



EMPLOYABILITY SKILLS DAY – 24 APRIL 2017

- **April 6** – Mr. Hunt and Paul Strickland from Qinetiq to launch Employability Skills Day.
- Students to select a Job Specification by going to:
www.careercompanion.co.uk

u/n & p/w = careerswyvern



Click on Year 10 icon

Click on Interview Preparation icon

Students to select a Job Profile and print in preparation for the Employability Skills Day on 24.4.17.

Students can find out more about the job they are applying for by looking at E-Clips which has a large database of many different careers. This may prepare them for the employability day.

E-clips can be accessed through the Year 10 icon – p/w SP1 1RE.

Students can look for careers either in job families or through the A-Z menu.

Employability Skills Day – 24.4.17

Year 10 will be placed in to 3 groups. Each group will attend three sessions of 1 hour each on:

- Letters of Application – Chloe Ainscough, Wiltshire College
- CV's – Charlotte Merriment, Job Centre Plus
- Interview Techniques – Roger Thomas, Five Rivers Recruitment.

Students will be able to begin the process of writing the Letters of Application and CV's.

- **Deadline for completion – Friday 5 May 2017**

All Letters of Application and CV's must be handed in to tutors by this date.

MOCK INTERVIEW DAY MONDAY 15 MAY 2017

