

## Hampshire Futures Newsletter

### What can Hampshire Futures offer?

We can help if you are struggling to get into work, education, or training.

We can:

- Offer you 1-to-1 support and mentoring from a progression coach.
- Help you to develop employability skills e.g., CV writing, interview preparations, application completion.
- Offer you support to understand the full range of opportunities that are available to you, like college, employment, apprenticeships, traineeships, supported internships etc.
- Help you to support you to access personal development opportunities e.g., CSCS Card, Princes Trust.
- Offer other support such as travel training and confidence building.

### Who are we and what do we do?

Hampshire Futures is part of Hampshire County Council, one of our roles is to support young people who are looking to return to education, training, or employment. So, if you are a young person in Hampshire, and your 2023/2024 goal is to return to college or find a job/apprenticeship, Hampshire Futures is here to help.

### Support for SEND

Children and young people with SEND (Special Educational Needs and Disabilities) have the same ambitions as their peers, which is why we provide them with appropriate and targeted support.

Our [SEND employment and independence hubs](#) bring together workplace and non-workplace learning to develop a flexible programme which focuses on the elements that SEND young people need to gain independence and skills that maximise progression into sustained employment.

### Hampshire Futures Website

Have you visited the Hampshire Futures website? It is full of lots really useful resources that may help you, including;

Interactive Careers Videos – videos where you can explore your career ideas and learn about the different roles that your interests can take you.

Employability Skills - there are lots of resources available to help you with things like CV writing and creating covering letters.

Useful Websites – we have done the hard work for you and found some brilliant websites that can help you in lots of ways. Some of these include quizzes and others are more subject focused.

[Hampshire PALL: All courses](#)





## Apprenticeship Vacancies, September 2023

### Basingstoke and Deane Area

#### [Social Care Worker Apprentice](#) – Choice Care Group (Stoke Lodge)

Do you enjoy helping people and making a positive impact in their lives? Are you caring, reliable, and passionate? If you feel you have these unique qualities, we would love you to join our team. As an apprentice you will be supporting adults with learning disabilities, mental health disorders, and complex needs in a residential care environment, providing a high standard of care and support.

**Closing date 24<sup>th</sup> September 2023**

#### [KIA Customer Service Advisor Apprentice](#) – Snows Business Holdings Ltd

Working in a service department, the apprentice will train in a number of areas including improving customer relations, monitoring, and dealing with customer problems. The Apprentice will keep in close contact with the management staff at the dealership to update them on current affairs and relations. **Closing date 30<sup>th</sup> September 2023.**

### East Hants Area

#### [Dental Nurse Apprentice](#) – Alton Dental

We have an exciting opportunity for an apprentice dental nurse to join our friendly dental nurse practice. We would love you to join us as an apprentice dental nurse and start your career in exciting career in dental nursing. You will be assisting other dental health professionals, providing chair side support and a high level of patient care.

**Closing date 29<sup>th</sup> September 2023.**

#### [Helpdesk Technician Apprenticeship](#) – WP Connect

The number one goal of everyone in our team is to make our clients exceptionally happy. The Apprentice Helpdesk Technician plays an important role in making sure that happens. You will handle first level support requests the come in from our clients.

**Closing date 20<sup>th</sup> September 2023.**

### Eastleigh Area

#### [Customer Support Specialist](#) – Cazoo

Are you ready to start your career? Cazoo are recruiting people who want to maximise their impact for their careers, colleagues, and customers. You'll assist Cazoo's aims of delivering outstanding customer experience throughout the car buying process. This is a great opportunity to learn with the best and work in a constantly evolving business. **Closing date 27<sup>th</sup> September 2023.**

#### [Pharmacy Assistant Apprenticeship](#) – Arun Shama Chemists

This is an exciting role that will include engaging with customers and clients to provide prescription counter services, advice, housekeeping duties such as stock rotation and stock replenishment, helping to deliver a variety of public help services whilst gaining and pharmacy qualification.

**Closing date 1<sup>st</sup> October 2023**



## Apprenticeship Vacancies, September 2023

### Havant Area

#### [Project Design Engineer Apprentice](#) – Coopers Fire

Looking to start your career as a Design Engineer? Keen to secure an Apprentice that can help you gain qualifications and experience with an industry leading organisation. PETA are proud to be working in partnership with Coopers Fire to recruit and train and Project Design Engineer Apprentice. **Closing date 30<sup>th</sup> September 2023.**

#### [Early Years Apprentice](#) - Bright Beginnings Nursery

Are you looking to train in childcare? Friendly, local nursery in Havant is looking for a Level 2 Nursery Apprentice to join their team. Work and interact directly with children on a day-to-day basis supporting the planning of and delivery of activities with meeting the personal and emotional needs of individual children. **Closing date 8<sup>th</sup> October 2023.**

### Gosport Area

#### [Fresh Produce, Supply Chair, and Warehouse Operative Apprentice](#) – Fruit Basket

Every customer order sent out is handpicked and packed with care. We are looking to recruit a fun, lively person who is willing to learn, pays attention to detail, and is adaptable to an ever-changing environment. You need to be able to work well independently as well as in a team. **Closing date 8<sup>th</sup> October 2023.**

#### [Bar and Waiting Apprentice](#) – Harvester (Buccaneer)

As a Bar and Waiting Staff at Harvester you are the personality behind the beer pumps, the expert on the drink's menu, and know our food menu inside out, frequently recommending your favourites. As the friendly face our guests remember, you'll inject your personality every moment you're with out guests so that they love to come back time and time again. **Closing date 4<sup>th</sup> October 2023.**

### Fareham Area

#### [Freight Forwarding Apprenticeship](#) – PSP Worldwide Logistics

We are looking for an apprentice to join our marine transport team. This is an exciting opportunity to join our specialist team and learn all about global logistics and the shipment of yachts and motorboats all over the world. The successful candidate will learn all areas of freight forwarding and play an important role in business. **Closing date 9<sup>th</sup> October 2023.**

#### [Patient Services, Reception and Business Administrator Apprentice](#) – Lockwood Surgery

Lockwood Surgery requires an apprentice to provide great customer service to patients, and administration support to the office team. This is a great opportunity to start your career. You will be processing new patient registration forms, plus much more. **Closing date 9<sup>th</sup> October 2023.**



## Apprenticeship Vacancies, September 2023

### Hart Area

#### [Digital Marketing Apprentice](#) – Hart District Council

You will be part of a small and dynamic Communications team which plan, develop and advise on Hart District Council's communication and engagement strategy objectives. The post will support the busy communications team, helping with day-to-day activities. **Closing date 22<sup>nd</sup> September 2023.**

#### [Apprentice Control Systems Engineer](#) – ADSYST (Automation)

We are currently seeking hardworking, resourceful candidates to join our dynamic team at our Yateley office as an Apprentice Control Systems Engineer to be involved in the full life cycle delivery of control system projects. This role will incorporate software design, implementation, testing and undertaking of on-site commissioning where necessary. You will be taking on tasks like reading design specifications and technical drawings. **Closing date 21<sup>st</sup> September 2023.**

### New Forest Area

#### [Medical Receptionist Apprentice](#) – Ringwood Medical Practice

Ringwood Medical Practice are looking to recruit a Medical Receptionist Apprentice. You will receive, assist, and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient, and effective way. This is an exciting opportunity for anyone with a desire to have a career in the Healthcare industry. **Closing date 2<sup>nd</sup> October 2023.**

#### [Apprentice Chef](#) – Marston's (Bull Hotel Downtown)

Are you looking for a career in hospitality? Join Marston's as an Apprentice Chef and gain a Chef Academy Production Chef Level 2 provided by Lifetime Training. You will be ensuring all menu items and specials are prepared, cooked, and presented to company specification, plus more! **Closing date 7<sup>th</sup> October 2023.**

### Test Valley Area

#### [Recruitment/Sales Apprentice](#) – Aligra Personnel

We are looking for a positive, keen-to-learn individual to embark on an exciting career in Recruitment through an apprenticeship. This is a great opportunity to begin your career, learning from experienced consultants, where we'll nurture and enhance your skills, with the option to progress through the industry. **Closing date 20<sup>th</sup> September 2023.**

