



*Be inspired and achieve together*

Tuesday 31<sup>st</sup> January 2017

Dear Parent/Carer

**Year 11 Mock Interviews – Wednesday 22<sup>nd</sup> & Thursday 23<sup>rd</sup> February 2017**

**ALL** Year 11 students will have a mock interview with an employer from a local business. These are practice interviews for the sixth form, college or employment. 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 aspects of work related learning in the curriculum. 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 they can offer helpful feedback and advice on career pathways and prospects in different employment sectors. In addition, some of 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 prepared

Students should bring with them to their interview a well presented 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 **Lower School 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 sincerely

*K. Callaway*

**Mr K Callaway  
Careers Co-ordinator**

Arnold Hill Academy is part of the Trent Academies Group.

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The company's registered number is 8128513

