



NOVEMBER EDITION

DUKE'S SECONDARY SCHOOL

CAREERS NEWSLETTER 2025

THEME OF THE MONTH

WORK EXPERIENCE & EMPLOYABILITY SKILLS

SPOTLIGHT ON CREATIVE CAREERS & GREEN CAREERS WEEK

SPOTLIGHT ON YEAR 10 INDUSTRY INSIGHTS

YEAR 10 WORK EXPERIENCE LAUNCH

DO COMPANIES YOU WORK FOR OFFER PLACEMENTS?

HOW TO WRITE A SIMPLE CV & COVER LETTER

GUIDE TO FINDING & SECURING PLACEMENTS

UCAS INFORMATION TARGETED AT Y13 PARENTS



NCEA DUKE'S
SECONDARY SCHOOL

NOVEMBER NEWSLETTER

YEAR 10

INDUSTRY INSIGHTS

Over the course of this term, Year 10 students have been taking part in a series of industry insight visits designed to support their understanding of the world of work.

Each student has identified a sector they are interested in pursuing in the future, and we have worked closely with a range of employers to offer meaningful experiences linked to those interests.

The Department for Education recommends that all students undertake high-quality and relevant work experience as part of their education. Experiences like these help students develop key employability skills, build confidence, and gain a clearer understanding of what future careers may involve. This exposure is particularly valuable when students begin preparing for apprenticeship applications, post 16 choices or university pathways.

This term, students have taken part in visits across a wide range of sectors.

These have included business and retail at Eldon Square, healthcare with Newcastle Hospitals Foundation Trust, theatre and graphic design with NOVO Theatre, engineering with Nissan, finance and accounting with Deloitte LLP, and law with Muckle LLP.

Each visit has provided insight into daily working life, routes into employment, and potential career progression within the sector.





YEAR 10

INDUSTRY INSIGHTS

Further visits are planned later in the term, including construction with Thompsons of Prudhoe Ltd and a history-focused programme at Seaton Delaval Hall.

These opportunities not only allow students to explore their interests but also begin forming the professional networks that will support them when applying for future work experience and employment.

We are proud of the mature and enthusiastic way our Year 10 students have approached these opportunities and look forward to continuing to support them as they plan their next steps.

A huge thank you to the companies who give up their time to support these events and a special mention to the NE1Can team who facilitate so many opportunities for us to visit Newcastle based employers.





NCEA DUKE'S
SECONDARY SCHOOL

NOVEMBER NEWSLETTER

WORK EXPERIENCE SPOTLIGHT

We've had an inspiring three-day work experience programme in collaboration with Duke's Secondary School, Novo Theatre and Alnwick Playhouse.

Year 10 students from Duke's Secondary School had the opportunity to explore a wide range of theatre roles - from Front of House and Box Office to Marketing, Artistic Directing, Stage Management, and Technical Production.

Each student gained valuable insight into the creative and operational sides of live theatre. A real highlight was watching the stunning Mama Afrika performance and meeting the talented star Anna, who shared fantastic tips and advice for our students.

A huge thank you to everyone involved for making this such a fantastic experience!





NCEA DUKE'S
SECONDARY SCHOOL

NOVEMBER NEWSLETTER

CREATIVE CAREERS MONTH

INSPIRING YOUNG TALENT

This month we are celebrating Discover Creative Careers Month, giving students the chance to explore the wide range of careers in the creative industries—from performing arts and design to media, marketing, digital content, and more.

How Parents Can Support:

- Encourage your child to explore creative roles they're curious about
- Discuss their skills and interests, and how these could translate into creative careers
- Use resources such as the [Discover Creative Careers website](#). Students can explore job roles that suit their interests using the careers finder tool

Later in the month, our Year 7 students will have the opportunity to find out all about the creative roles involved in the theatre industry in an employer talk with NOVO Theatre.

HERE'S WHY CREATIVE CAREERS MATTER...

