



November 2024

Dear Parent/Carer

**Re: Year 11 CEIAG Conference: The Real World on Friday 13<sup>th</sup> December 2025.**

I am writing to advise you of details for the Year 11 Careers Conference, which is to be held in school on **Friday 13<sup>th</sup> December 2025**.

Students will be completing mock Interviews to help prepare them for future Interviews whether this will be for work purposes, college, university, or an apprenticeship. This will be an opportunity to practice their interview skills and develop some new techniques.

There will be a selection of local businesses, sixth form colleges, training provider and apprenticeship providers coming into school on the day who have kindly agreed to offer all our Year 11 students the chance to attend a mock interview.

Students all have a record of achievement folder where they should have been collating their certificates of achievement. Many students have chosen to keep them safe in the Careers office for the moment, but they will be expected to collect them prior to the Mock Interview Day and bring them with them on the day to use to present themselves at interview.

Students will also be expected to have completed a **CV prior to the event**. A CV is something they will continue to use and update as they apply for employment in the future, so would be worth spending some time doing well at this stage. Students will be starting to prepare for this in their Session 0 before Christmas but will need to complete this as a word-processed document and print it before the Conference on Friday 13<sup>th</sup> December 2024 . We can print completed CV's in school in advance of the day if students do not have access to a printer at home. Once completed a copy should be presented in their ROA folder.

We will be conducting interviews throughout Sessions 1– Session 4 which will mean students will need to have completed an application for a 'Mock Job' during session 1. This will give them a focus for the interview on the day and help them practice their interview skills which they will shortly be using in their real interviews with either colleges or training providers. Interview times will be given out in form-by-form teachers, the week prior to the event.

Students are not required to wear school uniform on the day but can do so if they wish. They will be permitted to wear their own clothes for this day but should be dressed smartly and suitably for an interview. Please note **JEANS OR TRAINERS WILL NOT BE PERMITTED** and tracksuits are also not suitable.

If you have any questions regarding this event, please do not hesitate to contact me on the above number or email [a.bennett@smithillsschool.net](mailto:a.bennett@smithillsschool.net)

Yours faithfully

*Mrs A. Bennett*

Careers Leader