



RUSHEY MEAD
ACADEMY
Careers

YEAR 11 – Parent Information

RMA Careers vision – *To raise the aspirations of all Rushey Mead Academy students to enable them to make a positive difference to our world.*



The Careers Team

What we offer Year 11 students: -

- **Weekly tutor time careers lessons** from the start of the Autumn term through to the week before February half term.
- **Stop the Clock lessons** from start of tutor time through to end of Period 1 with step-by-step guidance in submitting college applications on PS16.
- **Mock interviews** where each student meets with an employer in a face-to-face interview.
- We are meeting with every student on a 1:1 basis.
- Students can email the team – careers@rushey-tmet.uk
- **Our office is B145** - students are welcome to come and see us For additional help and support at break or lunchtime.



Mrs Butler
Careers Lead



Mrs Sewell
Careers Adviser



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Mrs Mee
Careers Adviser

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What happens in the 1:1 careers meetings?



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Discuss options after Rushey Mead – colleges or apprenticeships

Discuss different types of courses A levels, BTECs and T levels.

Explain the difference between the types of course available and the post 16 providers.

Look at apprenticeships and how to search for them using the apprenticeship.gov website.

Discuss factors that could negatively affect their college applications – low attendance, punctuality, poor behaviour and poor attitude to classwork and homework.

Signpost reliable websites that would be useful for students to find out more about careers.

We offer unbiased information, advice and guidance to enable your child to make their own fully informed decision about their future after Rushey Mead Academy

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What is PS16?



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PS16 (Positive Steps @ 16) is an online system that helps young people in Leicester and Leicestershire apply for college, sixth form, or training after Year 11. [Login](#)

Students use PS16 to look up courses, find out about different colleges and training providers, write their personal statements, and send in their applications—all in one place.

It makes the process of applying for further education easier and more organised for students and parents.

It also enables the careers team to check the progress of student applications



IMPORTANT - Students applying for a place at Leicester College MUST apply on the Leicester College learner hub as well as on PS16 – information regarding their Welcome events (interviews) will be available to view on the learner hub [here](#).



What about using AI in personal statements?

We have not received any specific advice from colleges regarding the use of AI in personal statements.

Our advice is to use AI as a tool, but to make sure that the statement sounds like the student (not using big words that the students would not normally use or does not understand).

The statement is 'personal' and needs to accurately reflect the student. In combination with the guidelines already given in the personal statement workbook, AI could be a useful tool to help students express themselves in a concise manner.



How to support your child with the college application process?



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- 1. Encourage** your child to research colleges and courses and to attend college open days. Help them understand entry requirements, deadlines, and what each college offers.
- 2. Support** your child's choices rather than making decisions for them. Ask questions to help them reflect on what they want from their education and future career.
- 3. Organisation** - Help and guide your child to check their school & personal emails to keep track of application deadlines, open days, and required documents.
- 4. Personal Statements** Offer to read drafts and give constructive feedback. Encourage your child to express their genuine interests, strengths, and goals.
- 5. Offer emotional support** - Recognise that applying to college can be stressful. Offer reassurance and celebrate small wins throughout the process.
- 7. Travel** – Encourage & support your child with planning how they will travel to their college. Check bus timetables and encourage them to try out the journey.

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What do colleges want and how you can support your child?



Predicted grades must match the college and course entry requirements.

Colleges look for a minimum of 90% attendance in both years 10 & year 11

Punctuality – on time, every time to school and lessons

Homework

Behaviour in lessons

Encourage your child to discuss the college application process with you.

College Open Days – students need to check the college website and book their place.

Grades	Levels
Mainly 1s & 2s in GCSEs	Level 1
Mainly 3s in GCSEs	Level 2
Mainly 4s in GCSEs	Level 3 BTEC
4s & 5s and above in GCSEs	Level 3 T Level/A levels

Apprenticeships - apply alongside and after college applications



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Benefits of apprenticeships: -

- **Earning While Learning:** Apprenticeships allow young people to earn a wage while gaining valuable skills, reducing the financial burden on families.
- **Practical Experience:** Apprentices get real-world, hands-on experience, making them more employable and confident in their chosen field.
- **Recognised Qualifications:** Many apprenticeships lead to nationally recognized qualifications, which can open doors to further education or career advancement.
- **Career Progression:** Apprenticeships often lead directly to permanent jobs, giving parents peace of mind about their child's future prospects.
- **Personal Development:** Apprenticeships help young people develop independence, responsibility, and workplace skills.

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Apprenticeships – what a student needs to know before considering applying for an apprenticeship



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Start Date – must be after completion of GCSEs (July 2026 onwards)

Essential Qualifications - Maths & English Language grades must be 4s and above as a minimum requirement

Work – type of job and daily tasks

Skills needed

Entry Requirements

Working hours

Where they will work and where they will train/study

Image by vectorjuice on Freepik



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Apprenticeships – How to support your child with applications



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1. Help with Research

- Explore different apprenticeship options together.

2. Support with Applications

- Encourage your child to start applications early, as some schemes are competitive.
- Help them tailor their CV and cover letter for each role.
- Offer to proofread applications and practice interview questions with them.

3. Encourage Independence

- Let your child take the lead, Be available for advice and encouragement and remind them to keep track of deadlines and follow up on applications.

4. Promote Confidence

- Remind your child of their strengths and achievements. Encourage them to be positive and persistent, even if they face setbacks.

5. Stay Informed

- Learn about the apprenticeship process so you can answer questions and provide guidance.

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Apprenticeships – Important information



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- Most apprenticeships will be advertised from April/May 2026 on the apprenticeship.gov.uk website [Search apprenticeship – Find an apprenticeship – GOV.UK](https://www.apprenticeship.gov.uk)

- Students create an account

Create your GOV.UK One Login

[Create your GOV.UK One Login or sign in - GOV.UK One Login](https://www.gov.uk/sign-in)

- Start dates from July 2026 (after GCSEs)
- Maths & English Language grade 4 or above minimum requirement
- Attendance above 90%
- Reference- Behaviour, punctuality & attitude to classwork AND homework.
- No guarantee of a place on an apprenticeship.



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Dates for the diary: -

- **Thursday 9th October** – Stop the Clock session in school to begin the college application process on PS16 – **Username & password to log in to PS16**
- **Wednesday 10th December** – M Band mock interviews in theatre (CV template)
- **Wednesday 17th December** – Deadline for students to complete and submit their college applications
- **Wednesday 14th January** – R Band mock interviews
- **31st January 2026** – The official college application deadline – **Applications sent after this date might not be considered by colleges (WQE & BCSF will not consider applications sent after this date)**



Summary-

- Talk to your child about their applications.
- **If applying to Leicester College, your child must submit their application on the Learner hub [here](#) as well as on PS16. Students will receive important information regarding Welcome events at the college which must be attended as part of the college application process.**
- Encourage your child to attend college open days
- Help them to remember to check their personal & school emails, as well as PS16 for important information from colleges and the careers team.
- **If your child has a college interview during the school day, they must come to B145 and see a member of the Careers team to get a permission slip to leave school at the appropriate time.**
- Remember – not all students can study 3 x A levels at college – courses are determined by their predicted grades which **MUST** match the entry requirements give by the colleges



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