



From the Head of Career Guidance: Michael Triff, BSc, MSc, QCD

6 September 2019

Dear Parents of 5th Year Pupils:

It is my pleasure to share with you some important notices about Abingdon School's Career Guidance Programme for 2019/20.

Expanded Career Guidance Programme

Three years ago, Abingdon School took the exciting step of investing in a new, full-time career guidance role, appointing me, Michael Triff, as Head of Career Guidance.

I have designed and now run an exciting and expansive Career Guidance Programme which takes pupils aged 12-18 (2nd Year to U6) on a journey of self-discovery, helping them to identify potential occupations to which they are well suited, understand and experience the world of work, make educational choices informed by careers planning, and learn key skills needed to gain future employment.

In short, my goal is to help every pupil think carefully about, and take practical steps towards realising, his future career.

The Programme combines online career information resources with career thinking/planning lessons; employability skills workshops; life skills seminars; CV, cover letter and interview training; one-to-one guidance meetings, and a wide range of events and activities, including talks by working professionals, an annual careers fair, several career advice evenings, two work experience schemes, and meetings with British Armed Forces careers advisers.

Every year group enjoys a set of bespoke activities designed for its step in this journey, with one year's activities smoothly transitioning into that of the next year. This design ensures coherence from year to year and puts pupils in the best position possible to make informed educational choices at the end of each key stage in their education: GSCE, A-Level, and all post-18 options, including Higher Education.

For more information, visit <http://www.abingdon.org.uk/careers>

Morrisby Aspirations Programme – IMPORTANT INFORMATION

Your son may have a very good idea of what occupation he might like to pursue after completing his education, or he may be considering a range of occupations with no strong leanings yet towards any one or another, or he may not have any idea of what occupation he might pursue in the future. Regardless of which situation he finds himself in, 5th Year is an important time to be looking ahead and thinking about one's future career. Why? Because tentative A-Level subject choices are made in late

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November and confirmed in very early February, and the choices made can both open and close doors to educational pathways that lead to particular occupations.

One of the goals of Abingdon's Career Guidance Programme is to help 5th Year pupils think about possible occupations they might pursue in the future and research what the entry requirements are to those occupations so that they make A-Level subject choices that are informed, at least in part, by career planning considerations.

To help your son with his career thinking and research, 5th Year pupils have access to a range of career information resources in the School library and online linked to from the pupil intranet (Firefly).

In addition, Abingdon School offers all 5th Year pupils the opportunity to participate in the Morrisby Aspirations career profiling programme designed and delivered by the Morrisby Organisation.

To read more about this Programme, go to:

http://www.abingdon.org.uk/morrisby_aspirations_programme

This Programme is operated by Abingdon at a cost to parents and on an opt-out basis. The cost for a 5th Year pupil to participate is £80 (including VAT), which will be charged via your school bill.

Parents who do not wish for their son to participate in Preview may opt-out.

To opt-out, a parent or guardian must email Michael Triff at michael.triff@abingdon.org.uk no later than **midnight on Friday 13 September 2019**; otherwise, their son will be enrolled in the Preview programme and the £80 charge will be made. We regret that refunds will not be possible after this date.

Career Guidance Meetings

If your son would like some general help with the next step in his career thinking, he can schedule a one-to-one career guidance meeting with me. This meeting could be particularly useful prior to his having to make A-level subject choices.

5th Year Work Experience Scheme

Your son will learn all about the 5th Year Work Experience Scheme at a year group assembly in early October. Work experience is ideal for gaining a view into the world of work, regardless of the nature of the work involved, and can also be used to learn about a specific occupation of interest and educational routes into that occupation. The scheme is **strongly encouraged for all 5th Year pupils**, who should secure their own work experience placement for one or two weeks immediately after completion of their GCSE exams (and after all sports commitments are fulfilled). Now is the time to start researching possible work experience schemes and employers of interest. Most employers close applications to their schemes in December, January or February, so the early bird definitely catches the worm! The pupil intranet on Firefly (Career Guidance section, 5th Year Programme) has a list of open work experience schemes and some useful links for advice on preparing a CV and Covering Letter, too.

Abingdon Careers Convention

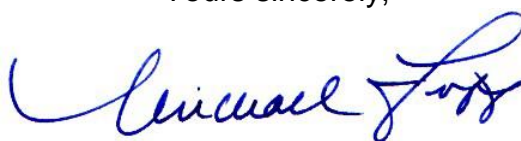
The annual Abingdon Careers Convention, jointly run by Abingdon School, St Helen and St Katharine, and Our Lady's Abingdon, is an excellent opportunity for pupils to gather information about and personal insights into occupations of interest and educational routes into those occupations. It features parents and alumni of all three schools, as well as local employers, representing a wide range of careers. Pupils can meet with 'career representatives' one-to-one or in small group discussions and also attend themed panel presentations. The next Abingdon Careers Convention will be held on Friday evening 13 March 2020 at Our Lady's Abingdon. Your son will learn all about it at a year group assembly in early March. Later this term, I will be writing to you again to ask if you and/or your partner/spouse would be interested in volunteering as a 'career representative' at this event. If potentially interested, please save the date in your diary now – thanks!

Advice on Careers in the Armed Forces

Pupils from 4th Year onwards who are interested in learning about a career in the military should contact me to arrange a meeting at Abingdon School with an Armed Forces Career Adviser from the British Army (5 Dec), RAF (14 Nov) or Royal Navy/Royal Marines (5 Dec). You are also welcome to make an appointment for your son directly with an Armed Forces Career Adviser at their office in Oxford: 35 St. Giles, Oxford, OX1 3LJ. British Army: 01865 515989; Royal Air Force: 0345 605 5555; Royal Navy/Marines: 01865 553431.

If you have any questions, concerns or suggestions about the Career Guidance Programme, please don't hesitate to get in touch.

Yours sincerely,

A handwritten signature in blue ink that reads "Michael Triff". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the surname "Triff".

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