

31st October 2022

Dear Parents/Guardians

As part of our 'Raising Aspirations Programme', I am delighted to inform you that we will be holding employability workshops and mock interviews for all Year 10 students. These sessions will take place during the morning of Tuesday 8th November.

In the first session, your son/daughter will take part in an employability workshop during which they will practise making positive first impressions and identifying transferrable skills. This workshop will be delivered by Pete Thorpe, Head of Education at Youth employment UK. Students will use the skills gained in this workshop to prepare for a mock interview with a member of a team of 50 professionals visiting the school that day. Each interview will last approximately 20 minutes and will include some time for written and verbal feedback.

Students will prepare in advance for these mock interviews with their Form Tutors. They will look at typical examples of interview questions which they may be asked and think about questions they can also ask the professional who will be interviewing them.

Should you wish to support your child with their preparation in advance of their mock interview, you will find some useful resources on the websites below:

- <https://www.youthemployment.org.uk/careers-advice-help/choices/getting-a-job>
- <https://www.notgoingtouni.co.uk/>

We hope that this will give our students a unique opportunity to develop their interview skills and prepare for future workplace interviews.

If you have any queries regarding the workshops or mock interviews, please do not hesitate to contact either myself or Mrs Poppleton.

Yours faithfully



Mrs C Cain
Assistant Headteacher



Mrs J Poppleton
Director of Careers