

Dear Year 10 Parents and Carers,

Year 10 is an important year not just in terms of starting GCSE courses but in preparing students to make the next step in terms of careers and education. As you will know, students have been seeking a work experience placement for later in the year.

We shall be running a series of events and activities to develop your son/daughter's employability skills this year revolving around job applications.

On the school's student Intranet and also available for you to see on the school's website at www.oldfieldschool.com/school-information/careers-guidance-work-experience/mock-interviews are a list of nine job specifications for students to read and then choose to apply for one of the positions. The job positions are:

- Airline Cabin Crew
- Audio Visual Technician
- Banking Service Customer Advisor
- Beauty Therapist
- Chef
- Children's Nurse
- Outdoor Activities Instructor
- Renewable Energy Engineer
- Software Engineer

There is also guidance on how to apply and a copy of the application form.

At the start of Term 3 students will be asked to choose one of these jobs and complete a CV, fill in an application form and write covering letter. The letter should be addressed to Mr Nash.

If students have a specific career pathway in mind and would prefer to apply for that occupation, they should inform Mr Nash of their intentions and apply for their chosen job having researched a job description on the National Careers Service website at <https://nationalcareers.service.gov.uk/>

Students will be provided with guidance and time to write a draft of their application in tutor time.

On Tuesday 29th January and Wednesday 30th January all students will attend a CV writing workshop run by Richard Bush from Bath Rotary Club. Richard has had a long and successful career and has run his own company for many years.

All CVs, application forms and covering letters must be submitted by Monday 11th February to their tutors.





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On Wednesday 27th February students will be invited to attend a mock interview. We have arranged for a number of professionals from a range of sectors to interview students on this day and will endeavour to match students to an interviewer most relevant to their job application.

We do not have the capacity to provide an interview for all students. If you feel your son/daughter would particularly benefit from this experience, please contact me and I will endeavour to ensure they are included on the day.

For each of the job specifications, one student will be offered the position and be awarded a £5 gift voucher.

Yours faithfully,

Mr G Nash

Assistant Head teacher- Careers