



Tuesday 10<sup>th</sup> September 2024  
Our ref: LPH/sjt

Dear Parent/Carer,

## Year 9 GCSE Options – Education Careers Guidance Conversations

Over the next 6 months, your child will be thinking about their GCSE options. A careers guidance meeting will be offered to all Year 9 students by Mrs L Phillips, the Careers Coordinator. Details of your child's appointment will be emailed to them and this information will be made available within the school so your child can be reminded of their appointment. If your child misses their meeting, they will be offered another date and time. If your child misses their second opportunity for a career's guidance interview, your child will be directed to National Careers Service and Southend Connexions where they can make an appointment. Details can be found here:

- [Contact us | National Careers Service](#)
- [Southend Connexions Career Service](#)

Your child will be emailed a copy of their careers guidance conversation or be made available to them on the school's new Unifrog careers platform.

## What are Careers Guidance Interviews?

A careers guidance interview is an impartial, one-to-one meeting between your child and a careers adviser. A careers guidance conversation can last up to 45 minutes and is not a job interview – so, there are no right or wrong answers.

A careers guidance conversation can help your child to:

- identify their personal qualities and skills
- identify the skills they would like to develop
- produce ideas for study and work
- explore specific career areas open to them
- explore current and future job opportunities
- understand the process of job search, writing a CV (Curriculum Vitae) and going for interviews
- explore their interests, likes and dislikes and work experience
- think about how study, work experience, and home-life can all contribute to their employability

The careers adviser will give you:

- accurate and up-to-date information
- alternative sources of information and help, if required
- an action plan to help your child move forward



## How can your child prepare for their conversation?

Get them to think about:

- their current situation – what planning have they already done if any
- what they would like to achieve
- qualifications or additional qualifications and experience required for the career they are interested in
- the ideas they already have but do not know how to move forward with or perhaps they have no ideas at all

## What are the benefits of a guidance conversation?

- increased motivation and self-confidence
- greater self-awareness
- identification of more achievable ambitions
- improved decision-making skills
- increased awareness of opportunities

## What is the parent/carer role in Post-16 Education?

Whilst applying for Year 9 GCSE Options is your child's choice, as a parent/carer, it is important to support your child by:

1. Having discussions with them about their interests and subjects they would like to try
2. Having discussions with them about their expectations and realities of the options they choose
3. Ensuring your child has more than one reserve subject in case the option they choose is oversubscribed
4. Ensuring your child attends any interviews on time
5. Making them engage with the careers information that is sent out through the school community
6. Encouraging your child to log into & use [Unifrog](#), the school's online careers platform
7. Using the Greater Essex Careers Hub's Where Next? booklet on Labour Market Information (LMI) [career-hub-lmi-booklet-final.pdf \(greateressexcareershub.co.uk\)](#) to find out about jobs in the Essex area.

## Here is some useful information:

[How To Prepare For A Careers Appointment - YouTube](#)

[GCSE Options | GCSE Subject Choices | GCSE Subjects to Take \(successatschool.org\)](#)

[GCSE options: Everything you need to know about choosing your GCSE subjects - BBC Bitesize](#)

[Careerpilot : Get information : Your choices at 14 : Choosing GCSEs: compulsory and optional](#)

If you have any questions or concerns, please do not hesitate to contact Mrs L Phillips.

Yours sincerely,

Mrs L Phillips  
Careers Coordinator