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12 October 2026

Dear Parents/Carers

Career Decisions and Post-16 Options

We are committed to supporting your son/daughter to explore post-16 options and to make informed choices about their future, following on from their Year 10 work experience placement and Year 10 taster day at Notre Dame Sixth Form College.

Exploring Opportunities:

We have an access policy for providers of post-16 education to come into school to provide information to pupils about the opportunities available, including apprenticeships and technical, vocational, and academic qualifications.

Information about various Open Days have been provided in school and we have welcomed providers to school to deliver sessions to pupils over this term.

There are some providers with open events next week, including:

Leeds City College – Wednesday 14 October: 4.30pm-7pm – Book [here](#).

Leeds College of Building – Wednesday 14 October: 4.30pm-7.30pm – Book [here](#).

Leeds UTC (University Technical College for Engineering) – Thursday 15 October: 4pm-7pm – Book [here](#).

Notre Dame Sixth Form College – Saturday 17 October: 9.30am-1pm – Book [here](#).

The following website resources are available too:

Department for Education: Skills for Careers – Parent Advice section:

www.skillsforcareers.education.gov.uk/pages/parent-advice-and-resources

Local labour market information has been created for you on:

www.westyorks-ca.gov.uk/skills/resources-for-parents-and-carers/

<https://leeds.startprofile.com>

We have also provided links to useful resources including Post-16 providers on the school website on the Careers Information attachment:

www.cardinalheenan.com/wider-curriculum/careers-pathways/.

Personal Career Guidance Support:

We understand the importance of our pupils being able to access independent and impartial advice and guidance about their future options. An Independent Careers Adviser, Wendy Kerley (RCDP) visits School two days a week and provides one to one career guidance appointments for all our pupils. Following the meeting, a summary is emailed to your child's school email address.



Wendy will be available at the Year 11 parents evening too, no appointment necessary.

This independent support is available until September 2027.

After Christmas, pupils will also have a personal meeting with a member of the Senior Leadership Team to reflect on their progress toward their next steps, and a Year 11 Exam Preparation Evening will be offered to pupils and parents.

Making Applications:

Over this term, we support your child to make an application for their future studies. This support will take place during PSHCE lessons, assemblies and during drop-in sessions at lunchtime.

Some deadlines are in December and January. We will encourage all pupils to make an application by Christmas, so pupils have time to concentrate on their mock exams in January.

Apprenticeships are advertised on www.gov.uk/apply-apprenticeship and on employer websites. Group sessions about Apprenticeships will also take place in School. Your child will take part in this activity during school hours. If you would prefer they didn't participate, simply email kgy@cardinalheenan.com.

Feel free to contact me on the same email if you have any questions.

Yours faithfully



Mr Gaffey
Careers Guidance Coordinator