

It's only Attendance!

Have you seen or heard of the TV programme 'The Apprentice' starring Sir Alan Sugar? He has a group of hopefuls who want to work for him & earn big money. He sets various challenges where someone has to leave each week. He even checks their CV's (Curriculum Vitae) which is a list of all the things you have achieved, from grades in school to things or activities in their personal life. Like a Promotional Document for you!

The strange thing is many of the people who are after the winning job lie on their CV's. Why do you think?

Many of these people 'bend the truth' to sound better about qualifications & experiences or responsibilities in previous jobs. The reason being they did not get the target they wanted or needed to get their dream job or career.

What would your CV look like? Complete a quick glance CV or Promotional Document below about you & your Schooling. If you have an up to date CV then attach it, if you do not have a CV yet, then you need to start one.

Subject	Expected Grade	Experiences/achievements outside of school	Attendance

Discuss which of the three boxes above, promotes you as best for the job? Which could put a manager off for employing you?

Look at the two CV's below, imagine you are Sir Alan Sugar looking to employ a new apprentice.

<u>Jon B</u>			<u>Mike L</u>		
Subject	Grade	Attendance	Subject	Grade	Attendance
English	4	99.5%	English	4	83.2%
Maths	4		Maths	4	
Science	5		Science	5	
History	5		Geography	4	
Sociology	4		Sociology	5	
RE	3		RE	3	
I play the guitar for my school band & was in charge of our Summer Concert Band. I volunteer at scouts & I have recently passed the D of E Award.			I've completed D of E, I played for my school sports teams & was Captain for my football team & I help out at weekends as a volunteer with a local community group.		

Who would you appoint based on the two CV's below & why? Complete & discuss your views with Course Leader.

Who did you choose to come & work for you? Both people had good & very similar grades. Both students had hobbies that allowed them to achieve & experience outside of school. Both showing that they could work as a team & both had been in charge or captains of them. They had also taken part in the Duke of Edinburgh Course & volunteered in the Community. The only key difference to both CV's that stood out was there attendance.

Was this the factor you based your decision on?

Was it important in your decision?

Why did you feel it was important?

Would you give a job to someone who has presented you with a clear record of someone who does not get up in the morning? Would prefer to not to work. To leave work early or arrive late if they could be bothered. Ring in sick for the smallest reason or even pretend to be ill {fake cough} The Attendance shows all this.

Attendance is very important, it is just as important (if not more) to help you securing a job or college course than it is the grades. It shows another part of you as a student & person.

It shows straight away to employers that you are dedicated, keen & committed to learn & develop. It shows that you can be trusted as a fellow employee/ colleague. That tiny little percentage under Attendance speaks volumes about you!

You need to realise that your Attendance Record is equivalent to a school grade. The higher the attendance the higher the grade. Have a look at your current attendance & its equivalent as a school grade.

Circle your grade as your attendance is now.

Attendance	Grade Equivalent
100%	9
99%	8
98%	7
97%	6
96%	5
95%	4
80% - 94%	3
60% - 80%	2
20% - 60%	1
0 - 20%	U

Is that a good grade?

Could you improve it & if so what grade do you feel you could achieve?

What grade would an interviewer want you to have?

What self-target can you set yourself for the next two weeks to 'up your grade'?