18th January 2024

Dear Parent/Carer/Guardian

**It’s time for your young person to start their journey to progress onto the next level of their studies**

The College’s Progression process is due to begin next week, which means it is time for your young person to complete an application to enable them to move through their study journey and progress to the next level of their course. This is where your young person will be required to you to complete an application to enable them to progress to the next level of their course.

This process is really important to support their education and career journey, and in order to ensure they have everything in place to progress we are asking that they complete an application for their chosen programme, at the next level, by no later than **Wednesday 31st January**.  Details of how they can do this will be sent to their College email on Monday 22nd January, and we would really appreciate you encouraging them to read that important email and to complete their application in a timely manner.

If at this point they are unsure as to what they want to do upon completion of their current course and would like some further advice and guidance they can either speak to their course tutor or they can arrange to meet with a career specialist within our Careers Team. They can be found in Student Services or can be contacted via [careers@nelsongroup.ac.uk](mailto:careers@nelsongroup.ac.uk?subject=Next%20Steps%20Guidance).

After they have completed and submitted their application they may be invited to attend an interview to discuss their course choice in more detail. This will be an informal discussion with the course tutor of their chosen next step programme and gives them the opportunity to ask more questions about the course, and for their potential new tutor to make sure that course is suitable for your young person and their career ambitions. Not everyone will need an interview, but if your young person does these will take place in College during the week commencing 4th March 2023 and they will be sent more details, including the time and place for their interview when they return after the half term break.

We are delighted to be supporting your young person as they continue through their education journey, and if either of you have any questions, want any more detail or need some advice or guidance about this process, please don't hesitate to get in touch with us on 01282 440272 or at [admissions@nelsongroup.ac.uk](mailto:admissions@nelsongroup.ac.uk).

Kind regards

**The Admissions Team**