



Christ the King
Catholic Voluntary Academy

Year 10 Parents Information Evening

All about careers 2025-2026



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Meeting Agenda

- Mock Interviews and CV's
- Careers opportunities
- Work Experience

If you have any questions during the meeting, please put them in the chat and Mr Farrell will respond to them throughout.



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Y10 Mock Interview Assembly Tuesday 4th November

Students will have the process of mock interviews explained to them during an assembly in afternoon registration.

Students will be told they need to prepare a CV and send/show it to their form tutor by **Friday 7th November**.

They will need to bring their CV to their interview to **show the employer**.

They need to be in full school uniform, they will have a **15 minute appointment** which will be shared with them and tutors. This will also be on Arbor for teachers to be aware of students missing part of the lesson.



How to Write a CV – Example

Name
Home Address
Mobile Phone Number
Email Address

→ Contact details

Personal Profile

A summary to highlight your key skills and attributes, making it specific to the job you're applying for. This section should be approximately 100 words.

→ Introduction

Education and Qualifications

Start with the most recent first.

Date School/college

A Level grades/predicted grades.

Date School

GCSE grades/predicted grades, including English and maths.

→ Education history

Work Experience

Start with the most recent first.

Date Company name and job title.

Main responsibilities.

Skills gained (teamwork, interpersonal, problem-solving etc).

→ Work experience

Skills and Achievements

Explain how these particular skills and achievements would help you in the job you're applying for, for example:

I am skilled in using spreadsheet software. As part of my role at Joe Blog's Corner Shop, I had to maintain a list of stock and update it with sales and deliveries.

→ Skills and interests

Interests and Activities

Try to keep these relevant to what the potential employer is looking for.

CV Deadline – Friday 7th November

Students will be told what a CV is, why they need one and what to include. A template will be sent to them via email for them to use. This needs to be **printed before their interview** (their form tutor can help them do this).

Your child will have an appointment during **Mock Interview week Monday 10th - 14th November**



Monday 10th – Friday 14th November

- Every student in Year 10 will have the opportunity to have a 15 minute interview with a real employer
- One-to-one interview
- CV must be ready by 7th November
- Questions provided in advance
- Every student will be given written feedback

Employers have included:

- Council
- OLOL
- Co-Op
- Construction
- Police
- Army



Questions that could be asked:

The type of questions you may be asked:

- Tell me a little about yourself
- What would your friends say about you?
- What subjects are you studying? (Do you have a favourite?)
- What are your plans at the end of Year 11? (College/apprenticeship?)
- What is your greatest strength?
- Why would you be a good person to employ?
- I have looked at your CV – tell me about...

More “situational” questions could be:

- Describe a time when you were faced with a problem and how you dealt with it
- Explain how well you work with other people
- Tell me how effectively you work when not directly supervised



Feedback Form

Mark an X in the correct column for each aspect

	Room for Improvement	Good	Very good
Gave eye contact			
Used positive body language (e.g. posture, gestures)			
Conveyed enthusiasm and interest			
Refrained from excessive fidgeting or nervous body movements			
Gave clear, relevant and concise responses to questions			
Able to articulate their strengths and skills			
Quality of questions they asked the interviewer			
Quality of CV			

Student reflection (for student to complete in form time once they receive their feedback):

What went well:

How can I improve:



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Tuesday 25th November – Y10 College Talk

Nottingham College will be coming in to deliver a 1hr talk to year 10 during the school day on different college courses, how to apply and what is needed to get into college to ensure students are prepared for this.

Last year students had a talk on Apprenticeships, therefore this should further enhance their understanding of different options.





Other Opportunities

- **Wednesday 21st January – CTK Careers Fair** (each year group will have a time slot, where they can go around the fair discussing opportunities with employers and different providers)
- **Monday 9th – Friday 13th February – National Apprenticeship week** (resources emailed and form time activities)
- **Monday 2nd – Friday 6th March – National Careers week** (resources emailed and form time activities)
- **Monday 9th – Friday 13th March – CTK Careers Week** (lunch time talks will be held in U7 with different employers/providers which students can sign up to)
- **Wednesday 17th June Sixth Form Post-16 Evening** (year 10 parents and students invited to look at different subjects available at CTK)
- **Wednesday 15th July – Speed Networking Morning** (Year 10 will have a further opportunity to discuss post-16 choices with employers and different providers).



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Year 10 Work Experience Week
Monday 22nd – Friday 26th June 2026.

