



Wright Robinson College

'Excellence is our Aim'

5th Oct 2017

Dear Parent

I am writing to introduce myself as Wright Robinson's Careers Adviser. My name is Christine Pugh and I am a full time member of staff employed by the College.

My role is to support, advise and encourage your child in making the next step beyond Wright Robinson the right one for them.

Wright Robinson is one of the first schools to commit to a full time member of staff specialising in careers, business and enterprise. This is because we recognise that it is important for young people to connect with the world of work and be presented with ideas during school, that may spark an interest for their future career.

I will also be available on Parents Evening, **Thurs 12th October** which will be an opportunity for you to get some up to date information about post 16 opportunities for your son/daughter.

I would like to take the opportunity to give you some guidance on the new policy designed by the Government to ensure that all young people will remain in some kind of education, training or work with training, until they are 18. This is called RPA (raising the participation age) So your child's options are;

- Full-time education, such as college
- Apprenticeship
- Part time education or training if you are employed or volunteering for 20 hours or more a week

Also if students do not achieve a level 4 in English and Maths they will be required to carry on studying these post 16 as part of their chosen option.

If you have an further questions feel free to email me at c.pugh@wrightrobinson.co.uk

Please find enclosed information about a system called UCAS progress we are implementing for year 11 students to assist with searching and applying for options once they have left school.

Kind regards

Christine Pugh
Careers, Business and Enterprise Adviser

Applying to college, sixth form or training provision through UCAS Progress

What is it ?

- UCAS Progress is a common application process, which helps young people to search and apply for their future learning and training through a single, online system.
- The benefit of using UCAS Progress is that they can search through the full range of post-16 opportunities, including A-levels, vocational courses and apprenticeships, before deciding where to apply. They will only have to input their personal information once and can send these details to multiple colleges and providers they are interested in applying to.
- Your son or daughter will receive support from teachers and/or the careers adviser to search for opportunities and to complete their application(s).
- As the system is web-based they will also be able to access their accounts at home or via other computers and mobile platforms that have internet access.

Who runs it ?

- The Greater Manchester Combined Authority (GMCA) are fully funding the UCAS Progress system for all Greater Manchester young people during the 2015/2016 academic year.
- As we wish to make the UCAS Progress system available to all the young people in Year 11, we will be uploading your son/daughter's basic information onto the UCAS Progress system in order to create their account prior to introducing them to the system in the first term.
- This will include their first name, surname and date of birth, which will enable UCAS Progress to set up secure usernames and passwords.

Your child's details

- This information will also be made available to Career Connect, Positive Steps and Salford City Council, each of whom is supporting the delivery of the project in Greater Manchester.
- Career Connect and Positive Steps are careers services that have been commissioned to deliver the project in Greater Manchester, whilst Salford City Council holds the licence agreement with UCAS on behalf of the GMCA.

These organisations will only have access to your son/daughter's basic information for statistical purposes and under no circumstances will their information be shared with any other third party (e.g. a college or training provider) unless your child completes the online data sharing agreement.'

If you **do not** wish for your son or daughter's information to be uploaded on to the UCAS system please complete the attached slip and return it to Wright Robinson for the attention of myself before Mon 7th October, otherwise we will assume consent has been given.

UCAS Progress

- Name of Student : _____ Form : _____ Date of Birth : _____
- I do not agree to my son/daughter taking part in the UCAS progress program .
- Signed _____ Print Name _____