

HAMPSHIRE
Careers Partnership

Your Future, Your Choice



Welcome!

This booklet is designed to help you think about your options when you leave college or sixth form. It's short and snappy, but if you would like more help you can use the online links or contact your careers department at your school or college. This is your booklet, so please feel free to use a highlighter, make notes and complete the blank pages.



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Timeline

Autumn term

Start to consider your skills and how you can evidence these.

Research and draft a CV (remember this will need to be tailored to each job you apply for).

Research degree apprenticeships and apply.

Research and apply for higher education.

Use the timeline below to help plan your year and make sure you don't miss any important dates.

Check all deadlines for opportunities.

UCAS competitive course closing date 15 October.

Care Leavers Awareness Week.

Find out your school/college's UCAS deadline as this is often before the official UCAS deadline in January.

September



Spring term

Research and apply for gap year opportunities.

UCAS closing date 15 January.

National Apprenticeships Week.

National Careers Week.

Summer term

Apply for all jobs/ apprenticeships of interest.

Actively target employers.

Exam results (August).

University clearing (August following exam results day).

January



April



Apprenticeships

Apprenticeships help you earn while you learn and gain the training and skills you need to pursue your career.

The government website www.gov.uk/apply-apprenticeship advertises apprenticeships available across the UK. You can search by occupation, level and postcode.

- You can start an apprenticeship from the age of 16 and there is no upper age limit. If you have an Educational Health Care Plan (EHCP) then apprenticeships are also an option for you.
- As an apprentice you would be entitled to the Apprentice Minimum Wage although many employers chose to pay more than this.
- If you do not feel ready for an apprenticeship that's okay. There are also traineeship courses which are designed to prepare you for apprenticeships at your own speed.

Speak to your careers department for more information.

Higher Education Roadmap

LEVEL 8	HE	DOCTORATE PHD						
		MASTERS MA / MSC / MBA	PGDIP	PGCERT				DEGREE APPRENTICESHIP
LEVEL 5	HE	BACHELORS DEGREE BA / BSC	DIPHE	FOUNDATION DEGREE FDSA / FDSC	HND			HIGHER APPRENTICESHIP
LEVEL 4			CERTHE		HNC	NVQ LEVEL 4		
LEVEL 3	FE	A-LEVEL	T-LEVEL	ACCESS TO HE DIPLOMA	BTEC LEVEL 3	NVQ LEVEL 3	ADVANCED APPRENTICESHIP	
LEVEL 2		GCSE			BTEC LEVEL 2	NVQ LEVEL 2	INTERMEDIATE APPRENTICESHIP	

Traineeships

If you are between 16–24, with or without an EHCP, a traineeship may be an option for you.

- A traineeship is a course with work experience that gets you ready for work or an apprenticeship.
- Traineeships are unpaid but expenses for things like travel and meals may be available. They can last from six weeks up to one year.
- If you do not have GCSE grade C/4 or above in Maths & English do not worry. You can work towards these whilst either at college, sixth form or as part of your traineeship.

Speak to your careers department for more information.

TOP TIP

You can search for a traineeship at www.gov.uk/find-traineeship



Supported Internships

If you have an EHCP or Statement of Educational Needs and Disabilities (SEND) and are aged between 16–24, you may have the opportunity to complete a supported internship.

This will mean you work and train in a workplace, alongside improving your Math's & English.

Speak to your careers department for more information.



TOP TIP

Supported Internships are unpaid, based mainly at an employer's place of work and last for at least six months.

Higher and Degree Apprenticeships

Higher Apprenticeships are Level 4 and 5 qualifications. Degree Apprenticeships provide you with an opportunity to gain a full degree but without tuition fees.

Designed in partnership with employers, part-time study takes place at a university or college, with the rest of your time being with your employer.

Quick facts

- 👍 Higher Apprenticeships take one to five years to complete.
- 👍 Degree Apprenticeships take three to six years to complete, depending on what level you are doing.
- 👍 As a Higher/Degree Apprentice you would be employed and paid a wage throughout the course.
- 👍 As a Degree Apprentice you are very likely to stay working with your employer after completing your apprenticeship.
- 👍 As a Higher Apprentice you could go on to study a degree apprenticeship, university course or continue working with your employer.

Many Degree Apprenticeships are advertised on the National Apprenticeship website: www.gov.uk/apply-apprenticeship

TOP TIP

You can also find details of Degree Apprenticeships on the UCAS Career Finder website: careerfinderucas.com/jobs/apprenticeship/ or speak to your careers department.



