

6 April 2011

To: **Year 10 Parents**

Dear Parents

COA Careers Brief and Profile

During the next academic year each Year 11 pupil will have to make decisions on which subjects to take at A2 or IB. It is clearly desirable to make these decisions from an informed position in terms of career requirements and qualifications, taking into account personal strengths and interests.

As part of this process your son or daughter will have the opportunity to sit the Cambridge Occupational Analysts' Careers Brief and Profile assessments. The pupils' responses are then related to the demands of a range of alternative careers and the choice of subjects available in the sixth form and should give a valuable insight into their strengths and suitability for A2 and IB subjects and any career paths being considered. Once results have been analysed, COA produces a detailed report for each pupil. This report will form the basis for an interview which each pupil will have with his or her tutor during the term. Each pupil will also receive a copy of the Trotman Careers Directory. This, along with discussion of possible work experience placements, will provide guidance for Year 11 and beyond. Brochures for parents – The Cambridge Profile - are enclosed. I should stress that these reports are intended for your guidance only and do not form part of the School's requirements for admission to the Sixth Form.

Arrangements have been made for pupils to participate in the COA programme at the end of the Year 10 examination period. We have negotiated a specifically prepared version which enables us to offer this programme at £36.00 per pupil. All pupils have taken part in the programme in previous years and we strongly recommend that all avail themselves of the service this year.

Although pupils have started to complete the questionnaire during tutor time, it is still possible to opt out of the scheme. **If you wish to do so, I would be grateful if you would inform me in writing or by email by Tuesday 26 April, otherwise your child will be included in our arrangements and the charge of £36.00 will be added to the fee invoice in September.**

Please do not hesitate to contact me or my secretary, Mrs J Williams, on 023 9236 4261, or via email at careers@pgs.org.uk if you have any queries.

Yours sincerely

A R Hogg
Head of Careers