

# How to make the most out of your Careers Interview – Year 10

You are well into your careers education at MECE.  
What have you had so far?

Year 9 Career Interview (some)

Year 9 Options process + moving to GCSE

Year 9 work related learning

1<sup>st</sup> Careers Fair (some)

2<sup>nd</sup> Careers Fair (all)

Working on Unifrog in PSHE



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**MAKE THE  
MOST OF EVERY  
OPPORTUNITY**



OPPORTUNITIES



CV TIPS



VOLUNTEERING

# What else in Careers? – Year 10



- Unifrog and careers in form time
  - Psychometric testing
  - Careers Interviews
  - Opportunities within subjects
- Year 10 Work related learning –  
15<sup>th</sup> – 19<sup>th</sup> May

Outline (subject to change):

Monday - College/6th form

Tuesday - Apprenticeship/T levels

Wednesday - Employability skills

**Thursday – 18<sup>th</sup> May Work shadowing**

Friday – Reflections on work shadowing



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## What can I do to help me on my career path?

Find events/training  
/experience...

Write your first CV!  
What will go in it?

Volunteer! Try  
different things...



OPPORTUNITIES



CV TIPS



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# How to make the most out of your Careers Interview – Year 10

In your first careers interview you should come ready to discuss:

1. How your studies link to your 'dream career' or area of work
2. A list of any extra-curricular things you do – you can use Unifrog to help with this
3. How you intend to get to your 'dream career' – what will you have to do to get there

**You should have already discussed a lot of this with your parents/guardians/mentor**



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OPPORTUNITIES

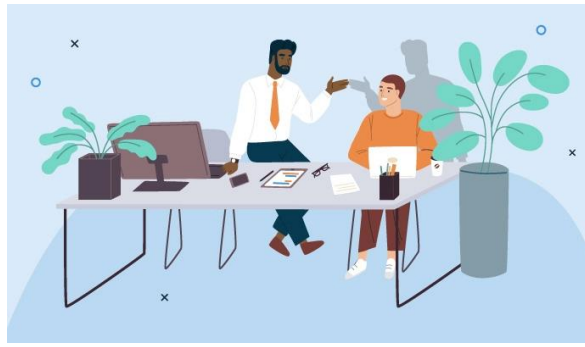


CV TIPS



VOLUNTEERING

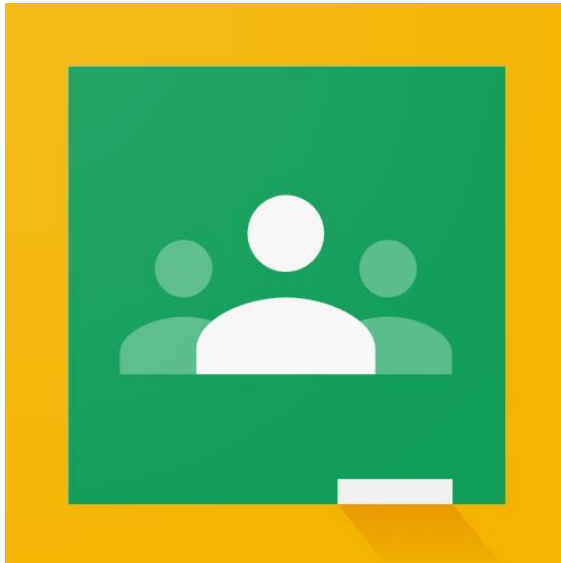
# Work shadowing - **18<sup>th</sup> May**



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<mailto:mecework-experience@maidenerleghtrust.org>



- **Weds 1<sup>st</sup> Mar** –Assembly launch + Parents Letter + Parents evening
- **Friday 3<sup>rd</sup> March** – Tutor activity (first thoughts, ideas etc)
- **w/c 6 March** – PSHE activity – appropriate placements / letter writing frameworks etc
- **Friday 24 March** – initial deadline for return of placement form
- **w/c 27 March** – Admin to process and generate 'chase' list
- **29/30<sup>th</sup> KS4 evening** (further info for Y10 parents and support to those yet to secure a place).
- **Post Easter** – tutor activities as described (how to get there / what to wear) & supporting those not yet placed.

# Why are we doing work shadowing?



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It is imperative that you 'try before you buy'.

You will have something to write and talk about on your CV for Year 11!

It will develop your understanding of the world of work.

It helps you to mature and develop into well rounded individuals

It allows you some independence – a chance to shine



# What is the expectation?



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You are representing the school. You are expected to act in accordance to the schools behaviour expectations. The shadow placement should link to your ideas for your career – not just anywhere.

You are expected to attend your place of work for the full day – this will be checked.

You are expected to arrive on time and try your best.

You are expected to adhere to the workplace expectations e.g.

1. What to wear
2. What time to get there
3. Breaks and lunch (provided or you take)

You are expected to learn, be curious, be polite and be the amazing individuals we know you are.

# I don't know how to write to make first contact!



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- You will be writing draft letters and CVs in PSHE in the week beginning 6<sup>th</sup> March
- You can write them beforehand by filling in:
  1. The draft letter on Google classroom/Bromcom
  2. The paper letter in the folder in front of you

If you would like someone to check them BEFORE YOUR POST THEM/EMAIL THEM you can show them to:

1. Your form tutor
2. Ms Hardman (please leave them in the Year 10 pigeon hole outside S3)

# What's next?

1. Google form – tell me your ideas. Only when you fill this in can I help you!
2. PSHE lesson – bring your ideas and rough letters to the lesson.
3. **Friday 24 March – initial deadline for return of placement form**



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**Thursday 9 March 2023  
6.00pm – 8.00pm  
Maiden Erlegh School  
Silverdale Road, RG6 7HS**

**Start your future today!**  
Meet and engage with over 80 representatives from industries such as aeronautics, law, engineering, cyber security, medicine, data analysis and media at our biggest and best Careers Fair ever.  
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**Telephone: 0118 926 2467**

Email: [mesoffice@maidenerlegghtrust.org](mailto:mesoffice@maidenerlegghtrust.org)

**Twitter:**

@MaidenErleghTru  
@MESCareersDept  
@MaidenErleghSch  
@MESReading  
@MEChilternEdge

Excellent event with a large range of employers – you could score work shadowing with someone!