



**BLESSED  
TRINITY  
RC COLLEGE**

**Careers Information, Advice and Guidance Booklet**

**Pupils and Parents**

**2016 - 2017**

# Which way now?

This year you will make some important decisions about your future. This booklet will provide you with advice and information about the choices you will face and where to go to access any help and guidance you might need.

Colleges, training providers and employers will visit school over the forthcoming months to discuss with you your options for the future. They will attend assemblies and there will also be weekly drop in sessions over lunchtime in Café Trinita. It is important that you make time to attend any open evenings that are taking place; we have included information about these events in this booklet.

## College and Sixth Form Applications

Applications for colleges and sixth forms need to be completed during the Autumn Term. Prospectuses and application forms will be available in school from September in the careers room and school library, please hand your application in to Mrs Hart once complete.

## Apprenticeships

Apprenticeship applications and support will take place in January 2017. There will be sessions in school to guide you through the process. If you are applying for an apprenticeship you **MUST** attend the open events at local colleges and training providers.

## 1:1 Careers Interview

During Year 11 you will be offered an interview with Mrs Hart the school careers adviser. Please make sure that you attend this meeting to discuss your future plans. You can also drop in to the careers room at break time and lunchtime if you have any questions.

## Personal Statement and CV

You should have a personal statement and CV ready to go into your achievement folder. Please see Mrs Hart for your Blessed Trinity achievement folder. If you need to develop these further you can do so by attending an after school careers session:

**Tuesday 20 September: 3.20pm – 4pm**

**Tuesday 4 October: 3.20pm – 4pm**

**Tuesday 18 Oct: 3.20pm – 4pm**

Please see Mrs Hart to book a place.

## Job Junction

Open to all pupils during Monday and Thursday lunchtimes in the Chapel. Whilst there are a number of career related activities taking place this is also an opportunity to come along and meet with local employers. You can discuss your career ideas and gain expert help and advice on what skills employers are looking for.

## Careers Fair

We will be holding our annual BTRCC Careers Fair on **Thursday 24<sup>th</sup> November 2016** in school. The event will run from **2-6pm** and is open to Year 10 and Year 11 pupils and parents. It is a fantastic opportunity to meet with colleges, employers and training providers.

**Katie Hart - Careers Guidance Officer**

Telephone: 01282 506200 Email: [khart@btrcc.lancs.sch.uk](mailto:khart@btrcc.lancs.sch.uk)

# Undecided?

The careers section of the school website has information about options and also links to useful websites that can help you with your decision making.

<http://www.btrcc.lancs.sch.uk/index.php/careers>

**We have careers resources that are available only to BTRCC pupils:**

## **Success at School**

[www.successatschool.org/btrcc](http://www.successatschool.org/btrcc)

Register and access the schools own careers intranet.

## **Kudos**

[www.cascaid.co.uk/newkudos/](http://www.cascaid.co.uk/newkudos/)

You should be familiar with this site as we have used it in school – if you have forgotten your details then please see Mrs Hart for a reminder.

## **Start**

[www.startprofile.com](http://www.startprofile.com)

**Useful websites:**

## **National Careers Service**

<https://nationalcareersservice.direct.gov.uk>

The National Careers Service has lots of useful information for you to look at and research your career ideas further. There is a dedicated section for schools. The job profiles provide information on every known career available to date.

## **Apprenticeships**

<https://www.getingofar.gov.uk/>

The apprenticeship website provides the latest news and information on apprenticeships and schemes, including types of apprenticeships, apprentice employers and tips on how to apply for vacancies.

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

This site advertises all current apprenticeships; pupils can register and apply for actual apprenticeship vacancies in their area.

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# BTRCC Careers Fair 2016

## Thursday 24<sup>th</sup> November 2016

This event is open to Year 10 and Year 11 pupils and parents – the following is a list of organisations that have attended previously. Additional information will follow.