- Drive innovation, culture, and economic growth
- Develop skills such as problem-solving, communication, collaboration, and creativity
- Challenge stereotypes and broaden career horizons





NCEA DUKE'S
SECONDARY SCHOOL

GREEN CAREERS WEEK



INSPIRING THE NEXT GENERATION

This month, we are excited to celebrate Green Careers Week, an event designed to showcase real opportunities for young people to pursue careers that make a genuine difference to the world.

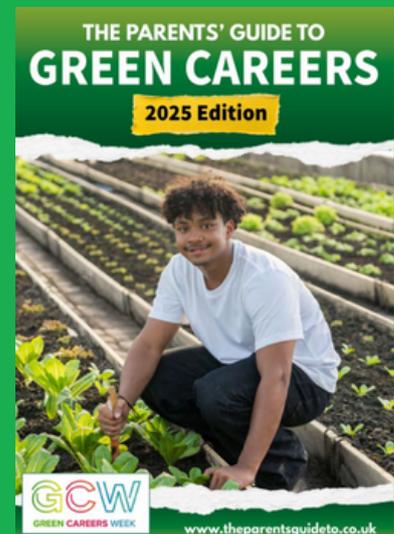
During the week in tutor time, students explored careers, jobs, roles, and career pathways that fall under the umbrella of green careers.

What is a Green Career?

A green career is any job, role, or occupation that contributes to preserving or restoring the environment and our planet. These careers are not limited to traditionally "green" industries, every sector offers opportunities to make a positive environmental impact.

What are Green Skills?

Green skills include the abilities, attributes, values, attitudes, knowledge, and technical expertise required to adapt services, processes, and procedures to tackle climate change and support sustainable practices. These skills are increasingly valuable across all industries as businesses and organisations strive to become more environmentally responsible.



[CLICK HERE](#)

Parents/Carers can access the Green Careers Guide to find out more information. You can also visit the website:

<https://greencareersweek.com/resources-2025/>

WHY IT MATTERS...

Green Careers Week provides students with the chance to:

- Explore exciting and meaningful career pathways
- Understand how they can make a positive impact on the environment
- Develop the skills and mindset required for the growing green economy



NCEA DUKE'S
SECONDARY SCHOOL

NATIONAL CARE LEAVERS MONTH

National Care Leavers Month takes place during November 2025, to encourage the public, professionals, carers, decision-makers and the media to come together, celebrate care leavers and raise awareness of the issues in the care system.

Amazing Apprenticeships have created a collection of free resources to support students in care.

Care Leavers Guide- This guide for young people contains concise and clear information about apprenticeships and what help is available for those care experienced people who are considering an apprenticeship, including financial assistance. <https://www.amazingapprenticeships.com/resources/care-leavers-guide-2/>

