

21 May 2020

Dear Parent and Student

We hope that this letter finds you all well during these unprecedented times.

We are excited to be contacting you with regard to the Virtual Workshop with Ask Programmes, which is being supported by the National Apprenticeship Service. Our students have been invited to participate in this interactive event.

The workshops will encourage students to undertake practical, engaging activities to help to prepare for an apprenticeship. These workshops will look at the whole recruitment process from applications, interviews and online processes. These will be interactive and fun!

You must confirm with Miss Tyler which sessions as listed below, you wish to participate in, via email to tyler@skegnessacademy.org. Please note that the sessions are limited to numbers with being interactive, so in order not to miss out, email Miss Tyler as soon as possible. Each session is from 2.30 pm until 3.30 pm

- Tuesday 2 June Recognising your strengths and how to showcase these to employers
- Thursday 4 June How to write a winning apprenticeship/job application
- Monday 8 June Interview skills (telephone and video)
- Tuesday 9 June How to search for jobs in the current market
- Thursday 11 June Preparing for digital/online recruitment processes
- Friday 12 June Practical ways to boost your employability skills at home

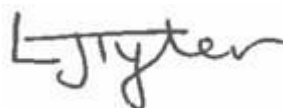
Even if you are not considering an apprenticeship at the present time or even in the future, the workshops are guiding you through the basis of any application, interview and online processes. These invaluable skills and knowledge are transferable to any future employment opportunity and interview for College or University, it would be greatly beneficial to you to access what is on offer.

We have no doubt that by accessing the workshops you will enhance your communication skills, both verbally and written. What have you got to lose?

Yours sincerely



Mrs L Oldfield
Senior Assistant Principal



Miss L Tyler
Careers Lead

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