



Christ the King
Catholic Voluntary Academy

Year 10 and Year 12 Parent Information Evening

All about careers



Agenda

- CV's
 - Mock Interviews
 - Careers Events
 - Work Experience
-
- If you have any questions throughout the presentation, please put them in the chat and Mrs Tyrrell will respond as we go through.



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CV's and Mock Interviews

Students will have the process of mock interviews explained to them in an assembly on **Tuesday 10th November**.

Students will be told they need to prepare a CV and send/show it to their form tutor by **Monday 9th November**.

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

Many employers have volunteered their time to interview students, so that they have had the experience of an interview in order to prepare themselves for the world of work.

They need to be in full school uniform/smart attire, 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.

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 16th - 20th November**



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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 11/13? (College/apprenticeship/university?)
- 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 (<u>e.g.</u> 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:



Post-18 Opportunities

- On **Wednesday 4th November 5-7pm** we are hosting a **post-18 pathways event** which is open to all Year 10-13 students and parents.
- This event gives you the opportunity to find out about different post-18 pathways, hear from alumni students and ask any questions.
- On **Wednesday 25th November** Year 12 students will have a **degree apprenticeship talk** to ensure they are aware of different post-18 options and routes into Higher Education than a traditional undergraduate degree.
- They will also do more university talks and trips later in the year.
- But also in personal development, they will explore different options such as employment, gap years, volunteering opportunities and more, as University isn't suited to everyone.



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Post-16 Opportunities

On **Wednesday 6th January** Year 10 will have a 1hr college talk 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 and university**, therefore this should further enhance their understanding of different options.

On **Thursday 17th June** Sixth Form we will have our **Post-16 Evening** where year 10 parents and students invited to look at different subjects available at CTK.

On **Friday 2nd July** we will host a **Speed Networking Morning** where Year 10 will have a further opportunity to discuss post-16 choices with employers and different providers.



Other Careers Opportunities

- **Friday 26th February – 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 8th – Friday 12th 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 22nd – Wednesday 24th March – CTK Careers Week** (lunch time talks will be held in U7 with different employers/providers which students can sign up to)



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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.



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Unifrog

- To track placements students use a platform called **Unifrog**, students already use this in school but I would encourage them to log on with your support at home **after this information evening** to look at the **placement section**.
- Year 10 Students will be given time to log placements in tutor time on **Thursday 10th and Friday 11th December during PM tutor**.
- Year 12 will have time in tutor also.
- 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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Year 10 Work Experience Deadline

- **The deadline for students to find a placement is after the easter break on Monday 12th April.**
- The reason for this is we then have to check each placement out, they have to fill in a form, upload insurance documents, you as parents/guardians have to approve the placement and then we as a school need to sign this off. Therefore, this is quite a long process after students have initially logged a placement.



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A screenshot of the Unifrog student dashboard. The top navigation bar includes links for Home, Teacher Page, My Profile, and Help, along with a search icon and a 'Teacher P' button. The main content area has a heading 'Hello Employer, here's a summary of your progress so far...' and a large circular progress indicator showing 37%. To the right of the progress indicator is a green star icon. Below the progress indicator is a text box that says 'Wait to hear things from us soon when you...'. At the bottom of the dashboard is a 'Save a shortlist!' section with a list of items and two buttons: 'Save to my shortlist' and 'Add to my shortlist'. The entire dashboard is framed by a black border.



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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!**



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.
- Year 10 do have mock exams before Easter, so I would recommend they sort placements sooner rather than later to ensure they meet the deadline.
- After the deadline we will start to chase employers and parents to fill in their sections.
- On **Tuesday 8th June Students will have an assembly to remind them of expectations on work experience.**
- Finally, after their placement students will do a feedback task on their experience and the employer will be sent a link to do the same.



Year 12 Work Experience

- This year we are changing Year 12 work experience.
- Students can arrange placements **when it best suits the employer**, rather than a set calendared week.
- Placements should ideally link to students' **Post-18 plans**.
- Work experience is **encouraged, but not compulsory**.
- All placements must be logged on **Unifrog**.
- Students must get **Mr Reddington's permission before confirming a placement** and collect any missed classwork.
- We will continue to share placement opportunities throughout the year.



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Accessing Support

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Next Steps

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.