

To: All Parents/Carers of Year 13 Students

Our Ref: 87782573

10 September 2024

Dear Parent/Carer

Re: Year 13 Apprenticeships

Is your child looking for an apprenticeship? If so, are they signed-up to our Apprenticeship Preparation TEAMS page and ensuring that all notifications are on?

I am currently delivering an **Apprenticeship Preparation Programme**. The aim is to create a timeline of events and activities to ensure that our students feel supported with their search for an apprenticeship.

Those who have signed-up and are regularly checking their TEAMS notifications will benefit from:

- An employability skills development masterclass.
- An interview skills seminar.
- Industry talks with local employers.
- An opportunity to talk to employers at our Apprenticeship Preparation Fair.
- The Be Ready Programme which is an on-line employability skills development course.
- One-to-one appointments each Monday or Thursday registration.
- An opportunity to sign-up for our Industry Mentoring Programme and apply for work experience placements.

Our first meeting will take place on **Monday 16 September 2024** during registration and will be repeated on **Wednesday 18 September 2024**. Students have been asked to prepare a personal statement and a CV over the next three weeks and have been provided with a CV builder should they need any support in putting one together. We also have an employer who can provide feedback on the draft CV before an application is made.

Please do not hesitate to get in touch should you have any further questions via email:

sarah.barley@theeducationalliance.org.uk.

Yours Faithfully



Sarah Barley
Director of Employability