**Yr 11 Parent Letter – Life beyond GCSE’s**

Exciting times are ahead for your young person as they approach their final GCSE exams and the completion of this stage of their education. They are likely to soon 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:

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| **DOCUMENTS NEEDED** | **DO THEY HAVE THIS?** | **HOW TO GET THIS?** |
| **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 | **YES/NO** | **Birth Certificate**: If you need a replacement and were born in Hampshire, applications can be made online at:  https://www.hants.gov.uk/birthsdeathsandceremonies/ copycertificates/birthcertificate  If you were born in West Sussex, applications can be made online at:  <https://www.westsussex.gov.uk/births-ceremonies-and-deaths/request-a-copy-or-an-amendment-to-a-certificate/>   * **Passport**: Your young person will need to   collect an application form from the Post Office or complete online. They will need a birth certificate before applying for this. |
| **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. | **YES/NO** | * 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. |
| **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 | **YES/NO** | * 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 |
| **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 | **YES/NO** | * 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. |
| **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. | **YES/NO** | * 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. |
| **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. | **YES/NO** | * Create a new one using one of the main   accounts such as Hotmail, Gmail, Yahoo 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 etc |
| **Social Media –** Most employers can and will check an applicants Facebook/Twitter accounts either before, during or after a person has started working for them. | **YES/NO** | * 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. |
| **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 before hand. | **YES/NO** | * Your young person needs to have smart formal   clothing that is suitable for an interview. If they do not have this, they could attend in their school uniform. This should be clean and smart. |

If you would like to discuss any of the points outlined or would like some help and support please get in touch with *school careers coordinator* [*hjewer@wsgfl.org.uk*](mailto:hjewer@wsgfl.org.uk)who will be happy to assist with any of the following:

- Careers support

- College application support

- Apprenticeship application support

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 contact being made with you/your young person between August – October. If your young person needs advice or support at that point arrangements can be made for this to take place.