

27 September 2021

Dear Parents/Carers

**Re: Careers Support - Year 10**

At Frome College, children are entitled to help with making the career decisions that will have a big impact on their future progress in learning and work. Please remind your son or daughter that they can ask for support with any of their queries, in visiting room F5, or by emailing:

[NextSteps@Fromecollege.org](mailto:NextSteps@Fromecollege.org)

Careers education at Frome College is provided mainly in PSHE lessons and assemblies.

Year 10 students will receive an assembly next week on 'How to Write a Strong CV' and will soon be writing their own CVs in PSHE lessons. Please encourage them to show you this and you may wish to suggest skills they have and things they have done which could be added.

Their completed CV will soon be collected in and will be given to 2 business people who will provide your son/ daughter with an individual half hour mock interview experience here at Frome College later in the academic year. Due to safeguarding we ask students at this stage, not to include their own contact details on their CV such as address or home email, although they are welcome to use the school details.

Work experience week as you will be aware is 27 January and 28 January 2022 to give students further workplace experience. Please return the employer placement forms as soon as possible. Prior to this, students will receive an assembly 'How to Behave in the Workplace' to increase their workplace knowledge and an explanation of how to complete the work experience booklet they will be given.

In January they will focus on interview skills in their PSHE lessons. Around Easter, they will receive an assembly explaining the Mock Interview process. All interviews are scheduled during the school day and they will wear their school uniform smartly, there is no need to provide them with a suit for this experience, although some schools do this and it can add to the atmosphere ambience, we feel this is an unnecessary purchase, which given how quickly students can grow at this age, may not fit at a later date when they attend real job interviews.

**In Year 11**

Students will focus on identifying strengths, dreams and career goals and planning Next Steps- options choices covered; Sixth Form, College Course and Apprenticeships. Focus on 'marketing myself', developing interview skills and strengthening CV. All Year 11 students will be invited to an individual meeting to discuss either their subject choices for Sixth Form with the Head of Sixth Form or the Employability Co-ordinator to discuss their plans and offer support. Students in Year 11 entering the workplace, can access limitless support on strengthening CVs, mock Interview practice and assistance with job applications. Job opportunities which may be of interest and details about local colleges' open evenings can be found on the Careers Bulletins.



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A letter will come home early in Year 11 to outline all the choices available to students post Year 11. At this stage it is sufficient for you to point out to them that there are several choices: Sixth Form, College or Apprenticeships, but to have the opportunity to access what they may like to do, it is wise to work hard on the GCSE syllabus throughout Years 10 and 11, and make use of the revision guides which can be purchased, as all of those options have academic entry criteria.

Your son/ daughter will still benefit from the large Careers Talk events which are arranged. The dates for these this year are 25 November 2021 and 10 February 2022, Covid restrictions permitting. A broad range of approximately 18 speakers from different companies come into College for each event and students select their talk choices of interest. All students will attend a 30-minute talk and are asked to prepare 2 questions which they may ask, and are encouraged to take notes. Every student has been given a yellow Next Steps folder by their tutor to be kept in their tutor base, they are encouraged to file all career related resources in this; notes from careers talks, mock interview booklets containing their advice from employers regarding improving future interview performance, the booklets they are asked to complete during work experience and advice booklets given out during their time at Frome College. This can then form a valuable resource to take home at the end of their time in school. Talk choices will be sent to tutors 2-3 weeks before the event. Please encourage your son or daughter to select a talk which is either relevant to their interests, or a career they don't know about, rather than just attending one because friends are going.

Students will be focussing strongly on their GCSE's in Year 11, so **Year 10 is a key time to research and explore careers of interest**. This will help them start to hone their plans and subjects they would like to pursue after Year 11. Ways students can access careers information are listed below, please encourage them to set some time aside to explore these and complete the quick careers tests.

**Online websites**, we recommend you look at with your son/daughter, such as:  
[www.careerpilot.org](http://www.careerpilot.org) - extensive careers advice and has an excellent parent zone.  
<https://sacu-student.com> - this has a quiz; students click on pictures which represent their interests and a careers cloud of employment areas which may suit their interests is created. They can click into each career to find out more. There is also a subject cloud, which advises subjects they may enjoy studying- useful for considering Sixth Form options.

**Drop-in sessions**; such as Job Club every Tuesday at 3pm in room F5. Students can attend without prior arrangement to ask any career related queries. If students have any work experience queries they should email Mrs Rushton on [nrushton@fromecollege.org](mailto:nrushton@fromecollege.org) or visit her at lunchtime, any day except Thursdays. Students who are unsure what type of career they wish to pursue can collect a research booklet I have prepared entitled '**What kind of Job do I want?**' and work though this at home.

Additionally, we collaborate with the **National Careers Service**, so our students or parents can speak to a Careers Adviser at your convenience from home between 8am -10pm, 7 days a week by phoning 0800 100 900.

I hope this gives you a small flavour of the work carried out to prepare your son/daughter for their destinations of choice. Please do not hesitate to email [NextSteps@Fromecollege.org](mailto:NextSteps@Fromecollege.org) if you have any queries during your child's time at Frome College.

Yours faithfully



Louise Friend  
Employability Co-ordinator