC Website

- www.nfyfc.org.uk/discovery

The website has much more information about Discovery trips, past Traveller’s Tales, and copies of forms for you to download.

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What is the YFA (Young Farmers Ambassadors)?

The Young Farmers Ambassadors (YFA) is an alumni organisation of past members of the NFYFC (England and Wales) all of whom have travelled on NFYFC's Discovery programme – some of YFA's members travelled over 50 years ago and still treasure their experience and the lifelong friendships made at home and overseas.

The YFA's aims are:-

- To encourage as many current YFC members as possible to participate in the Discovery programme – a fantastic and unique opportunity to travel to various countries around the world.
- To raise funds to support the NFYFC Discovery programme – the YFA annually aims to donate approx £4,000.00 to the Discovery programme and sponsors four YFA scholars each year
- To be an alumni organisation for past participants of the Discovery programme to keep alive the friendships and contacts made through the. The YFA annually organises social events, weekend breaks and its Annual General Meeting weekend to which all YFA members are invited.

The YFA has members in most counties in England and Wales. These are people who as members of the NFYFC travelled abroad with the Discovery programme and will be very willing to help and encourage you to promote and support the Discovery programme. For example, a YFA member can help your International Linkperson in your county federation or a YFA member will help plan and organise a Discovery promotional event for members of your county federation. YFA members can also speak with current NFYFC members individually to encourage them to consider travelling with the Discovery programme. If you would like an YFA member to contact a NFYFC member on your behalf, contact YFA Chairman Margaret Bennett.

Everyone needs to support each other whether they are YFA, County Staff, NFYFC Staff or a member of the Personal Development Committee for the programme to remain successful.

We (the YFA) have prepared this booklet in such a way that it can be used as a whole booklet, or separated into single-page sheets to distribute to those involved as candidates, helpers, interviewers or sponsors at various stages during the selection process.

This document is only a start and hopefully we can all build on this in future years. If you have any comments, ideas or suggestions for improvements to this document, please get in touch with the YFA Chairman or Vice Chairman.

GOOD LUCK AND WE HOPE YOU ENJOY THE EXPERIENCE!!!!!!



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About YFA & IFYE

YFA (Young Farmers Ambassadors)

Past travellers on the International Programme set up Young Farmers Ambassadors (YFA) of England & Wales some 50 years ago. They meet regularly either locally, as a country (England & Wales) or nationally (UK including Scotland and Northern Ireland) - there are also YFA's in Scotland and Northern Ireland. Each year a reunion is held and is hosted on a 4 year rota. The countries making up the UK are:-

- England
- Northern Ireland
- Scotland
- Wales

To be eligible for membership of the YFA, NFYFC members must have travelled with YFC and attended a NFYFC Discovery interview. The membership subscription to the YFA is currently £10 per year. The YFA currently boasts approximately 500 members throughout England and Wales.

Some of the money from the YFA membership subscription is used to support the Discovery Programme, this year (2011) the YFA presented a cheque for £4,000 to NFYFC to sponsor the Programme - only financial sponsor of the discovery programme. The YFA also gives money towards four YFA Scholars each year, these are members that are chosen at NFYFC Discovery Selection Weekend and are selected for Special Awards.

At NFYFC Discovery Selection Weekend YFA members recruit those obtaining a trip in that year, and distribute YFA membership forms (available in English and Welsh languages) to all travellers.

For the YFA membership subscription of £10, YFA members get the opportunity to attend the Annual YFA Reunion and will be supporting the NFYFC Discovery Programme. They will receive two YFA newsletters each year as well as IFYE (International 4H Youth Exchange) information, but most importantly YFA members are part of the YFA support network, with the superb benefit of meeting up with lifelong friends at the reunions and social events.

I.F.Y.E. (International 4H Youth Exchange)

IFYE is the International 4H Youth Exchange. Not all of the Countries participating in the Discovery programme have a young farmers' organisation – they have an organisation called 4H, which is similar. The first YFC clubs in England and Wales were calf rearing clubs based on the 4H clubs already in the United States, so the members participating in the International Homestay Exchange Programme became known as 'IFYE's.

You can become a member of IFYE if your exchange was longer than 6 weeks.

The IFYE organisation organises Reunions in a similar way to the UK YFA, except that they are for a week rather than a weekend. European IFYE Reunions are held every summer, hosted by the European countries in rotation and there are also World IFYE Reunions.



