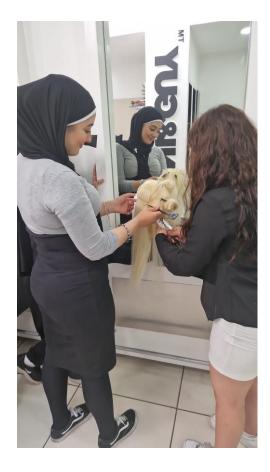


EXPERIENCE



You may not know what industry you want to work in and that's okay too! Just do something that interests you









Previous examples of employment:

- Ealing Charity shops
- Hounslow Urban Farm
- Walk Disney
- Shelly's Pharmacy
- Conway Chemist
- Kings dental Clinic
- Ealing Trailfinders
- Grayline Builders
- QPR
- Primary Schools
- The Ealing Grocery
- Bush Theatre
- Vue Entertainment
- Ealing Central Library

- Faber Music
- British Army
- Sinker Solicitors
- Knowles Construction
- Paramount Pictures International
- Advanced Broadcast Services
- Make it Ealing
- Dome Tours
- Barratt West London
- Kingston Hospital
- Heavenly news Ltd
- Dan Tsantilis Photographer
- Football Samurai Academy
- The Wellington Hospital HCA







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CIAG

Year 10

Y10: CV writing / Work Experience
Y11: Post 16 options

Y9: GCSE options

Y8: Year 8 into 9 Electives

CIAG Significant stages:

Y7: Understanding subjects, strengths & interests

Year	Learning Outcome
10	 To be able to write a CV which demonstrates
	my employability skills
	To secure a meaningful & valuable Work
	Experience placement
	• To begin thinking about my Post 16 options,

- including my Plan A, B & C
- CV Writing & Work Experience
- Research & keep up to date with Post 16 options, including **labour market** information
- Understand all your options to a career path
- Preparing for your Plan A, B & C (Meetings with SLT in the summer term)











Work Experience Programme Monday 8th – Friday 12th July 2024

- Think about the **type of workplace** you would like, linked to a Career path you might be interested in.
- Network with family, friends or apply for one of the IBM placements on offer through Ada Lovelace
- Prepare a fantastic CV and covering letter
- Contact the employer directly via email to ask if they accept Year 10 Work Experience students
- Send off lots of applications as the competition is tough!

Term 1 CV writing Preparing for placement Initial contact with employer

Term 2 Securing your placement Completing paperwork Returning paperwork **Term 3** Work Experience briefing Work Experience Feedback from employer

Miss Marr & Miss Slade

CareersIAG@adalovelace.org.uk

Make the Leap

four Hame email@address.co.uk - 07712345678 99 Example Street, Example Town, EX4 3PL

PERSONAL STATEMEN

tere you should take a few (nes, not a few paragraphs (save mat for the cover letter) quickly outline your interest in the role and why you'd be a good fit. Do not ist out oursalls nere as they will be more relevant to employed searching for your CV within job role (stear under "<u>WORK EXPERITNE</u>".

The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.]

WORK EXPERIENCE AND EMPLOYMEN

(i) you are aready in a job put mitial section fits: above reducation and quaditations, in events accest, the score amplity or and met location, you foo the, endrot you acchieved and what your main responsibilities were. Don't go into too much actuil, if you acchi yet or too, find onter miting you an eve access mater provide were septiered such a voluntary ware, planning an event of school, running a snace septiered actest, young Strettynet project, etc.)

Job Tille – Dales of Employment (date format should be Month YYYY e.g. November 2011 – May 2012) Company Name -Location

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your goal
 Try to avoid soft terms like "high energy" and aim for skills used within the role –
- Try to avoid soft terms like "high energy" and aim for skills used within the role such as "programming using C++" Provide enough information to enfoe your potential employers to call you
- Provide enough information to enrice your potential employers to call y
 Always keep examples relevant to the role you are applying for

EDUCATION AND QUALIFICATION

List what GCSEs you will be taking and what you are predicted to get]

PERSONAL INTERESTS

[List any interests, clubs or leisure activities that might be relevant to the job you're applying for, or ones that showcase your skils and personal qualifies]

REFERENCES

[Ether write 'Available on request', or include the names, adaresses and contact details here of two people who can back up what you have said. Make sure you get their permission to be lated as referees first]





Work Experience Programme Monday 8th – Friday 12th July 2024

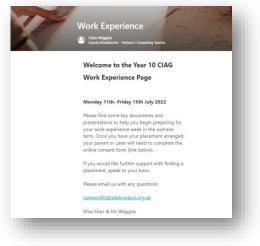
Later on today, Miss Marr will send the link to the Year 10 Work Experience Consent Form to your parent / Carer.

Once you have found your placement, please as your parent or carers to complete this form – it's all done via **Microsoft Forms, so completely paperless!**

Once your parent / carer has completed the form, we will then contact the employer to carry out any H&S checks.

Keep up to date on Copia:

(Wider Learning & Careers > Y10 work Experience)





CIAG

Support for Y10 with CIAG Term 2

<u>Year 10:</u>

Friday lunchtime (Every two weeks)

- 3.14 with Miss Bors
- Support with Work experience applications and contact details
- If you need support- speak with your tutors who will pass your information onto Miss Marr & Miss Bors who will be able to offer tailored support

CareersIAG@adalovelace.org.uk





