

**READY**

**SET**

**GO**

**WORK**

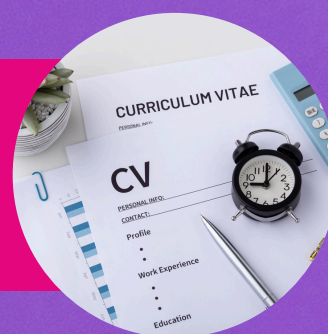
**READINESS**

**PROGRAMME**

This programme covers all aspects of the process to moving forward with your career. Split into four manageable units, over four one-hour sessions over four weeks.

**Unit 1: Building a Personal Career Portfolio**

What to include in a portfolio of evidence.  
Recognising your own skills & abilities.  
How to write a CV & covering letter.



Investigate possible career options.  
Identify who can help you.  
The best places to look.  
Tips on how to search more effectively.

**Unit 2: Conducting Effective Job Search**

**Unit 3: Preparing for a Recruitment Interview**

What to do before the interview.  
Recognise question types.  
Participate in a mock interview.  
Reflect on your own performance.



Understanding expectations.  
Know the different contracts available.  
Create a working budget.

**Unit 4: Preparing for work**

To be eligible for the programme, you must be a Hartlepool resident aged 16 to 19 & not in any other education, training or employment.

If you are interested, contact Julie Barnes (One Stop Shop Business Support Officer) on 01429 284043 or email [julie.barnes@hartlepool.gov.uk](mailto:julie.barnes@hartlepool.gov.uk).