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**Colne Community School Careers Newsletter – January 2018:**

**KS5:**

UCAS applications should have now been submitted. If you/your child needs further information about university please contact Cheryl Pascoe [cpascoe@colne.essex.sch.uk](mailto:cpascoe@colne.essex.sch.uk) or for the sports side - Jon Taylor jtaylor@colne.essex.sch.uk.

If your child would like to meet with our careers advisor, Sandra James, then please email [lweaver@colne.essex.sch.uk](mailto:lweaver@colne.essex.sch.uk) for a 121 appointment slot or they can drop in during lunchtimes or after school on a Thursday or Friday (no appointment required), in the Learning Centre.

A list of available apprenticeships for school/college leavers can be found on our webpage; can be emailed as per requests; and can also be found on the college noticeboard.

Useful websites/companies for support with apprenticeship applications and vacancies are:

<http://www.aimapprenticeships.co.uk/>

<https://www.essex.gov.uk/Education-Schools/Apprenticeships/Pages/Default.aspx>

Year 12 students should be planning their Open Day visits and Taster Days for next year. They should be considering what they will do at the end of Year 13 – there are many guides/university prospectuses available in our careers library in the Learning Centre if required.

**Year 11:**

**All young people are required to remain in education or education based training/employment until the age of 18. This is a government policy and must be adhered to. Parents/carers may be fined if this requirement is not followed.**

With the deadlines for colleges fast approaching, all students should have submitted application forms by now. If they have not, please advise them to do so ASAP. All Year 11 students are in the process of having one to one meetings with our independent careers advisor, Sandra James, who has 20 years experience and offers excellent, impartial advice. If they need a meeting urgently and have not yet had one, please get in touch with me on [lweaver@colne.essex.sch.uk](mailto:lweaver@colne.essex.sch.uk) and this can be arranged. Students should be ensuring they have applied to the relevant colleges/apprenticeships once they have had this guidance. Support with applications is available from 3pm every Wednesday afternoon in room 21.

Many of our students have already visited prospective colleges but there are still some open events happening in the coming weeks. Dates can be found on the relevant college’s website.

AIM and Essex County Council delivered an apprenticeship assembly just before Christmas and took several names of students who wanted help to find apprenticeship vacancies. Further to this, a list of available apprenticeships for school/college leavers can be found on our webpage and/or can be emailed as per requests.

Useful websites/companies for support with apprenticeship applications and vacancies are:

<http://www.aimapprenticeships.co.uk/>

<https://www.essex.gov.uk/Education-Schools/Apprenticeships/Pages/Default.aspx>

Our first Careers Skills Day is taking place on Friday 19th January whereby all Year 11 students will interactive with/question professionals from the local community. We are very honoured to have 40 members of the public volunteer their time to participate in this event. Please advise your child to consider what questions they might like to ask these professionals (although some example questions will be provided.)

**Key dates for Year 11:**

**Colchester Sixth Form Application deadline: 31st January 2018**

**Colchester Institute Application deadline: 31st January 2018**

**Colchester Sixth Form for Girls Application Deadline: 18th January 2018**

**Most other colleges have simply stipulated that the earlier the application, the better.**

**Colne Careers Skills Day: Friday 19th January 2018**

**Year 10:**

Year 10 work experience dates have been confirmed as 9th July – 13th July 2018. Initial letters informing parents/carers of the dates and arrangements have gone out. Follow up paperwork in the form of guidance, parental consent forms and employer forms will all be sent out by the end of January. At this stage it is just advised that students will start to consider where they would like to undertake their work experience week and perhaps make enquiries with the relevant employers.

Friday 2nd February will be a Year 10 work experience assembly which will contain further information and guidance with regards to the work experience process. A copy of this assembly will be placed onto the school website’s career page.

Year 10 students will spend time during tutorials between February half term and the Easter holidays developing their CVs and covering letters. The 18th April will be our mock interview day during which time guidance will be given on interview conduct and good practice.

We would expect that work experience placements will be organised and confirmed by 1st June 2018. I am happy to support with applications and placements for those students who are struggling to find an appropriate organisation.

Year 10 have already had access to our Fast Tomato online resource and have had one assembly informing them of our new Career Passport Award (which can be found on our webpage) which they can complete in addition to the above events/workshops.

Year 10 students can also drop in to see our careers advisor (Sandra James) for 121 meetings during lunchtimes and afterschool on Thursdays and Fridays, in the Learning Centre, if they wish to. No appointment is necessary for this.

**Year 9:**

Students in this year group should consider completing the Career Passport Award in order to initiate thoughts and discussions surrounding their career decisions. This award can be found on our careers page on our website.

We have set aside the 18th May for a careers workshop for Year 9 which we hope to have external employers/professionals working with these students.

All Year 9s should have received a booklet titled “What’s Your Thing” from Essex County Council – these booklets explore some of the job sectors in this area with shortages, which might help to influence future career decisions. This booklet can also be found on our careers webpage.

Year 9 students can also drop in to see our careers advisor (Sandra James) for 121 meetings during lunchtimes and afterschool on Thursdays and Fridays in the Learning Centre, if they wish to. No appointment is necessary for this. Sandra will also be available to talk to parents during the Year 9 ISCE in the front reception area.

**Year 7 and Year 8:**

Year 8 have already had access to our Fast Tomato online tool.

Year 7 will be completing some career based lessons during their tutorial programme between February half term and the Easter holidays.

Both year groups should be considering completing the Career Passport Award too, which can be found on our careers webpage. This will help them to explore some job sectors and possible future career options.

We are hoping to organise two career days for these year groups during the late Spring/Summer term. These days will give students opportunities to converse with professionals/employers and external visitors.

**Useful website for all year groups:** [**https://nationalcareersservice.direct.gov.uk/**](https://nationalcareersservice.direct.gov.uk/)

If you have any questions regarding careers please do not hesitate to contact myself (Laura Weaver) on [lweaver@colne.essex.sch.uk](mailto:lweaver@colne.essex.sch.uk). Please note that I work Wednesdays to Fridays at the Colne so I will reply as soon as possible.



Our mission is to embed careers into the curriculum so that they are on everyone's agenda from Year 7 onwards. Students should have a clear goal and work towards that goal; regularly participating in events to help them progress towards achieving it. Staff will be committed to providing impartial advice and guidance in addition to opportunities to explore careers throughout the academic year and will encourage students to build up a portfolio to use for work experience, college applications and future employment. As a result, our students will leave the Colne work-ready with the tools and understanding they need to move forward in their professional lives.