**PERSONAL STATEMENT**

**YOUR FULL NAME**

* **One page A4 Word document**
* **4 to 5 paragraphs**
* **Spell check and proof read**
* **Use the following sub headings as guides and delete them once you have completed a section**

**Introduction**

**Year 11 at PPA, GCSE subjects taking and grades, attendance and punctuality, skills, personal qualities**

**School involvement and responsibilities**

**Outside interests**

**Work or voluntary experience**

**Future ambitions (why you want to study at this college)**

**Tips on college or apprenticeship interviews**

Questions you may be asked at interview:

* What are your predicted grades? - Take your predicted grades, estimated grades, mock exam results or already achieved grades to your interview. The interviewer will wish to see if you meet the entry requirements for the course you are applying for.
* Why do you want to do this course? – Interviewers use this question to see if you have done your homework and thought about your future. Do you really want to do this course?
* What are your strengths? – This is your chance to say what makes you stand out from the next person.
* What work experience have you done? Most of you have completed work experience in Year 10 and some of you may have a part-time job or done some voluntary work. You may discuss areas of this experience that you enjoyed and how much you learned. This will demonstrate to the interviewer that you have a good work ethos.
* Describe a problem you have faced and how you solved it – This is a tough question that is common in interviews. Interviewers are looking for your critical thinking skills and to ascertain if you can formulate solutions.
* Tell me about yourself – the interviewer is trying to figure you out professionally. Pick a couple of points about yourself, in relation to what you want to do in the future. The interviewer will not wish to know what games console you use and that you hang around with your mates.

Questions you may wish to ask at interview:

* What enhancement courses are available? (e.g. volunteering projects, first aid, Duke of Edinburgh) - This tell the interviewer that you are interested in extra courses within the college and want to have the opportunity to explore different activities.
* What is the dress code? – Different colleges and training providers have different views on appropriate dress wear. Different courses may require overalls or uniforms for example motor vehicles.
* Is there a full induction onto the course and the college? – Inductions onto courses are always important, making sure health and safety issues are covered to ensure that your time spent at college is safe and enjoyable.
* What can this course lead to? – It is important to know what options are available to you after the course so you may know your progression route to reach your career goals.
* How am I assessed? – Will there be exams? When are the exams? Is the course work assessed during the year or at the end?
* How many hours will I be at college and how many hours self-supported study will I be expected to do? – What will my timetable be like? How much extra work will I have to do at home?
* May I contact you if I have further questions? – It’s always good to end an interview with this question. It keeps the door open for future communication.

**REMEMBER –**

**Please take along to any college or apprenticeship / employer interview:**

* A current copy of your predicted subject grades
* A personal achievement folder with any certificates, awards etc - it reflects you as a person!