

July 2024

Dear Parent/Carer



As students move on to their transition into post 16 education, we look to continue to support them. Below you will find a useful dates, links and information which we hope you will find useful in the coming months to ensure that students remain on their pathway into their dream job. The overriding message I can give is to please stay in touch. We ask that students tell us their intentions for enrolment on results day and, if things have not gone as they hoped in getting into college, to let us know as soon as possible so we can support them to the best of our ability.

Most colleges require the following for enrolment:

- A copy of the student's GCSE results
- Relevant ID – birth certificate or passport
- National insurance number
- Parental contact details.

Tracking our leavers and growing our Alumni

It is crucially important that we are able to get in touch with students after they have left us to allow us to track their educational destinations. Please can you ask your son/daughter to complete the online form accessible using this QR code or this link:



<https://forms.office.com/e/k5qgX4iPr5>

We also encourage students to develop a professional online presence. It may be a good idea for students to start a LinkedIn profile once they are 16 to begin a network in the field of their dream job and to join our Academy Alumni group here: <https://bit.ly/3vaFf8c>.

Open days and college support

Most colleges are offering new student open days or masterclasses to support students over the summer and to give information on enrolment. Colleges will have contacted students directly regarding these so please ask your son/daughter to check their emails very carefully for any contact from the colleges.

Year 11 Parent/Carer Letter – Life After School

Year 11's have almost completed this stage of their education and there are new and exciting times ahead. Young people are likely to have an offer of further education from a local college or 6th form or they may be seeking an apprenticeship or other work-based training programme.

Whichever pathway is next, they are also likely to be seeking a part time job to earn some additional cash. To help your young person, below is a list of key documents they will need in order to move into further education, apprenticeships or a part time job.

Documents needed	How to get this
<p>ID – Ideally a Birth Certificate and/or valid Passport – this needs to be in date and can take a few weeks to be returned once an application is submitted</p>	<ul style="list-style-type: none"> • Birth Certificate: If you need a replacement and were born in Salford you can order a replacement here or you can call 0161 793 2500 Fee: £20-£28 • Passport: Your young person will need to collect an application form from the Post Office or complete the online application here. They will need a birth certificate before applying for this.
<p>Bank Account - Most banks will offer a 16 year old a basic current account. It is often easier for them to open an account where their parent/carer already has one. However, with the right ID any bank should be able to help. This needs to be open before a young person starts college, an apprenticeship or employment.</p>	<ul style="list-style-type: none"> • Drop into your local bank and ask for the details and key documents needed to open an account • Make sure you have all the documents needed and if not, make arrangements to get them ASAP • Then make an appointment at the bank to open an account, this usually only takes 20-30 mins.
<p>National Insurance Number – This is usually sent to every young person just before their 16th birthday. Cards are no longer sent, just a letter with the full NI number</p>	<ul style="list-style-type: none"> • Ensure the letter with the NI number is kept in a safe place as this will be needed for any employment • If your young person has lost the number/letter or did not receive one you can request a new one via https://www.gov.uk/lost-national-insurance-number
<p>Supporting school letter for ID - If your young person does not have any ID and is struggling to get a birth certificate or passport, then you can request a supporting letter from their last school they attended</p>	<ul style="list-style-type: none"> • The school staff being asked to provide this should know the young person well and detail the length of time they have known the young person and also at which home address • This can often help when trying to open a bank account, however cannot be used for passport applications.
<p>CV – Some employers will ask your young person for an up to date CV. This needs to include their education history as well as any work related experiences. This does not have to be formal work experience, it could also include projects they have completed in school and any work shadowing, trips to businesses</p>	<ul style="list-style-type: none"> • See your school based Careers Adviser who will arrange a time to see you and pull this document together. • This needs to be stored somewhere safe and accessible, so it can be used after your young person has finished school. • We would advise they email to their personal email account and also send a copy of it to a parent/carer.
<p>Email address – Every young person needs a professional email address. Young people can sometimes have a silly email address that is not suitable for employers to have.</p>	<ul style="list-style-type: none"> • Create a new one using one of the main accounts such as Gmail, Yahoo, Outlook etc. • Make sure your young person makes a note of the login details, as these can often be misplaced and can cause issues when trying to retrieve emails from businesses.

