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Dear Parents and Guardians,

I am writing to you to inform you of an exciting new development within the Careers Provision at UTC Reading. This year, we have a new, external careers advisor who is a fully qualified professional and will be available throughout this academic year to give our students impartial advice and guidance.

Whilst we have a significant number of people who can support the students such as teachers and industry professionals, it is important that they have the opportunity to discuss their futures and destinations with someone that is impartial, and with up-to-date, relevant knowledge.

As the students' progress through their time at UTC Reading, there are many decisions to make regarding different careers, educational and training-related needs. Our careers adviser is trained to work in the best interests of the students; they genuinely want to help people succeed in their goals and maximise their potential. It may be that your son/daughter requires support with making effective subject choices, or weighing up the pros and cons of future options such as going into sixth form, university or getting an

apprenticeship. They may also need help thinking about the vast range of occupations available or simply asking for advice about employment. Whatever it is that they wish to discuss, the careers adviser can always help and give the students some guidance for further exploration.

All students in Year 11 and 13 will be allocated a careers adviser appointment in the autumn and spring term. Each appointment will be 30 minutes long, and will be held in meeting room 107. Students and parents will be notified of the appointment date and time in advance and via email, and it is expected that all students will attend their allocated appointment unless in the case of extenuating circumstances. It is unlikely that an appointment can be re-scheduled, therefore it is important that the students understand the value of attending when allocated to do so.

A number of students in Year 10 and 12 will also get the opportunity for small group appointments in the summer term, and will be informed via the same means above. If your son or daughter is in year 10 or 12 and they do not get an appointment this year, they will be allocated one during the next academic year.

As always, we continue to provide our students with world-class and outstanding careers education, information, advice and guidance so that they can be successful in achieving a positive destination that is right for them.



Stephanie Mitchell

**Executive Director of Careers & Destinations**