



7 January 2021

Dear Parent/Guardian

Pupils in Year 12 are currently in the process of participating in interviews with Mrs Julie Minnis, an advisor with the Northern Ireland Careers Service. These interviews form an important part of the Careers Guidance programme for Middle School pupils as they make important decisions about their post-16 options. At this time of remote learning from home, these interviews will be conducted via telephone.

Pupils are required to submit an online application form in order to facilitate these career guidance interviews. Any pupil who has not already completed this stage of the process should do so as a matter of urgency to ensure they are able to participate in a scheduled interview. This can be done using the link to the registration form provided below, which can be accessed using any mobile device. Pupils have previously received an email with step-by-step instructions on how to complete this registration process online and on the Year 12 Careers Google Classroom (join code: 4orvlj3). They should use their C2k email address when registering.

Registration Form: www.nidirect.gov.uk/careers-application-year-12

Once registered online, Mrs Minnis will initially contact pupils via their C2k email address to agree a mutually convenient time slot during normal school hours. Therefore, it is important that pupils check their school email account daily to ensure this email correspondence is not missed. Pupils will then be asked to confirm a contact telephone number on which they can be reached in order for the interview to take place.

Kind regards,
GCS Careers Department

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