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Discovery Timetable

September

Start planning at the beginning of September, encouraging International Linkpersons, past exchangees, County Officers and County committee members to help.

Information about the Discovery Programme is sent to every member in Ten26 at the beginning of September, ready for the start of the new YFC year.

Start promoting the Discovery Programme in your County in September, using your websites, County Newsletters and fliers in club post.

County Staff may be able identify individual potential candidates who may just need a friendly nudge and encouragement. Members should be encouraged to take part in trips. The benefits of overseas travel and homestay exchanges include:-

Personal development of the individual

Independence

Lifelong friendships formed

The opportunity to travel to different parts of the world

.....and many more.....

Look at the website www.ifye.co.uk which gives information of the experiences of past exchangees.

October

Candidates should be encouraged to fill in the Application Forms – the application form must include critical detail (name address NFYFC membership card number etc) education and career achievements and importantly information about their involvement with and achievements in YFC.

Please feel free to give copies of this booklet to candidates to help them prepare.

Each candidate will be requested to complete a Personal Statement.

November

Organise County/Area Interviews, using County Officers or any past exchangees as interview panel members.

Send completed applications forms to NFYFC, ensuring that all details have been filled in correctly and signed before they are sent in to NFYFC by the deadline date.

Before the National Interviews encourage and ensure that those participating are well briefed and understand the questions they may be asked.

December

National Interviews are to be held on Saturday, 3th December, 2011 in Warwickshire.

If your members are selected, write a press release and 'Fly the YFC Flag'.



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Ideas for Promoting the Discovery Programme

Here are a few ideas as to how you can promote the programme in your County.

Discovery Leaflet

Information about the Discovery Programme is sent to every member in Ten26 at the end of August, ready for the start of the new YFC year. This includes a full list of all the trips available.

Past Exchangees

Past exchangees can be invited to a club to talk about their experiences. They will have slides, display boards or PowerPoint shows with photographs from their trips, which make great promotional tools.

If you don't know of any past exchangees in your county, contact YFA who may be able to find someone in a nearby county.

Social Night

Perhaps you could organise an International themed social night to raise awareness among your members. Arrange plenty of information and displays to try and catch member's attention. Make sure there are people there to answer questions and discuss trips with the members.

Quiz Night

Organise a Quiz with an international theme, just to get members thinking about the big wide world.

Hand out Discovery leaflets as members arrive, and base some of the Quiz questions on this leaflet, to make sure that members look through it thoroughly.

The added attraction of prizes will encourage teams.

The personal approach – frequently a very successful route of application

Get a small group of county officers together for a quick brainstorm of names of potential candidates. Your officers should be in a good position to identify those members would suit or benefit from the Discovery experience.



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Letter to Prospective Candidates

On the next page you will find a copy of a letter which can be sent out to potential candidates, on behalf of Young Farmers Ambassadors, to proposed travellers.

You could send this to any members who shown an interest in the Discovery programme, as the personal touch goes a long way.

The next page is a ready-to-use page you can copy or print



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Dear

NFYFC Discovery Programme

We are pleased to hear that you are perhaps interested in applying for the Discovery Programme, and if you have not experienced the NFYFC Discovery Programme before we would like to offer our help to make the application process as easy and enjoyable as possible.

I am writing to you on behalf of the Young Farmers Ambassadors (YFA). YFA is made up of Young Farmers over the last 50 years who have travelled abroad on the NFYFC Discovery Programme from England and Wales and we aim to encourage as many young farmers as possible to take part in this fantastic opportunity.

The Discovery Programme is run by NFYFC for those members between the age of 16 – 26. Also there is an opportunity for members to act as Leaders or Assistants up to the age of 35.

There are fantastic opportunities to participate in organised trips and/or homestay exchanges around the world. From 1 week study tours, 2 weeks to 3 months homestays. All you have to do is choose a Country you would like to visit and fill in an application form.

The Application Form should to be completed as if you were applying for a job. Therefore before you complete the form, give some thought to what the interview panel may wish to know about you. The application form is submitted to your County Officer – ask them to check your form and invite them to suggest changes in order to help you. Also ask County Officers to help you prepare for the interview – YFA members will be very pleased to help you with your interview preparation.

If you would like to see what trips and experiences others have had look at the YFA website on www.ifye.co.uk.

Most Counties have members who have travelled abroad, who will be very willing to help you, this may be your International Linkperson. If you have no one in your County to help you we will find you a YFA member who will be only too willing to help you. If you would like us to contact a member on your behalf email Margaret Bennett (Chairman) on her email ashbrooklanefarm@btinternet.com or telephone 07966 381047.

Yours sincerely

James

Chairman England & Wales YFA

Margaret

Vice Chairman England & Wales



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The Selection Process

Initial Application

There is a page all about how to fill in the application form elsewhere in this booklet. Expect to change and revise your form as you move from a County interview to the NFYFC interview

Write as much information about yourself – what you have done in YFC and your hobbies/interests.

Talk to past exchangees who have travelled to the Country you wish to visit.

County/Area Interviews

County Interview gives members the chance to experience attending an interview. This does not form part of the selection process, but the experience and practice is invaluable.

After the County/Area interviews, candidates can use the experience gained to review, revise and improve their application form before completing the final application form and submitting it to the NFYFC

Some trips are direct entry and some just recommendation by your County Office, so your application may be complete by this stage.

NFYFC Interview

For some trips you must take part in a selection process.

This is when candidates from all over the country come together for interviews, and therefore it is an important event. It aims to be helpful and supportive to candidates, however the interviews are formal and the panel will be made up of up to 4 people.

After the Selection Interviews

Encourage exchangees to seek sponsorship from outside sources.

Do promotional pieces for the local Media on exchangees who gained trips.

Give some thought to what project you would study (if required) – bear in mind that this can be changed during the trip.

After the Trip

All candidates are asked to prepare a PowerPoint presentation of their trip. This is used to promote the Discovery Programme and is also entered into a Competition.

Travellers are encouraged to join YFA so that the support process will be there in future years.

If you are lucky to win a scholarship perhaps you would consider joining YFA which will ensure that other young farmers have the same opportunity that you have experienced.

If you require any further information please contact James or Margaret, using the contact details on the front of this booklet.



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Completing the Discovery Programme Application Form

There is an example completed form at the end of this booklet, just to give you some ideas.

Remember that your application form should represent YOU. Take care with your handwriting and presentation, as the interviewers see your application form long before they see you, and therefore this is your chance to impress the interview panel in advance.

Plan your answers and take your time. The form can be downloaded from the NFYFC website and filled in on your computer, or if you prefer print a blank form and hand write it instead. It is a good idea to plan everything one day and write up the next, as you will almost definitely think of extra points in the intervening period.

Keep a copy of your own completed form to remind yourself of what you have written. From the County Interview until the National Selection is long enough to forget what you wrote!

Brief outline of education, training and career

Start from secondary level education, then college/university etc. Mention training courses you have attended both at work and with YFC e.g. first aid, computer software courses, health & safety training, stock judging, cake icing, public speaking, etc. If you have received a YFC Certificate of Achievement, First Aid certificate, Duke of Edinburgh Award, etc., list these. Also describe your career achievements. If you are still in full-time education, mention you achievements at college or university, why you selected to study your chosen subjects and your career aspirations.

Offices held in your club and beyond

Write down anything from assistant rally secretary to Chairman - they are all important. Include Club Committee membership, representing your Club, Region, County, and Area on any committee.

Club Activities taken part in

This section must be filled in! Write down every event you have taken part in e.g. raising money for charity, drama, public speaking, competitions, cookery, County Rally, exchange weekend, business meetings, sponsored event, sports etc.

Activities beyond Club level

Representing your County, have you played sport, taken part in the public speaking, stock judging, or helped steward an Area or National competition or event? If you have attended the National AGM or been a representative on an Area Committee and taken on any positions, this should be included.

Details of Interests and Hobbies

Your chance to sell yourself as a interesting person. The more you write, the more information the interviewers have to ask you relevant questions. You can also include membership of other organisations in this section. Make yourself interesting, without stretching the truth! A keen, active member is what should come over in your application form.

C Alma Baker and Under 18 Youth Camp

These trips have a slightly different application form, also available from the NFYFC website.



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Guidelines for Interviews

Before the Interview

Prepare a paragraph about yourself with details of home life and job experience.

Prepare a paragraph about your involvement in YFC and some of the highlights of your time as a YFC member.

Be familiar with your Application Form and be prepared to answer questions on it.

The Interview

Dress smart - think of what you would wear to attend a job interview. Remember how first impressions are important when meeting people.

The duration of an interview ranges from 10 to 20 minutes.

The panel will consist of three people. These people are a combination of past or present YFC members with experience of the Discovery Programme, or related people such as sponsors.

The interviews are fairly informal and can even be enjoyable! If the very idea of an interview has ever put you off, don't let it! Every year new ideas and improvements are tried to make the system fairer and to give everyone an equal chance.

Remember to smile and make eye contact with the interview panel.

Typical questions will be about:

Your home, family etc

Your involvement in YFC and your knowledge of the Movement. This is your own subject. Swot up on the history, facts and figures, National Officers and the YFC Structure.

Current Affairs, news etc. Read quality newspapers, watch relevant documentaries etc.

Knowledge of Country you wish to visit. Find out about the political systems, its culture, flag, currency, government head, and if there is a royal family.

Knowledge of United Kingdom. Brush up on the Royal Family, the Health Service, Police, Education and the Political systems. It is also worth knowing populations, land areas, a few statistics etc.

Knowledge of Europe and the EU.

Two favourite Questions are "Why do you want to go?" and "Why should we send you?"

A much longer list of example questions can be found in this booklet



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Example Interview Questions

This list of suggestions for questions to be used in the interview is freely available to both interviewers and interviewees, so both parties have plenty of opportunity to prepare. They are only suggestions, as a good interviewer will add their own ideas, often depending on the individual candidates.

About yourself

1. Tell us a bit about yourself
2. What are you going to do after your visit?
3. Would you ever want to be County Chairman or even National Chairman?
4. Do you mind being an hour's drive from any town?
5. What do you hope to do in the future?
6. Your work on a farm or your job – tell us about it.
7. Being a female in farming, do you find any problems with people's attitudes?
8. What position, if any, have you held in your Club and tell us about your club.
9. Tell us your biggest achievement in life.
10. Why do you want to go on a YFC Exchange Trip rather than going on holiday?
11. What type of person makes a good Ambassador?
12. What would you do if a family argument took place whilst you were staying there?
13. If you were unhappy with the family you were staying with what would you do about it?
14. If you have had quite a few late nights and wanted to catch up with your writing would you tell the family concerned and in what way would you approach the subject?
15. If you were asked to give a talk or a slide show, what sort of things would you tell them or show them?

About Young Farmers

16. What is YFA?
17. How would you get members from your club to try for an International Exchange?
18. What is the YFC Vision Statement?
19. What is the Structure of YFC?
20. Who is Chairman of NFYFC?
21. Name the two Vice-Chairmen at NFYFC.
22. How many members has NFYFC?
23. How many members has your own County got?
24. How many committees are there at National?



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25. What are the committees at NFYFC?
26. Which Area does your County belong too and how many Counties are in that area?
27. What is the age range of NFYFC?
28. When did YFC start and where?
29. How many Clubs are there in your county?
30. Who is Chairman in your County?
31. If you were given a sum of money what would you spend it on within YFC?
32. If you have a new member join your Club how would you make them feel welcome?
33. Why do Counties have Council Representative and what do they do?

About the country you have chosen to visit

34. What can you tell us about the Country you are visiting?
35. What is the Capital of the country you are visiting?
36. Why do you want to visit the Country you have chosen?
37. Describe farming in the Country you wish to visit.
38. Describe the political situation in the country you wish to visit.
39. Name the main exports.
40. Name the main imports.
41. What is the currency?
42. What is the Exchange Rate?
43. What is the equivalent of the YFC Movement in the Country you are visiting?
44. What language is spoken?
45. Can you speak the language? If no, what would you do about it?
46. Describe the flag.
47. Would you be prepared to change to another destination country?
48. Who sponsors your visit?
49. What is the population of the Country you are visiting?

About the UK

50. Describe farming in the UK.
51. What do you think is good and bad about Britain?
52. What does CAP stand for?
53. Describe your County briefly.



