

## Kimbolton School Degree Apprenticeship academy 2026-2027

*Tutoring starts in Y12 and then runs through to Y13. The programme below is in date order for the academic year – Y12 start in May.*

*It will be flexible around the pupils and their needs and therefore may be subject to change. We will also have extra opportunities such as networking, mock interviews and professional conversations to support any applications pupils want to make. We will also ask employers for feedback on different aspects of the recruitment process to ensure we are working to current standards and requirements.*

Year Group	Date of meeting	Type of meeting	Information Covered
Year 13	September – April or beyond if pupils are still looking for apprenticeships	Specific tutoring to develop skills in research and recruitment processes  Sharing the Higher and Degree Listing – an apprenticeship recruitment listing	<b>Tutorial 6 -Reviewing summer task list and considering other aspects of apprenticeships and cv reviews Date TBC</b> Do I understand what type of apprenticeship I want (my criteria)? What level of apprenticeship should I apply for? How and where can I find the right apprenticeships for me? Finances, relocation, SEND support, End Point Assessment CV reviews <b>1:1 sessions offered</b>
			<b>Tutorial 7 - Apprenticeship applications Date TBC</b> Application writing that is effective and relevant for the job role – SURE Specific, Unique, Relevant (company, job, you), Examples are important Selling yourself
			<b>Tutorial 8 - Personal branding, online testing and applications Date TBC</b> Can I explain who I am, what my skills are and how I have demonstrated them? Linking my skills to the job role to give great answers <b>1:1 sessions offered</b>



			<p><i>DEGREE APPRENTICESHIP WEBINAR for pupils and parents (general overview)</i> <b>1:1 sessions offered</b></p> <p><b>Tutorial 9 - Interviews – video, and in person individually and as a group Date TBC</b> How do I prepare for an interview? How can I answer in the STARR format? How can I stand out? <b>1:1 sessions offered</b></p> <p><b>Tutorial 10 - Assessment centres Date TBC</b> What is an assessment centre? How do I prepare for one? <b>1:1 sessions offered</b></p>
<p><b>Y12 - To be successful it is very important that you come to every tutorial session. There will be a lot of information and you will often have things to go away and do for yourself. In this process self motivation and commitment is essential and so this supports that mindset from the outset! It is a process of upskilling yourself and also understanding how to stand out in a competitive environment. Even if you decide not to go for an apprenticeship this process will help you with the skills to get a job in the future.</b></p>			
Year 12	May and June	<p>General information and understanding around apprenticeships and where to find them</p> <p>Tutorials to support CV creation</p> <p>Work experience</p> <p>Summer Tasks to be completed for September</p>	<p><b>5<sup>th</sup> and 14<sup>th</sup> May</b> <b>Tutorial 1 - Understanding my options</b> What are your options post 18 options? What are apprenticeships and how are they set up? What apprenticeships are available and who are the training providers? How can you decide between university and an apprenticeship?</p> <p><b>2<sup>nd</sup> and 4<sup>th</sup> June</b> <b>Tutorial 2 - Work Experience, skills and activities</b> Apprenticeship recruitment strategies and why work experience is important. How do I find work experience? What skills do I need to develop and how do I do that? What activities will help me with my applications?</p>



			<p><b>9<sup>th</sup> and 11<sup>th</sup> June</b> <b>Tutorial 3 - Apprenticeship criteria and CV writing</b> What am I looking for in an apprenticeship? Building a criteria that works for you. Where to find apprenticeships CV workshop Part 1 <b>YOU MUST BRING BACK A CV FOR NEXT WEEK IN THE FORMAT WE HAVE DISCUSSED</b></p>
			<p><b>16<sup>th</sup> and 18<sup>th</sup> June</b> <b>Tutorial 4 - Apprenticeship applications</b> <i>Higher degree listing available</i> <b>CV workshop Part 2 and cover letters</b> Can I sell myself in a tailored CV and cover letter?</p>
			<p><b>23<sup>rd</sup> and 25<sup>th</sup> June</b> <b>Tutorial 5 - Apprenticeship criteria, researching apprenticeships, Linked in as a tool.</b></p> <p><b>SUMMER TASKS:</b></p> <ol style="list-style-type: none"><li><b>1. FIRM UP YOUR CRITERIA FOR AN APPRENTICESHIP</b></li><li><b>2. TALK TO YOUR PARENTS AND GET THEIR HELP</b></li><li><b>3. GET SOME WORK EXPERIENCE – AT LEAST 2 ... AT LEAST!</b></li><li><b>4. WORK ON THE CONTENT OF YOUR CV AND FORMAT</b></li><li><b>5. WORK ON LINKED IN PROFILE AND ADDING THINGS</b></li><li><b>6. START LOOKING FOR APPRENTICESHIPS AND SIGNING UP TO WEBSITES – but be aware there will not be a lot at this time of the year.</b></li><li><b>7. ORGANISE YOUR UCAS application</b></li></ol>