

## Remote Careers Guidance Interviews and Support For – Year 11 Students – Spring Term 2021

Dear Parent/Guardian,

I am writing to introduce myself to you as your child's Independent Careers Adviser and to ask for your help and support (where feasibly possible for you to do so) in helping myself and Miss Wilson prioritise the Year 11 students that need Careers help and support this term.

I work for a company called Careers 4u CIC (Careers4u) and to date I have seen the majority of Year 11 students in either a small group or for a one-to-one interview during the Autumn Term. I do still have some Year 11's I haven't met yet and the plan was that I would see them in school this term and then after this see those students who needed further help or second interviews and any students that needed help with College, Sixth Form and/or Apprenticeship applications.

I am still very keen to offer all students the help and support they require. However, due to the current school closures this support will need to operate slightly differently.

I will be remote working from home and I am able to phone any student or parent/carer that feels they would like some advice or support in terms of Careers Information, Advice, Guidance and/or help with any applications to College/Sixth Forms or Apprenticeships.

The work telephone number I will call you or your child from is: 0333 2224 099 (occasionally I may also call from a private/withheld number). You are also welcome to ring this number if you feel your child needs some help and support or if you feel you need some advice in order to support them. The number will go through to a voicemail, please leave a message and I will get back to you as soon as possible.

I can also answer any questions you or your child have over email. My email address is: [sharon.harrison@careers4u.org](mailto:sharon.harrison@careers4u.org). (If your child is contacting me via their email address please ask them to use their school email address to do this.)

Please be aware however that currently I have two young children at home with me, which I am attempting to home-school and look after, while working. (I'm sure many of you will currently know what this is like to have to juggle work and small children!). So please bear with me if I don't respond to you or your child/children straight away, I will return and calls or emails as soon as possible.

You may have already seen a school update which stated that College's and Sixth Forms will accept applications at anytime this year. This is absolutely the case so, please don't panic if you have got a child that is in Year 11 and currently unsure of their plans. I will be able to work with them even in the summer term if needed.

However, it is generally seen as good practice and to the benefit of Year 11 students to ensure that the majority of them have applied for a full-time education course of their choice by the Easter Holidays.

We are aware however, that the last 9 months have been unprecedented and we realise many of the Year 11's wouldn't have had a chance to look around the College's/Sixth Form that they are considering applying to.

I'm sure many of you will have already had lots of conversations with your child about their plans and ideas for after Year 11. It would be really helpful if you could keep having these conversations with them and supporting them where you can with any applications.

We will be prioritising students who have not yet had an interview with myself and any requests for help as a result of this letter or any student self-referrals that we receive.

It would also be a huge help if you have already supported your child with applying to a full-time education course and that they are happy with this decision; if you could send me: [sharon.harrison@careers4u.org](mailto:sharon.harrison@careers4u.org) or Miss Wilson: [rebecca.wilson@hayleacademy.net](mailto:rebecca.wilson@hayleacademy.net) a very quick email with the following information in it;

Your Child's Name  
Their Form (if you know it)  
Title and Level of the Course they have applied for and,  
The College or Sixth Form they have applied to.

For those of you that are happy to be supporting your child with their plans and decisions for after Year 11, we thought it might help to share some useful links (see below) which include, links to the local College's virtual areas and their application forms, as well as some apprenticeship information.

With thanks in advance for your time reading this letter and for any help you are able to give your child at this important transition point for them and ourselves as a team.

Together we will can make sure that every student has a plan in place, when they finish Year 11.

With Kind Regards

Sharon

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## Useful Links and Information:

### Truro College

<https://www.truro-penwith.ac.uk/public-facilities/360-tours/360-truro>  
[www.truro-penwith.ac.uk/subjectspotlight](http://www.truro-penwith.ac.uk/subjectspotlight)  
<https://digitalcampus.truro-penwith.ac.uk/login/index.php>  
<https://www.truro-penwith.ac.uk/download-a-prospectus>  
<https://www.truro-penwith.ac.uk/get-in-touch/how-to-apply/further-education>

### Penwith College

[www.truro-penwith.ac.uk/subjectspotlight](http://www.truro-penwith.ac.uk/subjectspotlight)  
<https://www.truro-penwith.ac.uk/public-facilities/360-tours/360-penwith>  
<https://www.truro-penwith.ac.uk/download-a-prospectus>  
<https://digitalcampus.truro-penwith.ac.uk/login/index.php>  
<https://www.truro-penwith.ac.uk/get-in-touch/how-to-apply/further-education>

### Cornwall College

<https://www.cornwall.ac.uk/events-and-tasters/>  
[www.cornwall.ac.uk/order-a-prospectus/](http://www.cornwall.ac.uk/order-a-prospectus/)  
[www.virtual.cornwall.ac.uk](http://www.virtual.cornwall.ac.uk)

To apply for a course, you will need to register and create an account:

<https://www.cornwall.ac.uk/login/>

### CSIA and CSMS Sixth Form

<https://theviformacademy.co.uk/the-vi-form-prospectus/>

### Apprenticeships

<https://www.gov.uk/apply-apprenticeship>  
<https://www.getmyfirstjob.co.uk/>  
<https://www.cornwallapprenticeships.com/>

### Other Useful Websites

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)  
<https://nationalcareersservice.direct.gov.uk/job-profiles/home>  
<https://www.prospects.ac.uk/>  
[www.ucas.com](http://www.ucas.com)  
[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)