

LFO/SME

May 2018

Dear Parent/Carer

Re: Year 13 Apprenticeships

I am writing to let you know about the support available at Frome College for year 13 students applying for apprenticeships.

I have been working with many Year 13 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 **Room F9 every Tuesday at 3pm**, where students are welcome to drop in for support. I am also happy to work with Year 13 students in their free periods.

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 10am in Room F9 to meet with your child to discuss the type of work they are interested in, so he can liaise with local businesses to see if they have relevant opportunities available.** While this should not replace students efforts of applying themselves for advertised jobs, it could be a helpful extra avenue.

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 at 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 anyway, please do not hesitate to contact me.

Yours Sincerely



Miss L Friend
Employability Co-ordinator

