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Dear Parents,

At this key transition point in your young person's life, we thought it might be useful for you to have an outline of how the Careers Department structures its help to all pupils. One of our chief tasks is to guide them towards the information so that these decisions are informed and suited to their activities and interests, empowering them to access key opportunities and to take ownership for their own career management and planning.

### **FIFTH FORM:**

This year involves serious exploration, ending in A Level or other post-16 choices that leave career options open. Personal research is very much encouraged and is supported by...

- Morrisby Online Careers tests (January)
- Dedicated careers exploration & development (**Careers Workshops**, Lent term)
- In-depth discussion with tutors and careers specialists, using Morrisby Online results & resources.
- Discussions and opportunities regarding work experience post-GCSE.
- Early Gap Year consideration, which often needs early planning, and the advantages and disadvantages.

Please note: The **Russell Group Informed Choices** booklet, distributed at Parents' Evening, can be found at: <http://www.russellgroup.ac.uk/informed-choices/>. This offers a useful guide to post-16 subject choices in terms of university entrance. For guidance on other attractive school leaver options, please contact a member of the Careers team.

### **LOWER SIXTH:**

This is the main year for preparation of application forms. Support includes:

- General Seminar to help choose courses and institutions
- Morrisby Online Questionnaires (January) highlights possible courses & pathways, followed by an interview and ongoing discussions with tutors
- Parents' meeting to explain the UCAS procedure – parents are supplied with a UCAS Parents' Guide
- Visit to a UCAS Higher Education Exhibition
- WORK EXPERIENCE in Easter / Summer holidays arranged independently or in partnership with the school
- Training for completion of UCAS form



- Discussions and seminars on Year Out opportunities
- One to one discussions / interviews at any time
- University visits
- *Futures Week* Pre-U & School Leaver Workshops (final week of the Trinity Term)

#### **UPPER SIXTH:**

- Interview with Headmaster, Higher Education Coordinator, and Director of Studies on plans and preparation for the future (September)
- References completed
- Help with application forms (to be completed by early October, or earlier for Medics, Oxbridge and Conservatoire candidates)
- Interview Seminar / trial interviews
- Final choice
- Preparation for Results Day guidance (via email in August)

#### **POST-DEAN CLOSE:**

- A Level results & summer support
- Post-A Level university & Oxbridge support
- Parental results support
- Early term re-thinking and references

**DEAN CLOSE CAREERS DEPARTMENT** includes all teachers, tutors and houseparents, each a valuable point of contact for discussion and career advice. They are supported in this by the following dedicated Careers team:

Z S Suckle	Head of Careers & Library Services	<a href="mailto:zsuckle@deanclose.org.uk">zsuckle@deanclose.org.uk</a>
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The Careers Library, based on the 1<sup>st</sup> floor of the Flecker Library, is open daily to pupils and is well-stocked with up-to-date information and a wide range of resources. Further resources can be found online at [www.dcslibrary.com/careers/](http://www.dcslibrary.com/careers/).

We hope you find this useful. For more information or answers to further queries, please see <http://www.deanclose.org.uk/careers> or contact: [dcscareers@deanclose.org.uk](mailto:dcscareers@deanclose.org.uk)

Yours sincerely,

**Zach Suckle**  
**Head of Careers & Library Services**