

November 2018

Dear Parent/Carer

Re: Apprenticeship Application Sessions for Year 13 Students

At Lightcliffe Academy we want to ensure that all Year 13 students are supported with their plans for Post 18 education or work and training.

Although a large proportion of students have made applications to University through the UCAS system, we know there are students who do not plan to go to University or who are still unsure about their plans and who have not yet made any applications.

With this in mind we are running Apprenticeship Application Sessions for students starting on Tuesday 4th December. All students who have not applied through UCAS will be invited to a session and will be expected to attend their allocated session. Anyone who has applied to University will not automatically be invited to a session, however, if they would still like to find out about Apprenticeships they are also very welcome to attend. They simply need to let Mrs Woodward or Miss Drury know so that they can be allocated a session by emailing them at lwoodward@lightcliffeacademy.co.uk or ldrury@lightcliffeacademy.co.uk

The sessions will cover information about the Apprenticeship options available, how to research opportunities and potential employers and how to apply including completing applications forms and writing a CV.

Yours sincerely



L Woodward

Mrs Lindsey Woodward
Careers Adviser



L Drury

Miss L Drury
Post 18 Transition Co-ordinator