

City of Armagh High School

Principal:

Mr C Douglas, BEng, PGCE, MEd

Vice Principal:

Mrs K P Mulholland, BSc (Hons), PGCE, PQH(NI)

June 2021

Dear Parent / Carer,

All pupils in Year 12 are offered a one-to-one interview with a Careers Adviser from the Department for the Economy's Careers Service as part of our programme of careers education and guidance. This interview, which usually lasts for 20-30 minutes, provides pupils with important information, advice and guidance to help them make informed choices about their future career paths.

In normal circumstances the interview would normally take place in school, facilitated by our school's Careers Department. Unfortunately, given the circumstances this year, it has not been possible to hold the interviews in this way and there are still a number of pupils who have not yet had the opportunity to meet with an adviser to explore their career options.

The Careers Service has a critical and legitimate need to make contact with those pupils that have not yet received a careers guidance interview. Additionally, where Careers Advisers have been able to make contact with pupils, there remains an ongoing need, and statutory requirement, to provide follow up services and support. Engagement with pupils will therefore continue for the remainder of this academic year and throughout the summer months.

Alternative arrangements are in place to allow the careers guidance interviews to take place remotely, via telephone call, using the contact telephone number parents/pupils have provided to the school.

In the coming weeks, if your son/daughter has not yet received a careers guidance interview, the Careers Adviser, Barry Devlin, will email your son/daughter directly via their c2K email address to give them advance notice of the date and time of the interview before ringing them. Our CEIAG Coordinator, Mrs Cara Reid, will be copied into this email.

We are processing parent/carer/pupil contact information on the lawful basis that there is a legitimate interest in doing so for the purpose referred to above. The Careers Service has provided assurances that pupil contact information shared with them will be processed securely and used solely for the delivery of careers guidance. The Careers Service [Privacy Notice](#) provides further details on how it handles client/personal data.

Should pupils or parents wish to make direct contact, Careers Advisers can be contacted by telephone on 0300 200 7820, by visiting www.nidirect.gov.uk/careers or by chatting to an adviser online at www.nidirect.gov.uk/chat-with-a-careers-adviser. We would encourage pupils and parents to avail of the support available from the Careers Service.

Yours sincerely

Mrs K Mulholland

"Excellence, Opportunity and Care"