



4 May 2022

Dear Parent/Guardian

Year 10 and 11 Careers Education

As part of our careers and destinations strategy, I am writing to inform you of the provision that we will put in place for the remainder of Year 10 and throughout Year 11 to support your son/daughter in guiding them to make informed decisions about their next steps after Year 11 and beyond.

Year 10 Summer Term

Starting on Tuesday 3 May, each student will be offered a personalised and impartial 30 minute careers conversation with our Level 6 qualified Trust Careers Adviser, Anna Finlason. The purpose of these discussions 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 and traineeship 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 Mrs Finlason and a Student Careers Pack containing a wealth of useful information including open days, information about apprenticeships, and details about post-16 choices. 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.

Year 11

1. The careers conversations mentioned above will continue into the autumn term until we have seen each student in the year group. Mrs Finlason will then be able to provide more intensive support and guidance for those who require it. This will be complemented by careers-related awareness assemblies, throughout the year.
2. In October 2022, Year 11 students will be given an opportunity to visit our Trust in-house Further and Higher Education Fair. 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 in March 2023. More information will follow regarding both events, closer to the time.
1. In March 2023, each Year 11 will participate in a 30-minute mock interview conducted by a local employer. In advance of this event students will have learnt about the importance of becoming 'work-ready' and will have 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 interview and will be asked to carry out some research about the company they are being interviewed by. Again, more information will be sent closer to the time.

2. Mrs Finlason will deliver an apprenticeship and traineeship awareness assembly during the Autumn Term. Students who have expressed an interest in this route will then be given the opportunity to participate in an apprenticeship/traineeship 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 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

A handwritten signature in black ink, appearing to read 'R Buck', with a stylized flourish at the end.

Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations