CAREER PATHWAY ADVICE FOR YEAR 11 STUDENTS ACROSS WORCESTERSHIRE

CHOICES

KEEP IN TOUCH:

INSIDE:

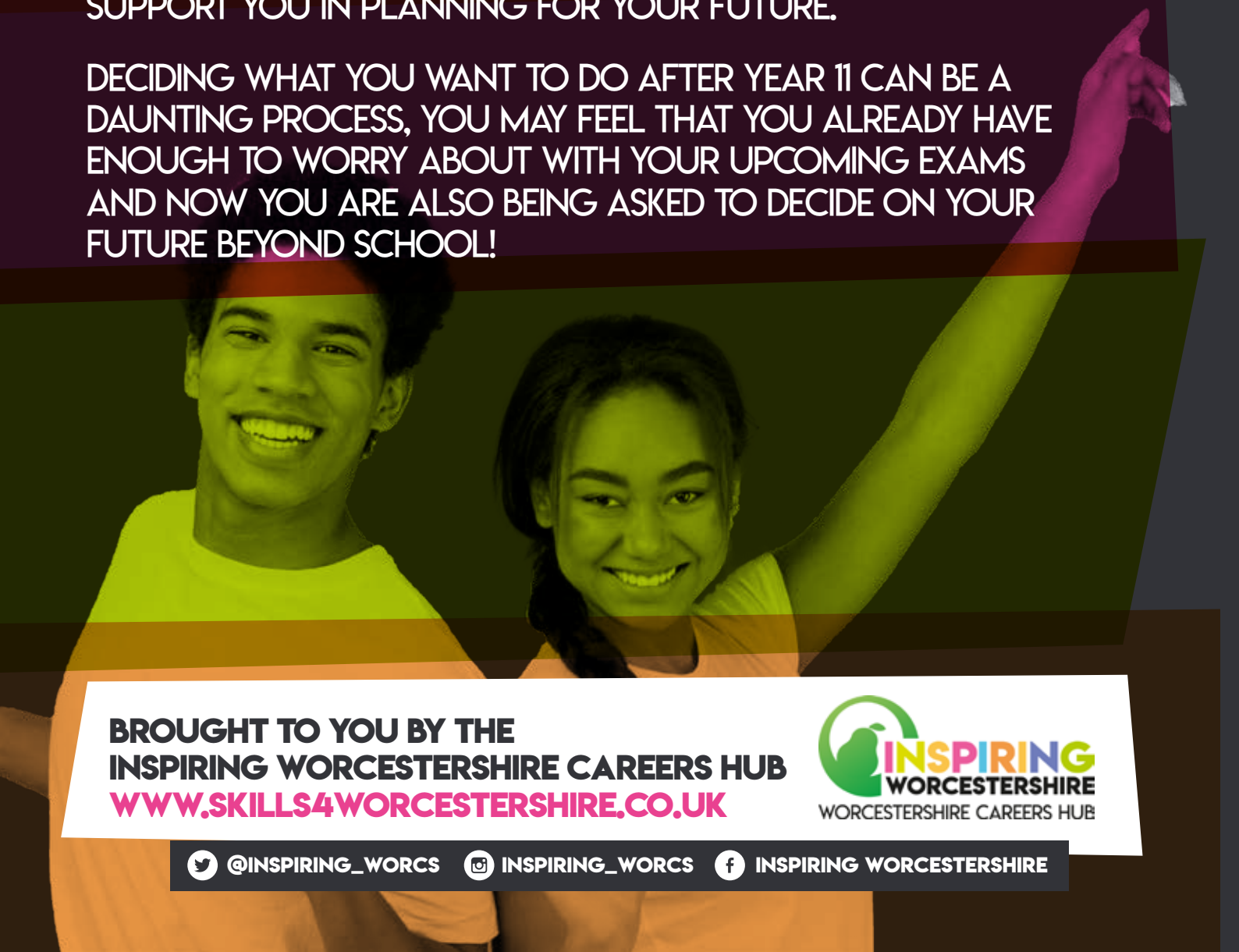
- MAKE INFORMED CHOICES ABOUT YOUR FUTURE
- EXPLORING YOUR POST 16 PATHWAY OPTIONS
- FIND AND APPLY FOR OPPORTUNITIES
- USEFUL HINTS AND TIPS
- COMPLETE CAREERS RELATED TASKS AND ACTIVITIES

WELCOME TO CHOICES

SUPPORTING YEAR 11 STUDENTS ACROSS WORCESTERSHIRE TO UNDERSTAND THEIR CAREER CHOICES.

WELCOME TO CHOICES, THIS BOOKLET WILL HELP YOU TO UNDERSTAND ALL OF THE CAREER CHOICES AND OPPORTUNITIES YOU HAVE AVAILABLE TO YOU ACROSS WORCESTERSHIRE AND SUPPORT YOU IN PLANNING FOR YOUR FUTURE.

DECIDING WHAT YOU WANT TO DO AFTER YEAR 11 CAN BE A DAUNTING PROCESS, YOU MAY FEEL THAT YOU ALREADY HAVE ENOUGH TO WORRY ABOUT WITH YOUR UPCOMING EXAMS AND NOW YOU ARE ALSO BEING ASKED TO DECIDE ON YOUR FUTURE BEYOND SCHOOL!



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ABOUT US...

WHO ARE WE?

The Inspiring Worcestershire Careers Hub is part of a national initiative led by the Careers and Enterprise Company to support the delivery of high-quality careers education within educational establishments across Worcestershire.

WHAT DO WE DO?

Our aim is to ensure that through our work with educational establishments across Worcestershire that every young person receives the information, advice and guidance they need to ensure they are fully prepared to enter the world of work.

WHY DO WE DO IT?

If young people across Worcestershire fail to receive high-quality careers guidance it is highly likely they will not undertake a career pathway that is right for them.

Failure to provide young people with high-quality careers guidance will also have a negative impact on the future workforce available to Worcestershire employers.

If Worcestershire's economy is to continue to grow then it is vital that they have a pipeline of young people who hold the right skills, qualifications and experience that employers are looking for. Providing this pipeline of young people to employers will ensure that they are able to replace employees quickly and efficiently but also ensures that young people do not feel the need to travel outside of Worcestershire to secure employment.

BUT I HAVE NO IDEA WHAT I WANT TO DO!

DON'T WORRY! IT IS COMMON FOR YOUNG PEOPLE TO BE UNSURE ABOUT WHERE THEY SEE THEMSELVES IN THE FUTURE, ESPECIALLY WHEN ASKED WHAT JOB THEY SEE THEMSELVES DOING. YOU ARE NOT ON YOUR OWN IN FEELING CONFUSED.

The 'Choices' career booklet is full of information, support and guidance to help you choose your next steps. To make the most of this magazine, start at the beginning and work your way through all of the contents. The careers calendar is here to highlight when you need to complete certain steps to ensure you are on the right track, this will also help you to create your own careers plan.

Having your own solid careers plan is important because it provides a roadmap for your future, something to look forward to and more importantly work towards.

These activities help you to make informed choices that will benefit your future career and keep you inspired throughout your time in education.

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LET'S GET STARTED!

CAREERS CALENDAR

THIS CAREERS CALENDAR WILL PROVIDE YOU WITH THE GUIDANCE YOU NEED TO COMPLETE CERTAIN CAREERS RELATED TASKS AND ACTIVITIES THROUGHOUT THE ACADEMIC YEAR.

SEPTEMBER TO DECEMBER

- WHERE TO START
- RESEARCH TIPS
- UNDERSTANDING QUALIFICATIONS
- UNDERSTANDING YOUR OPTIONS

JANUARY TO MARCH

- THINKING AHEAD
- YOUR SKILLS
- FINDING OPPORTUNITIES
- APPLYING FOR OPPORTUNITIES
- GETTING READY

APRIL TO AUGUST

- REVISION PLAN
- MANAGING STRESS
- WORK EXPERIENCE
- VOLUNTEERING
- KEEP IN TOUCH
- HAVE A BREAK

WHERE TO START?

Before you start exploring your options and making decisions on what you are going to do next, you may find yourself in a position where you have no idea where to even start.

DON'T KNOW WHAT YOU WANT TO DO?

NOT SURE WHAT JOB YOU SEE YOURSELF IN WHEN YOU ARE OLDER?

NO IDEA?

DON'T PANIC!

Always remember... There is an option to suit everyone, regardless of what you have achieved so far, and you are not alone.

WHAT DO YOU NEED TO KNOW?

The law has now changed, this means that you must participate in further education or training until you are 18.

You have three main options:

- to study full-time in a school or college
- to do an apprenticeship or traineeship
- to get into full-time employment or volunteering (more than 20 hours a week) but this must be combined with part-time study or training.

You have already made a lot of difficult decisions about your future throughout your time in education, remember how confusing choosing your KS4 options was?

Well you did it!

Don't forget that there are a lot of people around you who can help you make your next choices, talk to family, friends and teachers and ask for their advice. Your school will also have a designated Careers Lead, if you don't already know, find out who this person is and ask them for support.

The choices you make during this academic year will steer the way your career goes for your next steps, but, a career is a lifelong journey and it is likely that during your working life, you will experience many different job roles.

If you have your heart set on a job role right now, that's great! But the world of work is always changing and the choices you make now, do not mean that you won't be able to change career direction in the future, so don't put too much pressure on yourself to get it perfect straight away... hardly anybody does!

TOP TIP:

Careers quizzes can be fun to complete and get you thinking about job roles you may never have even considered before; they will provide you with ideas that you can explore further.

The buzz quiz is a fun, short quiz which analyses your personality to see which job roles and industries might suit you. https://icould.com/buzz-quiz/

SO, WHAT KIND OF RESEARCH SHOULD YOU BE DOING?

Well, this is really going to depend on what it is that interests you, what you like doing and what motivates you. Use the following activity to begin thinking about this, then move onto the research section of the magazine.

WHO AM I?

Answer the questions below in the boxes provided.