<b>Uniformed Services and Employers*</b>	
BAE Systems	<a href="http://www.baesystems.com">www.baesystems.com</a>
British Army	<a href="http://www.army.mod.uk">www.army.mod.uk</a>
Calico	<a href="http://www.calico.org.uk">www.calico.org.uk</a>
East Lancashire Hospital Trust NHS	<a href="http://www.elht.nhs.uk">www.elht.nhs.uk</a>
Hycrome Europe Ltd	<a href="http://www.hycrome.com">www.hycrome.com</a>
Lancashire Constabulary	<a href="http://www.lancashire.police.uk">www.lancashire.police.uk</a>
National Grid	<a href="http://www2.nationalgrid.com/uk/">www2.nationalgrid.com/uk/</a>
Royal Air Force	<a href="http://www.raf.mod.uk">www.raf.mod.uk</a>
Royal Navy	<a href="http://www.royalnavy.mod.uk">www.royalnavy.mod.uk</a>
<b>Colleges</b>	
Accrington and Rossendale College	<a href="http://www.across.ac.uk">www.across.ac.uk</a>
Blackburn College	<a href="http://www.blackburn.ac.uk">www.blackburn.ac.uk</a>
Burnley College	<a href="http://www.burnley.ac.uk">www.burnley.ac.uk</a>
Myerscough College	<a href="http://www.myerscough.ac.uk">www.myerscough.ac.uk</a>
Nelson and Colne College	<a href="http://www.nelson.ac.uk">www.nelson.ac.uk</a>
<b>Sixth Form Colleges</b>	
Bacup and Rawtenstall Grammar School	<a href="http://www.brgs.org.uk">www.brgs.org.uk</a>
St Christopher's Sixth Form	<a href="http://www.st-christophers.org/Sixth-Form">www.st-christophers.org/Sixth-Form</a>
St Mary's College	<a href="http://www.stmarysblackburn.ac.uk">www.stmarysblackburn.ac.uk</a>
St Wilfrid's Sixth Form	<a href="http://www.saintwilfrids.co.uk">www.saintwilfrids.co.uk</a>
Thomas Whitham Sixth Form	<a href="http://www.thomaswhithamsixthform.lancs.sch.uk">www.thomaswhithamsixthform.lancs.sch.uk</a>
Todmorden High Sixth Form	<a href="http://www.todhigh.co.uk/sixth-form">www.todhigh.co.uk/sixth-form</a>
<b>Training Providers</b>	
Interserve Learning and Employment	<a href="http://www.learning-employment.com">www.learning-employment.com</a>
LCC Employment Support Service	<a href="http://www.lancashire.gov.uk">www.lancashire.gov.uk</a>
North Lancs Training Group	<a href="http://www.nltg.co.uk">www.nltg.co.uk</a>
Training 2000	<a href="http://www.t2k.org.uk">www.t2k.org.uk</a>
UTC	<a href="http://www.utclancashire.co.uk">www.utclancashire.co.uk</a>
<b>Other</b>	
NCS The Challenge	<a href="http://www.ncsthechallenge.org">www.ncsthechallenge.org</a>
YPS	<a href="http://www.lancashire.gov.uk/youthzone">www.lancashire.gov.uk/youthzone</a>

\*This list is subject to change with the addition of other colleges and employers likely.

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# Options at 16 explained

## Raising Participation Age (RPA)

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

There are a number of ways in which you can continue with your education and this booklet will provide you with some useful information on how you might do this.

There are 3 main options available to you when you leave school

- A Level Study
- Vocational Course
- Apprenticeship or Traineeship

## A-levels

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

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

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

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

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

Listed below are a few examples of these:

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

For more information, see the full list of university subjects and their typical A-level requirements at:

[www.university.which.co.uk/advice/what-a-levels-do-you-need-for-the-degree-you-want-to-study](http://www.university.which.co.uk/advice/what-a-levels-do-you-need-for-the-degree-you-want-to-study)

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

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

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

- Biology
- Chemistry
- English
- Geography
- History
- Maths
- Modern and classical languages
- Physics

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

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

### **3. A-levels are a lot tougher than GCSEs**

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

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

### **4. Some courses and universities have lists of subjects they don't accept**

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

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

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

### **5. Know myth from reality**

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

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

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

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

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

A: They will all consider a very wide range of A-level choices and do not normally have essential subject requirements. (Which University Information 2015)

## **Vocational Qualifications (BTEC)**

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

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

Just like with A Levels, every course and every university is different so you'll need to check the entry requirements of every institution carefully. The University of Manchester for example **does not** accept BTEC qualifications for Life Sciences, Dentistry or Medicine.

However, the standard 18 unit extended BTEC level 3 diploma is equivalent to 3 A levels and plenty of universities will accept you onto a relevant course if you're predicted to get good final results.

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

So, if you studied a BTEC in Business Studies at college you'll be able to read Business Studies at university, but probably not English Literature. Again, this is very similar to A-Levels – you can't study all arts subjects at A-Level and go on to read a science degree, and vice versa. (whatuni.com 2015).

## **Apprenticeships**

**Apprenticeships are work based and combine hands on training in the workplace with off the job training within a college or training provider. This option suits those that have a clear idea about what they would like to do.**

Apprenticeships combine practical work experience with the opportunity to gain qualifications and get paid. You may work 4 days a week for your employer and attend college or a learning provider one day a week to study for qualifications. The minimum requirement to start an apprenticeship at Level 2 is 4 Ds at GCSE, usually to include Maths and English, however employers often ask for A\*-C grades in subjects such as English, Maths and Science. To maximise your chances of success you must apply to more than one college/training provider. We will be holding apprenticeship sessions in school which will provide you with more information regarding this.

## **Traineeships**

Traineeships are designed to help young people who want to get an apprenticeship or job but don't yet have the appropriate skills or experience. A traineeship is a course with work experience that gets you ready for work or an apprenticeship whilst still working to achieve qualifications in English and Maths. It can last up to 6 months.

# English and Maths

Students are also expected to continue working towards English and Maths qualifications whilst at college if they have not achieved a C grade at GCSE.

