

LFR/SME

May 2018

Dear Parent/Carer

Re: Year 11 Apprenticeships

I am writing to let you know about the support available at Frome College for students applying for apprenticeships.

I have been working with many Year 11 students individually this year to discuss what career they would like, strengthen their CVs and help them with job applications, however not all have taken advantage of this opportunity.

I run a Job Club **in F9 every Tuesday at 3pm in Room F9**, where your child is welcome to drop in for support. Students can also come other days after school, I am usually available to assist.

It is very important that students leave with a strong CV, covering letter and interview skills to give them the best chance of success in the job market.

Additionally, I am liaising with Charlie Orr from Frome Town Council to help secure positions for students who have completed a CV with me. Please see his attached letter. **I have arranged for Mr Orr to come into college on Monday 21 May at 8.45am to meet with your child to discuss the type of work they are interested in. Unless they have an exam, please ask them to register with their tutor then come along to Room F9.**

I am asking students to sign to give their permission (In line with the Data Protection Act) to authorise me to forward their CV to Charlie Orr who may then forward it to any employers who have apprenticeships in the career area in which your child has expressed an interest. Clearly CVs have contact details which employers will use to contact their candidates and invite them to interview. Whilst this is all part of normal recruitment, I wanted to make you aware and give you the opportunity to email me on Louise.Friend@FromeCollege.org and withdraw permission for the council to try and assist in obtaining an apprenticeship for your child should you wish to.

If I can assist in any way, please do not hesitate to contact me.

Yours Sincerely



Miss L Friend
Employability Co-ordinator



Principal Bath Road
Emma Reynolds Frome
Somerset
BA11 2HQ

Tel 01373 465353

email office@fromecollege.org
www.fromecollege.org