

Dear Parents

This letter provides details of the ½ GCSE course *Preparation for Working Life*. **All students in Carisbrooke are entered for this examination.**

Whilst this course represents just 5% of weekly curriculum time, it does support the tremendous opportunities that students have through work experience, careers guidance and enterprise. This course provides students with key skills needed in the workplace and prepares them for the world of work. In addition, for many of our students, this qualification has been the one that has secured their 5 A* to C grades at GCSE.

Students are assessed by examination and 3 pieces of coursework.

Students can achieve a level 2 which is equivalent to a grade B, or a level 1 which is equivalent to a grade F

The coursework comprises of:

A Curriculum Vitae (C.V.)

A Letter of application for a job or college course

A report on correct interview techniques and presentation coupled with an opportunity to experience a mock interview which is carried out by local business people who kindly give up their time to do this.

I am sure you would agree that no matter how impressive an individual's qualifications are, an ability to present information correctly on a C.V. and to conduct yourself well at an interview could make the difference in getting that important job or college place. It is my belief that teaching these vital skills gives Carisbrooke students a clear advantage; certainly feedback from Island employers indicates that this is the case. **Listed below are the key dates for coursework for year 11:**

- The C.V. due in by **Friday 16th October 2009**
- The Letter of Application due in by **Wednesday 21st October 2009**
- Mock interviews will be held in school during November, your child will be advised of the date and time.
- Interview report, which will include a piece of homework due in by **Friday 18th December 2009.**

It is a condition of this course that the majority of coursework is completed in school. Students will be given opportunities in their PHSEE lessons to do this; if a student is absent there will be opportunities after school to catch up.

Analysis of past examination results has shown that the marks received from course work can make the difference between a fail and level 1 pass, or between a level 1 and level 2 pass.

Some students will be offered the opportunity to bring this qualification up to a **full GCSE** by completing the sister qualification *Enterprise and Employability*. The criteria for selection will be timetable, current attitude to learning and progress on the *Preparation for Working Life* course.

If you would like further information about this course or if I can support your son or daughter in any way, please don't hesitate to contact me; telephone 524651 or email judithlock@carisbrookehighschool.co.uk