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12 May 2020

Dear Parent / Carer,

**Re: Year 10 & 11 Careers Update (0154-19JRA)**

I hope this letter finds you all safe and well. I would like to take this opportunity to provide parents / carers with the latest advice from colleges, training providers and other organisations regarding apprenticeship opportunities. I am also pleased to announce the creation of the Longfield Careers Team on Microsoft Teams for Year 10 and Year 11 pupils. Within each team, we are posting relevant careers information on a daily basis. The information is also available on the Longfield Careers Blog <https://careers.swiftacademies.org.uk/longfield-blog/> and on our Instagram page, Longfield Careers and Community.

**Year 11**

Colleges are currently in the process of contacting applicants. They are also regularly updating their website with additional information and in some cases, sending information home. If pupils have any concerns regarding their applications, we would advise to contact the colleges directly or to get in touch with the Longfield Careers Team for advice.

As college taster days and bridging activities may not go ahead this year, some colleges are providing online resources to help pupils bridge the gap between school and further education. Please visit the local college websites for more details.

For those interested in the apprenticeship route, we would encourage pupils to:

- Check the government apprenticeship website at least once a week <https://www.gov.uk/apply-apprenticeship> and apply for any vacancies that they are interested in
- Create an up to date CV
- Research / approach local companies about possible vacancies

**If pupils have already been offered an apprenticeship, please confirm with the employer that this is still able to go ahead.**

It is unclear if COVID-19 will have an impact on the availability of apprenticeship vacancies, but we would strongly advise that pupils consider suitable alternative arrangements for September i.e. college or training. It is not too late to apply for these opportunities.



## Year 10

Under normal circumstances, the summer term is a time when Year 10 pupils are encouraged to start exploring the different options available to them at the end of Year 11. I know pupils will be working hard at home on lessons set by subject teachers, but useful careers activities include:

- Exploring different colleges. Year 10 pupils ordinarily have the opportunity to spend a day at both QE Sixth Form College and Darlington College to explore the courses and study programmes on offer. However, with the impact of COVIF-19, many local colleges are hosting 'virtual open events'. Details of these events are being posted on the Longfield Careers Blog and on Teams.
- Writing or updating a CV. There are useful tips on the Longfield Careers Year 10 Team in relation to CV writing, with further information available on Kudos
- Find out more about the apprenticeship route <https://vimeo.com/412215955>

Thank you for your continued support during this difficult time. If you have any further questions, please do not hesitate to contact me or Mrs Smith, Careers Adviser, via email [jraw@longfield.swiftacademies.org.uk](mailto:jraw@longfield.swiftacademies.org.uk) / [gillsmith@longfield.swiftacademies.org.uk](mailto:gillsmith@longfield.swiftacademies.org.uk) For more information and regular updates, please follow us on Facebook and Twitter using the hashtag #WeAreLongfield

Yours faithfully,



Mr J Raw  
Careers & Community Cohesion Lead