#### [Optical Assistant Apprenticeship](#) – Romsey Specsavers

Our Apprenticeship gives people of all ages a chance to start an exciting career, while earning a full-time wage. Your duties may include – booking customers in for eye tests, pre-screening, recommending suitable frames and much more. We are looking for individuals who are enthusiastic about providing great customer service and would like to pursue a career in optics. **Closing date 21<sup>st</sup> September 2023.**



## Apprenticeship Vacancies, September 2023

### Rushmoor Area

#### [Level 2 Scaffolder Apprentice Scheme](#) – Ideal Scaffolding Southern

We are looking for enthusiastic individuals to join our family run Scaffolding Business. You will need to be prepared to work in all weathers, confident with heights and working in a team. We offer excellent rates of pay and will invest in your training after your apprenticeship is complete to continue your employment within the Company. Initially you will be yard based and supervised to become familiar with handling and servicing of equipment. **Closing date 27<sup>th</sup> October 2023.**

#### [Team Member Apprentice](#) – Cineworld (Aldershot)

At Cineworld, we want you to be a part of our open and lively environment, where every employee can contribute. If you have a passion for customer service and would like to join the Cineworld Team, apply now!  
**Closing date 21<sup>st</sup> September 2023.**

### Winchester Area

#### [Level 2 Childcare Apprentice](#) – Tops Day Nursery

We are currently looking to recruit a Level 2 Childcare Apprentice to join us at Tops Day Nursery to complete their Level 2 Early Years Practitioner Apprenticeship at our nursery based at Royal Hampshire County Hospital in Winchester. You will assist in ensuring the unit is clean and tidy and assist in meal preparation. **Closing date 14<sup>th</sup> October 2023.**

#### [IT Technician Apprentice](#) – Harrap Computer Services

We are looking to recruit an IT Technician Apprentice who is a hardworking, organised individual with flexibility and a willingness to learn. Harrap Computer Systems provides high quality support to schools across Hampshire. Most of the work is done on-site at the schools, but they also provide remote assistance over the phone or the internet. **Closing date 15<sup>th</sup> October 2023.**

### Apprenticeship Search Sites

The following sites help you find the ideal apprenticeship for you. It does not matter what qualifications you have. There is an apprenticeship for everyone.

All vacancies listed in this Newsletter have been sourced from [Find an Apprenticeship](#), where you can find others in your area.

To look for courses you may be interested in check out, [Apprenticeships](#).

### Job Hunting Websites

Job hunting isn't an easy task, especially when you don't know where to start.

Below are some of the top Job-Hunting Sites to help you start your search.

- [Indeed](#), [Jobsite](#), [REED](#), [Total Jobs](#).





Prince's Trust

**START  
SOMETHING**

### **Kickstart your career as a Health Care Assistant**

The Princes Trust can support you into Health Care Assistant Roles with their FREE programme that will equip you with the knowledge and skills to kickstart your career!

Upcoming dates:

**Taster days** – 27th September, 25th October, 29th November 2023.

**Course dates** – 3rd-5th October, 31st October – 2nd November, 5th-7th December 2023.

[ellie.dunstall@princes-trust.org.uk/](mailto:ellie.dunstall@princes-trust.org.uk)

07484040049

### **Get an Admin Job in the NHS with The Princes Trust**

This course will help you gain the knowledge and skills you need to get an NHS Admin Job

By attending this online course, you will:

- Learn values and skills required for an admin based career in the NHS.
- Learn about career progression.
- Gain sector based knowledge.
- Improve your employability skills.
- Understand the sector, roles, and recruitment styles.
- Learn about interview techniques.

Taster Day Dates: 4<sup>th</sup> October (Course dates – 10<sup>th</sup>-12<sup>th</sup> October). 29<sup>th</sup> November (Course dates 5<sup>th</sup>-7<sup>th</sup> December)

[laura.cottrell@princes-trust.org.uk](mailto:laura.cottrell@princes-trust.org.uk)

07432701935

**National  
Careers  
Service**

Helping you take  
the next step

### **Who is the National Careers Service?**

The National Careers Service or NCS provide careers information, advice, and guidance. They can help you make decisions on learning, training, and work at all stages in your career. Their service is available to all people who live in England.

