

1 May 2020

Dear parents/guardians,

We hope that we will be experiencing the 'new normal' soon, but until we know what that is going to look like and when it will happen, the importance of the future comes sharply into focus.

For many of our students the next step will be university, training or apprenticeships, and the College is working hard to ensure that they are ahead of the pack when it comes to what is an increasingly competitive and uncertain world.

Many of you attended the Progression Evening in February and will know the importance we place on our Prospects course, which ensures that students are able to make confident adult applications at the next stage of their journey. During the first six months of the Prospects course, we have looked at:

- What are transferable/employability skills and why are they so important;
- Employability in the era of social media and curating a safe online footprint;
- How to identify and arrange meaningful work experience and how to make the most of these opportunities;
- Bronze Award Tasks including writing a bio/personal profile;
- Employment law, rights and responsibilities, recruitment agencies, Trade Unions, taxation;
- Writing an adult CV;
- Job market trends (impact of local and global factors);
- Preparing for aptitude tests;
- Silver Award Tasks including careers research skills, cost of university and how university is marketed.

Please note, UCAS intends to maintain the same timeline for the next cycle of applications as it has always done, which means the College will continue to prepare students in line with this. Click [HERE](#) for the College timeline.

Since the College closure, we have continued to support students with twice weekly bite-sized tasks set on Google Classroom. These tasks are supported by a brief video that explains what the task is and how it fits with their progression. We are also asking students to continue working on the Silver Award (with some exceptions - students have been asked to cancel any work experience previously arranged, in line with Hampshire Schools).

We treat these tasks as compulsory and expect students to complete them. This is also an important part of our safeguarding as it indicates which students are 'participating' and forms part of our monitoring data.

Tasks set so far:

1. Look at career/course options through online SACU questionnaire;
2. Using the UCAS hub and completing a quick quiz that reflects on personal qualities;
3. Finding out more about apprenticeships;
4. Comparing apprenticeships to training schemes and how to apply;
5. Looking at language for 'selling yourself';
6. Creating a rounded person (drawing together sellable qualities and how best to evidence them);
7. An introduction to writing Personal Statements (university);
8. An introduction to the Covering Letter (followed by writing a high impact first paragraph for either a Personal Statement or Covering Letter).

Upcoming tasks for the next few weeks:

9. Structuring the Personal Statement or Covering Letter;
10. Students begin writing their Personal Statement or Covering Letter using a template - first draft to be submitted by half term (there will be two more deadlines for the second and final drafts).

Students will be given a week without any tasks (11 to 15 May 2020) to catch up and ensure that their first draft is the best they can do, ready for submission to their Personal Tutor. We will then move on to look at other topics.

In addition to this, the College continues to support the students with:

- Offering the Extended Project Qualification (EPQ) - students were notified of enrolment details at the start of this week and should register by Wednesday 6 May 2020;
- Careers Advisors are continuing to support students on a 1:1 basis via e-mail;
- Weekly 'Prospects News' bulletins highlighting events and opportunities coming up, most of which are virtual;
- Up to date Careers page on the Study Directory, with links to University events, new apprenticeship opportunities;
- Personal Tutors continue to engage with students either by email or audio Google Hangout Meets.

I hope that this reassures you that the College continues to offer the best possible support to students at this challenging time. It would be greatly appreciated if you would encourage the completion of these important tasks.

Yours sincerely,

Mark Rayner

Director of Progression