Moving On Up: Care Leaver Bursary Flowchart

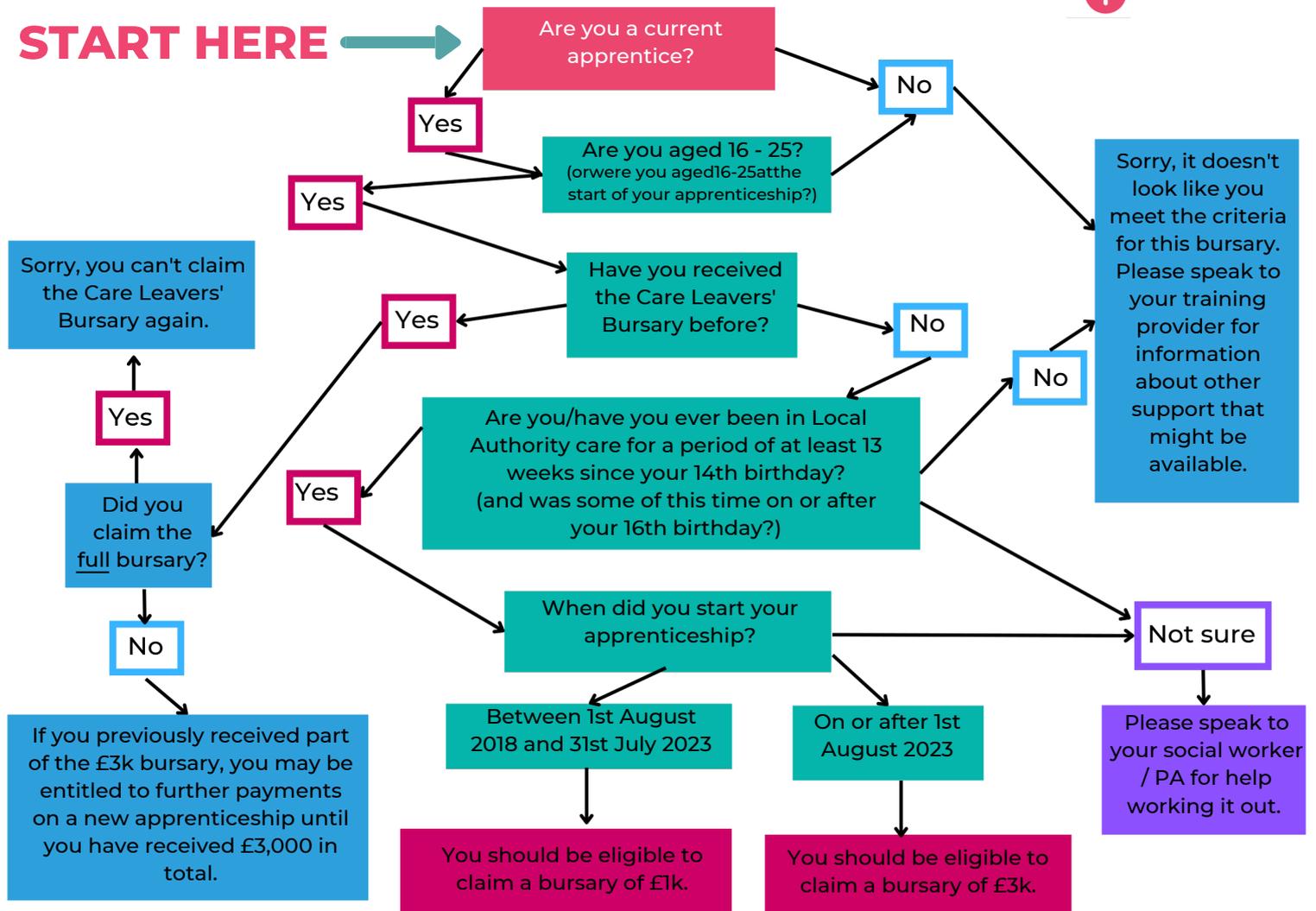
Find out if you are eligible for the Care Leaver Bursary when you begin an apprenticeship with this flowchart.

“The bursary made it possible for me to start learning to drive. I asked what we were allowed to use it for, and they said whatever I needed that was going to help me progress further. I was really focused on getting my licence, because then I could just get in my car and get where I needed to be for work.”

[Click here for more testimonials](#)

THE APPRENTICESHIP CARE LEAVERS' BURSARY

START HERE →



→ **What happens next?**
If you are eligible and wish to receive the bursary, you will need to inform your training provider. This is because the bursary is claimed by your training provider, who then passes the money on to you.

→ **What evidence is required?**
Your training provider will ask you to provide written confirmation from the local authority where you were in care to verify that you are eligible. This can be a signed letter or email from your Personal Adviser or the Leaving Care team. You will also need to confirm your age to your training provider and sign a declaration to state you wish to receive the bursary.

→ **How do you claim?**
Once they have received this information, your provider should make the claim and will pass the money on to you in three instalments at approximately 3 months, 6 months and 12 months from the date you started your apprenticeship.

→ **Where can I access more information?**
Further support for Care Experienced Apprentices can be found on the Government website: apprenticeships.gov.uk/apprentices/support-care-experienced-apprentices



NCEA DUKE'S
SECONDARY SCHOOL

AVVE NUCLEAR SECURITY
TECHNOLOGIES

FRESHFIELDS

Transport
for London

michelmores



Government
Social Research

Balfour Beatty

Capgemini

IBM

APPRENTICESHIPS



MARS

Morrisons

Pinsent Masons

Exploring the apprenticeship route with your child

Apprenticeships offer an excellent alternative to traditional post 16 or university study. They combine hands-on work experience with study, allowing young people to earn while they learn and develop skills that employers value.

