

# JOB PORTFOLIOS

S E E I N G I S B E L I E V I N G

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**'a CV/Resume may get you a job interview - a job portfolio will get you the job'**

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Designers, engineers, models, translators, always take portfolios to job interviews, they would never go to a job interview without one.

Within 2 weeks from today, you too can also do the same. After work experience/placement through us, download a job portfolio and take it with you to each and every job interview.

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**plus job references are available 24/7 through our program.**

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See a simple job portfolio example below





## CRIMINAL COURT CASE TRIAL REPORT SHEET

Fill in by hand then UPLOAD a typed copy using your Administration Upload Folder .

Name of Court:	Croydon Magistrates Court
Name of Case:	Mr Dovedale V Mr Walker
Case Number:	
Date of Sentencing Hearing:	3 <sup>rd</sup> March 2016
Name of Judge:	
Time Case Listed to Start: am/pm	
Time Case Actually Starts: am/pm	2.32pm

### Case Report Instructions:-

If a sentencing case:

Note down the offence or offences committed.

Note down the case details as outlined by Prosecuting Counsel (a barrister).

Note down any impact statement made by the victim.

Note down any offers of mitigation offered by Defence Counsel (a barrister).

Note down the Sentence imposed on the defendant.

If a non-sentencing case:

Note down as many of the above areas as possible.

Note down as much of the case as is covered during your session in court.

End your notes for that day with the statement 'Case continues'

**Case Report Details Provided by: Sarah Rana**

The hearing was a claim of violent and threatening behaviour with intent of threatening of actual use of a weapon.

**CP** - Incident took place 26<sup>th</sup> January 2016. The defendant Mr Dovedale was accused by the claimant Mr J. Walker of attempting to use a weapon and acting both violently and aggressively towards him. The claimant a delivery driver was approached and confronted by the defendant in a dispute over a parking situation outside the defendant's residence. The defendant went into his residence and retrieved a weapon which was either a baseball bat or rounder's bat. The defendant accordingly accused the claimant as the initial aggressor.

**J** - Reads out and refers to details of history of offences which included a previous motor offence. The judge refers to the current category of offence - threatening behaviour and threatening actual use of a weapon as a category 1 offence.

**J** - asks defendant what he has to say.

(Use continuation sheets below as required.)



## S.W.O.T. ANALYSIS RESULT SHEET

Use this Business Upload Template to upload this Result Sheet.

Company Location	Country: United Kingdom Town/City: Oxford
Products / Services	Retail and Lifestyle
Authorised by	Aqeel Laqa
Position	Supervisor
Tel No	(Removed for confidentiality purposes)
Email	N/A

### STRENGTHS:

- This is the second largest chain of supermarkets in the UK
- Serves over 90 million customers a week
- It cater all customers needs for example sells products that suit customers with health needs eg "Free From" range or " Be good to yourself" range
- It has an extremely experienced leadership team and excellent branding
- It has three different types of stroes,Local, Convenience and Supermarket

### WEAKNESSES:

- from 06/16 sales fall a 0.8% in three months amid food price deflation
- it suffered sales decline after end of multibuy discounts in June 2016
- it dropped price match coupons
- it lags behind rivals in plastic bag charity donations as it only donates 1p to charity whereas Tesco donates 3p

### OPPORTUNITIES:

- It has a graduate scheme called 2020 Leaders' aims to recruit and develop potential leaders for the most senior roles of the company
- Clothing and General Merchandise grew sales by over 9% last year (2015)
- It continues to develop other services other than food or clothing or merchandise e.g. 'Entertainment' which helps increase more jobs

### THREATS:

- Its biggest threat is competition from other big supermarkets. Main one that is in competition is Tesco
- A decrease in consumer demand
- Price wars among key competitors, or even an increase in competition
- Change in shopping habits can be a major threat to it.

Office use: Your name	First: Sarah	Last: Rana	The date: 09/06/2016
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## THE IMAGE & CAPTION

Provided by: Sarah Rana



**In My Opinion:** If we did not try to turn night into day we would use far less energy, save huge amounts of money, decrease the stress of millions and get a better quality of sleep. Life would slow down, families would have more time together and night time would be a time for reflection and meditation followed by pleasant dreams instead of rushing to catch the last bus home.

EXAMPLE ONLY