



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

SG/hr/ careers education, information, advice and guidance

17<sup>th</sup> January 2022

Dear Parent(s)/Guardian(s),

### **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

As we start the new calendar year, I wanted to take this opportunity to share with you some updates regarding careers support at St. Joseph's including the names of the key contacts in the Careers team should you have any questions.

This letter provides a brief summary, with more details available on the careers page of the school website using the following link [Careers | St Joseph's College \(stjosephstrentvale.com\)](https://stjosephstrentvale.com/careers)

### **CAREERS TEAM**

Over the last few months, there have been a number of changes in the Careers team at St Joseph's. The updated contacts are detailed below:

- **SLT Careers Lead -** Mrs S Gilding ([sgilding@stjosephsmail.com](mailto:sgilding@stjosephsmail.com))
- **Personal Development Lead -** Mrs S Cumbo ([scumbo@stjosephsmail.com](mailto:scumbo@stjosephsmail.com))
- **Careers Coordinator -** Mrs C Livesey ([clivesey@stjosephsmail.com](mailto:clivesey@stjosephsmail.com))

In addition, we have an experienced, independent **Careers Advisor** on site two days a week to provide impartial information, advice and guidance, helping our students to make realistic choices about their education, training and work. Appointments are prioritised for our Year 11 and 13 students in the first instance and can be booked through Mrs Livesey.

### **PLEASE JOIN US ON OUR NEW LINKEDIN PAGE!**

A key part of broadening the horizons of all our students is to offer insights into the diverse world of work through initiatives such as our 'Business Breakfasts' programme – inviting guest speakers in to present to a targeted group of interested students over breakfast! We are therefore, always looking to forge working relationships with businesses and organisations **but** we also know that there is a wealth of experience within our parent/guardian and alumni network. As such, we have recently launched our St. Joseph's College Trentvale LinkedIn page to connect our community.

**Please do join us; we would love to hear from you!**

[\(9\) St Joseph's College: Overview | LinkedIn](#)

Telephone: 01782 848008, email: [sjcollege@stjosephsmail.com](mailto:sjcollege@stjosephsmail.com) [www.stjosephstrentvale.com](http://www.stjosephstrentvale.com)

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## **CAREERS GUIDANCE FOR STUDENTS**

Careers Education is introduced from Year 7 through to Year 11 as part of the PSHE curriculum alongside these timetabled lessons, students also engage in career related activities each year such as the upcoming Industry day for Year 9 and the Work Experience Week in Year 10.

In Year 12 and 13, there are a range of activities to prepare our students for their next steps beyond sixth form, from specific form time activities and career focussed speakers, to a dedicated week at the end of Year 12 focussed on the next steps and, when Covid allows, through our Higher Education fair which has seen more than 25 providers onsite in past years.

The targeted programme of activities from Year 7 through to Year 13 can be seen in our summary [pictorial SJC Careers Programme guide](#).

## **CAREERS GUIDANCE FOR PARENTS AND GUARDIANS**

The choices available to your child post 16 and post 18, from college courses to apprenticeships, traineeships to university are vast, with specific sections on the careers page for both.

However, we also recognise that it can feel overwhelming for Parents/Guardians when trying to understand the different options available. To support with this, there is a section on the careers page dedicated to **you** providing guidance and also links to what we think are some of the most useful sources of information. Attached below are just three of these as a starting point –

- [Resources for parents and guardians \(apprenticeships.gov.uk\)](#)
- [Parental Guidance from The Careers Writers Association - Home](#)
- [University Information for Parents - Higher Horizons+](#)

## **UNIFROG – A PORTAL FOR STUDENTS AND PARENTS AND GUARDIANS**

To supplement our careers programme, we have recently invested in the Unifrog careers platform. Despite the name, this is so much more than just a guide to university applications. It is a whole school platform enabling students from KS3 upwards to explore their pathways and build their own personal profile. Its interactive approach supports students in identifying their interests, skills and qualities. It also provides information on local labour market information and the importance of employability skills. Each student will receive their own Unifrog account – and as Parents/Guardians, you can use the portal as well.

- Login on the [www.unifrog.org/code](http://www.unifrog.org/code) using the parent code **STCSParents** which is valid for a period of 90 days
- This code is only used once - email addresses and passwords are used to log in from then on

It's an exciting time ahead with so many opportunities available for our students – if you have any questions or would like to offer your support perhaps with careers talks, mock interviews, work experience, taster sessions or mentoring, please do get in touch. We would love to hear from you!

Yours sincerely,



Mrs S Gilding  
**SLT – Careers Lead**  
**Director of School and the Community**

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