

**Unity College**

**Careers Information, Advice and Guidance**

**for**

**Year 11 Students and Parents**

**UNITY PASSION RESPECT**

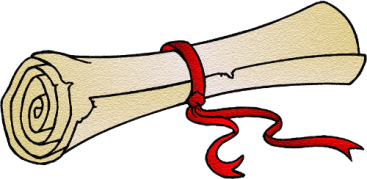
**Understanding Qualifications**

Qualifications help you to move forward in your chosen career and give you a better choice of jobs. The number of jobs for people with no qualifications is shrinking quickly. They also help to improve your earning power and people with qualifications earn more during their lifetime than those without.

Below is a table that explains the different levels of qualifications. People start at a level that suits their ability and once they have gained a qualification at that level they can then progress onto the next level.

Most jobs will require you to be at Level 2 and many employers ask for qualifications at Level 3. If you would like to move onto University most courses will require a Level 3 qualification and a grade C or above in English and Maths.

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| Qualification Level | Qualification | Entry Requirements |
| Entry | Personalised Programmes | No formal qualifications |
| Level 1 | Personalised Programmes  NVQ Level 1  BTEC Introductory Diploma | Entry level qualifications  GCSE grades 4 – 1 maths and English |
| Level 2 | Intermediate Apprenticeship  NVQ level 2  GCSE  BTEC First Diploma | Level 1 qualifications  GCSE grades 4 – 1 maths and English |
| Level 3 | Advanced Apprenticeship  NVQ Level 3  BTEC National Diploma  BTEC Extended Diploma  A-levels | Level 2 qualifications including GCSE grades 4 or 5 maths and English  A-levels usually demand grades 5/6 |
| Level 4 | Higher Apprenticeship  NVQ Level 4  Certificates of Higher Education  Higher National Certificate  Foundation Degree | A-levels  Level 3 qualifications  NVQ or Diploma |
| Level 5 | Diplomas of Higher Education  Foundation Degree  Higher National Diplomas | Level 4 qualifications |
| Level 6 | Bachelor Degrees  PGCE  Graduate Diplomas and Certificates | Level 5 qualifications |
| Level 7 | Master Degrees  Postgraduate Certificates and Diplomas | Level 6 qualifications |
| Level 8 | Doctoral Degree | Level 7 qualifications |



**Vocational Qualifications (BTEC)**

Vocational qualifications train you towards a particular job. If you have an idea about the area of work you would like to progress into then this route might suit you.

Vocational courses train you towards a particular job field such as Business, Health and Social Care, Motor Vehicle or Sport, for example. They are practical courses based on course-work rather than exams and are offered at different levels depending on your qualifications so you can start at Level 1 and work up to Level 3 if necessary. This option would suit you if you are a practical person with a career in mind and would like to gain qualifications in this field. BTECs have become more popular over recent years and over 100,000 BTEC students apply to University every year according to Edexcel. Universities have learnt that BTECs are a great alternative to A-levels and very few institutions won’t consider BTEC students as candidates although some Universities will ask for other qualifications alongside them as well. In some Colleges there are options to study a BTEC alongside 1 or 2 A-levels.

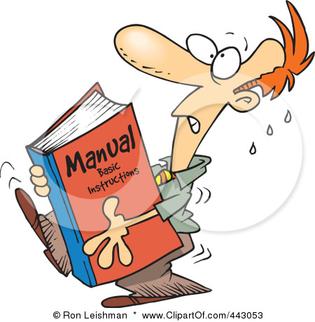
Just like with A-levels, every course and every university is different so you’ll need to check the entry requirements of every institution carefully. The University of Manchester for example **does not** accept BTEC qualifications for Life Sciences, Dentistry or Medicine. However, the standard 18 unit extended BTEC Level 3 diploma is equivalent to 3 A-levels and plenty of universities will accept you onto a relevant course if you’re predicted to get good final results.

One important thing to note is a level 3 BTEC will usually only get you onto a related course at university, ie one in the same or a very similar subject. That’s because BTECs are very practical and teach you the skills to succeed in that particular area, but not always the more general skills that can be applied across all courses, like essay writing and analytical thinking.

So, if you studied a BTEC in Business Studies at college you’ll be able to read Business Studies at university but probably not English Literature. Again, this is very similar to A-levels – you can’t study all Arts subjects at A level and go onto read a Science degree, and vice versa.

**Apprenticeships**

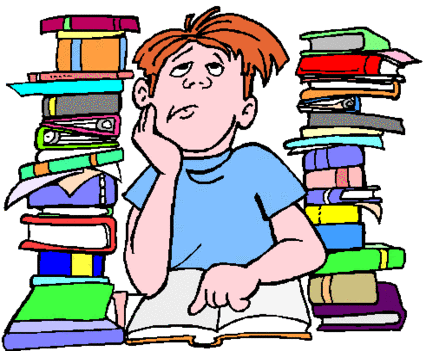
Apprenticeships are work based and combine hands-on training in the workplace with off the job training within a college or training provider. This option suits those that have a clear idea about what they would like to do. Currently the minimum pay for apprentices is £3.50ph. (2018)

Apprenticeships combine practical work experience with the opportunity to gain qualifications and get paid. You may work 4 days a week for your employer and attend college or a learning provider one day a week to study for qualifications. The minimum requirement to start an apprenticeship at level 2 is 4 GCSE grades 4 or 5 including a standard pass in maths and English. To maximise your chances of success you must apply to more than one College/training provider.

**Options at 16 explained**

Raising Participation Age (RPA)

The law has changed and now says that you must continue in some form of education or training until you are 18. This is so that you have the best possible chance to gain the knowledge, skills and qualifications that you need to get a job you enjoy in the future.

There are a number of ways in which you can continue with your education and this booklet will provide you with some useful information on how you might do this. There are 3 main options available to you when you leave school:

* A Level study
* Vocational Course
* Apprenticeship or Traineeship

**A-levels**

A-levels are academic qualifications that are subject based. If you want to look at some of your GCSE subjects in more detail alongside new subjects then this route might suit you.

A-levels involve lots of reading and in-depth research about your subjects. You should enjoy this approach to studying and be happy taking exams. You would usually select 4 subjects; you can take subjects you have previously studied at GCSE, start new subjects or select a mixture of both. When you choose your subjects try to pick ones you think you will enjoy, be good at and if you are interested in a particular career, check out the entry requirements to see if any particular A-levels are essential or desirable. As a general rule, you will need at least 5 A\* - C grades including English and Maths to take A-levels but check entry requirements carefully as they do vary and many colleges/sixth forms require a number of B grades for entry and ask for at least B grades in your chosen subjects.

Here are 6 things to consider if you are planning on studying A-levels post 16

1. Certain university courses will be looking for specific A-levels

You won’t be able to apply to some university courses without having taken some specific A-levels (and scored the right grades in them too, of course).

Listed below are a few examples of these:

* Pharmacy must have – chemistry, plus at least one from biology, maths and physics
* Medicine must have two sciences – must have chemistry, usually biology and maths or physics
* English must have – usually English literature, maybe English literature and language, or English language
* Geology /earth sciences must have – at least two from maths, physics, chemistry and biology
* Economics sometimes need – maths, very rarely do you need economics

For more information see the full list of university subjects and their typical A-level requirements at: [www.university.which.co.uk/advice/what-a-levels-do-you-need-for-the-degree-you-want-to-study](http://www.university.which.co.uk/advice/what-a-levels-do-you-need-for-the-degree-you-want-to-study)

If you already know what you want to study, check out the full entry requirement details for a handful of courses at different universities to make sure you’re ticking all the boxes with your subject choices.

2. Taking certain A-levels will open up more university course options

Think you probably want to go to university but don’t know what you want to study yet? You won’t be the only one! You can keep your options open when choosing you’re A-levels by selecting a smart mix of the most commonly asked for subjects in university entry requirements, known as ‘facilitating’ subjects. Take your pick from:

* Biology
* Chemistry
* English
* Geography
* History
* Maths
* Modern and Classical languages
* Physics

The more of these you choose, the more courses at university will be open to you. Additionally, if you have a talent for art, design or music and think it could be an avenue you will pursue, taking the relevant A-levels will help that to happen.

Some universities openly discourage students from taking certain combinations of A-level subjects, particularly when subjects are very similar like business studies and economics, so bear this in mind when you are making your choices.

3. A-levels are a lot tougher than GCSEs

The reason you take a particular subject is usually one (or more) of these three scenarios: you need it to pursue a particular career; it’s a subject you enjoy and are good at; it’s a subject you’ve not studied before but you think it will suit you.

Either way, be prepared for a big jump in the level of difficulty when you shift from GCSE to AS, A-level and any other advanced level qualification for that matter.

4. Some courses and universities have lists of subjects they don’t accept

Particular courses – take for example, an architecture course at the University of Bath – will view certain A-levels as less effective preparation for university studies than others. Similarly, some universities – such as the University of Sheffield – list which A-level subjects they prefer. Others, like the London School of Economics and Political Science (LSE) have ‘non-preferred’ subject lists.

If your subject choices don’t match-up, you shouldn’t necessarily discount the course, or be put off from taking a creative or vocational A-level subject you’re really interested in.

Taking a subject such as history of art, classical civilisation, economics, geology, government and politics, law, media studies, philosophy, psychology, religious studies and sociology in conjunction with at least one (ideally two) of the ‘facilitating’ subjects listed above shouldn’t be an issue if you get the grades.

5. Know myth from reality

Don’t take everything you hear at face value – the reality might be quite different.

Say you’ve been told you’ve no chance of getting onto an ultra-competitive course at the University of Durham because it doesn’t accept psychology A-level. Is that really the case? It’s best not to rely on pre-conceived assumptions – there are ways to double check your facts.

First, take a look at what the university itself has to say. In this case, Durham Law School proactively states on its website that ‘we do not make offers in respect of critical thinking or general studies, but we are otherwise unconcerned by the subjects you take’. Couple that with a closer look at what A-levels current students on the course took – actually 14% of students studying law at Durham arrived with A-level psychology.

6. Many universities and courses will consider you whatever you choose

Q: Accountancy, anthropology, archaeology, banking, business studies, classical civilisations, hospitality, information science, law, management, marketing, media studies, philosophy, politics, psychology, public relations, religious studies/theology, retail management, social work, sociology, surveying, television, travel and tourism… What do these subjects have in common?



**Year 11 – What you need to do:**

In Year 11 it is important to plan what you want to do when you leave Unity College. You need to collect lots of information to help you. By law, you have to stay in education or training for 2 more years after year 11.

* APPLY for college/sixth form in **October**  and / or apprenticeships in **January**.
* Careers advice is also offered by Geoff Roberts, an external provider of advice. See Mrs Clark if you want an interview.
* The government careers website has lots of careers information / advice, and is strongly recommended. Make yourself a life-long account there, whatever your age! <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>
* Do check out <https://www.gov.uk/browse/education/find-course> a government website and the Young People’s Service in Lancashire website [www.lancashire.gov.uk/yps](http://www.lancashire.gov.uk/yps) to see all the services they offer.
* These resources give a description of hundreds of different careers and personal qualities and qualifications required as well as quizzes which will suggest possible jobs to you.
* In the autumn term all the local colleges and sixth forms will be holding open days – see this booklet for dates/times. It is a good idea to check these on organisation websites, anyway, just in case there are last minute changes in dates/times.



 **Frequently**

**Asked**

**Questions**

**Q:**  Can I apply to more than one college or sixth form?

**A:** Yes – it is advisable to apply to as many places as you can with different entry requirements, so that you have a back-up plan if you don’t get the grades you need for your first choice.

**Q:** Should I check up on times and dates of open evenings/days before going to any of them?

**A:** Yes – look at the organisation’s website – dates and times sometimes change.

**Q:** What gives me the best chance?

**A:** To get the best possible grades you can across all of your subjects.

**Q:** Why do I need all of these subjects?

**A:** Employers and universities will look for a broad range of subjects. Remember it will be noticed if you only work hard in some subjects and not others!

**Q:** When should I apply for college/sixth form?

**A:** October/November onwards – early applicants get the most choice. There will be a Careers’ Convention in November and most of the colleges and sixth forms will be here to give you advice.

**Q:** When should I apply for an apprenticeship?

**A:** As soon as possible in year 11.

**Q:** How can I book a careers interview for unbiased information and guidance?

**A:** Year 11 students will be allocated an appointment to see Geoff Roberts, Careers Advisor, or you can see Mrs Clark to request an appointment.

**College, Training Provider and Sixth Form Contacts and Open Days 2018**

**Do check websites or telephone the establishment a few days before the event as times and dates do occasionally change!**

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| **Accrington & Rossendale College of Further Education** Telephone: 01254 354354  20 June 2018 moving up event 10 am – 2 pm  9 May 2018 : apprenticeship open evening 4 pm – 7 pm Apply on-line via [www.accross.ac.uk](http://www.accross.ac.uk) or by application form |

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| **Accrington Academy Sixth Form** Telephone: 01254 304300  [www.accrington-academy.org](http://www.accrington-academy.org) |

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| **Bacup and Rawtenstall Grammar School**  Application forms available on-line [www.brgs.org.uk](http://www.brgs.org.uk) |

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| **Blackburn College of Further Education & Sixth Form** Telephone: 01254 55144  27 February 2018 open event 11 am – 12.30 pm Closing date for applications – end of December. [www.blackburn.ac.uk](http://www.blackburn.ac.uk) |

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| **Burnley College of Further Education & Sixth Form** Telephone: 01282 711222  Priority application deadline date 31 March 2018  Apply on-line via [www.burnley.ac.uk](http://www.burnley.ac.uk) or via application form |

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| **Clitheroe Royal Grammar School Sixth Form**  Telephone: 01200 423118  Closing date for applications: 13 January 2018  Apply on-line from October [www.crgs.org.uk/sixth-form/](http://www.crgs.org.uk/sixth-form/)  Email: [sixthform@crgs.org.uk](mailto:sixthform@crgs.org.uk) |

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| **Craven College of Further Education and Sixth Form** Telephone: 01756 693859  Monday 29 January 2018 5.30 – 7.30 pm  Apply on-line via [www.craven-college.ac.uk](http://www.craven-college.ac.uk) or by application form, the earlier the better.  To book a campus tour, visit campuses and speak to tutors from areas of interest, call Marketing on 01756 707233 |

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| **Myerscough College of Further Education** Check website to see which sites are involved before going. [www.myerscough.ac.uk](http://www.myerscough.ac.uk)  24 February 2018 open event 9.30 am – 12.30 pm |

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| **Nelson & Colne College of Further Education and Sixth Form** Telephone: 01282 440209  Monday 5 February 2018 5.30 – 7.30 pm  [www.nelson.ac.uk](http://www.nelson.ac.uk) |

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| **Queen Elizabeth’s Grammar School Sixth Form Academy** Telephone: 01254 686307  Apply on-line: [www.qegsblackburn.com](http://www.qegsblackburn.com) |

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| **St Christopher’s High School Sixth Form** Telephone: 01254 232992  Deadline for applications usually December. [www.st-christophers.lancsngfl.ac.uk](http://www.st-christophers.lancsngfl.ac.uk) |

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| **St Mary’s College, Blackburn** Telephone: 01254 580464  Admission interviews (accompanied by a parent):  Apply on-line via [www.stmarysnlackburn.ac.uk](http://www.stmarysnlackburn.ac.uk) or via application form |

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| **St Wilfred’s Church of England High School Sixth Form** Telephone: 01254 604162  Open dates to be confirmed [www.saintwilfreds.co.uk/sixthform.htm](http://www.saintwilfreds.co.uk/sixthform.htm) |

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| **Thomas Whitham Sixth Form** Telephone: 01282 682272 Open dates to be confirmed. |

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| **Westholme School Sixth Form** Telephone: 01254 506070  It is also possible to apply for a place without a scholarship.  [www.westholmeschool.com](http://www.westholmeschool.com) Head of sixth form – Mrs Rachel Waldron Email: [Waldron@westholmeschool.com](mailto:Waldron@westholmeschool.com) |

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| **North Lancs Training Group (Apprenticeship providers)** Telephone: 01254 395355  Visit the website or ring them up – they will show you round at any time. |

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| **National Apprenticeship Site**  <http://www.apprenticeships.org.uk/>  National Apprenticeship week is usually around the beginning of March.  [www.nltg.co.uk](http://www.nltg.co.uk) |

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| **BAE Systems**  **C:\Users\jclark\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\CBK276IY\thumb-flying-plane-33.3-5959[1].gif**<http://www.baesystems.com/article/BAES156624/our-apprenticeship-schemes> |

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| **BT Apprenticeships** [www.bt.com/apprentices](http://www.bt.com/apprentices) |

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| **The Army** Apply early in year 11 as soon as you are 16: <http://www.army.mod.uk/>  **Royal Navy** Apply as soon as you are 16: <http://www.royalnavy.mod.uk/> |



**Application Forms**

It is good practice for you to photocopy your application form and write out a rough copy first.

