

6 January 2012

Student Careers Event at Greenmount Campus on 29 February 2012
Meet the Workforce of the Future!

Dear Placement Provider / Prospective Employer

This year, 2012, marks the Centenary for CAFRE's Greenmount Campus and a series of events have been organised throughout the year to mark this occasion.

**Greenmount
Campus**

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One such event is a **Student Work Placement / Careers Event** which is planned for February 29th 2012 in the Greenmount Resource Centre. This event aims to provide students with the opportunity to meet with employers in the various horticulture sectors, and to discuss employment prospects within their business and the skills and qualifications required. It also enables employers and work placement providers to meet with prospective future employees. The event will consist of: -

1. Seminars with Greenmount graduates to hear about different career possibilities horticulture industry.
2. A workshop on CV preparation and interview techniques.
3. Static displays for employers to showcase their businesses and employment opportunities.
4. Mock interviews in the afternoon for students with horticulture employers.

I am writing to invite you, or a representative from your Organisation, to attend and participate in this careers event. Your involvement could be by having a stand and a presence in the static display of employers and / or involvement in the mock student interviews. It is envisaged that the mock interviews will last for 10-15 minutes with CV's for the students taking part being submitted to interviewers in advance of the 29th. (A draft programme is attached overleaf).

Should you be unable to attend, but wish to promote a vacancy or work placement opportunity, please indicate brief details on the attached reply slip.

If you are available to attend and participate in this event, I would be grateful if you would complete the reply slip overleaf and return to me by **Friday 20th January 2012**. Further details will be provided once details of those organisations participating have been confirmed.

Thank you for taking the time to consider this invitation.

Yours sincerely



Keith Jeffers

Higher Education

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Careers Event at Greenmount Campus

Wednesday 29 February 2012

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|----------------------------|---|
| 9.30 am – 10.45 am | Seminars with recent graduates |
| 11.00 am – 11.45 am | Workshop on CV preparation / interview techniques |
| 11.00 am - 1.15 pm | Employer Static display |
| 1.15 pm – 2.00 pm | Buffet Lunch for participating employers |
| 2.00 pm – 4.00 pm | Mock Interviews |

Greenmount Campus – Student Careers / Work Placement Event

Wednesday 29 February 2012 - Reply Slip

Name of Organisation: _____

Contact Person: _____

Contact E-mail: _____

Contact Phone Number: _____

- I cannot attend the event, but wish to promote a possible vacancy / placement opportunity (either enclose your own advert details when returning this reply slip, or give some brief details here, and I will make up an advertisement and put on our opportunities bulletin on the day).

I / we will attend the Student Careers / Work Placement Event on Wednesday 29 February and will:-

(Please tick as appropriate)

- Participate in the Static display

Please give names of those who will be attending

- Participate in the mock student interviews

Please give names of those who will be attending

For the Static displays a space of approximately 3 m x 3 m will be allocated to each participating organisation. Each space will be equipped with tables and chairs. Additional space may be available and sockets can be provided, if required. Please indicate below.

- Additional space required (please give estimate of space needed) _____
- Sockets required _____
- Display panels required _____
- **Please also indicate if any of those attending have any special dietary requirements.**