<p>Social Media – Most employers can and will check an applicant’s Facebook/Twitter accounts either before, during or after a person has started working for them.</p>	<ul style="list-style-type: none"> • Please ensure your young person has an appropriate profile picture and ensure their privacy settings are appropriately set. • Young people should avoid putting any negative/offensive status’ or comments.
<p>Interview Clothes – Young people should dress appropriately for any college, apprenticeship or job interview. For most cases it should be formal dress, however there are some cases where a more casual dress is acceptable, so it is best to check with the organisation beforehand.</p>	<ul style="list-style-type: none"> • If your young person does not have any formal clothing that is suitable, they could attend in their school uniform. This should be clean and smart. • If they need funds to buy interview clothes, please ask them to speak to their school or careers advisor who maybe be able to advise on who can help. • Alternatively contact employability@catch-22.org.uk
<p>Our Pass – this is a free bus pass for all 16 and 17 year olds (once they have left school)</p>	<ul style="list-style-type: none"> • Applications can be made online https://ourpass.co.uk/ or by going to your nearest bus station. • ID will be required and a £10 admin fee for the year
<p>Colleges</p> <p>Please see here for the latest enrolment information from Salford College for 2023 school leavers. Admissions Team - 0161 631 5050 or at admissions@salfordcc.ac.uk For other colleges please visit their websites for the most current information.</p>	<ul style="list-style-type: none"> • City Skills 0161 631 5164 • Eccles College 0161 631 5108 • Future Skills at MediaCityUK 0161 631 5110 • Pendleton Sixth Form College 0161 631 5020 • Worsley College 0161 631 5116 • https://www.salfordcc.ac.uk/
<p>College Financial assistance</p>	<ul style="list-style-type: none"> • Salford City College offer a 16-19 bursary which is means tested in addition to a vulnerable groups bursary (non means tested). Students may be eligible for up to £15.00 per week to support with study expenses, food, equipment and claim college bursary benefits. Contact college to see you if you are eligible. • Bursary Fund - City Skills (salfordcc.ac.uk)
<p>Access Arrangements – if your child received formal exam access arrangements at school:</p>	<ul style="list-style-type: none"> • Contact the school SENCO to ask them to forward on the information (Form 8) to the college, sixth form or training provider that they will moving to.
<p>Information and Advice</p>	
<p>Connexions – Information and guidance for young people aged 16 or 17 and not in any form of education, employment or training</p>	<ul style="list-style-type: none"> • Salford Connexions Service - 0161 393 4500 to make an appointment to see/speak to an advisor or contact them on Facebook or Twitter
<p>National Careers Service - provide online and telephone support to young people under the age of 18.</p>	<ul style="list-style-type: none"> • https://nationalcareersservice.direct.gov.uk/contact-us/home
<p>Mental Health –</p> <p>SHOUT Kooth SilverCloud Young Minds 42nd Street</p>	<ul style="list-style-type: none"> • SHOUT - A confidential 24/7 text service offering advice for anyone struggling with a host of issues, including: anxiety, depression, suicidal thoughts, abuse or assault, self-harm, bullying or relationship issues. Text GMSalford to 85258 • Kooth – Online counselling and emotional well-being support that is available to any young person who may be struggling with their mental health.

See below for more links	<ul style="list-style-type: none"> • SilverCloud - Offers online programmes for adults (16 years+) to help ease your levels of stress, sleep better or to build resilience. • Young Minds - The UK's leading charity empowering parents and children and young people to improving emotional wellbeing and emotional health. Tel: 0808 802 5542 • 42nd Street – young people can register for help online or call 0161 228 7321
Ask Us	<ul style="list-style-type: none"> • Young people and their parents / carers can ask GM Higher staff questions about options, student life, finance and study at any time via Ask Us - GM Higher
<p>Child Benefit You will usually get a letter to explain how you can continue to receive child benefit if your child remains in education after yr 11.</p> <p>Your Child Benefit stops on 31 August on or after your child's 16th birthday if they leave education or training.</p>	<ul style="list-style-type: none"> • Child Benefit can continue if your child stays in approved education or training, <u>but you must tell the Child Benefit Office.</u> <p>https://www.gov.uk/child-benefit-16-19</p>

** Please note this is not an exhaustive list and more information can be found at*

[Find My Future - Salford City Council](#)

and

[Salford City Council - Life after Year 11](#)

If you have any concerns or worries about your son / daughter's future plans, then please don't hesitate to contact us by emailing either our Careers Adviser, (Helen Shaw helen.shaw@oasismediacityuk.org) or our Careers Leader, Calum Berry (calum.berry@oasismediacityuk.org). We have done all we can to support your son / daughter to secure an offer from a college, sixth form or training provider of their choice. However, if they change their mind over the summer then you can contact Career Connect at salford@careerconnect.org.uk or call 0161 393 4500 to make an appointment to see/speak to an advisor or contact them on [Facebook](https://www.facebook.com/connectmycareer) (<https://www.facebook.com/connectmycareer>) or [Twitter](https://twitter.com/connectmycareer) (<https://twitter.com/connectmycareer>). They can provide advice and guidance and support to help your son / daughter make a positive decision about finding the right destination.

Please also note that the Local Authority have a statutory responsibility to track every school leaver and their post-16 destination, this may result in the local Connexions service making contact with you/your young person between August – October. If your young person needs advice or support at that point arrangements can be made to see an advisor.

Many thanks

Calum Berry

Careers Leader

Specialist Leader in Education - Careers

calum.berry@oasismediacityuk.org