Higher National Certificates and Higher National Diplomas

Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) are work based qualifications at a higher level.

- HNCs take about one year to complete full-time and two years part-time.
- HNDs take two years full-time and can also be taken part-time, which takes longer.
- You can study HNCs & HNDs in different subjects.
- Most HND courses will require at least one A level or an equivalent qualification to apply.
- They are assessed through assignments, projects and practical tasks. You would focus on gaining practical skills through doing tasks that can be used in a particular job.
- HNCs can allow you entry into the second year of a degree, while HNDs can allow you entry into the second or third year of a degree.

Speak to your careers department for more information.



University

University has many benefits, it can help increase your:



Knowledge



Financial
budgeting skills



Earning
potential








Friendships and
connections



Independence
and freedom

There are over 50,000 different degree courses at over 100 universities, colleges and other specialist institutions across the UK, so you will be able to choose one that suits you best.

-  Some courses will ask for specific qualifications and grades. Make sure you do your research into the courses before you apply.
-  Most full-time undergraduate courses are between three to four years long and some contain a year studying abroad or working in industry.
-  To apply for a degree at university or college, you will need to use UCAS. This is where you can search for courses, universities and colleges, and submit your application.
-  You can choose to live in university accommodation, private accommodation, or stay at home depending on what suits you best.
-  Did you know that you may be able to study a Level 4 qualification at your local college? Check out their brochures and websites to see what they can offer you.



View the
SUN website.

Visit [UCAS.com](https://www.ucas.com) or speak to your
careers department to find out more.

Additional Financial Support

There is a lot of financial support you might be able to access to help you at university such as student loans, maintenance loan, bursaries and scholarships.

If you feel you would like or need any reasonable adjustments whilst at university, you can contact the university before you arrive to discuss your support options. This may include flexible seminar times, access to study skills, or specialist computer equipment.

● If you have a learning difficulty, health problem or disability you can visit www.gov.uk/disabled-students-allowances-dsas to find out more information on the support available, application and assessment process for DSA, as well as the timescales for applications.



Scan to view the Student Finance England website.



TOP TIP

If you are a care leaver, young carer, refugee, or from a low income household you may be able to apply for a bursary. Speak to your careers department or contact a university to check if you are eligible.

Gap Year

If you do not feel ready to go straight into another course once you have finished college or sixth form, or if you are still deciding about what you want to do next, you could always do a gap year.

A gap year is constructive time out to volunteer, travel and/or work.

Gap years give you the opportunity to increase your independence, potentially gain experience of new cultures, understand what career you might enjoy and help you to learn more about yourself, your skills and your qualities.

- Gap years can be seen as one way to improve your CV by gaining relevant work experience in a particular field. You can develop key skills, try out different industries, and demonstrate your interest in a particular field of work.



Speak to your careers department for more information.

TOP TIP

Planning your gap year will be critical. You need to ensure it works for you and your goals and that universities and employers will be able to see the value in this time out.

Volunteering

Volunteering can make a real difference to your life and to others. It is a great way to develop your skills, improve confidence, become more independent, gain work experience, start new friendships, and be a part of a community.

It will also give you something additional to put on your CV and could provide you with a new work reference.

In addition, there are lots of virtual, online, and telephone volunteering opportunities to explore.

For more information on volunteering speak to your careers department.



Employment

Including Supported Employment

You may choose to work full-time or part-time hours instead of continuing onto higher education. The hours you work will usually be in the job advert or would be discussed when you apply for the job.



You may wish to think about the hours you work and how this will fit in with your personal circumstances. Make sure you are looking after your wellbeing when thinking of how many hours you wish to work.

- ✓ Some employers may have set entry requirements such as previous experience related to the job role and/or particular qualifications and skills.
- ✓ Some employers will offer you on-the-job training which is a great way to increase your skills and knowledge.
- ✓ There are lots of ways to find a job. These include speaking to friends and family, registering with a recruitment agency, targeting employers with your CV and a covering letter, looking on employer websites for job available and using social media.
- ✓ If you have a SEND Personal Adviser, they should be able to provide information on employment training schemes in the local area, as well as any courses provided by local colleges which have work-based training built in.

Speak to your careers department for further information.

TOP TIP
Employers must pay you at least the National Minimum Wage.

Using Social Media for Job Searching

Social media can be a great tool for looking for jobs. You can use social media to:



Build your networks.



Get noticed by employers.



Find “hidden” jobs that aren’t on job search sites.



Join groups related to the area of work you’re interested in.

Top tips for using social media:

- Always be professional. You may want to check and edit your past posts to ensure they are also professional.
- Write in full sentences and do not use abbreviated English on public posts, such as txt, spk, etc.
- Create a good impression with what you ‘like’ and post.
- Remember that employers may check social media profiles!
- Check your profile settings: anyone you are not friends with should only see your name and (appropriate) profile pictures.
- Increase your professional contacts using LinkedIn or similar platforms.
- Don’t use social media to randomly contact people and ask for jobs.
- Get to know organisations first – use social media to research and engage with them (e.g. like, comment on or share their content).



It is really important to look after your wellbeing and take breaks from looking at social media. If you are using social media for job searching, perhaps consider setting a specific time to do this to keep it separate from your personal life.

Application Forms

Application forms may be daunting at first, but it's worth taking the time to get them right. There is a lot of support online and at your college or sixth form to help.

Tips & Tricks:

- ✓ Always match your application to the job description and person specification.
- ✓ Research the company using their website or job advert.
- ✓ Make sure the job is what you want to do and think about your values – do they match the values of the company/sector?
- ✓ Give yourself plenty of time to complete the application.
- ✓ Make a copy so you can work on a draft before submitting.
- ✓ Follow the instructions e.g. BLOCK CAPITALS, use a black pen etc.
- ✓ If the application is a paper copy, be as neat as you can.
- ✓ Check your spelling and ask someone you trust to proofread it for you (this can be really reassuring).
- ✓ Save the application for future reference – this will help you prepare for the interview if you're shortlisted.
- ✓ Check the form over once more before you send it and try to get someone else to check as well.
- ✓ Remember to always use a professional username and email address.

Activity

Use this blank application form to help you consider what you could include in each section. You could start with bullet points to help get your ideas flowing and then build on these when you are ready to.

Application Form

Personal Details

Name:	<input type="text"/>	Address:	<input type="text"/>
Contact phone number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Education & Training History

Name of establishment	Qualification & Grade achieved
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Work History (current employment first)

Name of Organisation	<input type="text"/>	
Job Role	<input type="text"/>	
Date	From: DD / MM / YY	To: DD / MM / YY
Outline of your role & responsibilities		
<input type="text"/>		
Reason for leaving	<input type="text"/>	

Name of Organisation	
Job Role	
Date	From: DD / MM / YY To: DD / MM / YY
Outline of your role and responsibilities	
Reason for leaving	

Supporting Information

Please outline how your skills and experience match up to the job description and person specification.

References

Name	
Address	
Contact number	
How long have you known this person	
In what capacity do you know this person?	

Introduction to CVs

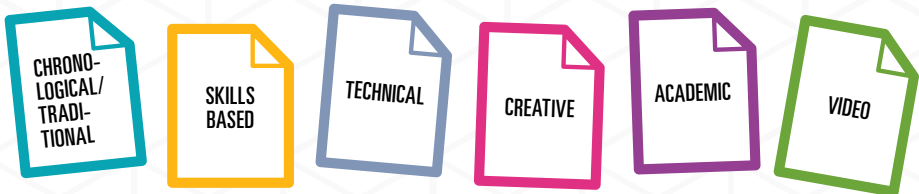
CV stands for the Latin word ‘Curriculum Vitae’ meaning ‘course of life’ and is a snapshot of who you are and what you can offer an employer.

- Usually, a CV is one to two sides of A4.
- Employers use CVs to shortlist potential candidates.

In your CV you should include:

- contact details;
- personal profile – this is a brief paragraph about yourself and why you want the job plus key skills relevant to the job. You should change the personal profile for each job you apply for;
- skills and qualities;
- previous employment and/or work experience (paid or voluntary);
- education and qualifications;
- interests and achievements;
- one to two references from work, volunteering, or college or sixth form.

There are different styles of CV available and these include:



Please contact your careers department for more information and support as they may have guides and further resources to help you.

Example of a 'Good Chronological One Page' CV:

My Name

Anytown, GU1

07000 000000

myemail@emailaddress.com

Profile

Level 2 Carpentry & Joinery student, looking for an opportunity to enter the construction industry when my course finishes in Summer 2020. Enthusiastic and keen to learn, my highest marks have been in first fixings assessments. Enjoy team projects and have an aptitude for problem solving.

Skills

- Able to read and work to technical drawings
- Experience communicating with customers to understand and work to a brief
- Strong attention to detail, completing work to the highest standards of quality
- Organised and able to keep calm whilst working to multiple deadlines
- Excellent knowledge of health and safety, with my own PPE

Education

Level 2 Carpentry, Anytown College

Sept 2019 – July 2020

- Handle hand and power tools including a range of saws, chisels, drills and planes
- Follow health and safety regulations whilst working on live carpentry projects/sites
- Pick and prepare the appropriate materials for a range of carpentry tasks
- Carry out first and second fixing operations on real projects, including:
 - Built a roof structure and laid floor joists
 - Constructed stud partitions
 - Fixed architrave and skirting
 - Installed kitchen units and repaired a windowsill
- Draw plans by hand, label them appropriately and explain work in full to my tutor
- Accurately measure materials, calculate quantities and minimise wastage
- Meet strict deadlines – multi-tasking and planning my own time effectively

Level 1 Multi-trades, Anytown College

Sept 2018 – July 2019

GCSEs, Anytown School

Sept 2013 – July 2018

- 5 GCSEs grades 4-5, including English Language (4) and Maths (4).

Work History

Delivery Operative, The Evening News

2017 – present

- Logically approach problems, e.g. missing supplements, solving them to the satisfaction of customers
- Work out of doors (in all weathers), cover early morning shifts and lift and carry heavy loads
- Meet delivery deadlines by planning and following the most efficient routes

Construction Work Experience, Constructors 'R Us

April 2019 (1 week)

- Spent time on a live, residential construction site, adhering to all health and safety regulations
- Helped move materials around the site
- Communicated with a range of tradespeople & fuelled my passion for carpentry

Hobbies

Am a Young Leader at Scouts and enjoy helping younger Scouts with tasks within the weekly meetings and at camps. Like playing football and our team is currently second in the Anytown Sunday League. Also regularly play online multiplayer online games which has helped me to develop strategic and verbal communication skills.

References available on request

The Difference Between Skills, Qualities & Duties



Skills

Communication

Leadership

Problem solving

Planning and time management

Numeracy and literacy

IT skills

Good subject knowledge

Skills have been learned – from school and college, at work, or through your hobbies and interests. You need to keep practicing and developing to remain good at them.



Qualities

Patience

Flexible and open to change

Creative

Organised

Self-motivated

Responsible

Caring

Qualities are characteristics – they are part of your personality. They may develop over time, but you are always ‘good’ at them.



Duties

Prepare for lessons

Attend classes

Submit work to deadlines

Have correct equipment and resources

Revise for exams

Complete assignments (practical & written)

Write reports

Duties are the responsibilities you are expected to perform to complete a task or job.

Activity

Use the image below to help consider what skills you have.

Creative Problem Solving

- Think imaginatively
- Work to deadlines
- Organised approach
- Understand different perspectives
- Innovative

I SHOW THIS BY:

Working out which would be the best materials to use to create my D&T project.

Good Work Ethic

- Organised
- Positive attitude
- Reliable
- Can take instruction
- Follow company values

I SHOW THIS BY:

Maintaining a positive outlook even if my sports team isn't winning.

Entrepreneurial Thinking

- Ability to take risks
- Recognise opportunity
- Determination
- Time management
- Learn from the competition

I SHOW THIS BY:

Taking a risk by trying a new approach when presenting a piece of Art or Photography work.

Verbal Communication

- Listen and speak effectively
- Positive body language
- Talk well on the phone
- Customer focussed
- Effective presenter

I SHOW THIS BY:

Debating morality issues in R.E. that demonstrate a clear understanding of my points.

Employable Me

I'm developing the skills for my future



Written Communication

- Correct email etiquette
- Report writing
- Presentation writing
- Use correct language
- Good spelling & grammar

I SHOW THIS BY:

Using the key facts and links from a case study to answer the longer questions in Geography.

Resilience

- Learn from mistakes
- Work flexibly
- Adaptable to change
- Willingness to learn
- Respond well to challenges

I SHOW THIS BY:

Persevering to get to the right answer in a maths problem without giving up.

Leadership

- Self-motivated
- Lead by example
- Confident
- Show initiative
- Can influence others

I SHOW THIS BY:

Presenting a compelling and accurate argument that changes opinions or inspires others.