I LIKE DOING:

I AM GOOD AT:

MY FAVOURITE LESSONS ARE:

I LEARN BEST BY:

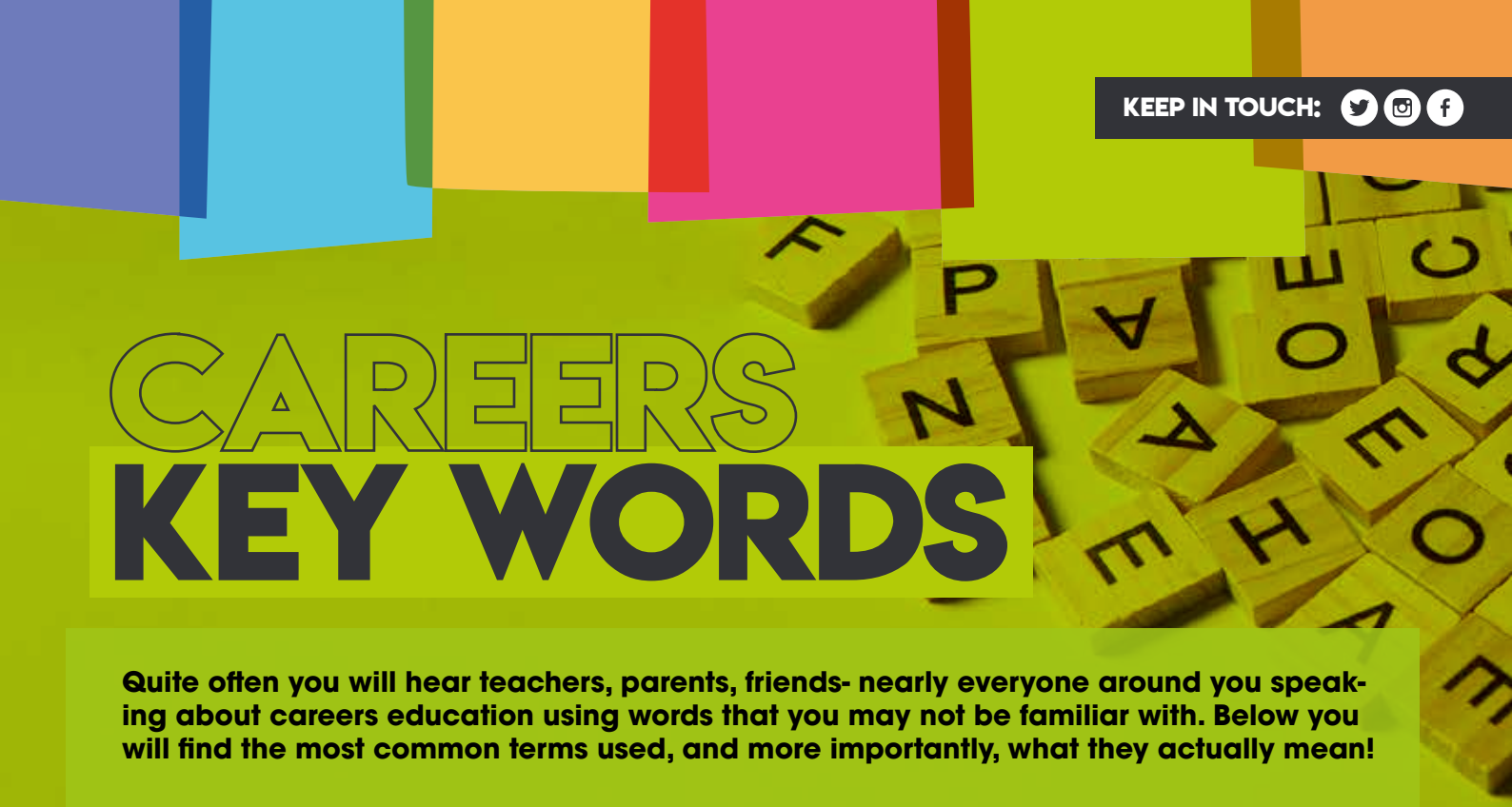
I DO NOT LIKE:

THE SKILLS I HAVE ARE:

MY DREAM CAREER IS:

IN 5 YEARS, I WOULD LIKE TO BE:

I SHOULD RESEARCH OPPORTUNITIES THAT:



CAREERS KEY WORDS

Quite often you will hear teachers, parents, friends- nearly everyone around you speaking about careers education using words that you may not be familiar with. Below you will find the most common terms used, and more importantly, what they actually mean!

'A' LEVELS

'A' levels are a qualification that is completed in 6th form or college, following the completion of GCSE's. Usually A levels are studied and taken in years 12 and 13. These are level 3 qualifications.

APPRENTICESHIP

An apprenticeship is when you continue your education training while having a job, you are working which means you get paid to gain your qualification. Apprenticeships can be studied from level 2 right up to level 7. You can find out more about apprenticeships here worcsapprenticeships.org.uk

CAREER

A career is what you will have once you have finished education and started working. A career is the work a person chooses to do through life.

CAREERS ADVISER

A Careers Adviser is a qualified person who can help you make decisions by giving you advice and guidance to support you with choosing your future career.

COLLEGE OF FURTHER EDUCATION

A FE college is for students over the age of 16 and usually mainly offers vocational qualifications but sometimes, A levels and professional qualifications can also be studied.

CURRICULUM VITAE (C.V.)

A CV is a document which details your personal information, academic achievements and work history. Employers often want to see your CV when you apply for a job.

DEGREE

An academic degree is a qualification awarded to students upon successful completion of a course of study in higher education, usually at a college or university. Degrees are studied at level 6, a master's degree is studied at level 7 and can be studied following the completion of a level 6 degree.

EMPLOYABILITY SKILLS

Employability skills are the skills that employers look for when they are searching for someone to do a job. Skills may differ depending on the career that you are interested in, but all employers will want their employees to have certain skills which include: honesty, time management, good communication and reliability.

FURTHER EDUCATION

Further Education (FE) refers to educational study for young people who are over the age of 16. Everyone must study FE until they are 18. This can be 'A' levels, a vocational qualification or an apprenticeship.

GCSES

GCSE stands for General Certificate of Secondary Education. These are national exams taken in Year 11.

HIGHER EDUCATION

Higher Education is academic education after the age of 18. This includes University.

STEM

STEM stands for Science (Biology, Chemistry and Physics), Technology, Engineering and Maths. STEM is usually used when talking about careers in engineering, construction and manufacturing.

TRAINEESHIP

A traineeship is a course with work experience that gets a young person ready for work or an apprenticeship. It can last up to 6 months and upon completion can lead to an apprenticeship.

VOCATIONAL QUALIFICATIONS

Vocational qualifications are practical qualifications that relate to a specific job or career sector. Unlike more academic courses like A-levels, they combine a mix of theory and practical learning and you'll probably do some work experience too.

UNIVERSITY

A university is a large education provider, where students can both study for a degree and do research. A student must finish secondary school before attending a university. Universities offer several levels of degrees. This can be Higher National Diplomas (HNDs), undergraduate degrees (BA/BSc etc.), postgraduate degrees, also known as masters (MA/MSc etc.) and doctorates. You need certain qualifications to attend university. You can find out more here www.ucas.com/what-are-my-options/thinking-about-uni

KEEP IN TOUCH:

VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL

- INFORMATION ABOUT EMPLOYERS IN WORCESTERSHIRE
- SUPPORT FOR SCHOOLS
- WORCESTERSHIRE'S LABOUR MARKET INFORMATION
- SUPPORT FOR YOUNG PEOPLE
- CAREERS ADVICE
- CAREERS EVENTS
- INTERVIEW TIPS
- SUPPORT FOR PARENTS
- CAREER PATHWAYS

WWW.SKILLS4WORCESTERSHIRE.CO.UK

RESEARCHING YOUR OPTIONS

RESEARCH TIPS:

From September to December is your chance to research your next steps.

Research is an essential part of selecting your post 16 choices, it is the only way that you can really understand all of the different options that are available to you and make sure you know everything you need to and are well prepared for when you need to start applying for positions.

Make sure you cover all of the following points and you can be confident you have conducted as much research as possible.

Use this checklist to tick off the activities for this term as you complete them:

- [ ] Complete all of the tasks within this section
- [ ] Talk to your careers lead or careers adviser in school to discuss local opportunities and gather more information (they are the experts)!
- [ ] Speak to Worcestershire Apprenticeships to find out more about apprenticeships and the opportunities locally https://worcsapprenticeships.org.uk/
- [ ] Go to open days and open evenings at local colleges and 6th forms to find out more about what they offer.
- [ ] If your school has a 6th form, speak to the head of 6th form to find out more about what they offer.
- [ ] Research the 3 colleges and sixth form college in Worcestershire.
- [ ] Discuss your thoughts and feelings with your family and friends to receive advice and support.
- [ ] Engage with as many employers as you can, it is likely your school will hold events where employers will visit your school. Take this opportunity to ask questions and find out more about their industry.
- [ ] Try out the job role you are interested in beforehand, look to volunteer or find some work experience in that field to get a taste of the job.
- [ ] Get to know your local labour market (page 26) can you do the job you want to local to where you live? Or are you going to have to move to a different district or county? It is important you consider this.
- [ ] Ask lots of questions to everyone and anyone you can – it is always helpful to learn from other people's experiences.

RESEARCHING YOUR OPTIONS

Choosing what to do when you finish year 11 means you need to think about what you would like to study when you leave school. It can be confusing to make this decision if you aren't sure what all of the different qualifications and levels available mean.

Up until now, you have probably mainly taken qualifications chosen for you by your school.

Now you have more choice — you have the opportunity to make choices about your own learning and the qualifications that go with it. This can influence your options for future education or employment.

WHY ARE QUALIFICATIONS IMPORTANT?

Qualifications are your way of gaining more opportunities in education and work. You should take your qualifications seriously because:

1. They give you a greater choice of jobs to choose from (some jobs require certain levels of qualifications; this is important to consider when deciding on your future career and making your post 16 choices).
2. People with qualifications earn more in their lifetime than those who don't have qualifications.
3. Qualifications prove to potential employers that you have what it takes to do the job and are willing to learn.
4. Gaining qualifications boosts your confidence and gives you the motivation to continue learning and studying.

WHAT ARE YOUR QUALIFICATION OPTIONS?

- **Academic** – studied at school/college and can lead to university, an apprenticeship or a job.
- **Applied General** – studied at college/school and can lead to university, an apprenticeship or a job.
- **Tech levels** – studied at college or in an apprenticeship and can make you job ready or lead to university.
- **Occupational** – taken in an apprenticeship or work and can be described as on the job training.

UNDERSTANDING QUALIFICATIONS

SO YOU KNOW WHICH QUALIFICATION TO DO, BUT, WHAT ARE THE LEVELS?

