18 August 2015

Dear Parent/Guardian,

**Positive Career Planning for your Next Step**

De La Salle Catholic College Ashfield are excited to invite a guest speaker, Kathryn Turner (Owner and Director of *Turning Point Consulting*), to run a collaborative workshop with the Year 12 cohort to help them plan for their futures once they graduate from school.

Kathryn offers schools, educators, students, parents and associations support in creating a platform for **positive career evaluation, planning and transition**. With over 16 years’ expertise in human resources, talent management and career coaching in educational and corporate sectors, she provides insight to link education and expectations of the changing workforce.

At the completion of the workshop students will have a comprehensive understanding of the expectations of interviewers during the recruitment process, better understand the need for a suitable resume and be introduced to the format of work-related or university entrance interviews.

**WORKSHOP OUTLINE**

<table>
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<tr>
<th>Topic 1: Top Tips for Resumes</th>
<th>Topic 4: Interview Overview and Methods</th>
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<td>Topic 2: The Recruitment Process</td>
<td>Topic 5: Suggestions to Support your Success</td>
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<td>Topic 3: Casual &amp; Formal Interviews</td>
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Details for this event are:  
**Date:** Friday 4 September 2015 (Term 3, Week 8)  
**Time:** Period 1 during Year 12 Pastoral Care lesson  
**Location:** Room 19  
**Cost:** $10.00

Kind regards

Ms L Sue  
**Careers Advisor**

Complete and return this permission note with payment to the FRONT OFFICE by **Friday 21 August**

(***Marked Return to Ms Sue***)

I hereby give permission for my son ________________________ of Student Success Group 12-_______ to attend the **Positive Career Planning for your Next Step** on **Friday 4 September 2015**. I understand that the event will be held during his Pastoral Care lesson during school hours. I have enclosed $10.00 for the workshop.

Signed: ________________________________  Date: _______________