### **Want to find out more?**

Customers can find out more about the Information Events and register for their place [here](#)

You can also book by calling the Booking Line on 01329 559169 or email customer contact details to the booking line team at [bookingline@edt.org](mailto:bookingline@edt.org)

Eventbrite tickets [HERE](#)

### **Virtual Information Events for September:**

#### **20<sup>th</sup> September 2023: Civil Service Careers**

- An overview of public sector careers
- Civil Service Careers and applications
- Transferable Skills and the STAR Method.

This event is for anyone who lives in Hampshire, Surrey, Sussex, and the IOW. This session is delivered by qualified careers advisors via Zoom.



## CV Tips – What makes a good CV?

### Personal Statement

Your personal statement is the first thing an employer reads and an opportunity to personalise your CV. You should briefly summarise what you have achieved in the past, what you hope to achieve in the future, and how the job you're applying for fits that plan.

### Be concise

Employers receive tens, if not hundreds, of applications for every job they advertise so make sure your CV is clear, concise, and easy to read. Avoid using jargon or acronyms.

### Choose your Template

Please visit the Hampshire Futures website [Creating a CV](#) for example CVs and some templates for you to choose from to get you started.

### Tailor your CV to the job

It's important to tailor your CV for each job that you apply for by ensuring that you highlight the most relevant skills and experience.

### Check, check, and check again!

Grammar and spelling are really important, so read your CV a few times to make sure there are no mistakes. Why not ask someone else to read it over too?

### Don't be shy

Your CV is an opportunity to demonstrate what you're capable of and convince prospective employers that you're right for the job. Don't be afraid to blow your own trumpet!

### Length and Presentation

Many employers tend to 'skim' CVs looking for the information that is most relevant and important to them. Keep it to a maximum of two pages and don't use a font size less than 11.

### Give examples

Most of us are guilty of having written a CV full of buzzwords like 'teamwork' and 'communication skills' without explaining what we mean by them. Anyone can say they're organised so make sure you give an example to demonstrate how you stand out from the crowd.

### The power of google

Many employers admit to 'googling' or searching the names of applicants on social media to see what they can find out! Make sure your online presence is a positive one and if it's not, then consider changing your privacy settings to ensure that you don't leave a negative impression.



How do I write a CV?





## Mental Health Advice and Support

### Managing Mental Health

We recommend checking out resources available on [Mind](#), and [Young Minds](#). They aim to help people understand, accept, and take care of their Mental Health.

[Mind](#) have a large selection of resources and suggestions tailored to young people. They offer support and advice for a variety of topics.

[Young Minds](#) provides advice and support for many situations young people face. From gender identity to concerns at school, they cover every topic in a considerate and respectful way.

### Helplines

For help when struggling with Domestic Abuse: [The Hampton Trust](#)

For someone to talk to when you need it most: [Samaritans](#).

Support for the LGBT+ community: [Galop](#)

Mental Health support for Black people in the UK: [Young Minds](#).

### Local mental health services partners with Shout

Hampshire and the Isle of Wight's NHS 111 Mental health triage team run by Southern Health NHS Foundation Trust, have partnered with 'Shout' to provide in the moment of mental health support to those in the local community.

People who live in Hampshire and the Isle of Wight can now text 'HANTS' to 85258 to be connected to a trained volunteer who can help with anxiety, stress, loneliness, or depression. The key word 'HANTS' represents an acronym for **H**elp **A**n anytime (even at **N**ight), **T**ext us for **S**upport.

Shout's trained volunteers are there for you **24/7** to listen and support you to get to a calmer and safer place. Shout is a free, confidential, anonymous service for anyone in the UK. It won't show up on your phone bill.

### Kooth – Online Counselling for 11-25 year olds.

Kooth is a free, safe, online counselling and emotional wellbeing support service for ages 11- 25. Young people can use the website anonymously to access a range of FREE support including 1:1 text-based counselling, 24h messaging to our team of practitioners, journal and goal setting spaces, support forums and helpful articles on wellbeing and current affairs. Young people can self- refer online at any time by visiting [www.kooth.com](http://www.kooth.com). Kooth is commissioned primarily by the NHS and is the only digital service of its kind to be accredited by the British Association of Counselling and Psychotherapy.