If applying on-line, collect everything you need together before starting.

Make sure you read the instructions carefully. If you are asked to use a black pen make sure you use a black pen! A scruffy application form with errors and crossings out does not give a good impression. Check your spelling and grammar before you copy it out in clear handwriting on the original application form.

It is recommended that personal statements are sent with application forms. It strengthens your application and highlights your achievements.

Use ONE side of A4 paper, 3 – 5 paragraphs in a simple font size 12.

*Please see below an outline of a personal statement which you may use for guidance*:

1. **Your achievements in college**

Which subjects you are taking and why you chose them, prefect, house captain,   
 college team, helping at college events, trips, etc

2. **Your achievements out of college**

Which clubs you belong to, your hobbies, helping out at home, part-time jobs, church/   
 mosque, special achievements etc

3. **Your special skills**

IT skills – Word, Excel, Powerpoint, you can use a till, be a good listener, good   
 communicator, leadership qualities, motivator, helpful etc – and give examples

4. **Your career plan**

**Interview hints and tips**

**First impressions last –** greet your interviewer with a smile, firm handshake and eye contact.

**Be prepared** - Extra information such as an art / design portfolio if relevant will also help your application process; find out information from their website beforehand.

**Be confident –** listen carefully to the questions and answer properly. Don’t waffle – take your time to gather your thoughts. It is better to say that you need a moment to think about your answer rather than speak instantly and regret it.

**Why should you be on the course? –** all interviewers look for the right person for the course. Be ready to talk about your knowledge, experience, abilities and skills.

**Be positive –** your interviewer will be thinking about what it would be like to have you on their course, so won’t want to hear negative comments/ lack of enthusiasm. Interviewers like to see someone who enjoys a challenge and is enthusiastic.

**Body language –** it’s not what you say but how you say it. During the interview don’t slouch, lean back, fold your arms or look down. Sit upright, make eye contact, use your hands and lean forward when making a point.

**Develop rapport –** show energy, a sense of humour and **smile.**

**Clarify anything of which you are unsure –** if you are not certain what is meant by a particular question, say so.

**Remember your manners –** be polite at the interview: this will be noted and remembered. “Please” and “Thank you!”

**Questions you may be asked at interview**

**Tell me about yourself**This is a standard opening question used in many interviews; when you answer, think about the following: don’t be tempted to give a short response – use the time to introduce yourself in the best possible light. The interviewer is trying to figure you out professionally. Pick a couple of points about yourself in relation to what you want to do in the future. Include some impressive achievements – awards, competitions you have won, leading a team or a club, volunteering or charity work. The interviewer will NOT wish to know which games console you use and that you ‘hang around’ with your mates. Talk about how enthusiastic you are for the future.

**What are your estimated grades?**Take your estimated grades, last school report, target grades, mock exam results or already achieved grades to your interview. The interviewer will wish to see if you meet the entry requirements for the course you are applying for.

**Why do you want to do this course/apprenticeship/job?**Interviewers use this question to see if you have done your homework and thought about your future. Do you really want to do this? Your answer should reinforce why you are a good fit for the job/course/apprenticeship and convey enthusiasm for the role. You should mention the good match between your skills and what the role requires; your interest in the organisation; it being an exciting challenge for you.

**What are your strengths?**This is your chance to say what makes you stand out from the next person.  
Focus on what you know they are looking for; download details from the website and  
think about how your experience and skills will meet their requirements.

**What are your weaknesses?**Nobody is perfect and everyone can identify areas for improvement. However, when thinking about yours, make sure they are relevant to a professional context. Think about areas that you need to develop. Remember to acknowledge that improving on your ‘weaknesses’ is important to you and where possible, show how you are working to develop them. For example, you might be someone who is shy, but you purposefully make an effort to talk to people as you recognise this is an issue.

**What work experience have you done?**You may have a part-time job. You may discuss areas of this experience that you enjoyed and how much you learned. This will demonstrate to the interviewer that you have a good work ethic.

