



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

6 September 2022

Dear Parents of 5<sup>th</sup> Year Pupils:

It is my pleasure to share with you some important notices about Abingdon School's Career Guidance Programme for 2022/23.

### **Expanded Career Guidance Programme**

Six 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 11-18 (1<sup>st</sup> Year to U6) on a journey of self-discovery, helping them to:

- be in touch with their values and what is important to them,
- grasp and gain insights into what is meant by 'career',
- identify potentially suitable future occupations,
- understand and experience the world of work,
- make educational choices informed by careers planning,
- learn key skills needed to gain future employment, and
- prepare to live independently after leaving school

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

The Programme combines online career information resources with career thinking/planning lessons; employability skills workshops; financial education seminars; CV, cover letter and interview training and practice; 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: GCSE, A-Level, and all post-18 options, including Higher Education.

For more information, visit <https://www.abingdon.org.uk/academic/career-guidance>.

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

### ***Morrisby Profile Programme – IMPORTANT INFORMATION***

Your child may have a very good idea of what occupation they might like to pursue after completing their education, or they may be considering a range of occupations with no strong leanings yet towards any one or another, or they may not have any idea of what occupation they might pursue in the future. Regardless of which situation they find themselves 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 November and confirmed in late January, and the choices made can both open and close doors to educational pathways that lead to some 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 they make A-Level subject choices that are informed, at least in part, by career planning considerations.

To help your child with their career thinking and research, 5th Year pupils have access to a range of free career information resources linked to from the pupil intranet (Firefly).

In addition, Abingdon School offers all 5th Year pupils the opportunity to participate in the Morrisby Profile Programme, designed and delivered by an external supplier called Morrisby ([www.morrisby.com](http://www.morrisby.com)).

To read more about this Programme, go to the bottom of this web page:

<https://www.abingdon.org.uk/academic/career-guidance>

**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 £88 (including VAT), which will be charged via your school bill.**

Parents who do not wish for their child to participate in the Programme may opt-out.

To opt-out, a parent or guardian must email Michael Triff at [michael.triff@abingdon.org.uk](mailto:michael.triff@abingdon.org.uk) no later than **midnight on Monday 12 September 2022**; otherwise, their child will be enrolled in the Programme and the £88 charge will be made. We regret that refunds will not be possible after this date.

### ***Career Guidance Meetings***

If your child would like some general help with the next step in their career thinking, they can schedule a one-to-one career guidance meeting with me either in person or online via Zoom. This meeting could be particularly useful prior to their having to make A-level subject choices. I also am available during parents' evenings from 4<sup>th</sup> year to U6.

### ***5th Year Work Experience Scheme***

Your child will learn all about the 5th Year Work Experience Scheme at a year group assembly in late September. 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, starting 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; the early bird definitely catches the worm! The pupil

intranet on Firefly (Career Guidance section, 5<sup>th</sup> Year Programme) has a list of in-person and virtual work experience schemes. All 4<sup>th</sup> year pupils received training in how to write a CV and Covering Letter.

### ***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 **Thursday evening 16 March 2023 from 6:30-9:00pm at SHSK**. Your child will learn all about the event at a year group assembly in January and again 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 4<sup>th</sup> Year onwards, who are interested in learning about a career in the military, should attend a meeting with an Armed Forces Career Adviser from the **British Army, RAF, or Royal Navy/Royal Marines**, all of whom will be at Abingdon School on **Thursday 24 November 2022**. You are also welcome to make an appointment for your child directly with an Armed Forces Career Adviser; email me for contact details.

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, appearing to read 'Michael Triff', written in a cursive style.

[michael.triff@abingdon.org.uk](mailto:michael.triff@abingdon.org.uk)

01235 849129