

29 October 2018

Dear Parent/Carer

**Re: Year 11 “My Future” Careers and Mock Interview Day, Friday 30 November 2018**

The Westleigh School is committed to providing our students with all the knowledge and experience they need and deserve to secure for themselves the very best outcomes in life. As part of our annual ‘My Future’ Careers & Mock Interview Day, Year 11 students are taken off timetable for the day in order to participate in five careers focused workshops.

We are grateful to our partner organisations who have agreed to provide the following four workshops on the day:-

- National Citizenship Service – Employability skills, enhancing your CV
- Trade Winds – How to impress at interview
- Leigh College – Everything you need to know about apprenticeships
- GM Higher – Higher Education Uncovered – information about university courses, student finance, and the importance of GCSEs.

Additionally, students will also take part in four Mock Interviews during which they will be interviewed by representatives from the world of work for fifteen minutes each. As part of the interview, they will be asked the sort of questions they would expect to hear in an interview situation including questions about their skills, personal qualities, their hobbies, any work or volunteering experience and their aspirations for the future. In support of the process, students will have completed their UCAS Progress Profile, which will be issued to the interviewers on the day and will serve in place of a CV or application form.

A personalised timetable will be issued to students in advance and will contain all necessary information. In the spirit of the day, students should come to school in business dress appropriate for a job interview. We recommend that boys wear a shirt and tie with smart trousers or suit, whereas girls should wear a blouse with skirt/trousers or suit. If any students are uncertain about what to wear or do not have any appropriate clothing they can speak to their form teachers for advice.

Last year’s My Future Careers and Mock Interview Day was a resounding success with excellent feedback from both students and our volunteer interviewers. It was clear to see the impact the day had on students and the value of the experience in terms of preparation for life post GCSE. We would like to replicate this success for this year’s Year 11 and appreciate your support in achieving this.

If you would like more information, please contact Petra Wilcockson [Marketing & Enrichment Manager] on 01942 202580 or email [petrawilcockson@westleigh.wigan.sch.uk](mailto:petrawilcockson@westleigh.wigan.sch.uk)

Yours faithfully



**C BRAMWELL**  
Headteacher