



29th September 2026

Dear Parent/Carer,

Year 11 Post-16 Education Careers Guidance Conversations for 2026-2027

Over the next few months, your child should be thinking about and working on applying for their post-16 education. A careers guidance meeting will be offered to all Year 11 students by Ms N Weller, the Careers Coordinator. Details of your child's appointment will be emailed directly to them and this information will be made available within the school so your child can be reminded of their appointment. If your child misses their meeting, they will be offered another date and time. If your child misses their second opportunity for a career's guidance conversation, they will be directed to the National Careers Service and Southend Connexions where they can make an appointment. Details can be found here:

- [Contact us | National Careers Service](#)
- [Southend Connexions Career Service](#)

Your child will be emailed a copy of their specific careers guidance conversation shortly after their appointment.

What are Careers Guidance Conversations?

A careers guidance conversation is an impartial, one-to-one meeting between your child and a Careers Adviser. A careers guidance conversation will last approximately 30 minutes and is an opportunity to discuss post-16 options and potential future career choices.

A careers guidance conversation can help your child to:

- identify their personal qualities and skills and potential to develop further
- produce ideas for study and work
- explore specific career opportunities open to them
- explore current and future job prospects
- understand the process of job searches, writing a CV (Curriculum Vitae) and applications
- explore their interests, likes/dislikes and work experience
- think about how study, work experience and extra-curricular activities can all contribute to their successful employability

How can your child prepare for their conversation?

Encourage them to think about:

- their skills, strengths, interests and also, areas of development
- what they would like to achieve and be organised with a plan to work towards

- qualifications, additional qualifications or experience required for their career interests
- ideas they already have or perhaps they have no ideas at all – we can begin a search

What are the benefits of a guidance conversation?

- increased motivation, proactivity and self-confidence
- greater self-awareness, current labour market information and job opportunities
- identification of potentially more achievable ambitions
- improved decision-making skills
- Encourage multiple sixth form applications

What is the parent/carer role in Post-16 Education?

Whilst applying for post-16 education is your child's responsibility and their choice, as a parent/carer, it is important to support your child wherever possible, by:

1. Having discussions about their interests and careers that they would like to research
2. Ensuring your child has applied for more than one post-16 provider to ensure they have a range of options and back up plans available to them
3. Ensuring your child checks their emails and attends any scheduled meetings on time
4. Engaging with the careers information sent out through the school community and online
5. Encouraging your child to log in/use [Unifrog](#), as often as possible – it is an amazing free tool
6. Using the Greater Essex Careers Hub's Where Next? booklet on Labour Market Information (LMI) [career-hub-lmi-booklet-final.pdf \(greateressexcareershubs.co.uk\)](#) to find out about jobs in and around Essex

Here is some useful information:

[How To Prepare For A Careers Appointment - YouTube](#)

[Post 16 options | National Careers Service](#)

[Post-16 career choices | Prospects.ac.uk](#)

[Careerpivot : Parent zone : All questions : What are the choices for my child at 16?](#)

If you have any questions or concerns, please do not hesitate to contact Ms. Nicki Weller.

Yours sincerely,

Nicki Weller
Careers Coordinator