

25 October 2019

Dear Parent/Carer,

**Re: Employability Workshops**

I am writing to inform you that NHESC have engaged with a specialist support team from the Department of Work and Pensions who will be visiting both NHESC sites to deliver a bespoke training programme for all of our Year 10 and 11 students to help them prepare for the world of work.

This particular programme will be a part of our planned 2019/2020 'Careers Academy'.

The sessions will run for an hour, every fortnight for a six week period and will take place within normal timetabled lessons. Sessions for the Bancroft students will take place on a Wednesday morning, and the sessions for the Briar Patch students will take place on a Thursday morning.

Please see below for an outline of the planned sessions:

Session 1 – 6<sup>th</sup>/7<sup>th</sup> November – Getting to know you.

Session 2 – 20<sup>th</sup>/21<sup>st</sup> November – Soft Skills and Confidence Building.

Session 3 – 4<sup>th</sup>/5<sup>th</sup> December – Your digital footprint – information potential employers could find.

Session 4 – 8<sup>th</sup>/9<sup>th</sup> January - How to make an effective CV.

Session 5 – 22<sup>nd</sup>/23<sup>rd</sup> February - Preparing for an Interview / Work Etiquette / Body Language

Session 6 – 5<sup>th</sup>/6<sup>th</sup> February – Mock Interview Day with feedback

During the sessions on 5<sup>th</sup>/6<sup>th</sup> February, each student will receive a one to one interview and be given feedback on their performance (demonstrated/not demonstrated). Please come dressed for the interview appropriately.

Throughout the Spring term we shall also be organising a Careers Fair, an Apprenticeship workshop and visits to local colleges for tours, familiarisation and taster sessions. Further information regarding these sessions will be sent to you in due course.

Additionally, throughout the year we are endeavouring to arrange work experience placements for our students, with priority being given to those in Y11. If you are aware of any suitable businesses local to you that may offer an opportunity for our students or if your child has expressed a particular interest in a certain occupation, please do not hesitate to contact us.

Finally, please find enclosed a copy of the 'Hertfordshire Skills Framework', which sets out the key employability skills and attributes sought by Hertfordshire employers from young people. We aim to incorporate the framework into our teaching and activities to improve the work readiness of our young people.

For further information regarding Careers Education, please refer to our website on [www.northhertsesc.herts.sch.uk](http://www.northhertsesc.herts.sch.uk)

Yours sincerely

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