



# HITCHIN GIRLS' SCHOOL

Highbury Road, Hitchin, Hertfordshire SG4 9RS

01462 621300

admin@hgs.herts.sch.uk

www.hgs.herts.sch.uk

Headteacher: Mr J. E. Crowther

Ref: 023

19 September 2023

Dear Parents, Carers and Students,

## Year 12 Careers - Careers Resources and Careers Conversations

Towards the end of the Autumn term and into the Spring Term, all Year 12 students will be seeing a Careers Adviser for a Careers Conversation. The Careers Advisers include myself, Clare Townsend, Ruth Ward and Maria Meehan who is a Personal Adviser with Services for Young people. It is important that students attend these conversations which will last approximately 40 minutes. Notes of the discussion will be recorded on **UNIFROG**. If a student cannot attend because of a pressing commitment then we ask that you contact us as soon as possible as we have a limited facility to move interview times. Ahead of these conversations, students are asked to complete a questionnaire to help them prepare.

### [Student Questionnaire](#)

### **The Careers Zone**

A quick reminder that The Careers Zone, on the careers page of the school website, contains many links to recommended careers sites, careers videos and interviews giving insights to a wide range of jobs and careers.

### [Careers Zone](#)

**UNIFROG** is a careers platform we have been using for a number of years and students are very familiar with, using it in form time and in lessons. This fantastic resource is used by students across KS3, KS4 and KS5 irrespective of their interests or academic ability and contains information about apprenticeships as well as university options. Students can explore different pathways as well as access useful tools such as personality quizzes and information guides. The site is impartial and user friendly. As parents and carers you can also access this platform, this link will enable you to sign up, this account will be separate from the students but will give you access to all the tools and resources.

Go to <https://www.unifrog.org/code>

Sign up code - GIRWParents

Each week, the Sixth Form newsletter has a fantastic range of careers information and work experience opportunities students can explore - do take a look. In addition, you can access HOP (Hertfordshire Opportunities Portal) to explore career opportunities and apprenticeships in Hertfordshire <https://www.hopinto.co.uk/>. They run weekly "Virtual Employer encounters" on Thursdays after school.



<https://www.hopinto.co.uk/virtual-employer-encounters/>

Lastly, we will be hosting a **Futures Fair** on Thursday, 16 November. All Year 12 students will attend and have a chance to meet employers, Further Education and Higher Education Providers.

Myself and Ruth Ward are in school across the week; if you have queries please do get in touch.

Your sincerely,

A handwritten signature in cursive script that reads "Clare Townsend".

Clare Townsend  
Careers Coordinator/Adviser