**Describe a problem you have faced and how you solved it**This is a tough question that is common in interviews. Interviewers are looking for your critical thinking skills and to see if you can find solutions.

**Where do you see yourself in 5 year’s time?**

Your interviewer might want to know how the job or apprenticeship you are going for fits in with your long-term plans. It’s okay if you haven’t worked out the next 20 years in your head – very few people have. However, you should have a general idea about what your interests are and what kinds of areas you would like to work in and even perhaps where you see yourself in the next few years. Tell the interviewer how the job and how their organisation fits in with these ideas – perhaps the organisation offers lots of opportunities for training and development which in time will help you progress.

**Do you have any questions?**

Most interviews will end with the interviewer asking you this. As a rule it is good to ask a question or two as it shows an interest. You may want to ask, if relevant –

What is the team like?

What’s the best thing about working here?

Or others as follows:

**Questions YOU may wish to ask at the interview**

**Which enhancement courses are available?  
(eg, volunteering projects, first aid, Duke of Edinburgh)**This tells the interviewer that you are interested in extra courses within the college/sixth form and want to have the opportunity to explore different activities.

**What is the dress code?**Different colleges and training providers and workplaces will have different views on appropriate dress wear. Different courses may require overalls or uniforms;  
 For example, motor vehicle engineering, hair dressing, catering.

**Is there a full induction onto the course and the college/the company?**Inductions onto courses/ job roles are always important, making  
sure health and safety issues are covered to ensure  
that your time spent at college/work/training is safe and enjoyable.

**What can this course /apprenticeship/job lead to?**It is important to know what options are available to you after the  
course/training so that you may know your progression route to reach your career goals.

**How am I assessed?**Will there be exams? When are the exams? Is the coursework assessed during the year or assessed at the end?

**May I contact you if I have further questions?**It is always good to end an interview with this question. It keeps the door open for future communication.

**When can I expect to hear your decision?**  
REMEMBER:

* Always say please and thank you
* Look as smart as possible
* Make eye contact with your interviewer
* RELAX – nerves are understandable, be yourself.

DO NOT:

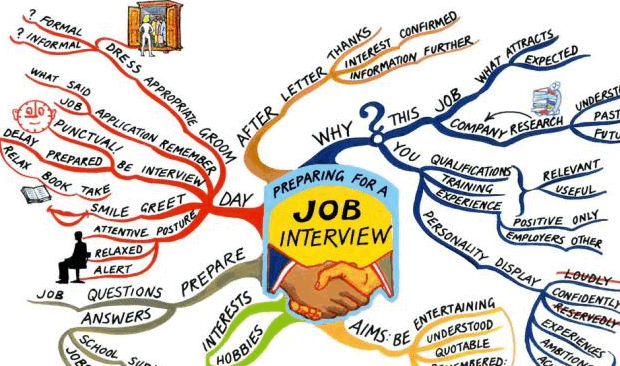
* Ask the interviewer how they think the interview went; you will not get immediate feedback and it will not reflect well on you

**What do employers say?**

As part of research conducted by the Chartered Institute of Personnel and Development (CIPD), employers said that they noticed the following things when they asked young people questions during interviews:

* Problems with offering real-life examples of their skills to show suitability for the role
* Young people find it difficult to translate educational/personal experience into workplace scenarios without assistance/encouragement
* Young people seeming ‘blasé’ or not interested/motivated in an interview
* Unable to answer why they want the job and what they want to do.
* Not able to think beyond the immediate opportunity to their career pathways and futures.
* A lack of understanding about the organisation they are interviewing with

However, if you take the time ahead of your interview to research the organisation and think about your answers to the questions above, then you are headed in the right direction and will be more likely to impress your interviewer. (Inspiring the future 2015) [www.inspiringthefuture.org](http://www.inspiringthefuture.org)

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**Money Matters**

There have been many recent changes in funding for people studying. The latest links are below: keep an eye on the national press for updates.

<http://www.direct.gov.uk/en/EducationAndLearning/14Tto19/MoneyToLearn/ExtraHelp/index.htm>

<http://practioners.studentfinanceengland.co.uk/portal/page>

<http://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes>

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

**Useful Websites**

National Careers Service <https://nationalcareersservice.direct.gov.uk>

Apprenticeships <https://www.getingofar.gov.uk/> for latest news and information

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) all current apprenticeships/apply

Start Profile [www.startprofile.com](http://www.startprofile.com) support for making decisions about your future

Career ideas [www.icould.com](http://www.icould.com) provides career inspiration and free access to over 1000 personal video stories, detailed job information, practical tips and advice.

Course ideas [www.bestcourse4me.com](http://www.bestcourse4me.com) helps you explore career and study options; links what you study, what you earn and the jobs you can get.

Career ideas [www.plotr.co.uk](http://www.plotr.co.uk) can help you discover your future and guide you to careers you could be great at.

Volunteering [www.do-it.org.uk](http://www.do-it.org.uk) the UK’s national volunteering database, makes it easy to volunteer in your community

Volunteering – hospitals   
[www.nhscareers.nhs.uk/working-in-the-nhs/joining-the-nhs/volunteering-in-the-nhs/](http://www.nhscareers.nhs.uk/working-in-the-nhs/joining-the-nhs/volunteering-in-the-nhs/)   
[www.lancsteachinghospitals.nhs.uk/volunteers](http://www.lancsteachinghospitals.nhs.uk/volunteers)

St John’s Ambulance volunteering [www.sja.org.uk/sja/young-people.aspx](http://www.sja.org.uk/sja/young-people.aspx)

Higher Education

UCAS [www.ucas.com](http://www.ucas.com) useful information on options post 16 and post 18, also degree courses and entry requirements.

Degree subjects [www.prospects.ac.uk](http://www.prospects.ac.uk) information on where your degree might take you and career opportunities.

Higher Education information <http://university.which.co.uk/> university options and finance and other information.

**Training Providers and Employers offering Apprenticeships and Traineeships**

3aaa – 0844 504 3174 - [www.3aaa.co.uk](http://www.3aaa.co.uk)

British Army – [www.army.mod.uk](http://www.army.mod.uk)   
Royal Air Force – [www.raf.mod.uk](http://www.raf.mod.uk)  
Royal Navy – [www.royalnavy.mod.uk](http://www.royalnavy.mod.uk)

Calico – 01282 686420 – [www.calico.org.uk](http://www.calico.org.uk)

Just Childcare – 0161 320 2750 – [www.justchildcare.co.uk](http://www.justchildcare.co.uk)

LCC Employment Support Team – 01772 530505 – [www.lancashire.gov.uk/apprenticeships.aspx](http://www.lancashire.gov.uk/apprenticeships.aspx)

North Lancs Training Group – 0800 7312455 [www.nltg.co.uk](http://www.nltg.co.uk)   
QA Apprenticeships – 0345 074 7825 – [www.apprenticeships.qa.com](http://www.apprenticeships.qa.com)   
Remit – [www.remit.co.uk](http://www.remit.co.uk)

Training 2000 Ltd – 08456042000 [www.t2k.org.uk](http://www.t2k.org.uk)

**Career Checklist**

Autumn Term 2018

|  |  |
| --- | --- |
|  | TICK |
| If you haven’t already, find out about the careers that interest you. Research and check all the entry requirements. |  |
| Pick up a prospectus from school and read through your course options. |  |
| Attend all the open evenings at the colleges that interest you. |  |
| Attend the school careers event (if scheduled) |  |
| Attend your careers guidance interview in school to look at your options and gain further advice and help about the future. You can prepare for this interview by registering with kudos and answering all the questions. |  |
| If you’re thinking about university after college, then research the courses and check the entry requirements. [www.ucas.com](http://www.ucas.com) |  |
| If you are considering an apprenticeship then visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) and register to apply for vacancies. |  |
| Check application deadlines – there may be some this term! |  |
| If you still don’t have a firm career idea then think about how you can keep your future options open |  |
| Begin work on your CV and personal statement. |  |

Spring Term 2019

|  |  |
| --- | --- |
| Have a back-up plan – it’s okay to apply for more than one college! If you are considering an apprenticeship – always apply for full time college as a back-up as well. |  |
| Prepare for interviews that you might have arranged. |  |
| If you are still unsure – don’t panic! Speak to your House Leader, iD teacher or your careers adviser in school – Geoff Roberts. |  |
| If you are considering an apprenticeship then this term is key for applications – check closing dates for some organisations and start to apply for others. |  |

Summer Term 2019

|  |  |
| --- | --- |
| If you are still unsure about your plans speak to Geoff Roberts, Careers Adviser, or Mrs Hudson, your iD teacher or House Leader. |  |
| Make sure you confirm your acceptance of any places that are offered to you. |  |
| Think about work experience and voluntary work during the summer holidays. Visit [www.do-it.org](http://www.do-it.org) for local volunteering opportunities |  |



**Personal Statement**

Your personal statement is an opportunity for you to demonstrate to your chosen college why you think you would be a good student for the course.

