

Dear Parents and Students,

My name is Natalie Papworth and I am the founder of Innervate Career Services. We have worked with your school for some time, providing one-to-one career guidance and career lessons.

As a service, we are here to support young people with their career planning and future goal setting by helping them determine their next steps in terms of post-16 and 18 options. Our career guidance will enable students to understand more about local provision, decision-making and transition skills, as well as to begin the all-important journey to discovering their potential and aspirations for the future.

### **What is Career Guidance?**

Career Guidance is a process that enables individuals to consider their options and opportunities moving forwards, identifying any potential barriers to success and investigating the reality of working life and the route into jobs and careers. The process enables students to explore their ideas, consider their priorities and what is important to them, then set clear, realistic and time-managed goals and actions.

### **Why now?**

With the cancellation of their Summer exams, many year 11 students may require support with their plans for September especially if they are concerned about a college, sixth form, or apprenticeship place or have yet to apply.

### **Continued service**

From the beginning of the summer term, we will be offering students the ability to have a telephone or video call with a qualified Innervate Career Adviser. There will be no charge to students or parents.

The adviser will be able to provide the student with a 40 minute call and replicate the in-school career guidance process. Calls will be recorded and monitored in case there are any concerns regarding safeguarding or quality.

Students will also receive a career action plan which will summarise the key points for discussion from the career guidance call, key resources and the agreed goals and actions the student will identify, with support from the career adviser.

### **How to arrange a career guidance call**

If you would like to arrange a career guidance call, please contact: Mr Smith-Rogers

[N.Smith-Rogers@broadwater.surrey.sch.uk](mailto:N.Smith-Rogers@broadwater.surrey.sch.uk)

Mr Smith-Rogers will require your permission to share your contact details with our career adviser.

Please note, your contact details will only be used for the purpose of the career guidance call and will not be shared with any other parties outside of Innervate Career Services.

For further information about Innervate Career Services and the support we offer, please visit [www.innervatecareers.com](http://www.innervatecareers.com)

Yours faithfully,  
Natalie Papworth  
Founder and Director of Service