

AH/RB
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Southam College
Welsh Road West
Southam
Warwickshire CV47 0JW
T: 01926 812560
F: 01926 815807
E: southamcollege@welearn365.com

www.southamcollege.com

Head Teacher:
Mr R S Samra B.A., M.A.

Dear Parent/Carer,

Southam College successfully won a bid from Warwickshire County Council to deliver an Employability Skills Course in partnership with local employers. This morning we have launched the Southam College Employability Skills Course during the Year 10 assembly.

The objective of this resource is to develop students' employability skills, increase their awareness of the local labour market and improve their journey from education into employment. This Employability Skills Course gives each Year 10 student the opportunity to develop key skills that will enable them to improve their chances of achieving their dream job. The course will be delivered this academic year during Life Skills lessons with support from the Careers Department and local employers.

Each student that completes the course will learn how to:

- Identify employability skills
- Search for jobs and apprenticeships
- Write application forms
- Write a CV and covering letter
- Develop interview skills
- Complete a mock interview and receive feedback

Once your child has successfully completed all of the employability skills, they will be eligible for a one week work experience placement, hopefully with an employer of their choice. **Please note that the work experience placement will be running from the 22nd July – 30th August 2019.**

Southam College will be working in partnership with Changing Education Ltd in the delivery of the work experience placements. The work experience programme is a student led exercise, with every Year 10 student given the tools and the opportunity to source a self placement within the local labour market. Changing Education Ltd will complete the health and safety risk assessing of organisations in accordance with the Warwickshire County Council and the Health and Safety Executive (HSE) guidance.

If you would like further information on the Southam College Employability Skills Course, please feel free to contact me.

Yours sincerely,



Mr Hughes
Careers Leader