

People Directorate

Head Teacher: T S Stevens

Carrick Academy
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Email: carrick.mail@south-ayrshire.gov.uk
Date: 6 December 2018



If phoning or calling ask for: J Rusk / C McPike

Dear Parent/Carer

Career Mentoring

Carrick Academy has an excellent reputation in helping to secure its young people a positive destination post-school whether it is university, college, modern apprenticeships or employment. To build on that success to date, we are planning to introduce a Career Mentoring programme for identified leavers. From our parents and careers as well as local business partners and contacts, we are seeking to recruit volunteer mentors who would commit up to 1.5 hours per month (30 minutes per pupil) if they have 3 mentees. We will host our first introduction session in June when the mentors and mentees have an initial meeting and the subsequent sessions will run from August to December.

Mentors would support the young people with personal statements for applications to college or university; most want advice with Curriculum Vitae and interview skills. Pupils see that an adult with experience of the world of work will help them to shape a career plan and gain the self-awareness and confidence they require to make a good transition to the next stage of education or work.

We offer session plans to give the programme some structure but often the content of the sessions can be dictated by the individual pupils and their needs.

Mentors are required to have Disclosure Scotland checks undertaken and these require to be completed before any mentors take up their new role. More details on Disclosure Scotland can be found on the following link and if you are happy for us to progress these checks I can ask the school to send out the relative forms to you. These forms would then require to be returned to the school along with identification.

<https://www.mygov.scot/about-disclosure-scotland/>

We believe that this scheme will play a key part in the support we provide to pupils. It is also a core part of our partnership working with local businesses and employers and we would be delighted to have you join our team of volunteer mentors.

If you are happy to be considered for the programme as a volunteer mentor, then please complete and return your details on the attached form to the school office in the envelope provided by **Wednesday 19th December.**

Alternatively, if you would like to discuss the programme in more detail, then please do not hesitate in contacting either Mr Jonathan Rusk (Depute Head Teacher) or Mr Craig McPike (Acting Depute Head Teacher).

Yours faithfully

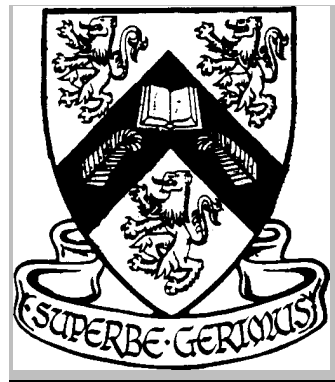
Mr Jonathan Rusk
Depute Head Teacher

Mr Craig McPike
Acting Depute Head Teacher

Carrick Academy

Career Mentoring Programme

Session 2019-2020



Personal details	
Your Name	
Name of son / daughter who attends Carrick	
Your Address	
Your Landline	
Your Mobile	
Your email address	
Employment details	
Your trade / profession / name of employer	
Position held	
Additional experience	

Please return this form in the addressed envelope to the school office by Wednesday 19th December