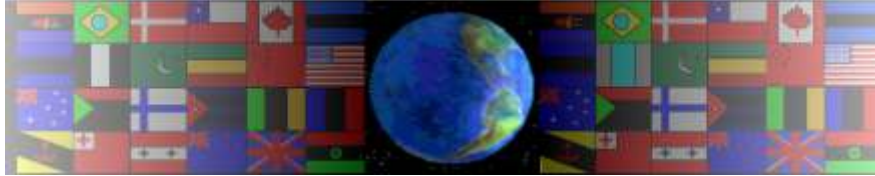


# YEAR 11 PREPARATION FOR COURSES, JOBS AND CAREERS

V.Ryan © 2000 - 2011

On behalf of The World Association of Technology Teachers

## W.A.T.T.



World Association of Technology Teachers

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# YEAR 11

## PREPARATION FOR

### COURSES, JOBS AND CAREERS

NAME: \_\_\_\_\_



THIS BOOKLET WILL HELP YOU PREPARE FOR INTERVIEWS, FOR JOBS /CAREERS AND FURTHER EDUCATION COURSES. IT WILL BE HELPFUL TO STAFF ORGANISING YOUR MOCK INTERVIEWS. THIS BOOKLET WILL BE VIEWED BY PARENTS / GUARDIANS DURING PROGRESS REVIEW DAY.

# YEAR 11 - AN IMPORTANT SCHOOL YEAR

You are about to start Year 11. This is possibly the most important year of your school life. At the end of this year, you may do one of the following:

Apply for a job.

Apply for an apprenticeship or further work related training.

Wait for your GCSE results before continuing with your education in the Sixth Form or at a Further Education establishment.

What course, job or career would like to try, after completing Year 11 and your GCSEs? Explain your answer.

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List the qualifications/subjects you think you need (include grades), for the course / job / career you named in the previous question.

Select one of the following careers, if you have no idea what you would like to do, after completing Year 11. Office worker, factory worker, computer operator/programmer, sports industry, teacher / lecturer, catering, armed forces or police.

SUBJECT	GRADE	SUBJECT	GRADE	SUBJECT	GRADE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

At some point in the near future you will be interviewed. This may be when you apply for a job (including a part-time job, such as working on a Saturday) or a course at a further education establishment. Some of the questions will be general, open ended questions. These are designed to get you talking about yourself. The questions below are typical interview questions. Answer each question, as if you are being interviewed.

## TYPICAL GENERAL INTERVIEW QUESTIONS:

*Interview Question 1.* What can you tell me about yourself? The key words / phrases may help you answer this question.



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*Interview Question 2.* Why are you interested in this job/career, course? The sample sentences may help you answer this question.

*I HAVE QUALIFICATIONS THAT MAKE ME SUITABLE FOR THIS JOB/COURSE  
THERE ARE INTERESTING ASPECTS TO THIS JOB / COURSE such as.....  
THIS IS AN OPPORTUNITY TO LEARN FROM EXPERIENCED PEOPLE  
IT MAY LEAD TO GOOD QUALIFICATIONS AND FURTHER OPPORTUNITIES  
THIS COURSE/JOB WILL CHALLENGE ME AND KEEP ME ON MY TOES  
I ENJOY WORKING WITH PEOPLE WITH DRIVE AND ENERGY*

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*Interview Question 3.* What qualities do you possess that will help you in this job / career / throughout the course? The keywords / phrases may help you answer this question.

INTEREST    HARD WORKING    EFFORT    ENTHUSIASM    SENSE OF HUMOUR  
ABILITY TO WORK INDEPENDENTLY    COMMUNICATION SKILLS

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*Interview Question 4.* Have you ever had difficulty when working in class with another pupil or in groups? The sample answer may help you.

*I found it difficult working on a project with one of my friends. We had to divide up the work, each attempting a different topic. At first we could not agree on who should work on each of the topics. We argued at first, but then we realised the only way we could successfully complete the project was to work as a team. We discussed who was best suited to each topic, agreed on the work and completed it.*

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Time is already running out'. You have a number of weeks and days in Year 11, to study. You cannot afford to waste time or to put off work until later. The questions below will help you understand how short Year 11 really is.

Study your school planner.

How many weeks are in the first term? \_\_\_\_\_

How many weeks are you in school, this year? \_\_\_\_\_