There are not only different qualifications for you to choose to take but different levels of qualifications and this relates to how hard that qualification is to complete. The higher the level, the harder the qualification. In total, there are nine levels of qualifications. When you finish school, it is important that you work to a level that best suits you, trying to achieve too much too soon is likely to make it harder for yourself and de-motivate you from completing your studies. Once you have gained a certain level of qualification, you can then move on to the next level.

Top Tip: when deciding what level to study after year 11, make sure you consider what level you are currently working at, the requirements of the job you want to do and how long it will take you to complete that level.

If you aren't sure what the different levels mean, here is a handy overview of the first 4 levels. You will begin to study one of these levels when you leave school and the table can help you to understand which level you are currently studying at.

TOP TIP:

Top Tip: If you aren't sure which qualification is right for you, take the quiz https://www.ucas.com/further-education/post-16-qualifications/what-qualifications-are-there-16-18-year-olds and discover which ones best suit you as an individual.

QUALIFICATION LEVELS EXPLAINED:

LEVEL 4:
LEVEL 4 QUALIFICATION

Degree, Foundation Degree, HNC or HND, NVQ Level 4/5

FULL LEVEL 3:
MINIMUM 2 X A-LEVELS

NVQ Level 3, BTEC Awards, Certificates & Diplomas at Level 3, BTEC Extended Diplomas, OCR Nationals, Cambridge Technicals Level 3

FULL LEVEL 2:
5 X GCSE'S A*-C OR GRADE 4-9

NVQ Level 2, BTEC First Diploma, Functional Skills Level 2, OCR Nationals, Cambridge Technicals Level 2

LEVEL 1:
GCSE'S D-G

NVQ Level 1, Introduction Diploma, Certificate, Cache Diploma, Skills for Working Life, Functional Skills Level 1, OCR Nationals/Foundation

ENTRY LEVEL:
1, 2 OR 3

Entry Level Awards, Certificates and Diplomas, Functional Skills at Entry Level

UNDERSTANDING QUALIFICATIONS

EACH POST 16 EDUCATION PROVIDER OFFERS A DIFFERENT TYPE OF LEARNING EXPERIENCE AND DIFFERENT QUALIFICATIONS. THEREFORE, IT IS IMPORTANT YOU UNDERSTAND ALL OF THE DIFFERENT PATHWAYS AND WHAT THEY ENTAIL TO ENSURE YOU PICK THE ROUTE THAT IS BEST FOR YOU.

FULL-TIME EDUCATION OPTIONS FOR WHEN YOU LEAVE YEAR 11...

SCHOOL SIXTH FORM

If you attend a school that has a sixth form, you should consider that as an option, you already know the place, the people and the teachers so it can be a lot less daunting. However, you can also apply to sixth forms at different schools. Make sure you speak to the head of sixth form at the school you currently attend, as well as attending open days for others so you can make the best decision for yourself based on what they can offer.

SIXTH FORM COLLEGE

Enrolling at a sixth form college gives you the opportunity to have a fresh start, meet new people, experience a different environment and meet new teachers and support systems. Sixth form colleges are usually bigger than school sixth forms, so the choice of subjects and courses is usually bigger too.

To find out more about the sixth form in Worcestershire, click here.

FURTHER EDUCATION COLLEGE (FE COLLEGE)

Moving away from your school and studying at a college is a completely different experience. Further education colleges are very large with lots of students of all different ages studying full and part-time courses. Colleges offer a wide range of subjects, courses and facilities, so if you are interested in attending college, you should visit their open days to find out more about what is on offer and view the environment you would be working in.

To find out more about the colleges in Worcestershire (Heart of Worcestershire College, Kidderminster College, WCG) click here.

TOP TIP:

If you are looking to go to university in the future, check the entry requirements of the course you would like to study before you make your post-16 option www.ucas.com

UNDERSTANDING QUALIFICATIONS

SPECIALIST COLLEGE

Some students attend specialist colleges. These are colleges usually outside of the local area and may mean moving away from home. Specialist colleges offer a range of courses, including courses for young people with disabilities or learning difficulties.

To find out more about specialist colleges, click here.

T LEVELS

T Levels are new courses which follow GCSEs and are equivalent to 3 'A' levels. These 2-year courses, which launched in September 2020, have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study.

T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). There are a range of different subjects that T Levels can be studied in but these courses will become available at different times over the next few years. If you would like to find your nearest T Level educational provider, click here.

APPRENTICESHIPS

If you choose to take the apprenticeship option, you will work and earn money at the same time as you are learning and gaining your qualification. An apprenticeship combines hands-on training in the workplace with off-the-job training at a local college or training provider. You must be over 16, living in England and have finished school to be able to start an apprenticeship. There are different levels of apprenticeships and the entry requirements vary depending on the vacancy you apply for. There are 100's of different types of apprenticeship vacancies in almost every type of industry and job role and all pay at least the national minimum wage for apprentices.

In Worcestershire we have an apprenticeship service (Worcestershire Apprenticeships) who can provide you with free information and support and who can also help you find and apply for a vacancy. Visit: www.worcsapprenticeships.org.uk

Don't forget- it is advisable that if you want to do an apprenticeship you start looking and applying for vacancies in the spring term of year 11, even though you can't officially start until you finish school in June.

APPRENTICESHIPS RESEARCH ACTIVITY

Have you heard of an apprenticeship but are not sure if it is the right route for you? Are you unsure about whether you are ready for employment?

Don't worry! It is important to know all of your options and have explored all of the possibilities before you make a decision on your future pathway.

TASK 1

KNOW THE FACTS...

In the table below create a list of the pros and cons of studying an apprenticeship.

Think about earning potential, how employable you'd be, money, lifestyle, whether your future job requires it, life experiences, skill building, learning style, any personal considerations etc.

DID YOU KNOW?

Worcestershire has its very own Apprenticeship Service. Worcestershire Apprenticeships are a free service who can provide you with information, advice and guidance, refer you to training providers and match you with live apprenticeship vacancies!
https://worcsapprenticeships.org.uk/

Make sure you consider the following by visiting these websites:

> What is an Apprenticeship?
> Benefits of studying an Apprenticeship
> Pros and cons of studying an Apprenticeship
> Apprenticeships v University

PROS	CONS

TASK 2

APPRENTICESHIPS...

Can you research and create a list of Apprenticeships that interest you in the box?

Using the internet try and explore as many apprenticeships as possible. We have created a list of useful links below.

The following websites can help you with your search:

> Apprenticeships Hub
> Government Site
> Worcestershire Apprenticeships

Don't forget!
When searching for apprenticeship vacancies, you need to ensure you are looking for the right level.

NAME	LEVEL	EQUIVALENT EDUCATION LEVEL
Intermediate	2	GCSE
Advanced	3	A Level
Higher and above	4, 5, 6 and 7	Foundation Degree
Degree	6 and 7	Bachelor's or Master's

If you have any questions or are unsure of any of your findings, give Worcestershire Apprenticeships a call on their free phone line 0300 666 3 666 or email them at info@worcsapprenticeships.org.uk to receive impartial support and advice on anything apprenticeship related.

TOP TIP:

Remember when looking at the apprenticeship vacancies to read the job descriptions, you may find you like the sound of a job role you had never considered!

THE WORCESTERSHIRE APPRENTICESHIP HUB

LOOKING FOR A GREAT WAY TO START YOUR CAREER?

WANT TO LEARN ON THE JOB, GAIN EXPERIENCE AND QUALIFICATIONS WHILST ALSO EARNING MONEY?

THE ANSWER MAY BE AN APPRENTICESHIP...

HOW WE CAN HELP...

- One to one advice and guidance
- Explaining all about how apprenticeships work
- Help in producing a CV
- Support in searching for vacancies and completing the online application
- Applying for vacancies and setting up alerts
- Preparing for the interview
- Understanding the role of the training provider and employer
- Other options if you can't get an apprenticeship just yet

GET IN TOUCH...

worcsapprenticeships.org.uk

@worcsapprentice

/worcsapprenticeships

0300 666 3 666

WA.
WORCESTERSHIRE APPRENTICESHIPS

RESEARCHING YOUR OPTIONS

RESEARCH QUESTIONS:

You are coming to the end of the research section and hopefully by now you have more of an understanding of what you want to do when you leave school, what qualification you want to study and where you would like to study it. Before you move on to the next section, take a minute to ensure you have all the answers to the following questions.

1. **Accessibility:**
   What do I want to study?
   Where can I study this?
   When can I apply?
   When is the closing date?

2. **Entry Requirements:**
   What qualifications, skills and experiences do I need to be able to do this?
   Are there any limitations?

3. **Time:**
   How long will this take me to complete?
   How many hours a week will this take?
   Am I committed to achieving this qualification?

4. **Money:**
   Will I need to pay for anything?
   Will I need to travel?
   Can I get any financial support?

5. **Outcomes:**
   What qualifications and skills will I gain from doing this?
   Does this help me move closer to my career goal?
   Is this definitely the right option for me?

6. **You:**
   Am I doing this because it is what I want?
   Will I have fun and enjoy doing this?

RESEARCHING YOUR OPTIONS

WHAT ARE YOU THINKING?

The career I would like to undertake is:

I am now interested in studying:

What is the best pathway option for me?

☐ 6th Form ☐ College ☐ Apprenticeship

I am definitely not interested in studying:

I don't think this pathway option is for me:

☐ 6th Form ☐ College ☐ Apprenticeship

I need to obtain the following qualifications:

RESEARCHING YOUR OPTIONS

USING THIS PAGE, WE SUGGEST YOU MAKE SOME LISTS HIGHLIGHTING THE THINGS THAT WILL HELP YOU REMAIN FOCUSSED ON YOUR CAREER GOALS.

THESE LISTS WILL HELP YOU REMEMBER THE THINGS YOU NEED TO DO, WHEN YOU NEED TO DO THEM BY AND IF YOU NEED TO SEEK ANY FURTHER ADVICE OR GUIDANCE REGARDING THE THINGS YOU STILL AREN'T SURE ABOUT.

IF YOU RUN OUT OF ROOM THEN CREATE YOUR OWN LIST AND ADD THIS

MY TO DO LIST...

ACTIVITY NAME	WHAT DO I NEED TO DO?	DATE NEEDED

RESEARCHING YOUR OPTIONS

ACTIVITY NAME	WHAT DO I NEED TO DO?	DATE NEEDED

THINGS I NEED HELP WITH

CONCERN/CHALLENGE	WHO SHOULD I SPEAK TO?	DATE NEEDED

CAREERS WORCS

ARE YOU AGED 16 – 24?
AND NOT SECURED A PLACE IN EDUCATION, TRAINING OR APPRENTICESHIPS FOR SEPTEMBER?
NEED HELP TO UNDERSTAND YOUR NEXT STEPS?

