



KINGSBRIDGE COMMUNITY COLLEGE

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Principal : Roger Pope

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Dear Parent/Guardian,

17 March 2011

YEAR 10 CAREERS EVENTS COMING SOON...

I am writing to let you know about important events coming up for year 10 in Careers Education.

Students have been writing a CV in IT lessons this year, and help sheets are available on FROG (Work Related Learning folder) to show them how to go about writing their personal statement. We have asked students to let us have a copy of their CV by the end of this week as they will be used for mock interviews on 4th May. This seems like a long way away, but with the Easter break in between, it will leave just enough time for us to send them to all the people involved.

Employment Day on the 4th May is an opportunity for students to get feedback on their CVs and interview techniques from a range of local people (employers, college governors, etc.) who have much experience in the field of education, training and recruitment. The interview lasts about 15 minutes and is a chance for students to practise discussing their strengths, interests, experience and aspirations with an adult they have not met before. Students will be provided with information about the kind of questions they might be asked beforehand, as well as tips on how to dress and conduct themselves for the occasion. Copies of the documents are included with this letter and I thank you in advance for any help you might be able to give your son/daughter to prepare for this event. The rest of the day includes a group/individual debrief on CV writing and interview techniques, a session with Connexions to explore progression routes post-16, a Health and Safety briefing which is a legal requirement prior to work experience, a session on pay/taxation with the Maths department and time with their tutors.

The improved version of the CV will then be sent to the employer who has offered to take your son/daughter for Work Experience in July. Students involved with high-risk placements (construction and land-based) will also be invited to attend a further Health and Safety briefing in June.

Our aim is to equip students with the skills that will help them succeed in the world of work when they leave college. Thank you in advance for all the support you can give them with our careers programme.

If you have any questions about Employment Day, CVs or Work Experience, do not hesitate to contact me or Mrs Arscott at College, on extension 112.

Yours sincerely,

Ms Thomas
Work-related learning Co-ordinator



The college is committed to achieving the Investors in Careers quality standard for careers education and guidance in schools. If you would like to help with work experience placements, careers talks or suggestions for improvement, we would like to hear from you on extension 112. Thank you.

our aim : to be an outstanding learning community

A Specialist
Science and
Maths College

