



4 May 2022

Dear Parent/Guardian

Year 10 - Careers Support and Guidance

I would like to introduce you to an aspect of the Careers Service provided for Maiden Erlegh students by Maiden Erlegh Trust. My name is Anna Finlason and as the Trust Careers Adviser I am looking forward to meeting every Year 10 student for a 30 minute appointment. The aim is to help everyone consider career ideas, as well as options and next steps after Year 11.

As a Careers Adviser, I am trained to help students think through ideas and options, show them what is available in terms of steps towards careers, and how to research these and choose options which will suit and inspire them.

Alongside careers appointments, helping students with career planning and next steps is a team effort. Research has shown that parents are one of the biggest influencers in students making decisions around career choices. Teachers, other family members/those at home, peers and even TV and social media can also play their part.

Please see below for some ideas how you can help in helping your young person prepare for their future:

- 1) Start to talk about their strengths and skills, as well as job sectors and jobs that interest them. Do some research using the website links within the 'Student Careers Pack', attached.
- 2) Encourage completion of Personality and Careers Quizzes which are linked in the 'Student Careers Pack'. These help raise self-awareness as well as increase knowledge and inspire.
- 3) Remember that student's career aspirations and plans may not reflect our own deeply held hopes for them. This can be difficult. Allowing students to choose careers and routes, which suit them best, is important. We all flourish and succeed in educational pursuits and careers that reflect our unique skills, abilities, interests and preferences.
- 4) Remind each other that failure is not permanent and can be a powerful learning experience and each student has their own, unique race to run – it is best to avoid comparing them to others.
- 5) Some students will already be feeling clear around career plans and next steps; others may have some vague ideas, and some may be feeling unsure, even stuck. It is ok to be unsure. We can all help move them forward. Sometimes thinking in terms of immediate next steps can help.
- 6) There are many career options! It is ok to change our minds. Students may follow more than one career in their lifetime – requiring them to take further courses or re-train at later stages and ages. It is helpful for students to know this, as fear of making a 'wrong decision' can cause some students to become stuck.

- 7) Encourage researching and applying for a variety of Post-16 options. By choosing paths after their exams that suit them well, each individual is more likely to achieve their best. Some students will do well at A-levels, others will excel through more practical, vocational courses or paths. Work toward options where they will achieve their best. These days, there are many routes of study and training into careers - only a small number require very specific paths and I can advise on these.
- 8) Each student and parent/guardian will receive a copy of the individual Careers Action Plan, via email, shortly after the careers appointment. It will include a brief summary of their career ideas and next steps, and recommendations if they are feeling stuck.
- 9) Careers Appointments are part of a process – enabling students to question ideas, options, assumptions and expectations, and begin to formulate goals. Researching and processing ideas is an important and ongoing process.
- 10) The recommendation is to attend Open Days and Evenings during the Autumn Term, at a variety of educational institutions. Open events usually require registration via an online form found on the Sixth Form / college website, and further information can be found within the ‘Student Careers Pack’ attached.
- 11) If students are interested in searching and applying for apprenticeships, this will take time and effort on the part of the student on a regular basis. Checking and applying weekly throughout the year is important, until an opportunity is secured. Students applying for apprenticeship opportunities are strongly encouraged to also apply for other options, e.g. college, as back up.
- 12) Research and apply for at least three Post Year 11 options (e.g. Sixth Form, College, etc.) ideally, during the Autumn Term of Year 11. Be sure to check the application deadlines. Sixth Forms have earlier deadlines (usually during the Autumn Term). Early applications can help as popular sixth forms/college courses can become oversubscribed. Consider where / how the students will achieve their best – e.g. Sixth Form or College, A-levels, vocational courses or an apprenticeship. Do these fit with their career aspirations?
- 13) Well-researched back-up plans are important as some courses may be cancelled, or students may achieve different results than they expected.
- 14) Once students have applied and received offers, which may be *conditional* (meaning it is subject to achieving certain results), they can be encouraged to go full steam ahead in achieving their best and what is required for entry.

May I take this opportunity to wish you and your young person the very best over the next year, and success for each student as they work towards creating a successful and fulfilling future.

Should you have any questions or concerns, please contact me via mesoffice@maidenerleghtrust.org, clearly stating your child’s name and tutor group.

Yours sincerely

Mrs A Finlason
Careers Adviser