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54. What would you take as a gift from this Country to the County you are visiting which is typically English?
55. What is a typical English meal and would you know how to prepare it?
56. What are the main three parties in government?
57. Who is the leader of each party and what is each party's main aim?
58. Who is the Minister of Agriculture?
59. Who is the Chancellor of the Exchequer?
60. What is Chequers?
61. How many children has the Queen and in what order were they born?
62. Do you think we have a good National Health Service?
63. Who is your local MP?
64. What is the population of this country?
65. How many Countries in the EU?
66. Describe farming in your own County and also general UK agricultural methods.
67. Read a good newspaper and find out information that is affecting Government Policies and especially agriculture.



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Things you should know about NFYFC in the England and Wales

The YFC Organisation

The first recorded YFC club started in 1921, originally as a Calf Club Hemyock in Devon. The membership age range of YFC is 10 to 26.

YFC Structure

Know how many Clubs and members you have in your County and also the names of County office holders such as Chairman and President. Find out about the committees and staff in your own County.

Know which YFC area your County is in, the other Counties in it, and the office holders in your YFC area. Know the 7 YFC areas in England and Wales.

Learn about NFYFC Council, and understand a little about how it makes decisions.

NFYFC Officers

The Queen is the Patron of YFC.

The President of National Federation of Young Farmers' Clubs is Mr Matt Baker who began his Presidency in May 2011.

Find out who is the current Chairman and the two Vice-Chairmen of NFYFC Council. These are elected at the Council Meeting in October, so new officers will be elected between the start of the Discovery selection process and the National Interviews in December.

NFYFC has a paid staff team led by a Chief Executive, currently Diane Calvert.

NFYFC AGM

The AGM is held in the spring each year and this is the opportunity to make amendments to the National Constitution and how the organisation is run.

The National AGM is the only place in a year where a YFC member of NFYFC has the right to speak directly to the meeting - at other times points of view need to go through the proper channels of the democracy.

NFYFC's purpose

The National Federation of Young Farmers' Clubs (NFYFC) is one of the largest rural youth organisations in the UK.

It heads a nationwide body of 662 Young Farmers' Clubs (YFCs) throughout England and Wales dedicated to supporting young people with an interest in agriculture and the countryside.

Led by young people, for young people, YFCs provide their 25,000 members aged 10 to 26 with a unique opportunity to develop skills, work with their local community, travel abroad, take part in a varied competitions programme and enjoy a dynamic social life. For more information about NFYFC, visit www.nfyfc.org.uk.

NFYFC strapline

Fun, Learning and Achievement



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10 myths about the Discovery Programme.....and the truths!!

You have to be a YFC 'high-flyer' to apply for a trip?

Any member can apply for any trip on the programme (subject to age criteria). It is useful to have a good working knowledge of YFC and be able to demonstrate some commitment to the organisation. However, many other factors are taken into account including personality, skills, hobbies and interests and working/educational interests which are all equally important. Different trips will suit newer members or older more experienced individuals.

I'm over 26 so there's nothing for me

Many of the trips do have an age restriction but Group Leader roles are open to all members 999999including associate members up to the age of 35.

Trips on the programme are no different from what I can get at Thomas Cook, only more expensive!

Travelling through YFC is a unique experience. Development and homestay exchanges offer the chance to see a new culture through the eyes of those who live there and the chance to make friends for life - you will never buy this from your high street travel agent.

There's only long term trips - I can't get much time off work

There's a whole range of trips available from one or two week tours or team travel, right up to six month exchanges, there really is something for everyone. Bear in mind that there is flexibility in some of the trips and this could be used to work around holidays.

I can't afford to go

Sponsorship is available - try local business etc. The YFA also provides Scholarships for some travellers.

The interview process must be really scary

The first stages are designed to help you prepare. The day at NFYFC is relaxed and informal, and you will meet other members like yourself wishing to travel.

Suppose I'm not selected for my trip?

You can try again - many past exchangees did not get their trip first time. You could choose an alternative. There may be opportunities to change your choice of destination during the Selection Day.

I want to work as well as see the world

The Discovery Programme offers various trips where you can work, and therefore really get to know the way of life in another Country. One example is the C Alma Baker Trip.

I can't afford to travel this year

Be a Host for one of the exchangees from abroad travelling to the UK, and you can learn more about the world from your own home.

My boss won't give time off work

Many employees can be helpful and even encourage their staff to broaden their horizons and experiences - you will not know until you ask!!!