It is your chance to show the college what you can offer and what you’re aiming for in your future career.

Your personal statement should be no longer than one side of A4.

You should start your statement with a brief introduction about yourself, who you are, what you are doing at the moment and what your career aspirations are.

You should then include more detailed information that answers some of the following:

* Why have you chosen the course?
* How have you developed your subjects/interests outside of school? Have you completed any research about the course/career area you are interested in?
* What do you think you will find most interesting about the course that you plan to study?
* Have you undertaken any work experience/voluntary or part time work? What skills did you develop? (eg communication/IT/decision making). How might these skills help you in your chosen course/career?
* What did the experience involve and what did you learn that might help you on the course?
* How might you use what you have learnt in your studies?
* What are your social, sports or leisure activities?
* Have you held any positions of responsibility in school? Peer mentor etc
* What are you proud of? (personal achievements etc). What did you achieve and how have these achievements helped you to develop your skills and abilities?
* Have you attended any additional activities through school eg summer schools, clubs etc
* What are your career plans for when you finish college?
* What are your future plans?

**Hints for CV writing**

Writing your first CV can seem difficult at first. It is your opportunity to show a potential employer that you have the right skills, abilities and experiences to join their organisation.

Your CV should be a maximum of two sides of A4 long. It is more about quality than quantity, an employer doesn’t have the time to read through lots of information so it must be clear and concise.

The font must be no smaller than 10 and always check spelling and grammar before sending your CV to employers.

The layout should be simple and easy to read – see attached example.

What you must include in your CV

**Contact details:**

Your full name should be at the top of the page with your full address including postcode. Include your home phone number along with any mobile number, email etc.

If you are including an email address make sure it is appropriate (using an email address such as [ilovechocolate@email.co.uk](mailto:ilovechocolate@email.co.uk) is not appropriate and employers are likely to ignore your CV). Try creating an email address using your name eg [Robert.Smith@email.co.uk](mailto:Robert.Smith@email.co.uk) .

**Profile:**

This is the most important part of your CV. It is your chance to tell the employer about yourself and why you would be a perfect match for their organisation. You can write a short paragraph about yourself or use bullet points to highlight your skills and personal qualities.

Always ask someone to check it for you and then they can advise you of anything you may have missed out.

**Education and Training:**

This is the part in which you will list your education and qualifications with dates and where you studied. Start with the most recent at the top.

You can put your predicted grades in this section and the date you will take your exams.

You can also include any additional training that you might have completed at school or outside of school through any voluntary opportunities. For example First Aid, Food Hygiene certificate etc.

**Work and voluntary experience:**

List your most recent job, work experience or voluntary work first. This also includes any part time jobs you might have had outside of school, babysitting etc.

You must also include your main responsibilities and the dates when you were there.

Don’t worry if you have little or no work experience you can use other ways to show the employer that you are the best person for the job. Think about school – any clubs or groups you have been part of and what your responsibilities were. Have you taken part in any events, open evenings etc.

Think about outside of school – any youth groups you might attend, army cadets and other voluntary work.

**Key skills and achievements:**

List any achievements that are relevant to the job that you are applying for. For example, if you have won any prizes in school for a particular project or raised any money for charity through an event. You don’t need to include everything – just key achievements!

If you don’t have any achievements you can just make a short list of some of the skills you have developed whilst at school and how you have developed them.

**Interest and hobbies:**

Make sure you include genuine interests and hobbies as you may be asked about them. Include any hobbies that are relevant to the job that you are applying for.

**References:**

They are not required on your CV so it is fine to say ‘references available on request’. You can however, think about whom you might use as a referee if you are asked for interview – this can be a teacher.