- Support for 16 – 24 year olds looking for education or training choices
- Information on next steps in sixth form and sixth form colleges in Worcestershire
- Information on Apprenticeships and support with applications
- Information on finding and accessing full time courses at colleges
- Information about University choices and the process for year 13s
- Support to access English and maths support

Supporting Worcestershire's young people aged 16 - 24 to understand their next steps. Helping them to make informed careers decisions about education next steps for September, including current year 11 and year 13 students.

Speak to a qualified Careers and employment adviser at Worcestershire Youth Hub at the Hive, Worcester. This is a drop-in facility or complete the online booking form to book a 1:1 session

CONTACT THE TEAM OF QUALIFIED ADVISORS NOW
CALL 0300 666 3 666 OR EMAIL CAREERSWORCS@WORCESTERSHIRE.GOV.UK TO START YOUR JOURNEY.

FOR MORE CAREERS INFO VISIT WWW.SKILLS4WORCESTERSHIRE.CO.UK

INSPIRING WORCESTERSHIRE
CREATING OUR FUTURE WORKFORCE

European Union
European Social Fund

Worcestershire Local Enterprise Partnership

THE CAREERS & ENTERPRISE COMPANY

worcestershire county council

CONGRATS!

YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY FOR THIS TERM.

PLEASE DON'T FORGET TO RETURN TO THE NEXT SECTION OF THIS BOOKLET IN JANUARY.

MAKING YOUR DECISION

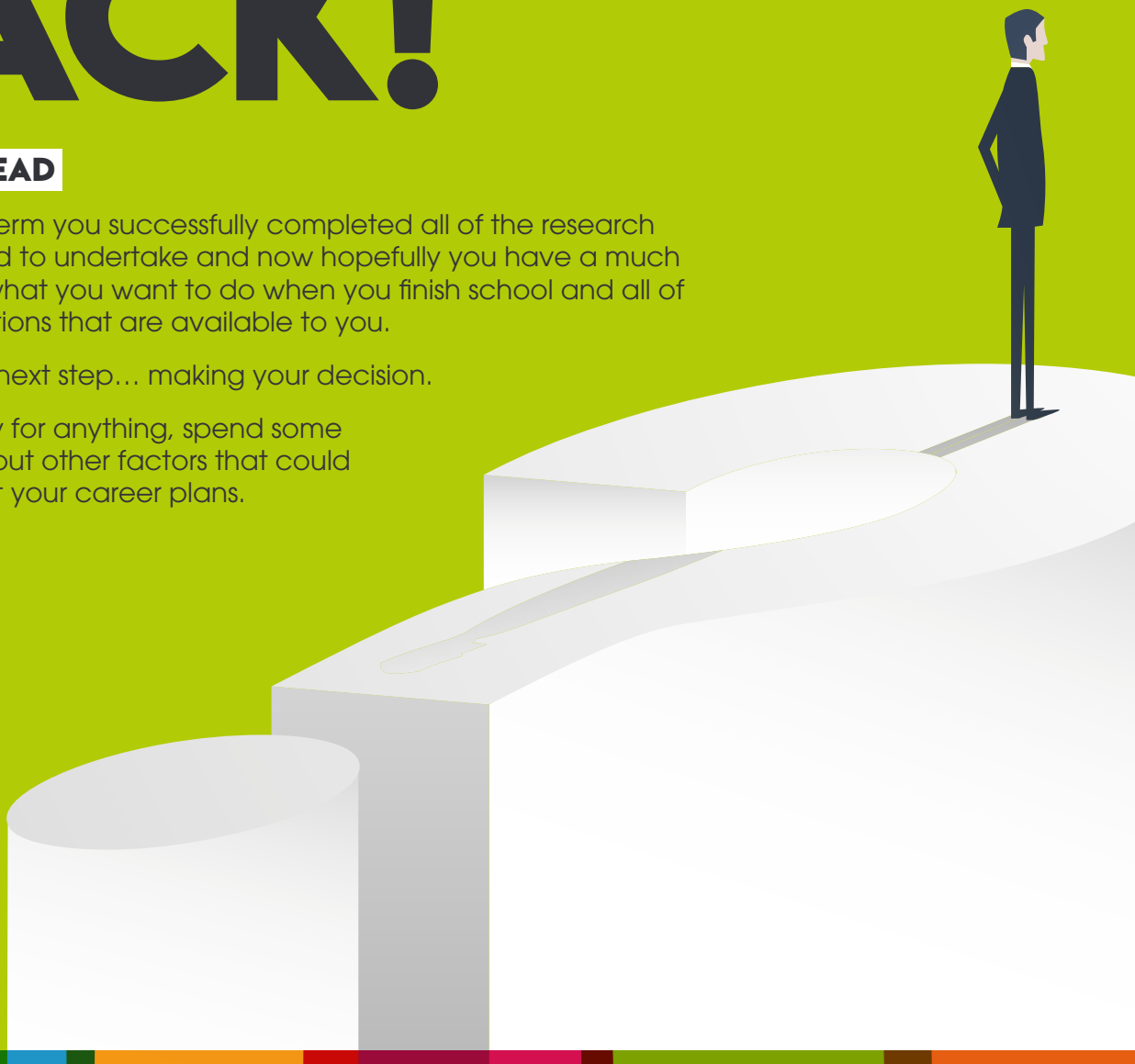
WELCOME BACK!

THINKING AHEAD

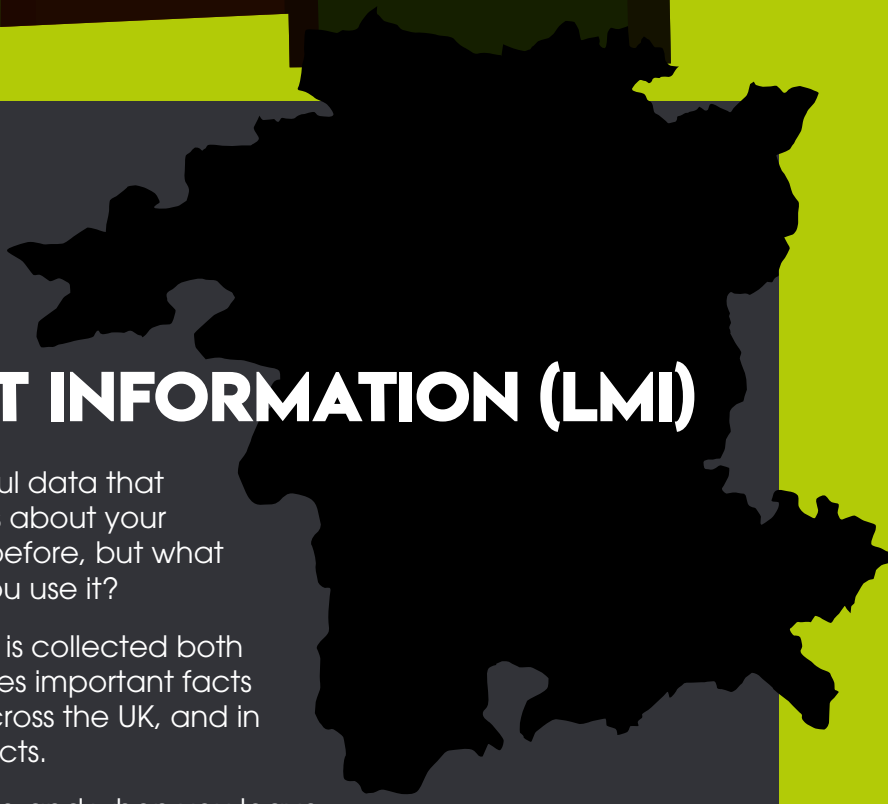
Well done! Last term you successfully completed all of the research tasks you needed to undertake and now hopefully you have a much clearer idea of what you want to do when you finish school and all of the pathway options that are available to you.

Now comes the next step… making your decision.

Before you apply for anything, spend some time thinking about other factors that could potentially affect your career plans.



MAKING YOUR DECISION



THE PEOPLE.
THE CAREERS.
THE WORKFORCE.

LABOUR MARKET INFORMATION (LMI)

Labour Market Information (LMI) is useful data that you can use to help you make choices about your future. You may have heard the term before, but what does it actually mean? And how do you use it?

Labour Market Information is data that is collected both nationally and locally. The data identifies important facts and figures about the world of work across the UK, and in individual cities, even in individual districts.

For example, if you live in Worcestershire and when you leave school you would like to continue to live and work in Worcestershire, Labour Market Information can let you know how many jobs are available in different industries, the type of pay you will receive and even what the local businesses are. This information can then support you in choosing your next steps for when you leave school and help you determine the right route to take to achieve your career aspirations.

You can find out more about the Labour Market in Worcestershire by visiting: https://www.worcestershire.gov.uk/careersportal/info/36/worcestershires_employment_and_labour_market_information_lmi

Top Tip- Things to consider:

- Will the job that interests you still exist in 10 years?
- The number of jobs available in science, technology, engineering, mathematics (STEM) is constantly growing, meaning opportunities are greater in these industries
- Most people do several different jobs throughout their career, you don't have to get it spot on straight away

MAKING YOUR DECISION

WORCESTERSHIRE'S KEY GROWTH SECTORS

In every county across the UK, there are Key Growth Sectors, this means that there are certain industries where job growth is expected to be much greater than other industries, meaning, if you are interested in a career in one of these sectors, your chances of finding a job are a lot higher.

In Worcestershire there are 4 main growth sectors, these are:

ADVANCED MANUFACTURING

Worcestershire benefits from a strong automotive supply chain, linking with Jaguar Land Rover and other first tier car manufacturers. The county also has a strong manufacturing base in traditional industries such as carpet weaving, needles and textile manufacture. In Worcestershire machine manufacturing and engineering employment is 85% above the England average.

CYBER SECURITY AND DEFENCE

Worcestershire is home to specialist communications agency QinetiQ in Malvern. The Malvern Hills Science Park in the south of the county is now the site of a growing number of spin-out companies as well as home to the National Cyber Skills Centre.

AGRI-FOOD/AGRI TECH SECTOR

Worcestershire contains rural areas with many successful businesses focused on agriculture, horticulture and food production across the UK "field-to-fork" supply chain. Companies are increasingly pioneering innovative technology in their growing and production practices.

