Dear Parent/Carer of yp name

**School Careers Support 2021/2022**

We are writing to inform you of the services available from FutureFocus for yp name who is currently in Year 11 at school name.

FutureFocus is a specialist careers service run by Telford and Wrekin Council which provides impartial information, advice and guidance for young people in Telford.

Since September 2012, the Education Act 2011 placed schools under the duty to secure access to independent and impartial careers guidance to their pupils. We are pleased to confirm that the school yp name attends has bought in FutureFocus to deliver this duty on their behalf.

To help support name with their post-16 options, they will have access to impartial careers guidance from their named FutureFocus Adviser in school. In addition, they have also been given a career pack, which aims to inform them of what their choices are, and how to begin to investigate and make decisions about what to do when they leave school. You can help them with this by supporting them to attend open evenings and other events that will provide lots of information on opportunities.

During the Autumn Term, we are encouraging them to:

* Look through their careers pack.
* Make a note of any open days they want to attend.
* Talk to their FutureFocus Careers Adviser – create an action plan.
* Talk to friends and family.
* Find out about careers that interest them – look at the qualifications they need to get started.
* Use the careers information they have available to them.
* Attend college, sixth form and training provider open days.
* Go along to any career talks in school.
* Look ahead – if they know they want to go to university think ahead and check entry requirements on **www.ucas.com.**
* If they are thinking about an apprenticeship – register on **www.getingofar.gov.uk** and start to have a look.
* Check application deadlines.
* Sort out all their personal details so that they are ready for applications and interviews.
* Have a back up plan just in case anything happens and they need to re think.
* **Apply, apply, apply!**

In accordance with the Government’s Raising of the Participation Age, all young people born on or after 1 September 1997 are expected to stay on in some form of education, training or employment with training until at least their 18th birthday. The options are:

* **Full-time education – eg at a school, college or with a training provider**
* **An apprenticeship or traineeship**
* **Part-time education or training – as well as being employed, self-employed or volunteering for 20 hours or more a week**

In line with this, as part of the statutory duty set by the Department for Education, Local Authorities are required to collect information about all young people so that those who are not participating, or are NEET, can be identified and given support to re-engage. To meet this duty, FutureFocus will, from time to time, contact you or name to confirm that they are accessing education, employment or training, and to offer support if required.

FutureFocus is here to help you and name at every stage of moving on, whether that is choosing a course, applying for an apprenticeship, or exploring other options. We understand that the current situation regarding coronavirus has meant that many young people are unsure about the future. We wanted to assure you that FutureFocus is still here and ready to support you and name to understand their options and make decisions about what to do next.

If you have any questions or would like to know who the named FutureFocus Adviser is in school name, then please do not hesitate to contact us:

**Telephone: 01952 388988**

**Email:** **Future.focus@telford.gov.uk**

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For further information about FutureFocus and other Telford & Wrekin Job Box services, please go to [www.telfordjobbox.co.uk](http://www.telfordjobbox.co.uk).

Yours faithfully

FutureFocus