Why Consider an Apprenticeship?

Apprenticeships are a fantastic way for students to:

- Gain real-world experience in their chosen industry
- Earn a wage while learning
- Develop practical skills that enhance future employability
- Progress into higher-level roles, further study or degree apprenticeships



Supporting Your Child

The **Amazing Apprenticeships** website is an invaluable resource for parents looking to guide their child through the apprenticeship journey. The site features a Parent Guide, designed to help parents and carers:

- Explore the exciting world of apprenticeships alongside their child
- Understand the range of resources and support services available
- Learn how to access these resources effectively

The Parent Zone provides guidance on finding apprenticeships, preparing for interviews, and helping your child make informed decisions. Explore the Parent Zone and Parent Guide [here](#)

<https://www.amazingapprenticeships.com/zones/parent/>





NCEA DUKE'S
SECONDARY SCHOOL

APPRENTICESHIPS HOW PARENTS CAN HELP...



Helping your child explore apprenticeships early ensures they can make informed decisions about their future, whether that's moving straight into work, training, or higher-level study later on.



Discuss your child's interests and strengths to identify suitable apprenticeship pathways



Encourage research using resources like Amazing Apprenticeships to explore opportunities and entry requirements



Support your child in preparing application documents and practicing interview skills



Remember that apprenticeships can lead to highly skilled and well-paid careers across a wide range of industries

The Parent Perspective Podcast

"The Parent Perspective" is a podcast series for parents and carers, helping them to support their children with careers advice and guidance. Hosted by BBC Broadcaster Rachel Burden, this podcast provides a space for listeners to:

- Explore which careers are available today
- Showcase the experiences of interesting and diverse role models
- Provide real-time insights into how the world of work is changing

Each episode features a panel of expert speakers, sharing their insights and offering practical solutions to some of the challenges parents currently face in supporting their children to make informed decisions.

[Listen Now](#)



GET WORK EXPERIENCE READY

Unifrog Course

Not sure where to start with work experience? This Unifrog course helps you cut through common myths, recognise your unique strengths, and craft a compelling CV.

What you'll get out of it

By the end of this course, you'll have learnt about the benefits of work experience placements and how you can prepare.

Who it's for

This course is for any student who is interested in learning more about work experience, and is well-suited to students preparing work experience applications.

Useful prep

It would be useful to identify some organisations where you might like to do work experience before starting this course.

Students can join the course through their Unifrog login

<https://www.unifrog.org/student/courses/featured/preparing-for-the-world-of-work>

CLICK HERE FOR
YEAR 10 WORK EXPERIENCE
INFORMATION PACK



NCEA DUKE'S
SECONDARY SCHOOL

SUPPORTING YOUR CHILD

WITH UNIVERSITY APPLICATIONS

As your child progresses through Year 13, the university application process can feel both exciting and overwhelming. At this stage, students should be focusing on two key areas: researching courses and writing their personal statements.

Researching Courses

A strong start is understanding what courses are available and which ones best match your child's interests and aspirations. The Unifrog UK Universities tool is an excellent resource for shortlisting the right UK university courses. It allows students to compare entry requirements, course content, and location, helping them make informed choices.

For students considering universities outside the UK, there are also tools available for the US, Europe, Canada, Asia, Ireland, Australasia, the Middle East, and Africa—so wherever your child is thinking of studying, there's guidance available.

Writing a Strong Personal Statement

The personal statement is a crucial part of the application. It's your child's chance to show universities who they are, why they're passionate about their subject, and what makes them a strong candidate. Writing a great statement takes time and reflection.

Top Tips to share with your child:

- Use the Unifrog Personal Statement tool to draft a statement
- Share it with the sixth form team to provide suggestions for improvement
- Focus on motivations, relevant experiences, and career aspirations
- Avoid copying examples or using AI for more than idea generation—statements must be personal. Universities have sophisticated plagiarism detection software.