VISITOR & DESTINATION ECONOMY

An economic impact assessment found the direct value of tourism in Worcestershire to be £638 million, with over 6% of Worcestershire's employees working in the sector.

MAKING YOUR DECISION

LOOK BEYOND WHAT YOU THINK YOU KNOW.

DID YOU KNOW THAT AN ENGINEERING COMPANY DOESN'T JUST EMPLOY ENGINEERS?

There are lots of different departments behind any company or organisation. This can include Human Resources, Finance, Marketing, I.T., Sales and many more! It is important to remember, that every company has a supply chain, and this will be made up of lots of different people, doing lots of different jobs.

Engineering companies have opportunities in engineering, research and development, finance, logistics, sales, I.T., administration, marketing and customer service.

Hotels recruit for roles such as chef, receptionist, administrator, general manager, event planner and director of marketing and sales.

The NHS need qualified doctors and nurses, but they also need physiotherapists, radiographers, porters, social workers, receptionists, G.P. practice managers, paramedics, clerks, accountants and I.T. specialists.

Don't ever take a company at face value! Always explore further to find out what other opportunities are available.

Remember, you need to work hard in all of your subjects and when it comes to making choices – you will always do well at something that you enjoy doing!

If you would like to find out more information about careers and education, labour market information, job sectors, and businesses in Worcestershire.
Visit Skills4Worcestershire www.skills4worcestershire.co.uk

GUESS MY JOB QUIZ

There are many different pathways available to students for them to enter the world of work.

Whether you know exactly what job you want to do and how to get there, or whether you aren't sure just yet, researching the job roles within different industry sectors will help you to expand your knowledge and help you understand the learning pathways, skills and qualifications which potential employers may be looking for from young people entering their industry sector.

Complete the "GUESS MY JOB" quiz and then undertake the simple careers research activities. This activity will help you understand the industries, courses and pathway opportunities available to you here in Worcestershire.

Write your answers in the spaces provided.

- I provide expert advice to people
- I can choose to specialise in one specific area of this industry
- I am required to work long hours
- I can often find myself in court

What is my job?

- I need to have excellent communication and writing skills
- Businesses large and small may require my services
- I need to be able to speak multiple languages
- Changing document content from one language to another is my primary role

What is my job?

- I need to be very creative
- I need to understand how things are built
- Contractors build things based on my creations and designs
- These can range from a small extension to a large tower block

What is my job?

- I need to have good communication, written and research skills
- I could be required to travel anywhere in order to do my job
- I often ask difficult questions to people in power
- My work is often seen / heard on the radio and on TV

What is my job?

- I need to be good with numbers and have problem solving skills in this role
- I often produce reports and make recommendations to my clients
- Some people see my job as boring
- I provide important financial advice to individuals and businesses

What is my job?

- My IT skills need to be excellent in this role
- Most businesses across the world rely on my industry
- Often what I create makes sure computers work properly
- I need to know how to fix things when computers go wrong

What is my job?

- Most things in the world have been created or designed by someone like me.
- I need to be very organised and have great IT skills
- I develop new solutions to problems making processes more efficient
- Specialities in this industry could include Nuclear or Mechanical

What is my job?

- I need to have a lot of patience in my job role
- I spend a lot of time away from my workplace preparing for my role
- I share my specialist knowledge with young people
- I ensure young people are prepared for examinations

What is my job?

CAN YOU RESEARCH THE FOLLOWING INFORMATION REGARDING THIS JOB ROLE: ENGINEER

Can you list as many possible entry routes into employment as you can in order to become an Engineer?

What courses or qualifications do you think potential employers would be looking for in order for you to join their organisation as an Engineer?

Can you identify 3 x local employers who would employ Engineers?

Tell us what they manufacture and why you would be interested in working for them?

Using labour market information can you find out how many Engineers are employed in the UK.

How many Engineers are likely to be employed in the future?

Where would you go to find out information about an Engineering Apprenticeship?

List 3 x employers who offer Engineering Apprenticeships?

CAN YOU RESEARCH THE FOLLOWING INFORMATION REGARDING THIS JOB ROLE: TEACHER

Can you list as many possible entry routes into employment as you can in order to become a Teacher?

What courses or qualifications do you think potential employers would be looking for in order for you to join their organisation as a Teacher?

Using Labour Market Information can you find out how many Teachers are employed in the UK?

What would the starting salary be for a newly qualified Teacher?

Can you research the courses you could take at either College or at University which could help you become a Teacher?

Can you find out Skills you might need in order to become a Teacher?

MAKING YOUR DECISION

THE SKILLS YOU ALSO NEED TO HAVE...

The world of work is constantly changing pace and employers want people who can add value to their business and contribute towards its growth. Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered, BUT qualifications are not the only things employers want to see. Employers are looking for individuals who have employability skills.

What are employability skills? Well, the good news is, you probably already have more of the skills employers look for than you realise. There are 10 important personal skills and qualities that you may well recognise in yourself that employers look for when they are recruiting. They are core personal qualities and skills that any employer in the world would recognise and value. Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles. The more of these you have, or can acquire, the better your chances of finding work and being employable.

Before you move on to the next section why don't you try and list 10 skills which you think any of your future employers might wish you to have?

1
2
3
4
5
6
7
8
9
10

MAKING YOUR DECISION

HOW MANY SKILLS DO YOU HOLD?

ON THE FOLLOWING PAGES IS A LIST OF THE 10 SKILLS EMPLOYERS ARE LOOKING FOR. REVIEW EACH OF THESE SKILLS AND THEN TICK THE BOX IF YOU FEEL YOU ALREADY HOLD THAT SKILL.

MAKING YOUR DECISION

1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close to and around you?

I FEEL I HAVE THIS SKILL ☐

2. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment – the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

I FEEL I HAVE THIS SKILL ☐

3. COMPASSION

Compassion is an important trait to have in the world we live in – showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others... being more compassionate.

Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

I FEEL I HAVE THIS SKILL ☐

4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them.

We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

I FEEL I HAVE THIS SKILL ☐

MAKING YOUR DECISION

5. RESPONSIBILITY

Life needs us to be responsible – it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals

I FEEL I HAVE THIS SKILL ■

6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed or do you think to yourself that someone else can deal with it?

Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

I FEEL I HAVE THIS SKILL ■

7. INQUISITIVENESS

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions.

Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness.
Are you an inquisitive kind of person?

I FEEL I HAVE THIS SKILL ■

8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends? This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

I FEEL I HAVE THIS SKILL ■

MAKING YOUR DECISION

9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about things can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

I FEEL I HAVE THIS SKILL ☐

10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences.
Do you have this skill?

I FEEL I HAVE THIS SKILL ☐

HOW MANY SKILLS DO YOU HOLD?

Now you have completed the previous task can you answer the questions below:

How did the skills employers are looking for compare with your own list?

Do you hold more of the skills than you originally thought you did?

Explain anything about these skills which surprised you.

If you don't hold all 10 of the skills, what could you do to improve these skills in the next couple of years?

What could you offer a potential employer right now? (This information could be included in your C.V.)

MAKING YOUR DECISION

FINDING OPPORTUNITIES

FINDING AN OPPORTUNITY CAN SEEM LIKE A DIFFICULT PROCESS, BUT IT DOESN'T HAVE TO BE! USE OUR HINTS AND TIPS TO HELP YOU GET STARTED.

HOPEFULLY YOU HAVE AN IDEA NOW OF WHAT YOU WANT TO STUDY, WHAT TYPE OF JOB YOU CAN SEE YOURSELF DOING AND THE QUALIFICATIONS YOU NEED. THE NEXT STEP IS FINDING THE EDUCATIONAL PROVIDER WHO OFFERS WHAT YOU WANT.

WHEN YOU ARE LOOKING FOR OPPORTUNITIES, BEAR IN MIND WHETHER YOU WANT TO STAY LOCAL TO WHERE YOU CURRENTLY LIVE OR WHETHER YOU WANT TO MOVE AND/OR TRAVEL, THIS WILL HELP YOU IN SLIMMING DOWN THE OPTIONS OF WHERE YOU CAN STUDY.

Finding full and part-time education:

- Look at school and college prospectuses and websites
- Attend open days / evenings
- Speak to your careers adviser about what it is you would like to do and learn from their expertise
- Use your personal networks, family/friends/teachers
- Contact Careers Worcs for free 0300 666 3 666

Finding apprenticeships and traineeships:

- Speak to Worcestershire Apprenticeships
  https://worcsapprenticeships.org.uk
  info@worcsapprenticeships.org.uk
- View all of the vacancies in Worcestershire
  https://worcsapprenticeships.org.uk/wtpa_vacancy/
  or the national vacancies
  https://www.gov.uk/apply-apprenticeship
- Speak to your careers adviser
- Use your personal networks, family/friends/teachers

Finding full and part-time jobs:

- Look for job vacancies online and in newspapers
- Visit local recruitment agencies
- Contact local businesses in person and ask them if they have any opportunities
- Speak to your careers adviser
- Use your personal networks, family/friends/teachers and ask them if they know any businesses in the industry you are interested in

MAKING YOUR DECISION

THINGS TO CONSIDER:

- Will you have to pay anything towards your next step, travel costs? Uniform? How will you do this?
- Are you eligible for any financial support? https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students can help you find out.
- Are you doing an apprenticeship and are going to be earning a wage? If so, do you have a bank account for your wage to be paid into?

PLANNING YOUR OPPORTUNITY

Just like you did last term let's create a list of activities and information which will help you remain focussed on achieving your career goals.

What help do you need to find the right opportunity and ensure you meet any deadlines?

Do you have any useful contacts?
Who are they?
When will you need to contact them?

What should you do next?
When do you need to complete this activity by?

MAKING YOUR DECISION

APPLYING FOR OPPORTUNITIES

You have researched your options, you know what you want to do, you know where you want to do it, now all that is left is to apply. Our tips and hints can support you in making sure you make the right first impression.

CHECK YOUR ONLINE PRESENCE

Before you apply for anything make sure you check your current online presence. What happens if you search your name? Are you happy with what comes up? Are you happy with all the pictures and posts you put on social media? Remember, if it is online, anyone will be able to access it and view it. It is quite common for future employers to search candidate names beforehand, so make sure you are happy with your online presence and it creates the right impression of you.

ATTENTION TO DETAIL

Do you focus so much on the big things that you forget about the little things? Well, they are just as important! Silly mistakes are often made when attention to detail is lacking and those "little" mistakes become a big problem. Always make sure you are checking, checking and checking your applications again to ensure that no "little" mistakes have been made. The difference between being successful and unsuccessful can be down to your attention to detail.

