

# HOW TO WRITE A CV (SEND)

## CAREERS LEADER / STAFF GUIDANCE NOTES

### OVERVIEW

These activities will provide SEND students within our hub member schools with an understanding of how to write a CV.

These activities can be conducted during lessons, while working remotely or as part of homework activities.

The design of the resource will allow for this activity to take place over an extended period of time and can be delivered in sections to suit the pace which meets the needs of the student.

These activities will enable students with the ability to begin to understand the important role a CV plays when applying for work and ensures their CV contains the information that employers are looking for from applicants.

These activities have been broken down into different sections and activities are linked to the relevant section of a CV.

Elements of the document will contain "Communication in Print" icons to support delivery and understanding.

### LINKING TO GATSBY BENCHMARKS

This activity will provide links to the following Gatsby Benchmarks:

> n/a

This activity provides wider Careers support for students.

### SUPPORT ON OFFER FROM HUB DELIVERY TEAM

The Worcestershire Careers Hub Delivery Team will produce a resource document which can be used by careers leaders, teachers and/ or teaching assistants to support the facilitation of this activity.

The resource document will be specifically focused on activity for SEND Students.

The resource document will allow students to complete the activities on a computer where they can enter their answers / research results into a free text area or provide staff with the opportunity to provide these as a printed version which can be distributed to students within a classroom environment.

These documents can also be found on the Skills for Worcestershire Website.

[www.skills4worcestershire.co.uk](http://www.skills4worcestershire.co.uk)

### PLEASE NOTE:

Throughout the resource document you will see some symbols.

These symbols will highlight the different types of support you may be required provide a student in order to help them fully understand and complete the next activity.

