



2 April, 2020

Dear Parents/Carers,

Year 12 Future Pathways Support

We will shortly be launching our “What Next?” process for year 12 students, providing them with an overview of the options available to them through higher education at universities, gap year ideas and employment and apprenticeship opportunities.

Given the current circumstances, we felt this time could be an ideal opportunity for students to actively engage and begin their research. We would like every student to carry out a series of straightforward tasks during the Easter break, so that they have undertaken some initial gathering of knowledge. After the Easter break and in the event of a continued school closure, we will provide further presentations and information for students and parents, outlining the processes of applying to universities through UCAS and steps which need to be taken for apprenticeship and employment and GAP year pathways.

Attached to this letter, we have created a Future Pathways check list for both university and apprenticeship or employment pathways and with a series of activities we expect our year 12 students to carry out. As they complete each element of their research, please encourage them to tick the box and discuss with you their findings. If they have any queries, then please do ask them to contact us via our email addresses below.

Thank you in advance for your support with your son/daughter’s next step research and we look forward to hearing all their plans in the very near future.

Yours sincerely,

Carole Luurtsema
Sixth Form Mentor

Sara McKay
Careers Adviser

Future Pathways Checklist

For those students applying to universities, we will expect all students to carry out the following tasks:

Task	Tick when completed
Register an account with UCAS, the university admissions service, on their website https://www.ucas.com/ . Students must make a note of their login details and password as they will need this information for their future application.	
Visit the UCAS Hub where students can research a variety of universities and the courses they offer, as well as future employment and apprenticeship ideas.	
Research and understand UCAS Tariff Points and the expected grades universities require for their courses, including any specific GCSE grade requirements.	
Research the UCAS admissions process and understand the requirement of a Personal Statement (there is no need to begin writing a statement at this stage as we will launch this at a later date). There are a number of useful videos provided by UCAS which provide an overview in a matter of minutes: https://www.ucas.com/what-are-my-options/thinking-about-uni and https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement	
Consider seeking out advice from university students themselves, via the secure Unibuddy network https://www.ucas.com/chat-to-students	
Undertake virtual tours of universities they might be interested in applying to https://www.ucas.com/undergraduate/what-and-where-study/open-days-and-events/virtual-tours	
Research university open days, including any virtual open days which some universities are now offering https://www.ucas.com/ucas/events/find?keywords=open%20days	
For students considering applying to study medicine, dentistry or veterinary science courses; those thinking about applying for courses at Oxford or Cambridge universities; students interested in art foundation courses and courses in drama and music at conservatoires – they must research these bespoke processes and any relevant earlier deadlines. Please advise us directly if your son/daughter is considering one of these routes for further bespoke guidance.	
Following the above, if students have any queries, please ask them to email Carole Luurtsema: c.luurtsema@coxgreen.com	

For those students applying to universities in the United States, we will expect all students to carry out the following tasks:

Students should engage with the following website to familiarise themselves with the process: http://tomnuttersoccer.com/	
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Future Pathways Checklist

For those students applying for apprenticeships, employment or work experience opportunities, we would expect the students to:

Task	Tick when completed
<p>Register for an account at https://www.gov.uk/apply-apprenticeship this will allow students to receive notifications of new apprenticeships in their particular field become available.</p>	
<p>Not Going to Uni is another informative website for researching apprenticeship opportunities https://www.notgoingtouni.co.uk/ and https://www.ratemyapprenticeship.co.uk/ It is a good idea to know in advance when the large corporate companies open their apprenticeship application windows and close them. Make a note of these dates so you do not miss out on any opportunities.</p>	
<p>There is often a rigorous process when applying for an apprenticeship with a number of hurdles to jump through before the final interview, it would be advisable during this time for the students to use websites such as Barclays Life Skills to hone in on their CV, covering letters, and interview skills, it has a great interactive interview app that could be useful for them. https://barclayslifeskills.com/ and https://www.prospects.ac.uk/ is another fantastic website for research and advice on the current job market, apprenticeships, graduate opportunities and they can also research universities and work experience opportunities. The interview process usually involves, the written application stage, then the online assessment stage, which helps them understand the type of person you are and the job that would be right for you, after this you will be invited to a telephone call interview and the final stage would be an assessment centre and individual interview. It would be useful if you could talk with your son/daughter about interviews you may have attended or advice you have been given.</p>	
<p>Finally, for a one stop shop and for telephone support the National Careers Service can help students with their career, learning and training choices. https://nationalcareers.service.gov.uk/ There are two skills assessment tools to learn more about student's career skills, strengths and motivations. The first assessment you can discover your skills the second is a careers and a skills health check. Once they have worked through the assessments, students will get a report summarising their results, including suggestions about the job categories and job roles that might suit them.</p>	
<p style="text-align: center;">From Monday 20 April, Mrs McKay will be taking any phone call enquiries via Microsoft Teams. Please ask students to log their request and she will email or schedule a call at a convenient time. Alternatively you can email her directly: s.mckay@coxgreen.com . Please note Mrs McKay does not work on Fridays.</p>	