TAKE YOUR TIME

Applying for opportunities is always a little bit stressful, but it can be made so much worse if you don't allocate yourself enough time and end up rushing. Good quality applications take time and effort to prepare, they show schools, colleges and employers exactly how your skills, qualifications and personality fit the opportunity you are applying for. Always make sure you put enough time aside to really market yourself.

KNOW WHAT YOU NEED TO DO

Different opportunities will have different application methods and will ask for you to apply in different ways. Before you start, make sure you read the application process and understand what is being asked of you. The most common methods you will see are:

- Provide a CV and covering letter
- Complete an application form
- Visit in person to discuss an opportunity
- Make a phone call
- Attend an interview

WRITE YOUR CV

How do you write a standout CV?

We have all asked this question at some point, especially when searching or applying for your dream job. Your CV is one of the essential elements for job hunting; after all, it is what gives your potential employer their first impression of you.

Entering the world of work is very competitive and you need to ensure that your CV stands out from the others applying for the same job role.

Follow our 8-step guide on how to write a CV and create the best CV possible for your experience, skillset and the job you are applying for.

This activity will help you understand what your CV should contain and give you the opportunity to practice creating your own CV and tailor your CV to a specific job role.

WHAT IS A CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

WHAT TO INCLUDE IN A CV?

Potential employers will scan your CV and decided whether to offer you an interview in a matter of seconds. Therefore, knowing what to include can help your CV stand out and ensure that you are selected to interview for the position you are applying for.

The basic components that make up a good CV are:

1. Contact Details
2. Personal Profile
3. Key Skills
4. Employment / Work Experience History
5. Education
6. Achievements
7. Hobbies
8. References

TOP TIPS:

Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.

> Your CV should not be longer than 2 sides of A4

> Always check your spelling and grammar!

> One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.

> Always remember to provide evidence and examples to support what you are writing.

> Don't waffle! Be informative and to the point- leave employers wanting to know more about you!

THE 8 STEPS TO HELP YOU CREATE A STANDOUT CV

1. CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Employers needs this information in order to know where you are located and if needed, confirm your identity.

2. PERSONAL PROFILE

Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job at hand. For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences. If you want to avoid clichés or need some fresh ideas, there are CV examples at https://www.studentjob.co.uk/application-tips/cv-example

3. KEY SKILLS

Make sure you are familiar with the position you are applying for, look through the job advertisement and write down all the skills they require.

Cross reference the skills asked for by the employer to the skills that you have and make sure they are included on your CV… BUT… don't lie! You need to be able to follow through with any statements you make.

It is also important to remember to provide evidence for any skills you have listed, give a quick example and you will really impress the employer.

4. EMPLOYMENT / WORK EXPERIENCE HISTORY

Knowing what to put in your Employment / Work Experience history can be challenging if you are still in education or have little employment history.

It is useful to remember that any employer you have worked for, including any work experience you have carried out or any volunteering should also be included.

Commonly, most people include their employment history in reverse chronological order, starting with the most recent first.

Keep it simple for the recruiter and layout your experience in this manner:

> Name of company (including duration e.g. 2017-2019)

> Name of role

> List of achievements and duties covered (keep it relevant!)

Are you still struggling to know what to include in this section? Don't worry!

https://www.studentjob.co.uk/application-tips/cv#cv-with-no-experience can provide you with additional information and support.

5. EDUCATION

This section of your CV is the opportunity to list your grades (GCSE / A-level / Degree).

Again, keep it relevant and do not feel like it is necessary to include every single grade.

Similarly to your employment / work experience section, list your education grades in reverse chronological order.

Are you unsure what to write because you still haven't received the grades you have listed?

No need to worry, you can also put your predicted results!

6. ACHIEVEMENTS

You may feel as a student you don't have that many achievements you can list on a CV and therefore it isn't important. You couldn't be more wrong!

The achievements section within your CV is what will help to make you stand out against other candidates. Think back to anything you have achieved or participated in at any point throughout your education so far.

7. HOBBIES

Mentioning your hobbies and interests allows your personality to shine through.

As much as it is true, it's best not to put socialising with friends or spending hours playing Fortnite.

Try and avoid writing clichés like 'reading' if you are applying for a role in journalism or something similar. Perhaps highlight your passion for creative writing instead.

If you are still struggling to decide what are the best hobbies and interests to put on a CV, then maybe the list below inspires any ideas...

> Sports

> Volunteering

> Learning a new skill in your spare time (e.g. coding)

> Blog writing

> Travelling

> Cooking

8. REFERENCES

Wondering what references are?

CV references are nominated people who act as referees for you and are happy to testify about your character, attributes and confirm anything you have mentioned in your CV. Always try and steer clear of using family members as references.

Who is the best person to be a reference on your CV?

Perhaps some of these could be good people to ask.

> Head Teacher

> Subject Teacher

> Former or Current Manager / Supervisor

> Sports Coach / Team Manager

At the bottom of your CV simply write 'references are available upon request' and ensure your referees are made aware that they may be contacted.

HOW TO WRITE A CV

Now you have learnt about what information you need to place within your CV why don't you start creating your own CV.

Find an example of a job description or a personal specification that directly links to a job role you are interested in and then use them to help you tailor your CV to the role you have chosen. Find some example job descriptions here - https://targetjobs.co.uk/careers-advice/job-descriptions or https://www.betterteam.com/job-descriptions

If you want to be even more creative, why not visit some employment agency websites like Hewett Recruitment and tailor your CV to some job roles which are currently available. https://www.hewett-recruitment.co.uk/

You could use the free text boxes below to enter the information for your CV or if you are feeling adventurous why not create you own CV using WORD.

GOOD LUCK!

Section 1 - Contact Details

Section 2 – Personal Profile

Section 3 – Key Skills

Section 4 – Employment / Work Experience History

Section 5 – Education

Section 6 – Achievements

Section 7 – Hobbies

Section 8 – References

MAKING YOUR DECISION

COMPLETING AN APPLICATION FORM:

Application forms make it easy for recruiting teams to quickly compare applicants and spot any mistakes. Therefore, as so many will look similar, it is important to get it right and ensure yours stands out.

- Read all the instructions carefully, have you been asked to use a specific font size, meet a word limit or write in black only? If you have, make sure you do. Applications that don't meet these basic requirements might be thrown out before they are even read.
- Remember your application form is a formal document and your chance to make a good impression. Make sure you do not use text speak or abbreviations.
- Draft your answers before you complete the form to make sure you don't submit any mistakes and don't miss anything important out.
- Do not leave any sections blank, make sure you provide all of the information asked for.
- Don't forget to sell yourself, use the opportunity to get your personality, experiences and skills across to the reader.
- Keep a copy of your application form, not only is it important to remember what you said, but it could come in handy when you are applying for other opportunities.

TOP TIP:

You can apply for more than one opportunity at a time but remember to track your applications, so you don't get confused.

MAKING YOUR DECISION

GETTING READY FOR INTERVIEWS

Interviews may seem daunting and you may be nervous to attend, that's completely normal. Just remember, interviews should be a two-way discussion between you and the interviewer, it is an opportunity for both of you to find out more about each other.

BE PREPARED:

Before the interview, make sure that you have:

- Researched the organisation as well as the opportunity
- Read through your application again
- Researched the types of questions you may get asked and how you would answer them
- Made a list of questions to ask
- Spoken to your careers adviser for additional support and advice
- Practiced an interview (ask your support network or careers adviser to conduct a mock interview with you)

Interviews are your chance to showcase your skills and personality, so being prepared will ensure you feel confident and will enable you to make a good first impression.

Interested in finding out the types of questions you may get asked? And tips on how to present yourself? Visit: https://www.worcestershire.gov.uk/careersportal/info/2/applications_cvs_and_preparing_for_working_life/35/cv_application_forms_and_interview_support

Good luck with your applications!

CONGRATS!

YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY FOR THIS TERM.

PLEASE DON'T FORGET TO RETURN TO THE NEXT SECTION OF THIS BOOKLET IN APRIL.

EXAMS

SO, THE EXAMS ARE NEARLY HERE AND YOU MAY BE GETTING NERVOUS.

THE KEY TO BEING SUCCESSFUL IN YOUR EXAMS IS TO BE PREPARED! KEEP A NOTE OF YOUR EXAM DATES AND GIVE A COPY TO YOUR PARENTS/CARERS SO THEY KNOW WHEN EACH OF YOUR EXAMS TAKES PLACE. CHOOSE THE RIGHT WAY OF REVISING FOR YOU. START EARLY. STICK TO YOUR PLAN. GET YOUR SLEEP. EAT WELL AND BE HEALTHY. SET SOME TIME ASIDE FOR YOUR HOBBIES SO THAT YOU CAN CONCENTRATE BETTER WHEN YOU DO REVISE. IF, WHEN YOUR EXAMS ARE OVER YOU CAN SAY ' I DID MY BEST'. NOBODY CAN ASK FOR ANYTHING MORE. BE PROUD OF YOURSELF.

REVISION PLAN

WHAT'S THE BEST WAY TO REVISE?

Different students swear by different approaches, but in every case your best bet is to set out a revision plan. It's never too early to suss out how much work you must cover. Establish how much time you have available between now and the exams, and then draw up a realistic timetable. In working out how much time you should devote to each subject, try to concentrate on your weaknesses without losing sight of your strong points.

REVISION TIMETABLE

TEMPLATE 1

You do not need to study from 8am-10pm; decide which hours of the day you can concentrate best

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8AM							
9AM							
10AM							
11AM							
12AM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

Don't be over ambitious – break work down into small chunks. Assess how familiar you are with each topic and focus on your weak areas. Take breaks, do short (45 minute) sessions often and include fun stuff / rewards – that way you are more likely to stick to your timetable.

EXAMS

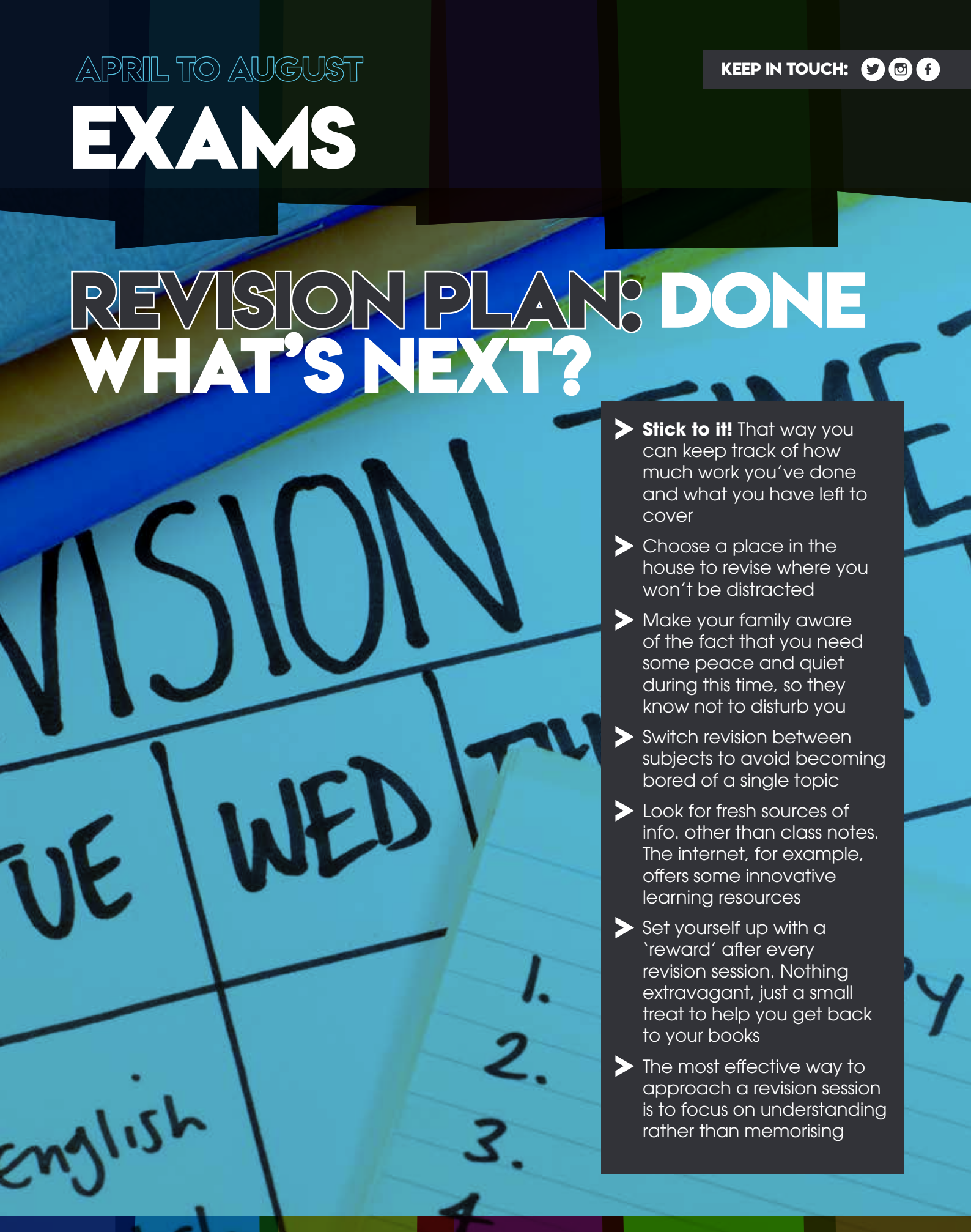
REVISION TIMETABLE

TEMPLATE 2

Use different colours for different topics.
Remember to keep reviewing what you have revised and testing yourself at the end of the day, the next day and the end of the week - this will help you to recall the information in the exam.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM	SUBJECT 1	SUBJECT 3	SUBJECT 5	SUBJECT 3	SUBJECT 5	SUBJECT 2	SUBJECT 4
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10AM	SUBJECT 1	SUBJECT 4	SUBJECT 1	SUBJECT 3	SUBJECT 1	SUBJECT 3	SUBJECT 5
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11AM	SUBJECT 2	SUBJECT 4	SUBJECT 1	SUBJECT 4	SUBJECT 1	SUBJECT 3	SUBJECT 5
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
1PM	SUBJECT 2	SUBJECT 4	SUBJECT 2	SUBJECT 4	SUBJECT 1	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK	FREE	FREE
2PM	SUBJECT 2	SUBJECT 5	SUBJECT 2	SUBJECT 4	SUBJECT 2	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK	FREE	FREE
3PM	SUBJECT 3	SUBJECT 5	SUBJECT 2	SUBJECT 5	SUBJECT 3	FREE	FREE
4PM	REVIEW	REVIEW	REVIEW	REVIEW	FREE	FREE	FREE

EXAMS



REVISION PLAN: DONE WHAT'S NEXT?

- **Stick to it!** That way you can keep track of how much work you've done and what you have left to cover
- Choose a place in the house to revise where you won't be distracted
- Make your family aware of the fact that you need some peace and quiet during this time, so they know not to disturb you
- Switch revision between subjects to avoid becoming bored of a single topic
- Look for fresh sources of info. other than class notes. The internet, for example, offers some innovative learning resources
- Set yourself up with a 'reward' after every revision session. Nothing extravagant, just a small treat to help you get back to your books
- The most effective way to approach a revision session is to focus on understanding rather than memorising

EXAMS

MANAGING EXAM STRESS

It is normal to feel a bit worried about exams, especially if you're under pressure from school or family. Exam stress can cause you to feel anxious or depressed, and this might affect your sleeping or eating habits. If you recognise any of these feelings, or are worried that exam pressure is taking over your life, you are not alone, and there are things you can do:

- Let your trusted friends and family know if you are struggling, so they can be there to support you, encourage you and offer a listening ear. You don't have to go through this alone. Keeping it all in will only make things worse in the long run, so don't be afraid to open up.
- Ask for help. Think about all the practical support you need and be honest with yourself about it. You are allowed to ask for help. Talk through your concerns with your teacher/tutor who can let you know what support your school can offer you. They will have spoken to lots of students before who are going through similar things and they are likely to know about helpful resources or services available to you.
- Try finding a study group or start your own. Working through problems with other students can be a nice way to keep your social life going and boost your morale.
- Be kind to yourself. Think about all the things you have achieved so far. It can be helpful to write a list of all the things you like about yourself, and the things other people value about you too.

Never forget that, it is okay

- To make mistakes
- To have bad days
- To be less than perfect
- To do what's best for you
- To ask for help

GOODLUCK!

NEXT STEPS

WORK EXPERIENCE

EXAMS ARE OVER, YOU CAN BREATHE A SIGH OF RELIEF!

YOU HAVE DONE ALL YOU CAN AND NOW IS YOUR OPPORTUNITY TO USE YOUR SPARE TIME BETWEEN FINISHING YOUR EXAMS AND BEGINNING YOUR POST-16 EDUCATION, TO DEVELOP YOUR EMPLOYABILITY SKILLS.

YOU MAY ALREADY KNOW WHERE YOU ARE GOING IN SEPTEMBER AND HAVE HAD CONFIRMATION, YOU MAY BE WAITING TO HEAR BACK FROM APPLICATIONS YOU HAVE SUBMITTED. EITHER WAY, DEVELOPING YOUR SKILLS WILL BENEFIT YOU IN YOUR NEXT STEPS AND HELP TO PREPARE YOU FOR THE WORLD OF WORK.

WHY NOT FIND SOME WORK EXPERIENCE?

Work experience is a great way to work out what you enjoy doing, you may think you know what your dream job is, but if you have never experienced it, how can you be sure?

Evidence that you have done work experience shows employers that you are focussed and passionate and increases your chances of securing that dream job. Remember earlier in the document when you weren't sure what to add to your CV? Well, work experience gives you a brilliant example. You may have already completed work experience in year 10, but don't let that stop you, the more experience of the world of work you have, the more employable you become.

RESEARCH SHOWS THAT YOUNG PEOPLE WHO HAVE 4 OR MORE ENCOUNTERS WITH THE WORLD OF WORK WHILE IN EDUCATION ARE 86% LESS LIKELY TO BE NOT IN EDUCATION, EMPLOYMENT OR TRAINING (NEET) AND ON AVERAGE WILL GO ON TO EARN 18%-22% MORE THAN OTHER YOUNG PEOPLE WHO DID NOT HAVE SUCH OPPORTUNITIES.

NEXT STEPS »»

10 REASONS TO DO WORK EXPERIENCE:

1.

Young people are more likely to be successful in their job hunt if they have done some good work experience. Fact.

WANT SOME EVIDENCE?

Well over half of the graduate recruiters that took part in a recent research study said that, **"graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisation's graduate programmes."**

2.

If you haven't got a clue what career you want to do, work experience is a perfect way to sample all the career options out there. It's a way of exploring different jobs without committing to anything. You can dip your toe in the water without taking the full plunge.

3.

It's the best way to get a real sense of your chosen industry. You'll get to speak to employees and ask them questions. You won't know what it's like until you get closer to the action.

4.

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your homework.

5.

If you're floundering about and frankly aren't that sure about your career, work experience might just be the incentive you need. If you do a variety of different work placements, you might find something you are passionate about and get motivated.

NEXT STEPS

10 REASONS TO DO WORK EXPERIENCE:

6.
Work experience gently introduces you to the world of work. You get to learn the do's and don'ts, get workplace experience and learn to navigate your way through the jungle of office politics. Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.

7.
It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on. It will give you a good understanding of your strengths and weaknesses.

8.
You might impress them so much that you'll manage to secure yourself a job or an apprenticeship!

9.
It's all about networking. It'll help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.

10.
Work experience does give you something to put on your CV!

NEXT STEPS »»

HOW TO FIND A WORK EXPERIENCE PLACEMENT:

THERE ARE FOUR MAIN WAYS TO ARRANGE A WORK EXPERIENCE. THESE ARE:

1.
Speak to the Careers Lead or Careers Adviser in your school and ask them whether they have arrangements in place with local employers. If so, your school may help you arrange your placements or pass on useful contacts.

2.
Apply directly to an employer for a place on a work experience programme they run. (big national companies like Tesco, Pizza Hut, HSBC, Jaguar Land Rover all run their own programmes)

3.
Make an application to an employer which does not normally run a work experience programme. If you don't ask, you don't get!

4.
Ask your social and personal networks, do friends/family know of anyone who would be willing to offer you some work experience?

NEXT STEPS

APPLYING FOR A WORK EXPERIENCE PLACEMENT ORGANISED BY YOUR SCHOOL:

Your school might already have strong links with local employers. If this is the case, it's worth exploring what options are available to you through this route to see if any of the placements suit you. Even if your school has agreements with employers, they may still expect you to apply to the employer to confirm your placement. Doing this a good way of demonstrating your initiative and will give you valuable experience of applying for jobs. Advice on how to go about doing this can be found in the next two sections.