Helpful resources

- Unifrog – Subjects Library & Personal Statement Tools

Browse examples and advice by subject: [Unifrog Personal Statement Resources](#)

- UCAS – Subject-Specific Personal Statement Guides

Tips and examples for a wide range of courses: [UCAS Personal Statement Guides](#)

- UCAS – Offers guidance on completing applications, supporting your child's personal statement, and understanding next steps after submission. You can also access the parent newsletter and podcast. [UCAS Advice for Parents & Carers](#)



NCEA DUKE'S
SECONDARY SCHOOL

STAYING UP-TO-DATE

WITH LOCAL LABOUR MARKET



As your child starts to explore future careers, understanding the local labour market is increasingly important. But what exactly is it?

Local Labour Market Information (LMI) refers to data about the jobs, industries, and skills in demand in your area. It includes:

- Which sectors are growing locally
- What skills employers are looking for
- Typical salaries and working conditions
- Emerging industries and career opportunities

Why It Matters for Students:

- Helps your child make informed decisions about their education and career pathways
- Guides them towards areas with strong job prospects
- Encourages planning for the skills and qualifications they will need in the future

How to Stay Informed:

- Use local council or regional employment websites
- Check resources like the [National Careers Service](#) or the [North East Combined Authority](#).
- Attend careers events, employer talks, and open days
- All career guides on the Unifrog Platform include a section on labour market information

By staying aware of the local labour market, students can make smarter choices about their future, align their skills with opportunities, and improve their chances of finding meaningful and well-paid work.

SHINING LIGHT ON THE

NORTH EAST LABOUR MARKET

Hospitality group eyes national expansion

A Newcastle-based hospitality group is planning to grow its UK footprint after receiving a nine-figure funding package.

The Inn Collection Group, which operates pubs with rooms across Northern England and North Wales, is using £125 million of HSBC UK funding to expand its portfolio through acquisitions of leisure sites.

The group currently runs 31 locations, including The Amble Inn, The Commissioner's Quay in Blyth and Hogs Head in Alnwick.

Bosses say the funding will support a five-year strategy to increase the number of establishments to more than 40, while boosting staff numbers from 1300 to over 2000 across various roles.

[Read more here](#)



SHINING LIGHT ON THE



NCEA DUKE'S
SECONDARY SCHOOL

NORTH EAST LABOUR MARKET

Port buoyed by £10 million clean tech drive

A global offshore wind services company has unveiled a £10 million investment in new clean tech manufacturing.

Venterra Group has launched the UK's first fully designed and built fleet of dual LiDAR buoys, strengthening the North East's role in offshore innovation.

Developed by metocean expert Partrac and engineered by Osbit at its new 3350 sq metre facility at the Port of Blyth, the V-LiDAR fleet combines expertise from across Venterra's group of companies.

[Read more here](#)





NCEA DUKE'S
SECONDARY SCHOOL

Northumberland
College

EVENTS

You don't want to miss!



Northumberland Skills Open Events

Exciting Taster Days for Students Book Now for 2026!

Northumberland Skills are delighted to announce that their Taster Days will be returning in 2026, offering students a unique opportunity to explore future pathways, experience hands-on activities, and engage with inspiring professionals across a range of subjects.

These events are designed to help learners:

- Discover new interests and career options
- Gain insight into post-16 opportunities
- Build confidence through interactive sessions
- Meet staff and students in a welcoming environment

Booking: Places must be booked in advance :[Events](#) | [Northumberland Skills](#)
Spaces are limited, so early booking is advised.

Northumberland College Open Events

Booking link [Book an Event - Kirkley Hall Campus - Northumberland College](https://northumberland.ac.uk/open-events/book-an-event-ashington-campus/)
<https://northumberland.ac.uk/open-events/book-an-event-ashington-campus/>



KICKSTART HORSE RACING CAREER



Do you want a career that's active, exciting and hands-on? The National Horseracing College could be the perfect opportunity for you and become job-ready in just 18 weeks.

THE FACTS

- 85,000+ employed in UK racing
- 6,500+ work with horses daily
- 200+ career opportunities
- 59 UK racecourses
- Racing is the UK's 2nd biggest spectator sport
- Racing has a formal wage agreement plus pension, insurance and benefits.
- Many apprentices start with zero horse experience.

