

5 November 2019

Dear Parent/Carer,

Apprenticeship Sessions

As part of our continual commitment to Information, Advice and Guidance for Year 11 students, we are offering two after school apprenticeship sessions in the New Year.

In the first session, a representative from Ask Apprenticeships will talk to students about apprenticeships and also help students to create an account on the National Apprenticeship website <https://www.gov.uk/apply-apprenticeship> and give guidance on making a good application. This session will take place on Wednesday 15th January from 3.00pm-4.15pm in the Link. If you would like to attend to support your son or daughter, we do have space for one parent /carer to attend per student.

The second session will be a 'Mock Assessment Centre' workshop. The application process for the majority of apprenticeships now requires students to undertake an assessment centre activity which students will not have experienced before. We have therefore invited Balfour Beatty into school to undertake a workshop whereby students will do a mock assessment centre activity and then receive feedback. This session will take place on Wednesday 29th January from 3.00pm to 4.30pm. This will be a student only session.

We have only 30 spaces available for each session, thus spaces will be allocated on a first come basis. I would be grateful if you could complete the permission slip indicating which session your son or daughter would like to attend. Please note if sessions are oversubscribed, students will only be able to attend one of the sessions, therefore please also indicate on the slip which session they would prefer.

Yours sincerely

J Carey

Mrs Carey
Timetable and IAG Manager

Please return this slip to Mrs Carey by Friday 14th December 2019

I give permission for my child to attend the apprenticeship session indicated below:

- WorkPays Apprenticeship session on Wednesday 15th January 2020 Yes / No
- I would like to attend the WorkPays session with my son/daughter Yes / No
- Assessment Centre workshop on Wednesday 29th January 2020 Yes / No

If sessions are oversubscribed, my child would prefer to attend:.....

Student Name:.....

Tutor Group:.....

Parent/Carer Signature:

Parent/Carer Name (printed): Date: