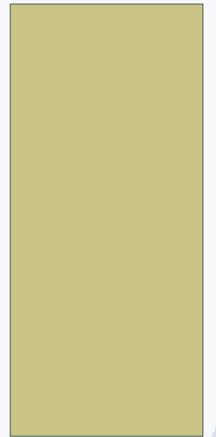




Year 11 Record of Achievement

'THE ROUGH GUIDE'



YOUR RECORD OF ACHIEVEMENT SHOULD CONTAIN:

The minimum to complete your ROA are labelled mandatory – you must do these

The rest are optional if you wish your ROA to stand out and may be useful when applying for jobs and attending interviews.

- Contents page (optional)
- **CV (mandatory)**
- **Personal Statement (mandatory)**
- Achievements & Experience (optional)
- Individual Action Plan (optional)
- Certificates (KS4 Only) (optional)





Name:

Address:

Telephone:

E-mail:

Date of birth:

Personal Statement:

Qualifications:

Education:

CV
MANDATORY
CURRICULUM
VITAE
(LATIN FOR "COURSE
OF LIFE")

**A CV is like a summary
which briefly describes
your achievements,
skills and qualities**



PERSONAL STATEMENT

"THIS IS YOUR OPPORTUNITY TO SELL YOURSELF"

MANDATORY

- **Talk about your school performance:** Best subjects, proudest moments.
- **Sell yourself:** Interests, what you like, what you want to do in the future, talk about your achievements in school and out of school
- **Highlight personal achievements:** Work experience, module results, GNVQ levels achieved, representing the school (sport- music- drama), reaching a certain level in music etc.
- **Discuss Vocational Centre:** What has it taught you?
- **Describe how you have progressed in the last two years:** Have you moved up a set? Bettered your target grades?



PERSONAL STATEMENT MANDATORY

- **Discuss what type of person you are?** Do you work well as a team member? Can you lead a team ? Are you punctual/reliable, form rep, communication folder monitor? What are your hobbies/interests?
- **Describe what makes you special?** What is different about you that a college or employer might want to know.
- **What are your hopes for the future?** 6th form, College, get a job, go to University, continue with your band, become a supermodel?
- **Use positive language:** “reliable”, “enthusiastic”, “committed”, “dependable”, “hard working”, “aspire”



ACHIEVEMENTS & EXPERIENCES OPTIONAL

- *This section gives more detail about the things you have done. It is broken down into:*

(1) Work experience:

In this section you should discuss all the work experience you have had and details of any jobs you have had in the last two years. Did you do work experience at the end of Year 10?

(2) Achievements in school:

In this section you should discuss your achievements in school. For example:

- Junior Sports Leader
- Maths Challenge
- Science or Maths module results
- Exceeding your target grade in Yr10 Exams
- Achievement points achieved
- New Sports day record etc.

(3) Achievements out of school:

- Are you a member of a club, cadets or a society?
- Have you represented a team?
- Have you undertaken any charity events, done anything special for Comic Relief etc.?



INDIVIDUAL ACTION PLAN OPTIONAL

All of us have a career plan, teachers, parents and students, we have to work towards it for greater reward , satisfaction, more money or even to take a break.

- This is the part where you describe the steps to get the job or career that you want.
- You have to outline what you expect to do from your GCSEs, Sixth Form, College, Apprenticeship or work-based learning. A gap year to travel, a degree, study a further Post Graduate Qualification?
- It is okay if you are **not sure**, most of us were unsure at 15 or 16.
- You should still be able to write down what you hope to be doing after your GCSEs in the summer.



CERTIFICATES OPTIONAL

- Include any certificates you have been awarded inside and outside school during Key Stage 4.
- You should have them as **evidence** for the things you have discussed in your ROA.
- Your ROA has now become a record of all the really positive things that you have done.

