15 January 2019

Dear Parents and Caregivers,

REF: SWIVEL VOCATIONAL PATHWAYS

Whanganui Collegiate School will be engaging Swivel Careers to assist our students with their awareness and planning of their pathways. We are confident that this will be a positive step forward with our students receiving expert assistance in knowing their strengths, challenges, necessary skills and the vocational pathways that are available to them now and in the future. Students will be involved in sessions spaced over the year.

An overview of the Year 13 course is as follows:

**Year 13 – “Launch You – Bridging the Gap” - Depth**

Swivel Careers “Launch You” sessions will involve:

- Digital imprint - and effects this has on the student’s employability in the future
- Stress and Time Management – how to take on Year 14 and cope with sport life, social family life and study life.
- Killer Cover Letter and CV Writing – an approach from a recruiter’s angle and how to market yourself well.
- Interview Preparation - From Whoa to go!
- Speed Interviewing - like Speed Dating except interview style! A key focus on this is for us to enable the students an opportunity to experience being interviewed by actual recruiters OR Video Interviewing. The availability of doing this will depend on location and also internet capability.
- Reflections Session – An opportunity to reflect on how each student performed, or what each question actually means – and take notes on their individual ‘interview wrap sheet’.

CV Templates and Cover letter examples are available as handouts, along with a Digital Imprint handout.
‘Launch you’- Questionnaire

We will ask the students interests, hobbies and passions, and dreams! Along with their values and motivation and top three careers of interest at this stage of their life. Based on the experience the student has had with the Swivel Careers ‘Launch You’, we will ask the students if they now have the resources to bridge the gap between school, tertiary study and employment or school to employment.

We will also ask them to note any further areas of research and follow up they require to complete as they move toward their career of choice and transition into a tertiary provider course. Scholarship applications. University Halls of Residence. Employment, GAP years and similar, or other.

This questionnaire is completed in class, with a Swivel Facilitator present.

Individual Student Profile: Year 13 ‘Launch You’ Profile Evaluation

The results of the individual Year 13 questionnaires and forms are then provided for review and investigation with a Swivel Facilitator. This information will be valuable for parent and teacher feedback.

Course Cost $50 per term

Please note that the cost as indicated above will be charged on your school account. The course is not a compulsory. If you wish to opt out, please email accounts@collegiate.school.nz that you do not want your son or daughter to take part in the Swivel programme.

If you would like further information, please contact me to discuss this further or refer to Swivel website

Kind regards

[Signature]

Mr Grant Muirhead
Deputy Headmaster