



Tuesday 27th September 2017

Dear Parent

Year 11 Interview Skills Days – Wednesday 1st and Thursday 2nd November 2017

All Year 11 students will have a practice interview, the first week after half term, with an employer from a local business in preparation for Sixth Form, College or Apprenticeship. The interview will provide your son/daughter with an opportunity to present themselves in a favourable way to an employer and to practice their interview skills.

Our aim is to help students build on their work experience placement and their understanding of work related learning. The interview aims to improve student's employability skills and prospects by giving them an opportunity to participate in an activity that will help them in the transition to the world of work.

We ask for your support in encouraging your son/daughter to approach these interviews in a positive way. Most of the interviewers are skilled professionals in their chosen areas and the feedback and advice they can provide students with on career pathways and prospects in different employment sectors is often invaluable. In addition the interviewers have freely given up their time to come into school specifically to assist our students as they make the important transition from Year 11 to the next stage of their learning.

In particular we ask for your support in ensuring your son/daughter:

- Arrives on time.
- Is appropriately dressed and takes to the interview a Curriculum Vitae.

On the day of the interview students may come into school out of uniform provided they are dressed smartly in a work suit or similar attire.

Students will receive a slip from their tutor telling them the time of their interview which will take place in 'B' Block Resources. It is the student's responsibility to make sure they are dressed appropriately and are on time. The interview will last about 20 minutes including feedback from the interviewer. Immediately afterwards students should return to their lesson.

Thank you in anticipation of your support.

Yours faithfully

Mr K Callaway
Lead Practitioner Post 16 and Employability