**National Careers Week**

**1st - 5th March 2021**

This week is National Careers Week and here at Catcote Futures we have focused on actually applying for jobs and courses. We’ve discovered how we might find out about jobs and courses, how we might apply for them, what information we might need for an application form and any other information we might need.

We decided that we would need to know; where the job is, what we would have to do (type of job) and what qualifications we would need. We now know that there are lots of different way to apply for jobs and courses including; knowing people, jobs fairs, on the computer, agencies and application forms. We decided that the information that we would share about ourselves when applying for a job would be our name, address and any work experience that we have, we also decided that any future employer probably wouldn’t want to know about our favourite TV show or foods that we don’t like! We discovered that we have got lots and lots of skills (things that we are good at) including; patience, creativity, being on time, speaking, being organised, communicating, meeting deadlines, cooking, safety, listening, writing, IT and numeracy skills. We identified different types of interviews; formal, observation, audition and portfolio, we talked about how we would dress for an interview and how we would present ourselves.

I think it’s safe to say we’ve had another busy week at Catcote Futures!