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18 January 2023

Dear Parents and Carers

### **Year 12 Business Unit 8 Assessment Interviews – 24 March 2023**

Your child has been invited to an 'Assessment Interview Event' at KPMG, 15 Canada Square, London E14 5GL on **Friday 24 March 2023**.

The day will include students working in small groups interviewing each other as part of their BTEC Unit 8 - Recruitment & Selection Process unit. There will also be a presentation from KPMG staff about what they are looking for in candidates and some tips about how to do well in interviews.

Students will be required to pay for their own travel expenses to and from the venue. The cost of travel will be approximately £5, depending on method of travel. Students will need to travel unaccompanied in small groups to the venue to meet by 10:15.

Students should dress in smart business wear including shoes if possible but absolutely **NO JEANS OR TRAINERS**. Students will depart from the venue at approximately 14:00 and make their own way home, again in small groups. They will need to email Mr Henderson when they arrive home to make him aware that they have arrived home safely.

Lunch is not provided at the venue so students should bring something to eat – this will be explained to them at the student briefing before the trip.

A risk assessment for this trip has been completed and there are no hazardous activities involved. There are clear procedures in place for dealing with situations and emergencies on the way to and from the venue as well as at the venue. This trip is not a requirement of the curriculum however it is a great opportunity to develop understanding of interviews and networking, and this will support students' understanding of the recruitment process and allow them to network with professionals.

Could you please complete the attached permission slip and return to Mr Henderson as soon as possible.

Yours sincerely,

*S Henderson*

Mr. Stephen Henderson  
Curriculum Leader of Business & ICT

Please complete and return to Mr Henderson

Students Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Please tick the appropriate column	Yes	No
I give permission for my child to attend the 'Assessment Interview Event' on <b>Friday 24 March 2023</b> . I understand that they will need to pay for the cost of their travel (approx. £5) and travel to and from the venue in small groups.		
I confirm that they will travel to and from the venue in small groups without teacher supervision.		
My child is eligible for free school meals and requires a pack lunch to be provided by the school.		
My child has a medical condition or allergy that will affect my child on this trip (details below)		
I give permission for the member of staff in charge to administer emergency first aid to my child if required		

Parent/Carer contact number: \_\_\_\_\_

Signature: \_\_\_\_\_