APPLYING FOR A FORMAL WORK EXPERIENCE PLACEMENT:

It's not just commercial organisations which offer work experience. You'll also find larger charities and public sector organisations offer work experience for students.

The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words work experience. This will direct you to a page on their website, explaining how students should go about applying for a placement. As well as searching directly online, many organisations also advertise work experience placements online. On the Success at School and Student Ladder websites you'll find advertisements for placements covering every part of the country.

APPROACHING BUSINESSES THAT DON'T ADVERTISE WORK EXPERIENCE OPPORTUNITIES:

Don't let the fact that a business does not advertise work experience opportunities put you off from asking if they'll take you on. For example, small and medium-sized businesses account for 60% of all private sector employment in the UK but may not have the time to formally advertise work experience placements every year. If you're interested in what a business does, it's worth contacting them to see if they'd offer you work experience. How you approach contacting a business will vary from business to business. It can be a good idea to speak to the manager or owner, either in person or by phone, before making a formal application. Speaking to a person beforehand should give you an idea of whether a business is open to offering work experience. Should your initial contact be positive, you can then ask the business whether they would like you to make a formal application.

Although it's often better to speak to a business beforehand, don't be afraid to send off speculative emails to businesses you are especially keen to work for. A brief email explaining why you want to do work experience at the business, along with your CV, demonstrates your initiative and self-motivation, two qualities employers value greatly.

NEXT STEPS

WHAT ABOUT VOLUNTEERING?

VOLUNTEERING IS WHEN YOU DO WORK BUT DO NOT GET PAID. IT COULD BE HELPING IN A CLUB SUCH AS BROWNIES OR CUBS, HELPING CHILDREN AT SPORTING CLUBS, GARDENING, BABYSITTING. THERE ARE LOTS OF OPPORTUNITIES AND VOLUNTEERING CAN REALLY HELP WITH DEVELOPING THOSE ALL-IMPORTANT EMPLOYABILITY SKILLS THAT EMPLOYERS ARE LOOKING FOR.

NEXT STEPS

The types of skills that volunteering can help you develop are:

1. COMMUNICATION

Most volunteer roles will mean that you work with other people. Whether that be working with fellow volunteers or members of the public, you are sure to work on your communication skills. By working with other people, you are learning how to write and/or speak to other people in a clear way.

How is this an employability skill?
Communication is key! It is important to develop this skill because many jobs require you to work with other people, give presentations, as well as express yourself in writing. This skill is applicable to practically every job – it just so happens to also be one of the most common skills that you build as a volunteer.

2. INTERPERSONAL SKILLS

Interpersonal skills develop alongside communication skills. By working with others and/or the public, you are learning how to work in a team, or even how to take on a leadership role.

How is this an employability skill?
Being able to work in a team is an asset to many employers. It is important that you learn how to work in a team – whether you are a team player or playing the role of team captain.

3. TIME MANAGEMENT

As a volunteer, you will find that you must treat your volunteer role(s) like a job. You will need to be there on time and be reliable.

How is this an employability skill?
Being able to manage your time is something that many employers look for. It shows that you can plan and get things done.

As well as being a great way to give something back to the community, volunteering can be a helpful way of boosting your employability. For instance, doing voluntary work during your free time can show potential employers that not only are you motivated but you also have initiative. Whatever you do, you will be faced with problems and challenges at some stage – all of which allow you to develop your practical skills as well as your problem-solving and creative thinking skills.

If you volunteer with an organisation that places you in direct contact with members of the public, the experience will give you plenty of opportunities to develop your communication skills. You will meet lots of new people. Working with lots of different people is a chance for you to become more flexible and adaptable, as well as helping you to improve your ability to work towards common goals. And there's every chance that someone you meet while volunteering may become a future employer.

Don't forget- if you do any volunteering, make sure it is added to your CV, you may not have a CV at the moment but when you begin to create one, any volunteering is a great addition. You can highlight skills you have learnt and challenges you faced during your time volunteering; as well as how you overcame them. Even better, point to specific events – such as the time you organised a huge fundraiser, volunteered at a soup kitchen, or contacted people for donations.

Why not visit this website for more information https://www.worcestershire.gov.uk/info/20002/community_and_volunteering/994/volunteering

NEXT STEPS

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are those additional activities that you choose to do outside of your school lessons. This could be playing a sport, learning to play an instrument, dance classes, going to a robotics club, going to Sea Scouts, Guides or another national club like Army Cadets. All these things can help you when you begin looking for jobs or applying for your next educational steps. Whichever extra-curricular activities you choose you will be picking up employability skills. Don't forget, your school will most likely offer some extra-curricular activities, so speak to a teacher to find out more.

Top Tip- employability skills can also really help you when you are applying for your post 16 options, the more you have done in your younger years, the more experience you will have gained which will help you to stand out against other candidates. It is never too early to start!

KEEP IN TOUCH

Now you have left school, it may feel like your school days are behind you, but don't forget to keep in touch! Your careers lead/adviser is still on hand to support you and give you advice.

Things to remember: Tick off the key points below and you can be sure you are ready to go in September.

- **Are you confident of your next steps in September? Do you know where you are going? Has your place been confirmed?** ☐
- **Have you chased any outstanding applications?** ☐
- **Have you let your careers lead/adviser know what you plan to do in September?** ☐
- **If your intended destination required notification that you accept your place, have you done this?** ☐
- **Have you considered travel requirements if necessary?** ☐
- **Have you considered uniform requirements if necessary?** ☐
- **Have you considered what you will need to take with you on your first day?** ☐

It may seem like a long way off, but it is always best to be prepared for your next steps and not leave everything until the last minute, that way, you can be confident about starting your post-16 journey and enjoy your summer!

APRIL TO AUGUST

KEEP IN TOUCH:

NEXT STEPS

All the hard work is over, you have completed your exams, made your decision about your next steps, applied and hopefully had your application accepted. Now it is time to unwind and relax before your new adventure begins in September.

Take some time to do what you enjoy doing and have a break, September will be here before you know it and your new journey will begin! Good luck!

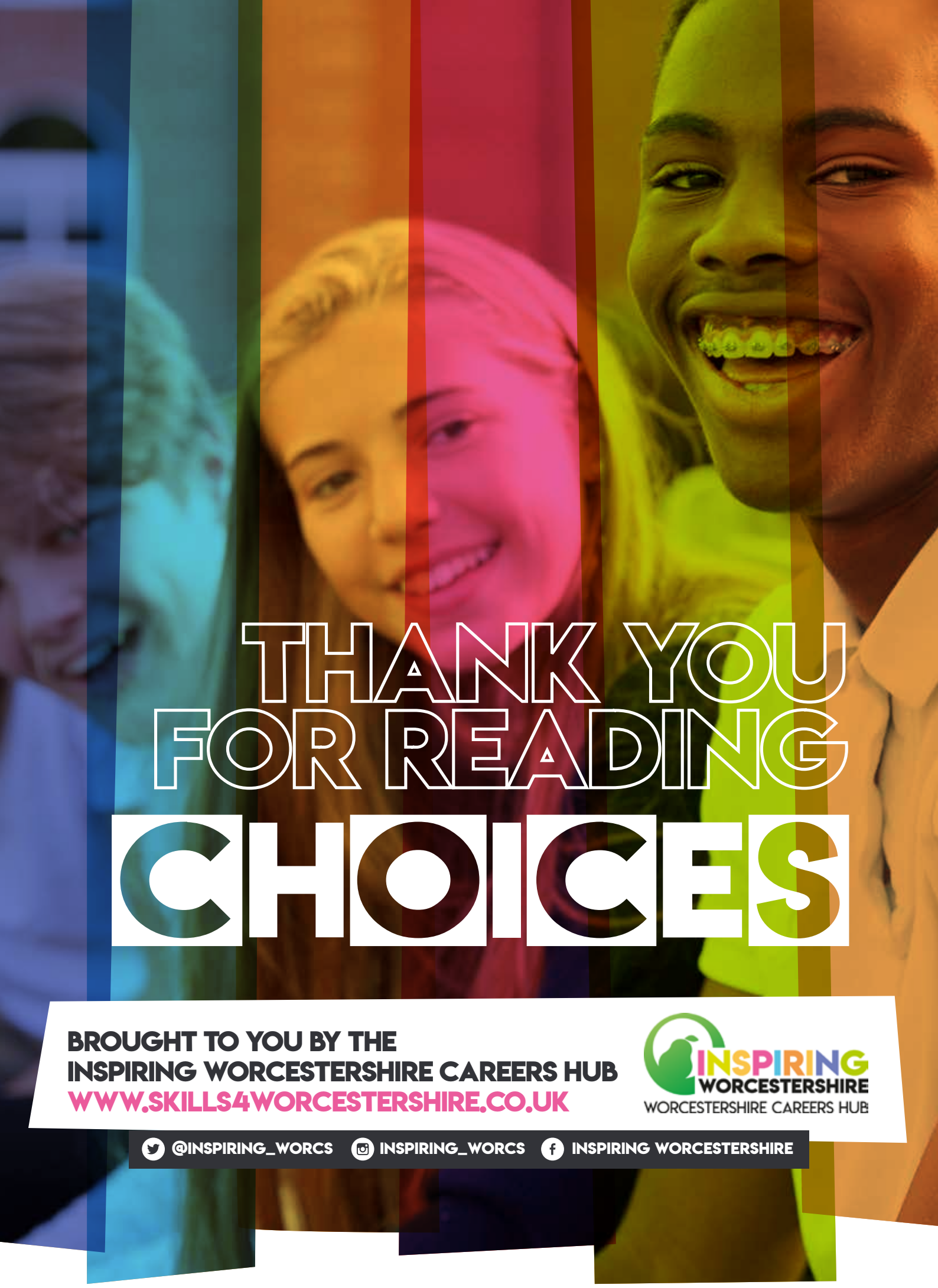
Top Tip: if you still aren't sure about what to do in September- don't worry! Careers Worcs can help, contact the team for free on 0300 666 3 666

CONGRATS!

YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY COVERING THIS TERM.

YOU SHOULD NOW BE FULLY PREPARED FOR THE NEXT PHASE OF YOUR JOURNEY TOWARDS THE WORLD OF WORK.

BEST OF LUCK FROM THE ENTIRE INSPIRING WORCESTERSHIRE DELIVERY TEAM.



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