

Dear parent,

Careers and Employability in 6th Form

I am writing to inform you about the Careers and Employability programme for the 2016-17 Academic Year.

Year 12

Work experience:

We know how important it is for students to develop the skills and attributes they need to progress successfully into Higher education and into the world of work and encourage all year 12 students to take advantage of opportunities for work experience.

The proposed placement should be relevant to the students' future plans, be they to continue in education at degree level or to progress into full time employment or an apprenticeship.

We would like to offer all of our year 12 students the opportunity to complete a week of relevant work experience during the week commencing 10/7/16. We have learned from past experience that work experience works best when students arrange their own placement as it is more likely to reflect their interests and be relevant to their future plans.

We would therefore urge your son/daughter to use any existing personal contacts or to research the sector they are interested in and try to establish their own contacts. However, we realize that some students will find this difficult and we will be offering practical support to any student who wishes to participate but does not have relevant contacts.

We will be launching the programme in early December 2016.

Visiting Speakers:

These will take place during additional studies (Tuesday week 1, period 5) in the hall.

Tuesday 8th November: "How to stand out from the crowd"

Speaker: David Cook.

David has recently started a new collaboration with The Emmbrook School as our Enterprise Adviser. As former marketing director for 3M David has extensive experience of recruiting graduates. He will be giving insights into the skills and attributes employers are looking for beyond good exam results.

Tuesday 6th December: "Entrepreneurship"

Speaker: David Cook

In recent years David has supported a wide range of business start-ups – from App designers to Electrical contractors. David will also be offering a series of follow up workshops for students interested in starting their own business.

Tuesday 7th February 2017: Financial awareness.

Speaker: Philippa Kelly from the ICAEW

Covering issues such as managing your personal finances and internet security.

Year 13

Due to UCAS deadlines, the emphasis for the early part of the academic year has been on university applications. After half term the attention will turn to supporting students who are planning to go into full time employment at the end of year 13.

Our “**Employment Head Start**” programme will be starting in November 2016. We are collaborating again this year with staff from Michael Page recruitment who will be delivering a series of workshops on:

- CV writing
- Job searching
- Writing a LinkedIn profile
- Preparing for Interviews

This year we will be collaborating with David Cook, our enterprise adviser. David will be available to offer small group or 1-1 guidance for students who wish to further develop their interview skills.

We will also be running information sessions and workshops on Apprenticeships.

All these sessions will take place during enrichment periods: Week 1 Monday period 4 and Week 2 Tuesday period 3.

Dates and locations to be confirmed.

Year 12 and 13

Forthcoming talks/workshops:

Career sector talks and interactive webinars including: careers in performing arts; careers in marketing; careers in digital media; degree apprenticeships; careers in retail management; careers in sports science.

Dates and locations to be confirmed.

Career Bulletin

The careers bulletin is published monthly. It informs parents and students of forthcoming careers events and employment/apprenticeship opportunities.

Careers guidance appointments

All 6th form students are able to book an individual careers guidance appointment at any time. These can be booked via your son or daughter's tutor or direct by emailing me at sspencer@emmbrook.wokingham.sch.uk.

Yours sincerely,

Sally Spencer

Careers Coordinator