

4 September 2020

Dear Parent/Guardian

Year 11 Careers Provision

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 son/daughter 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 interview with a Level 6 qualified careers adviser from Adviza. 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 Anna Finlasson (our Careers Adviser for 2020-21) and the Student Careers Pack containing a wealth of useful information. Please take the time to read through this information. Students will be informed of their appointment date and time in due course. Interviews will be held every Wednesday and Thursday, starting on **Wednesday 9 September 2020**.
2. In February 2021, each student will participate in a 20 minute mock interview conducted by a local employer. In advance of this day, 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.
3. 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. We kindly request that students complete the 16 Personalities Quiz, **in advance of their interview** at: <https://www.16personalities.com/> and print or write down their result as this will to 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.

Yours sincerely



Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations