

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, October 2023

Basingstoke and Deane Area

[Customer Service Parts Apprentice](#) – Steer Automotive Group

Steer Automotive Group are offering a fantastic opportunity for an Apprentice Parts Advisor to join their busy workshop. Learn how to provide industry leading services to customers and work with a great team, but also be able to work on your own initiative. **Closing date 23rd October 2023.**

[Travel Consultant Apprentice](#) – Toucan Travel

Interested in becoming a Travel Consultant? Toucan Travel are seeking an Apprentice to join their award-winning team. This exciting opportunity allows you to earn whilst you learn, working alongside travel industry leaders in a vibrant friendly environment. You will be handling holiday enquiries, face to face, over the phone, and email. **Closing date 25th October 2023.**

East Hants Area

[Apprentice Production Chef](#) – Compass Group

Do you have a real passion for cooking and would love a career as a Chef? Would you like to earn whilst you learn? We have an exciting opportunity for an Apprentice Catering Assistant to join our team at Alton Community Hospital. Full training will be provided as part of the apprenticeship. Over 12 months you will become a qualified Production Chef! **Closing date 31st October 2023.**

[Apprentice Wellbeing and Holistic Therapist \(Level 3 Beauty Therapist\)](#) – Champneys Forestmere

This is an amazing opportunity to become a member of our team at one of Champneys Spa Resorts. You will have the opportunity to develop and deliver a 5* guest experience whilst being able to provide a range of wellbeing and holistic treatments, such as aromatherapy, acupressure, and holistic massage, Indian head massage, and wellness experiences. **Closing date 31st**

Eastleigh Area

[Medical Reception Apprentice](#) – Stoke Wood Surgery

Start your career at a friendly doctor's surgery! This is a great opportunity to work in a friendly reception area and assist the office department. You will become an important part of the team. You will record accurate messages and ensure they are passed on efficiently and deal with hospital and other healthcare providers enquiries. **Closing date 23rd October 2023**

[Social Care Worker Apprentice](#) – Choice Care Group (Otterbourne House)

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. Deliver high quality personal care following the care plan and individual resident wishes to ensure the comfort and dignity of each resident.



Apprenticeship Vacancies, October 2023

Havant Area

[Business Administration Apprentice](#) – Premelec

Do you want to kickstart your career as an administrator? Are you keen to progress in a company with a proven track record of apprentice success? PETA Ltd are proud to be working with Premelec to source an exceptional Business Administration Apprentice. Assisting across various departments, the role will be varied. About the role: Supporting the management team in ensuring that all administrative processes are completed in a timely manner in order to ensure provision of a quality service Providing administrative support to the team by ensuring all electronic filing is completed on a weekly basis etc.

Closing date 31st October 2023

[Parts Advisor Apprentice](#) – Harwoods Ltd

This is an exciting opportunity for you to join our team as an Apprentice Parts Assistant. Our Parts Assistant drive sales of parts and accessories and liaise with the workshop team to ensure they have the parts they need to work effectively. This is a varied role where you will gain the life and technical skills to build your career with us. **Closing date 4th November 2023.**

Gosport Area

[Apprentice Clerical Officer](#) – Gosport War Memorial Hospital

Gosport War Memorial Hospital is part of Portsmouth University Hospitals NHS Trust. You'll be providing reception and admin support to the Outpatient Service by delivering excellent customer service to patients and to liaise between clinician, GP's, patients, and other departments. This is a fantastic opportunity to start your career in the NHS. **Closing date 31st October 2023.**

[Project Delivery Apprenticeship](#) – Defence Equipment and Support

This 2 year scheme will develop your knowledge and understanding of how our projects are delivered, gaining an insight into project management and project control tools and techniques including scheduling, risk management, and cost control. **Closing date 13th November 2023.**

Fareham Area

[Apprentice Retail Team Manager](#) – Matalan Retail

Are you looking to start your career in Retail Management? Matalan are offering a fantastic opportunity to join their as an Apprentice Retail Team Manager whilst completing a Level 3 Retail Apprenticeship with Inspiro Learning. You would be opening and closing the store, driving sales targets, plus much more. **Closing date 5th November 2023.**

[Financial Services Administrator Apprentice](#) – Beals Mortgage and Financial Services

Are you looking to build a long-term career in Financial Services? Look no further! You will be gaining valuable workplace experience. You will liaise with providers to obtain updates on applicant status and proactively progress applications through to completion. **Closing date 30th October 2023.**



Apprenticeship Vacancies, October 2023

Hart Area

[Level 3 Early Years Apprenticeship](#) - Sherfield School

The apprentices duties will be to support the Nursery practitioners with day-to-day organisation, planning, playing, and learning. You will ensure the children's safety and to take an interest in the children and their families, to always treat them as individuals and with respect. This is an excellent opportunity for a smart, ambitious, and self-motivated individual to join a friendly environment. **Closing date 28th October 2023.**

[Equine Apprentice](#) – Premiere Dressage

Barratt Equestrian are looking to recruit a new Equine Groom Apprentice. We are looking for a non-riding groom to join the team and help look after our horses. This is the ideal role for someone to start their career as a groom. Help with general yard duties and horse care management, plus much more. **Closing date 31st October 2023.**

New Forest Area

[Traffic Office Apprenticeship](#) – Bidfood UK

Are you looking for that first opportunity to start work and make a difference? We are looking to recruit a Transport Planning and Compliance Assistant to support our Transport Department managing the movement of goods across all sectors. **Closing date 31st October 2023.**

[Print Apprentice \(Box Maker\)](#) – Dayfold Ltd

An excellent opportunity to join a well-established print company. Working within our packaging department, you will assist in producing luxury boxes and packaging from scratch all the way through to finished product using a variety of machines and techniques. **Closing date 27th October 2023.**

Test Valley Area

[Pharmacy Assistant Apprenticeship](#) – Arun Sharma 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 replenishment, helping to deliver a variety of public health services whilst gaining a pharmacy qualification. **Closing date 31st October 2023.**

[Trade Supplier Apprentice](#) – EDA Learning and Development

A trade supplier apprentice is required for a leading electrical wholesaler. The candidate will start in the warehouse and learn all the products of warehouse management and then move onto sales counter and sales office. Fantastic career progression opportunity for the right candidate. **Closing date 30th October 2023.**



Apprenticeship Vacancies, October 2023

Rushmoor Area

[Apprentice Branch Assistant](#) – Rexel UK

Rexel is offering an excellent opportunity to employ an enthusiastic, ambitious, and self-motivated individual to join our branch network. If you have a genuine interest in delivering outstanding customer service and want to work in a varied role, we can provide the training you need to support your future career at Rexel. **Closing date 29th October 2023**

[Events Operation Administrator Apprentice](#) – Bespoke Dance and Function

Events company- main custom based is hen parties and arranging activities. We are a fast growing entertainment activity company, which supplies fun group activities to the Hen & Stag party market. Due to the business expansion, we are looking for an Events Operation Administrator to join the team. Main part of this role is managing all correspondence with the customers and suppliers (there is no cold calling). **Closing date 1st November 2023.**

Winchester Area

[Childcare Apprenticeship](#) – Childbase Partnership

Fun is an essential ingredient in all Childbase Partnership nurseries where the care and education opportunities for every child are as extraordinary as our colleagues who provide them. This is your opportunity to be part of the fun and join us as an apprentice at our West Downs Day Nursery in Winchester. **Closing date 30th November 2023.**

[Bar and Waiting Apprenticeship](#) – Mitchells & Butlers Leisure Retail

By taking on a full-time role as a bar and waiting apprentice under the supervision of our passionate teams, not only will you achieve a Level 2 Hospitality Team Member Apprenticeship, but you will also be able to support the running of our businesses, creating some amazing moments! **Closing date 14th November 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 Opportunities October 2023



Prince's Trust

START SOMETHING

Get into Construction with JRS Training

This 5-day Programme will see the Young People come together with an industry professional, to gain knowledge and accreditation that will open the door to work in the Construction Industry. Gaining their Emergency First Aid Certificate, Health & Safety Accreditation, and their CSCS Card, they will then have the opportunity to share their experience and new-found knowledge with industry professionals during the end of Programme Celebration Event, where they can discuss opportunities in apprenticeships, traineeships, and paid employment within the Construction Industry, with support from their dedicated Prince's Trust Youth Development Lead.

When: Taster day – 14th November 2023 (referral deadline 10th November 2023), Course dates 20th-24th November 2023.

Where: Southampton

How: [How can we help you at The Prince's Trust? \(office.com\)](https://www.office.com)

Get Started in Art & Creativity with John Hansard Gallery Southampton

This 5-day Programme will see the Young People come together with professional artists in a working art gallery, to trial a range of different artistic techniques and creativity to explore their own identity and sense of belonging as individuals and within their communities. No artistic ability is required for Programme, just an interest in exploring new things and finding creative ways to express yourself. You'll have a dedicated Prince's Trust Youth Development Lead to support you throughout the Programme, and for up to 6-months post-Programme, to progress onto your next venture.

When: Taster day – 28th November 2023 (referral deadline 24th November 2023), Course dates 4th December – 8th December 2023.

Where: Southampton

How: [How can we help you at The Prince's Trust? \(office.com\)](https://www.office.com)

Team Programme (16-25)

Our 12-week personal development programme, for the chance to gain new skills, take a qualification and meet new people. When you come board, you'll be challenged to:

- Take on your own group community project, making a positive difference to place where you live.
- Take part in an action-packed residential trip.
- Get two weeks' work experience in something you're interested in.
- Develop your English and Maths skills.

As part of the course, we also spend some time developing your interview CV skills to ensure your confidence is sky-high for when taking the next step.

Where: Basingstoke, Isle of White & Southampton, **When:** 22nd January - 12th April 2024, **How to sign up:** Call Customer services on 0800 842 842



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. 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.

