



November 2025

Dear Parent/Carer

Year 10 Careers Programme

As part of our ambitious careers programme we aim to provide students with a variety of opportunities and practical experiences to help prepare them for the world of work.

During our Extended Learning Day on **Thursday 13 November 2025**, students will participate in an exciting programme of careers related events and activities. Ashlyns staff will deliver leadership and team building activities to develop employability skills - for this activity can students please bring trainers into school to change into for the activity. We will also be joined by 6 industry experts who will be providing an insight into their unique and varied last 7 days at work. Our speakers include representatives from the field of politics, acting, law, television, medicine and business.

During the day students will spend some time preparing for their work experience placements for next year (8-12 June 2026) with some specifics about how to research potential experiences, contact employers and upload planned experiences onto Unifrog.

Students will be also writing their first CV on Unifrog, our digital careers platform. Students will be completing a CV template which will include writing a personal introduction and listing their unique skills, work experience and interests. This is in preparation for the students' Mock Interview which will take place the following week on **Wednesday 19 November 2025**, where we will be joined by over 30 HR volunteers who will provide a realistic interview experience for your child.

Each student interview will last for 20 minutes and has been designed as a positive encounter to help students learn how to answer challenging questions, develop interview strategies, improve their communication skills and reduce stress before an actual interview in the future. The students will receive positive feedback on their performance along with some recommendations on areas for development.

The CV will form part of the interview process, so it is important that these are completed and printed out prior to the interview ready for the student to hand to the interviewer. The CV will be saved on your child's Unifrog account and can be edited and revised up until the mock interview day. Once complete the CV can be downloaded and printed.

Parental discussions about career aspirations are a useful part of the preparation process for your child and I would be grateful if you could review your child's CV with them prior to the mock interview to ensure that they get the most out of the experience. On the day of the event please ensure that your child has a printed copy of their CV to bring to school.

I hope that your child enjoys both careers events and that they find it a valuable experience in planning for their future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Roberts', with a long, sweeping horizontal line extending from the end of the signature.

Mr L Roberts
Assistant Headteacher