Teamwork

- Build relationships
- Trustworthy
- Respectful
- Conscientious worker
- Reliable

I SHOW THIS BY:

Working in a group to conduct a science experiment safely and that involves all team members.

Activity

Now you have considered your skills, complete the boxes below to provide evidence demonstrating that you have these skills. Remember to list an example for each skill you think of. See examples on page 23.

Creative Problem Solving

Good Work Ethic

Entrepreneurial Thinking

Verbal Communication

Employable Me

Use this sheet to record examples of when you have applied or demonstrated each skill.



Written Communication

Resilience

Leadership

Teamwork

Work history:	
Job title & organisation:	From – To:
Duties included:	
<hr/> <hr/> <hr/> <hr/>	
Job title & organisation:	From – To:
Duties included:	
<hr/> <hr/> <hr/> <hr/>	
Job title & organisation:	From – To:
Duties included:	
<hr/> <hr/> <hr/> <hr/>	
Education & Qualifications:	
Course title, school/college:	Date attended:
Course title, school/college:	Date attended:
Course title, school/college:	Date attended:
Hobbies & Interests:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

References available on request.

Interviews

The key to succeeding at interviews is preparation. You can tell when someone has prepared for their interview, and it will show you are motivated and dedicated.

Being prepared will also help you feel more confident and help to lower any pre-interview worries.

Before the interview you should:

Research the college, university or company.

Check the course or job description – prepare examples of how your skills and experience meet these requirements.

Read your application again – what you've written in the application is the reason you've been invited to an interview.

Plan your journey – how are you going to get there, do you have a back-up plan?

Make sure you have suitable interview clothes.

Have your documents ready – if you've been asked to bring ID or certificates, make sure you have these ready.

On the day of the interview:

Aim to arrive 10 minutes before your interview is due to begin.

Introduce yourself confidently and politely – first impressions count!



Tips and tricks during your interview:

- ✓ Remember you are there because they think you have the right skills and experience and they want to meet you!
- ✓ Take your time and think about what you've been asked before answering. Taking a pause to think is not a bad thing and helps you give the best possible answer. Perhaps consider using the STAR technique (situation, task, action and result) to help you cover everything.
- ✓ If you don't understand a question, ask for it to be rephrased or clarified – it is better to ask and get it right than make a mistake.
- ✓ It's ok to bring notes or a CV in with you – just make sure you use them as a guide and don't read directly from them.
- ✓ Keep your body language positive.

Speak to your careers department for further information and support.









TOP TIP

Never assume the interviewer fully understands your experience – give lots of examples and full explanations.

Video Interviews








Top tips to help you feel more confident about your video interview:

-  Find a quiet space with no distractions.
-  Check your lighting; make sure light is facing you, not behind you as this will stop your face being covered by shadow.
-  Test your device's webcam, microphone, and internet connection before the interview.
-  Treat it like a face-to-face interview by dressing smartly and try to avoid any bright or stripy clothing, as this will interfere with the camera and distract you and the interviewer.
-  Sit comfortably – your webcam should be level with your eyes and you shouldn't have to lean forwards or backwards.
-  Consider your background, avoid sunny windows or distracting wall art.

What to do if things go wrong?

Make sure you have the interviewer's phone number. If the technology fails, you may be able to complete the interview by phone.

Don't panic, the interviewer will understand as they've probably experienced technical difficulties themselves before.

-  If there is a distraction on your end, such as a loud noise, don't worry, just apologise and wait for it to stop.
- 
- 
- 
- 
- 
-  If you're struggling to hear the interviewer, or if their connection is bad, politely let them know so they can fix it.

TOP TIP

Remember the interviewer can always see you.
Maintain eye contact and positive body language.

Useful links for further research

SEND Online Resources

www.autism.org.uk

www.disabilityrightsuk.org

www.preparingforadulthood.org.uk

www.scope.org.uk/advice-and-support/work-careers

www.mencap.org.uk/advice-and-support/employment-services

Gap Year

www.gap360.com/activities

www.prospects.ac.uk/jobs-and-work-experience/gap-year/should-i-take-a-gap-year

Volunteering

Do-it.org

vinspired.com

General Careers

nationalcareers.service.gov.uk

www.prospects.ac.uk

discoveruni.gov.uk

Wellbeing

www.nhs.uk/oneyou/every-mind-matters

youngminds.org.uk



Notes

Partners involved in the development of this booklet on behalf of the Hampshire Careers Partnership:

