



From Head of Careers: Sarah Gibbard

11 September 2015

Dear Parents of 5<sup>th</sup> year boys

### COA Careers Profiling Scheme

This year, for the second 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, that COA offer a service that seems to fit well with the needs of our boys, which 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.

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 his tutor to discuss progress (in researching careers, organising work experience etc.) since first interview.
- A paper copy of your son's report (Careers Workbook) as well as a digital version available through a personal webpage on COA website / app (My Careers Room), with additional tools available online
- Two free books – The Careers Directory and Personal Development Guide
- Access to COA Careers information helpline

All boys should have had 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 Preview and the Cambridge Profile will be consolidated into your son's Careers Workbook report. **The total cost of the scheme is £90, 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. It also helps a number of boys with their A level choices. If you want your son to be involved you do not need to do anything, he will be automatically enrolled.

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**If you do not want your son to be enrolled on the scheme please reply to this email by 5pm on Sunday 13 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 their tutor at the same stage as the other boys.

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

Yours sincerely

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