



Make the Leap

**You may not know what industry you want to work in
and that's okay too!**

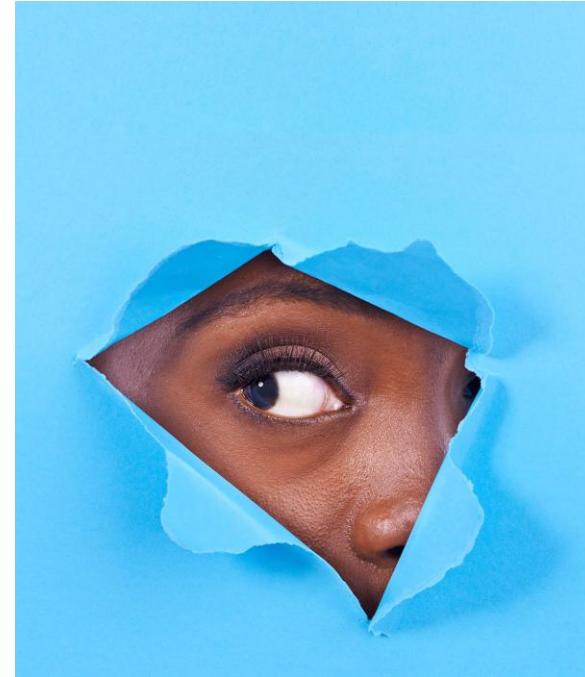
Just do something that interests you



Make the Leap

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



Make the Leap

Year	Learning Outcome
10	<ul style="list-style-type: none"> 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)

CIAG Significant stages:

- Y7:** Understanding subjects, strengths & interests
- Y8:** Year 8 into 9 Electives
- Y9:** GCSE options
- Y10:** CV writing / Work Experience
- Y11:** Post 16 options



Make the Leap

National Careers Service
Helping you take the next step

Labour Market Information

Did you know...

The most popular digital job in 2024 is predicted to be programmers

The best paid jobs are aircraft pilots and flight engineers

The most popular job in STEM in 2024 is predicted to be manufacturing production managers

Ada Lovelace C of E High School

Have a Plan A, B and C

Plan A
Apirational I
Progress: High Targets exceeded – Accessing the most competitive courses
Progression: Maximised soft skills, responsible conduct & Leadership capacity
7+ in Science & Maths for A-level

Plan B
Better Case Scenario (If not !!!)
Progress: High Targets largely met – Choosing positive courses realistically
Progression: Able to play to strengths & keen to address weaknesses
5/6s in Maths & Science =3 BTEC

Plan C
Consolidation Positioncould be a compromise
Progress: Resilient in chasing targets – preparedness to make good compromises
Progression: Resilient to adjust
Make the Leap
Decide which subjects to study...
Career path? Or degree of study?

CIAG

Career Pathways

IT AND COMPUTING PATHWAY

HUMAN RESOURCES PATHWAY

West London College Pathways
Click [here](#) to access a guide on courses you can study at West London college that will lead you to specific career pathways.

Work Experience Programme

Monday 6th – Friday 10th July 2025

- 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

Mr Dusting & Miss Slade

CareersIAG@adalovelace.org.uk

Make the Leap

Your Name
email@address.co.uk - 077 12345678
99 Example Street, Example Town, EX4 3R

PERSONAL STATEMENT

Here you should take a few lines, not a few paragraphs (save that for the cover letter) to quickly outline your interest in the role and why you'd be a good fit. Do not list out your skills and experience, as this is for employers to employes searching for your CV within a job role listed under "WORK EXPERIENCE".

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

WORK EXPERIENCE AND EMPLOYMENT

If you are already in a job put this section first, above "education and qualifications". In reverse order, list each employer and their location, your job title, what you achieved and what your main responsibilities were. Don't go into too much detail. If you don't have any work experience, list any other experience you have had such as voluntary work, planning an event, after school, running a shop, shop or a youth club, Young Enterprise projects, etc.)

Job title – Index of employment (date format should be Month YYYY e.g. November 2011 – Present)

Company Name -

Location -

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your job
- Try to use job terms like "high energy" and aim for skills used within the role - such as "programming using C++"
- Provide enough information to entice your potential employer to call you
- Always keep examples relevant to the role you are applying for

EDUCATION AND QUALIFICATIONS

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 skills and personal qualities)

REFERENCES

Either write "Available on request" or provide the names, addresses and contact details here of two people who can speak up what you have said. Make sure you get their permission to be listed as referees first!

Work Experience Programme

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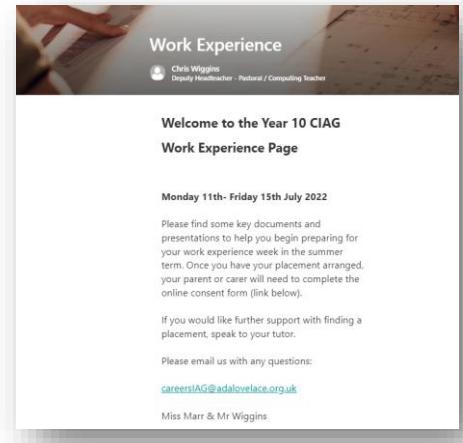
Later on today, Miss Marr/Mr Dusting will send the link to the **Year 10 Work Experience Consent Form to your parent / Carer.**

Once you have found your placement, please ask 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)



Make the Leap

CIAG

Support for Y10 with CIAG Term 2

Year 10:

Friday lunchtime (Every two weeks)

- **The Bridge** – 1.19 with Mr Dusting and Miss Slade
- Support with **Work experience applications** and **contact details**
- If you need support- speak with your tutors who will pass your information onto Mr Dusting & Miss Slade who will be able to offer tailored support

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