



ABINGDON

From Head of Careers: Sarah Gibbard

5 September 2014

Dear parents of 5th year boys

COA Careers Profiling Scheme

This year, for the first time, we are offering boys the opportunity to be a part of the profiling scheme designed and run by Cambridge Occupational Analysts. We feel that, of all the schemes currently available, COA offer a service that seems to fit well with the needs of our boys, offers excellent value for money for parents, and provides a format which would fit well with the overall Careers programme. COA's methods have been tried and tested for over 20 years and many other independent schools rate COA very highly against their competitors.

This scheme incorporates the following elements:

- "Preview" - An online questionnaire about their interests, abilities and personal qualities
- "The Cambridge Profile" - An online aptitude test to assess verbal, numerical, abstract and spatial reasoning, as well as arithmetic, spelling and working quickly and accurately
- An interview with a COA professional careers advisor to discuss the report produced from the first two elements (a personal "Careers Workbook")
- A follow up interview with the tutor to discuss progress (in researching careers, organising work experience etc) since first interview.

All boys should have received their interview with the Careers Advisor before October half term, and will be able to share the findings with you at this time.

Attached to this email are Parents' Brochures for both parts of the scheme. The information from both parts will be consolidated into the Careers Workbook report. **The total cost of the scheme is £88, which will be automatically added to the bill at the end of the Michaelmas term (unless you opt out – see below).** We very much hope that all parents will want their sons to participate in the scheme, as we feel it is an important part of the Careers programme, in addition to being an excellent insight into your son's aptitudes and great practice for aptitude tests which are commonly included in job interviews. If you want your son to be involved you do not need to do anything, he will be automatically enrolled.

If you do not want your son to be enrolled on the scheme please reply to this email by 5pm on Sunday 7 September saying you wish to opt out. Any boys whose parents have opted out of the scheme, will be given some alternative careers activities to do during the tests, and will have an interview with the Head of Careers, and then with their tutor.

If you have any questions about the Scheme after you have read the brochures, you could refer to www.coa.co.uk or email me and I will endeavour to answer your queries.

Yours sincerely

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