COMMUNITY • ACHIEVE • RESPECT • ENCOUNTER



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Why undertake work experience? What are the benefits?



- Doing a work experience placement is a great way to find out whether a certain type of career is right for you. It gives you the opportunity to learn new skills, build contacts and experience what it's like working in a real 9-5 job.
- Surveys of employers who participate in WE suggest that:
 - 90% of employers thought that work experience was essential for anyone applying for jobs in the current climate.
 - Whatever you decide to do after you leave CTK, it is likely that you will be competing with young people who have had some kind of experience of work
 - If you are applying to University or for a Higher Apprenticeship, having work experience strengthens your application – and in many careers it is expected



Soft skills

- Team working, communication skills and commercial awareness

Enhance your application forms and interviews

- Equips you with knowledge that will enhance your job applications and interviews.
- Better understanding of a sector you may want to go into
- Ability to talk with more confidence
- Ask questions that resonate with the employer.

Personal Development

- The technically focused skills you learn will help you start on the professional development path.
- Work experience is the first step towards ticking off competencies.



Year 10 Work Experience

- This is something we need students to start to think about sooner rather than later, **as placements fill up very quickly.**
- **The deadline for students to find a placement is after the easter break on Monday 13th April.**
- There are a lot of stages to work experience and we need to ensure these are all completed in preparation for work experience week.



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Year 10 Work Experience

- To track placements students use a platform called **Unifrog**, students will have a link sent to them and encouraged to log on with your support **after this information evening**.
- Any students who have not logged on will be given time to do so in tutor time on **Tuesday 2nd and Wednesday 3rd December during PM tutor**. This can also be used to add any placements.
- This is something students are encouraged to take ownership of, use their initiative, build communication skills and professionalism with employers.

unifrog



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unifrog



Year 10 Work Experience

- **Students will be emailed a list of past placements to use as a guide and a template email they can edit to send.** We recommend contacting your employers to see if they can offer a placement for your child, primary schools, local businesses or any specific industries they are interested in.
- They will have **one final session to log placements on Monday 16th March** which is before mock exams and the easter holidays start.
- The deadline will then **Monday 13th April**, where we will start to chase employers and parents to fill in their sections.



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A screenshot of the Unifrog website interface, showing a grid of colorful tiles for exploring pathways. The tiles include: Careers library (yellow), Subjects library (purple), Know-how library (dark red), Courses (red), MOOC (teal), Webinars (orange), Read, Watch, Listen (blue), and Placements (grey). Each tile has a 'Go to tool' or 'Start' button. The browser address bar shows 'unifrog.org/itsident/home/pathways'. The Windows taskbar at the bottom shows the date 16/08/2021 and time 15:38.

Home - Student - Unifrog

unifrog.org/itsident/home/pathways

Ages 11-14 Ages 14-16 All tools

Exploring pathways

Careers library
✓ Careers favoured
Go to tool >

Subjects library
✓ Subjects favoured
Go to tool >

Know-how library
✓ Guides favoured
Go to tool >

Courses
✉ 1 teacher comment
Go to tool >

MOOC
You have 3 shortlists
Start >

Webinars
Hear directly from the experts
Go to tool >

Read, Watch, Listen
✓ Profiles favoured
Start >

Placements
✓ 15 placements added, 1 completed
Go to tool >

20°C Rain coming 15:38 16/08/2021



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Students will:

- Find and contact employers to arrange a placement
- Collect all necessary information from employers
- Upload to Unifrog
- Contact employer

School will:

- Check students progress and offer support
- Send reminders to students/employers to upload documents
- Share details of placement arrangements with students
- Prepare students (careers lessons)
- Check documents

Employers will:

- Upload details of their placement
- Share insurance/risk assessment with Unifrog

**Unifrog will
do the rest!**



- **October 2025** – Students start logging onto unifrog and Information Evening for parents/students
- **Friday 7th November 2025** – CV deadline for students to show tutor
- **w/c 10th November 2025** – Year 10 Mock Interviews with Employers
- **Monday 13th April 2026** – Deadline for all placements sourced by Year 10 students
- **Friday 19th June 2026** – Preparation for Work Experience Assembly
 - **w/c Monday 22nd June 2026** – Year 10 Work experience week



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Accessing Support

Miss Mason

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1. All parents must complete the link below.

You have the option to submit any questions you have. These will be responded to in a FAQ sheet once all have been returned.

[Parent Response Questionnaire](#)

2. Begin looking for work experience places. Contact employers early to avoid disappointment.

3. Complete a CV in preparation for your mock interview.