

13 July 2011

arh/jw

**To: Year 10 Parents**

Dear Parents

**Cambridge Occupational Analysis (COA) – Careers Brief and Profile**

At the end of their examinations, all Year 10 pupils participated in this analysis and they received their individual reports in June. These were discussed individually with their tutor. I have asked them to show you the report and discuss it.

**Section A** gives a breakdown in order of the main areas of interest and typical careers associated with them. These are not recommendations, but general areas of career types.

**Section B** gives a breakdown of areas of interest, in descending order of their match with aptitude shown in the test.

**Section C** takes the areas of interest and gives questions to check awareness.

**Section D** gives cautionary notes.

**Section E** matches areas of interest to IB and A Levels offered at PGS and courses at university.

**Section F** gives a breakdown of aptitude in the various areas of the Profile Test.

Included in the pack is a careers investigation folder which allows your son or daughter to investigate up to six career areas from *The Careers Directory* handed to them with their report, or any other sources. Please give this report careful consideration: the results may confirm or question existing interests and also suggest new areas for research.

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**Work Experience**

Tutors have raised the matter of work experience in the interview. We would expect this normally to be undertaken between the end of June 2012 and the start of the Lower Sixth year in the following September, but if there are opportunities to gain experience before that date then please make use of them. It is a good idea to begin the process of looking for a placement for the summer of 2012 as soon as possible. You may be able to find work experience by contacting local companies or asking friends or relatives to allow your child to shadow them at work for a week or two, but if this is not possible the School may be able to help with its own database of contacts. This can be obtained from the Careers Office.

If you have any queries, please do not hesitate to contact me or the Careers Secretary, Mrs Williams, at the above email address or by telephone on 023 9236 4261.

Yours sincerely

**A R Hogg**  
**Head of Careers**