

4th December 2025

Careers at Sedgehill Academy

Dear parents & carers of students in Y13,

If your child is considering the apprenticeship pathway after Sixth Form, then there are a number of useful resources to be found below. [MACE group](#), a construction and consultancy firm, have several new opportunities available on their apprenticeship pages found [here](#).

1. Open an account – if you have not already created your user account with Mace, please make sure you complete this step. Your application will not progress without creating this. When adding your contact details, please make sure you enter your personal email address and contact number accurately, so you do not miss any communications about your application progression.
2. Read the instructions - start by carefully reading all the instructions provided on the application form. Pay attention to submission deadlines and specific requirements for that particular role.
3. Gather necessary information - before you begin filling out the form, gather all the information you'll need, such as your contact details, educational history, work experience, etc Having this information readily available will make the process smoother. If your CV is up to date, have this to hand when completing you form!
4. Tailor your responses – customise your responses to match the specific role you are applying for.
5. Highlight relevant skills - highlight relevant skills, experiences, and qualifications that align with the job description. When describing your work experience and accomplishments, use action verbs to convey your achievements effectively. For example, use words like "managed," "implemented," "achieved," or "collaborated."
6. Be Concise - keep your responses clear and concise. Hiring managers often have many applications to review, so avoid long-winded answers or unnecessary details. Be to the point and remember to use the STAR technique to keep your answers concise while fully demonstrating your suitability!
7. Proofread - carefully proofread your application form for typos, grammatical errors, and formatting issues. A polished application shows attention to detail. Ask your friends, family or teachers to proofread your application.
8. Keep copies - make copies of your completed application forms for your records. This can be helpful for preparing for interviews and tracking your job search efforts.

Students are always welcome to speak with me in **D012** regarding their careers.

Yours sincerely,



Mr Stuchfield

Associate Assistant Principal

tom.stuchfield@sedgehillacademy.org.uk