



8 September 2021

Dear Parents/Carers

### Careers and Employability Provision – Autumn Term

I am writing to confirm the arrangements regarding the careers and employability provision we are planning to deliver to all Year 13 students over the coming weeks. The Sixth Form team would be grateful if you could encourage your child to make the most of the opportunities outlined below in order to develop the skills that they will need to succeed beyond Sixth Form in their chosen career. We hope that these activities will allow them to be better prepared as they compete for university places, apprenticeship programmes and employment opportunities in the near future.

#### **Personal Statement Workshop – Thursday 16<sup>th</sup> September – 2:15pm-3:15pm**

The Sixth Form team have arranged for all Year 13 students to partake in a 1 hour personal statement workshop, facilitated by DANCOP. Although those individuals not wishing to apply for university may not be expected to submit a personal statement, the workshop will also support these students with completing job and apprenticeship applications as they will be encouraged to reflect upon their A-level studies, hobbies, interests and wider experiences and consider the skills they have gained from these.

#### **Interview Workshop – Thursday 23<sup>rd</sup> September – 2:15pm-3:15pm**

DANCOP have also been scheduled to return to school the following Thursday in order to deliver a 1 hour workshop on how to prepare for a formal interview. As students will be attending interviews for apprenticeships, employment or university places in the near future, the Sixth Form team firmly believe that this workshop will help provide students with the essential skills required in order to excel in an interview as well as improve their overall confidence and self-esteem .

#### **Mock Interview Event – Thursday 30<sup>th</sup> September – 2:15pm-4:15pm**

To enable students to practice their interview skills, a mock interview event has been organised allowing students to have a one to one interview with an industry professional. All of the employers have a wealth of experience and come from a variety of industry sectors. The interview will last for 15 minutes (10 minutes of questioning and 5 minutes of feedback) at an allocated time which will be given to them on the morning of the event. **We do not expect your child to dress formally** for the interview but we do ask them to consider carefully their choice of clothing and ensure that what they are wearing is appropriate and modest. After their interview, students are expected to continue working on their UCAS application or work skills in the study hub until they are dismissed at 4:15pm.

Please note that as school finishes at 2:10pm on a Thursday, your son/daughter will be expected to stay after school on the three dates outlined above. **Attendance at these events is compulsory** and students should remain in school for the full duration of these activities. The date and times of the events were chosen in order to avoid disruption to lessons.

Should you have any questions about the content of this letter, please do not hesitate to contact me either by telephone (0115 9775380) or by email at [JIR@emmanuel.nottingham.sch.uk](mailto:JIR@emmanuel.nottingham.sch.uk).

Yours faithfully

Mr J Irons, Head of Sixth Form

Mr R Holness, Sixth Form Year Leader