

September 2021

Dear Parents/Carers

**Re: Careers Support**

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.

Careers education is provided mainly in PSHE lessons and assemblies. Careers Bulletins are produced regularly and emailed to parents and set on Frog for students as homework. Students are expected to read this sheet of messages and information, then spend time researching at least 1 link; either of interest to their existing career ideas or exploring a career they know little about. Students are expected to spend between 5-30 minutes on this research depending on the video or link they have selected. They should then log what they have completed on the electronic log sheet, which they were issued with Careers Bulletin 16. Later in the year tutors will ask to see the completed log. Students may complete their own research, if they prefer this to the opportunities on a certain bulletin. This is designed to give our students a huge breadth of insight into different careers available, so they can select suitable routes and subjects for their plans in Year 11.

**Year 9 focus:** Wider world of employment and identifying careers of interest. The work experience programme and how to sources this will be launched towards the end of Year 9.

**Year 10 focus:** Assembly on 'How to write a strong CV', students subsequently write their own CV in PSHE lessons and work on interview skills. All Year 10 students attend a Mock Interview with business people. There is a work experience week, with an assembly prior to this, covering expectations in the workplace and how to complete the work experience log book.

**Year 11 focus:** 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.

We have a strong employability programme at Frome College, which also includes; Careers Talk events, Work Experience days in both years 10 and 12 and the year 10 Mock Interview programme. There is a comprehensive programme in the Sixth Form supporting University applications, Gap Years and Employment. Year 11 and year 13 students have individual meetings and support. Students from these year groups entering the workplace, can access limitless support on strengthening CVs, mock Interview practice and assistance with job applications. They are also emailed job opportunities which may be of interest.



Career events are held twice each year for all year groups, a broad range of approximately 17 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 will be 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.



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This can then form a valuable resource to take home at the end of their time in school. This year the careers talks are scheduled to be 25 November 2021 and 10 February 2022. 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.

**Ways students can access careers information:**

Tutors will shortly be asking students their careers of interest, I recommend that over the next week, students take some time to take the test below and look at the website mentioned.

**Online websites**, we recommend you look at with your son/daughter, such as:  
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 or work experience related queries. Students are welcome to visit on other days.

Students can request a **one-to-one interview**. In Year 11 all students will receive an appointment to discuss their next steps with either the Head of Sixth Form or myself. Year 13 students have strong 1-2-1 support if planning to enter employment or are unsure about their plans, and there is a comprehensive support programme in place for students applying to university.

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 queries during your child's time at Frome College.

Yours faithfully



Louise Friend  
Employability Co-ordinator