



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

3 September 2024

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 2024/25.

### **Career Guidance Programme**

Eight 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 Career Guidance Programme helps students through career thinking and planning lessons supported by printed and online career information resources; career psychometric testing and one-to-one career guidance meetings, employability skills workshops; CV, cover letter and interview training and practice; financial education tutorials and seminars; and a wide range of events and activities, including talks and classroom lessons with working professionals, an annual careers fair, several career advice evenings, 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 <https://www.abingdon.org.uk/academic/career-guidance>.

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### ***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, if your child plans to attend Abingdon's 6<sup>th</sup> Form, tentative A-Level subject choices are made in late November and confirmed in early February, and the choices made can both open and close doors to educational pathways that lead to some occupations. If your child does not plan to attend 6<sup>th</sup> Form (at Abingdon School or elsewhere), early in 5<sup>th</sup> Year is a good time to be considering alternatives, including vocational qualifications and apprenticeships.

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 educational 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. There are two options for participating – Option 1: Online Report only (£30) or Option 2: Online Report and Career Guidance Interview (£98). Parents who do not wish for their child to participate in the Programme at all may opt-out.**

You will be emailed by me on/around 2 September 2024 to ask if you would like your child to participate in this Programme and, if so, under which option: 1 or 2. You will need to complete [this](#) short online form to indicate your preference. **The deadline to complete this form is Sunday, 15 September 2024.** If you do not complete this online form by the deadline, I will assume that you wish for your child to participate in this programme under option 2 and the £98 charge will be made. We regret that refunds will not be possible after the deadline has passed.

### ***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.

### ***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, 28 November 2024**. You are also welcome to make an appointment for your child directly with an Armed Forces Career Adviser; email me for contact details.

### ***Industry Insight Events***

There will be two 'Industry Insight' events co-hosted by Abingdon School and SHSK. The first will focus on the Creative Industries (Radio/TV/Film/Video, Music, Theatre, Dance, Fine Arts, Design, Photography, Video Games, Beauty & Fashion, Textiles, Crafts, Museums & Heritage Sites) and will be held at **SHSK on Monday, 9 December 2024, 4.00-6.30pm**. The second will focus on Financial Services (Accountancy, Retail Banking, Corporate Finance, Financial Planning and Wealth Management, Insurance and Risk Management, Investment (Fund) Management, Investment Banking, Pension Management, Private Equity and Venture Capital, Trading/Brokering/Dealing) and will be held at **Abingdon School on Monday, 20 January 2025, 4.00-6.30pm**.

### ***Abingdon Careers Convention***

The annual Abingdon Careers Convention, jointly run by Abingdon School and St Helen and St Katharine, 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 both 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 talks and panel presentations. The next Abingdon Careers Convention will be held on **Thursday, 13 March 2025 from 6.30-9.00pm at Abingdon School**. 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!

### ***Apprenticeships Evening Webinar***

There will be an evening webinar focusing on apprenticeships on **Wednesday 7 May 2025, 7-8pm on Zoom**. This is the week after 5<sup>th</sup> year students go on exam study leave. In January, look out for an invitation to register for the webinar.

### ***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 in person. This meeting could be particularly useful prior to their having to make A-level subject choices. I also am available to meet during 5<sup>th</sup> year parents' evening, though the duration of these meetings is very short!

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". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Triff".

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