



13th February 2026  
LPH/tmi

Dear Parent/Carer,

## Year 12 Post-18 Education Careers Guidance Meetings and Careers Support

I am writing to share the support available for your young person as they begin to explore and make applications for their post-18 pathways. At St. Bernard's, we offer a wide range of opportunities, including our Careers in Form Time programme, one-to-one Career Guidance Meetings, a Careers Fair, talks from apprenticeship providers, specialist visits to universities and workplaces, and a dedicated work placement week.

### Careers Guidance Meeting and Career Action Plan

A careers guidance meeting is a 45-minute impartial one-to-one session that helps students identify their strengths, explore career options, understand job opportunities, and learn about CV writing, job searching, and interviews. After half-term, each Year 12 student will meet with the Careers Adviser to explore their interests, complete careers quizzes, and review up-to-date information. Together, they will agree next steps, which will be recorded and shared as their **Career Action Plan**. Students will receive their appointment details by email.

### Careers in Form Time

Year 12 have two dedicated weekly sessions weekly to follow our careers curriculum. They are given independent time to explore the Unifrog 'subjects' and 'careers' online libraries. They also undertake activities related to Green Careers Week, National Apprenticeship Week and National Careers Week.

### Workshops and Provider Talks

Year 12 will benefit from insightful talks relating to their post-18 transition. For example, they will take part in interactive workshops with Wize Up Finance on Budget Management, Pensions and Tax and Student Finance. They will explore Higher Technical Qualification (HTQs) and apprenticeship routes with local providers.

### Finding Futures Careers Fair

Our annual fair will be held on April 22nd. Year 12 will have the opportunity to support as Careers Ambassadors. They will also be prepared to speak with a wide range of employers, providers and alumni cross a wide range of sectors about careers and job roles.

### Future Pathways Day

On **May 18<sup>th</sup>**, Year 12 will have a day off timetable to explore their Future Pathway options. They will benefit from a motivational talk, hear from the University of Kent, and explore alternative routes such as apprenticeships, employment, and gap years. We will also introduce them to the UCAS portal.

### **UCAS Discovery Super Fair 2026**

On **June 10th**, Year 12 will attend the UCAS Discovery Super fair at the University of Essex in Colchester. They can chat to universities; speak to employees and apprenticeship providers; and listen to experts in their fields.

### **Work Experience Placement Week**

Year 12 will undertake their placement week between **29th June – 3rd July 2026**. Details have been shared in a separate letter. Thank you to those who attended the online parent/carer briefing session.

### **What role can parent/carers play in supporting Post-18 Education decision-making?**

Whilst applying for post-18 education is your young person's choice and responsibility. We believe our parents and carers play a key role in offering support, for example we encourage you to:

1. Discuss their interests and the career pathways which currently motivate them.
2. Ensure they consider the full range of post-18 options.
3. Support them to reflect on their Career Meeting and follow their Career Action plan.
4. Ask what careers information they are engaging with, and what they are learning from it.
5. Encourage them to log into and use Unifrog regularly (our online careers platform).

### **Useful Links:**

**UCAS:** [UCAS Parent/Carer Guides](#)

**Unifrog:** [Unifrog - The universal destinations platform.](#)

**National Careers service -** [Careers advice - job profiles, information, and resources | National Careers Service](#)

**Amazing Apprenticeships:** [Amazing Apprenticeships | Explore Technical Education & Apprenticeships](#)

**UK Apprenticeship Portal:** [GOV Apply for Apprenticeships](#)

**Labour Market Information:** [career-hub-lmi-booklet-final.pdf \(greatersexcareershub.co.uk\)](#)

**Career Pilot -** [Career Pilot Career Site](#)

**Prospects –** [Prospects Career site](#)

If you have any questions about our Careers Programme, please do reach out to Mrs Phillips (Careers Coordinator) via email: [lph@stbernards.southend.sch.uk](mailto:lph@stbernards.southend.sch.uk)

Yours sincerely,



Mrs L Phillips  
Careers Coordinator