MYTH-BUSTERS

- "You have to be short" Height doesn't matter! The tallest UK jockey is 6'4.
- "You must already know how to ride" You don't! Many roles involve groundwork, fitness or horse care.
- "There's no career progression" Over 200+ jobs exist - from grooms, to vets, admins, media, grounds, tech, training and more

12-WEEK RESIDENTIAL FOUNDATIONAL COURSE

- FREE TUITION FOR UK RESIDENTS
- ACCOMMODATION & MEALS: £500 (BURSARIES AVAILABLE)
- OPEN TO ANYONE AFTER YEAR 11 - NO UPPER AGE LIMIT
- NO HORSE EXPERIENCE OR QUALIFICATIONS REQUIRED



AFTER TRAINING...

- 6-WEEK WORK PLACEMENT ANYWHERE IN THE UK
- GUARANTEED EMPLOYMENT AS A RACING GROOM
- BEGIN A LEVEL 2 APPRENTICESHIP IN RACEHORSE CARE
- ACCOMMODATION OFTEN INCLUDED WITH JOBS

Click [here](#) for the National Horseracing College Prospectus



NATIONAL HORSERACING COLLEGE

Centre of Excellence for the Horseracing Industry

Prospectus

www.theNHC.co.uk

Matthew Blackmore and Gray Dawling, Turners Novices' Chase (Grade 1), The Cheltenham Festival 2024. © Grosicki Racing Photography Ltd.

Learn.
Perform.
Achieve.

TO SEE MORE
[CLICK HERE](#)



How to find us

National Horseracing College

 The Stables, Rossington Hall, Great North Road, Doncaster, DN11 0HN

From the M1/M18

1. Leave M1 at junction 32, then join the M18 motorway signposted "The North".
2. Leave the M18 at junction 3, the A6182 exit to Doncaster.
3. At the roundabout take the 3rd exit onto Great Yorkshire Way/A6182.
4. At the roundabout take the 1st exit and stay on the Great Yorkshire Way.
5. At traffic lights at the Miller & Carter pub slight right onto Bawtry Road/A638, continue to follow A638 towards Bawtry.
6. At the roundabout take the 2nd exit, follow the A638/Great North Road.
7. At traffic lights straight on follow A638/Great North Road.
8. Continue past the Mount Pleasant Hotel on your right.
9. The entrance to the College is signposted and is on your right.

From the A1 (Travelling from the south)

1. Leave the A1 at junction 34. On the 1st roundabout take the 4th exit, then at 2nd roundabout take the 1st exit onto the A614, signposted Bawtry
2. Merge onto the A638
3. Entering Bawtry continue straight on, A638 (Great North Road) signposted Doncaster
4. Keep on the A638 and you will pass a water tower on your left followed by a caravan centre on your right, then the Paintball Fields and RSPCA Centre - also on your left. Approximately 50 yards further on you will see the NHC gallops on the left hand side.
5. The entrance to the College is signposted about another 100 yards on your left.

For further information please visit our website

www.theNHC.co.uk

 01302 861000  info@theNHC.co.uk

You can find us using What3Words ///tribes.engulfing.expired



BBC APPRENTICESHIPS

NOW LIVE!

From journalism and production to engineering, business, and tech, the BBC's Get In Apprenticeship Programme enables young people to gain practical experience and earn while they learn with one of the world's most respected media organisations.

Why students will love it:

Real, hands-on learning across BBC teams across the whole of the UK
Industry-recognised qualifications from Level 3-6
A salary plus structured training and mentoring
Welcoming students from all backgrounds

Programmes include:

- Journalism, Technical Operator, and Engineering
- Business Administration, HR, and
- Project Management Data, Software, and AI pathways

**Production Apprenticeships available 9 December – 11 January
(Wave 2)**

Students can also take part in online sessions to discover more about the process and what working at the BBC is really like.

[Find out more](#)



**NCEA DUKE'S
SECONDARY SCHOOL**