



25th May 2018

Subject: Progression Day for A1 Students (Employability & Enterprise Tutorial)

Dear Student

During A1 – A2 transfer, you chose to join an **Enterprise & Employability** tutor group during the 2018-19 academic year. **An important and compulsory part of the transition into your A2 year is attending Progression Day on Thursday 14th June.**

As you have selected this tutorial option, your Progression Day will take place at **AMEX Stadium, Falmer. Map attached.**

The day will begin with a Welcome & Introduction to A2 Tutorial Pathway in Enterprise & Employability.

You will meet speakers from different career backgrounds who will talk to you about their own personal career journey including the tips, advice and life skills they've learned along the way. You will also have a guided tour of the stadium.

Each speaker will:

- highlight the key stages of their career journey, the decisions they have made and the things they may have done differently
- talk about the challenges they've faced and how they overcame them
- outline what employers are looking for in college leavers, including practical advice on how you can develop your CV and stand out to employers

You will also attend a session looking at Employability Skills which will cover the following topics: -

- what employers are looking for
- what makes a good CV- how to make yourself stand out
- how to prepare for an interview
- the language of employability

You will need to think about these two questions prior to the session:

- 1) What are employability skills?
- 2) What characteristics, skills, experience and qualifications are employers looking for when they are recruiting?

Please arrive at the stadium at 12.45 and head straight to the 'Let's Do Business Expo' where you can visit a variety of stands and talk to business professionals. **Then by 13.10, please make your way to the AMEX Lounge** which is in the South Stand where staff will be available to register your attendance. **Activities will begin at 13:15 and finish at 17.00** when you will be expected to make your own way home.

This is an exciting opportunity for you to gain an insight into the world of work and receive important information and advice. **Please email studentservices@bhasvic.ac.uk, in advance, if you have any questions or concerns about the programme outlined above, or if you are unable to attend for any reason.** Failure to attend, without prior notification, may result in your removal from this specialist tutorial pathway.

I do hope that you find it useful and inspiring and that it helps you make informed decisions about your next steps after BHASVIC.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Cousens', with a long horizontal line underneath.

Alison Cousens
Assistant Principal (Director of Student Services)