



20 September 2021

Dear Parent/Guardian

Year 11 Careers Education

As part of our careers and destinations strategy, I am writing to inform you of the provision that we have put in place throughout Year 11 to support your child in guiding them to make informed decisions about their next steps after Year 11 and beyond. Each student will be offered the following:

1. A personalised and impartial 30 minute careers conversation with our Trust Level 6 qualified careers adviser. The purpose of these interviews is to explore students' strengths, interests and soft skills. These sessions will also explore the different routes available to students' post-16 including studying A-Levels or Btec qualifications at Maiden Erlegh Sixth Form, applying to other local secondary schools and colleges and the apprenticeship route. You will then be sent a bespoke careers action plan for your child in summary of the meeting. Please also find attached a welcome letter from Karen Wray (our Careers Adviser) and a Student Careers Pack containing a wealth of useful information including information about open days. Please take the time to read through this information with your child. Students will be informed of their appointment date and time via their tutor.
2. On Friday 1 October, Year 11 students will be given an opportunity to visit our Trust in-house Further and Higher Education Fair. During lesson 2, students will be able to visit stands from local colleges, universities, apprenticeship and training providers and gap year representatives to start exploring possible destinations post-16. This will then be followed by our Trust Employment Fair on Tuesday 1 February (more information to follow regarding both events).
3. In February 2022, each Year 11 will participate in a 20 minute mock interview conducted by a local employer. In advance of this day, and as part of the pastoral programme, students will have learnt about becoming 'work-ready' and completed their own Curriculum Vitae which will be taken to the interview. Students will be asked a series of questions that will mimic a real mock interview and will be asked to carry out some research about the company they are being interviewed by (again, more information to follow).
4. The Apprenticeship Support and Knowledge Company (ASK) will deliver an apprenticeship awareness assembly to students. Students who have expressed an interest in this route will then be given the opportunity to participate in an apprenticeship registration and application workshop.

I hope that you will take the time to discuss the Student Careers Pack with your child in preparation of exploring the different options available to them. Your son/daughter may find it useful to complete the 16 Personalities Quiz, in advance of their interview at: <https://www.16personalities.com/> and they should print or write down their result and bring it with them to their appointment, as this will ensure the discussion is as productive as possible.

If you have any specific questions, please do not hesitate to contact me at school via the school office mesoffice@maidenerleghtrust.org.

Yours sincerely

Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations