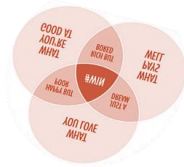


How to Run the WTC Programme (Teacher led)

Enclosed in the resources is a powerpoint for all 3 sessions. You have an outline for each session as well as “Sixth Form friendly notes” which will highlight Top Tips.

- 1) **Session 1 - Pursuing Your Passion.** (*Photocopiable Passion Bingo cards are included in resources*)
- 2) **Session 2 – Harnessing your Skills –** (*Skill cards available in resources*)
This is where they will need the Employability Skills Workbook in resources. They will use this for creating My Time Line and for the Career Venn as well as My Attributes.



Session 3. – Writing Your CV

Follow the powerpoint in making sure that everyone knows what a CV is and also a personal Statement. *In resources you will have Personal Statements, Good and bad CV, Score Cards, Workbook CV & Personal Statement*

Put the different personal statements in different parts of the room and encourage students to move around and note on their school cards what they think of CVs and personal statements.

Brainstorm what they think. What makes a good and bad CV? Stress importance of saying what the job is and then giving an indication of what qualities they had to show. This is all about trying to get them to maximise their experiences and show what skills they demonstrated.

They then have to write a personal statement and start to put down information for the CVs. We put multi copies of the Jo Butler form so that they can see a good example to follow.