

7 October 2020

Dear Parent/Guardian

In an earlier communication I outlined the arrangements for the Year 12 Careers Interviews with a Careers Adviser from the NI Careers Service. Pupils should have already registered for this through Year 12 Careers Google Classroom. They will have also completed a pro-forma which provides the Careers Adviser with some information about them, such as GCSE subject choices; this will inform their conversation with the pupil. Pupils' C2k email addresses are included in this information to enable the adviser to provide your son/daughter with additional research resources. If your son/daughter has not already completed this registration process, they should access the link via the Year 12 Careers Google Classroom (code q5jxg2o). All such information and that discussed during the interview is held securely by the NI Careers Service. Details as to how your son/daughter's personal information is processed by the Careers Service can be found at:

<https://www.economy-ni.gov.uk/publications/privacy-notice-careers-service>

Since last contacting you, arrangements for the Careers interviews have changed slightly. The Careers Service is now offering each pupil a video call interview using the WebEx platform. WebEx is a NICS approved, secure and encrypted communications platform and allows for the sharing of webpages and other online content, similar to that which would take place in a face to face guidance interview. Pupils will log into their C2k email account and to facilitate this a camera will be linked to the laptop.

WebEx interviews will commence on Friday 9 October 2020, and will be arranged by Form Class, starting with 12A.

- Pupils will be notified, 2 days in advance, of their interview date and time. They will receive this information through the school notices.
- The day before their interview, pupils will receive an email to their C2k email account; this will contain the link to join the video interview.
- Each interview lasts for 30 minutes. Pupils should ask their subject teacher's permission to be absent from class. They should also endeavour to catch up on the work covered during this period.
- Pupils go to G124 for their interview.
- The laptop and desk will be sanitised prior to the first interview of the day.
- On arrival the pupil will log onto their C2K email account and join the interview.
- The Careers Adviser will record details of the interview discussion. This record is emailed to school and held securely within the Careers Department.
- It is essential that each pupil sanitises the telephone and desk at the end of their interview. They must also wash or sanitise their hands before returning to class.
- The Careers Adviser will keep a record of the day, date and time of each interview. This information will be emailed to school at the end of each day.
- Pupils' attendance at interview will also be monitored by a member of staff.
- If you or your son/daughter would prefer not to appear on screen, they can choose to: turn the camera off OR have their interview by telephone. Any pupil wishing to use either of these options should speak to me personally.

We trust that these arrangements meet with your approval. If you have any further questions, please contact the school Careers Team by telephone or by email (info@banbridgeacademy.banbridge.ni.sch.uk)

Yours sincerely
Mrs A Gilpin
Head of Careers