



Great Marlow School

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HEADTEACHER: Mr K Ford

Quantuma Workshop: Tuesday 19th October - 3:30pm to 5pm – in R1 and R2

Dear Parent/ Carer

As previously highlighted, research has shown that having a post-16 career path encourages students to strive for the GCSE results they require. Therefore, following last May's highly popular workshop promoting careers in sport, we have been lucky enough to secure another workshop, this time focused on job opportunities found in an office environment.

Quantuma, who have kindly offered to run the workshop, are a company with over 300 employees in 22 offices across the UK, Mauritius, Cyprus, Cayman Islands, Dubai, Poland and Singapore. Their global reach means they offer many varied services, including corporate finance, forensic accounting, restructuring and insolvency. Working in an office requires an aptitude for clear verbal and written communication, alongside an organisational flair.

Planned for the workshop in GMS are the following areas, which will be of interest to many, I know.

- How to create an effective curriculum vitae (CV).
- The progression ladders offered by an office career.
- Apprenticeships, in work training, and how to apply.
- The role of human resources (HR) and the career it offers.
- The financial role of accountants.
- The legal responsibilities of a company and how they are administered by lawyers.

I sincerely hope that we have many students opting to attend this event, because we are very fortunate that this company has agreed to run this in our school.

The delivery will be personable, with two employees giving details of their personal career path in the office space.

This should be of interest to many, for a huge number of employers have offices from where they conduct their businesses: workplaces offer many and varied opportunities. This workshop will be invaluable for all students who wish to 'stand out from the crowd' with their CV, too.

To attend, Year 11 students will need to sign up via their form tutors, in tutor time this week and early next. There will be light refreshments provided before the workshop starts, however, it is advised that students bring a drink and a snack as well.

Should you have any questions, please do not hesitate to contact me.

Yours faithfully

Director of Learning Year 11/K3