## Understanding Qualifications

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

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

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

Qualification Level	Qualification	Entry Requirements
Entry	Personalised Programmes	No formal qualifications.
Level 1	Personalised Programmes NVQ Level 1 BTEC Introductory Diploma	Entry Level qualifications
Level 2	Intermediate Apprenticeship NVQ Level 2 GCSE BTEC First Diploma	D-G grades at GCSE Level 1 qualifications
Level 3	Advanced Apprenticeship NVQ Level 3 BTEC National Diploma BTEC Extended Diploma Alevels	5 A*-C grades at GCSE Level 2 qualifications including English and Maths GCSE C
Level 4	Higher Apprenticeship NVQ Level 4 Certificates of Higher Education Higher National Certificate Foundation Degree	Alevels Level 3 qualifications
Level 5	Diplomas of Higher Education Foundation Degree Higher National Diplomas	Level 4 qualifications
Level 6	Bachelor Degrees PGCE Graduate Diplomas and Certificates	Level 5 qualifications
Level 7	Master Degrees Postgraduate Certificates and Diplomas	Level 6 qualifications
Level 8	Doctoral Degree	Level 7 qualifications



# **Local Colleges and Training Providers**

## **Open Events 2016 - 2017**

**Accrington & Rossendale College - Tel 01254 389933 [www.accross.ac.uk](http://www.accross.ac.uk) \***

**Full time courses and apprenticeships**

Thursday 22 September 2016 (6pm-8pm) **All Courses**

Thursday 20 October 2016 (6pm-8pm) **All Courses**

Thursday 24 November 2016 (6pm-8pm) **All Courses**

Thursday 23 February 2017 (6pm-8pm) **All Courses**

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

**Full time courses**

Monday 17 October 2016 (6pm-8pm) **All Courses**

Monday 9 January 2017 (6-8pm) Sixth Form Open Evening

**Bacup and Rawtenstall Grammar School – 01706 233400 [www.brgs.org.uk](http://www.brgs.org.uk)**

Thursday 13 October 2016 (6pm onwards) TBC

**Application Closing Date – Friday 13 January 2017**

**Blackburn College -Tel 01254 292929 [www.blackburn.ac.uk](http://www.blackburn.ac.uk) \***

**Full time courses and apprenticeships**

Tuesday 20 September 2016 (4.30pm-8pm) **All Courses**

Thursday 22 September 2016 (4.30pm-8pm) **Alevels Only**

Saturday 15 October 2016 (11am – 12.30pm) **All Courses**

Wednesday 9 November 2016 (4.30pm-8pm) **All Courses**

**Burnley College – Tel 01282 733373 [www.burnley.ac.uk](http://www.burnley.ac.uk) \***

**Full time courses and apprenticeships**

Wednesday 28 September 2016 (5.30pm-8.30pm)

Tuesday 11 October 2016 (5.30pm-8.30pm)

Tuesday 18 October 2016 (5.30pm-8.30pm) **Apprenticeships**

Thursday 10 November 2016 (5.30pm-8.30pm)

Tuesday 31 January 2017 (5.30pm-8.30pm) **Apprenticeships**

Wednesday 3 May 2017 (5.30pm-8.30pm) **Year 9/10 Event**

**Cardinal Newman College – Tel 01772 460181 - [www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk)**

**Full time courses**

**Application Closing Date– Wednesday 1 March 2017**

**Clitheroe Royal Grammar School - Tel 01200 423118 [www.crgs.org.uk](http://www.crgs.org.uk)**

**Full time courses**

Wednesday 16 November 2016

**Application Closing Date – Friday 13 January 2017**

**Craven College – Tel 01756 791411 – [www.craven-college.ac.uk](http://www.craven-college.ac.uk) \***

**Full time courses and apprenticeships**

Tuesday 13 September (5.30pm – 7.30pm)

Monday 17 October 2016 (5.30pm – 7.30pm)

Saturday 12 November 2016 (9.30am-12.30pm) Open Day

Tuesday 29 November 2016 (5.30pm-7.30pm)

Friday 9 December 2016 (9.30am – 2.30pm) Taster Day

Monday 30 January 2017 (5.30pm – 7.30pm) Open Day

Tuesday 7 March 2017 (5.30pm-7.30pm)

Monday 3 April 2017 (5.30pm – 7.30pm)

**Darwen Aldridge Academy Sixth Form - Tel 01254 819500 [www.daca.uk.com](http://www.daca.uk.com) \***

**TBC – see the website for dates/times**

**Darwen Studio School – Tel 01254 819567 [www.daestudio.biz](http://www.daestudio.biz)**

**TBC – see the website for dates/times**

**Hopwood Hall College – Tel 01706 345346 [www.hopwood.ac.uk](http://www.hopwood.ac.uk) \***

**Full time courses and apprenticeships**

Wednesday 16 November 2016 (4pm – 7pm)

Saturday 4 February 2017 (10am – 2pm)

Wednesday 16 April 2017 (4pm – 7pm)

Middleton and Rochdale Campuses

**Myerscough College - Tel 01995 642222 [www.myerscough.ac.uk](http://www.myerscough.ac.uk) \***

**Preston, Blackburn (Witton Park) and Liverpool Centres**

**Full time courses and apprenticeships**

Saturday 10 September 2016 (9.45am-12.30pm)

Saturday 8 October 2016 (9.45am-12.30pm)

Saturday 12 November 2016 (9.45am-12.30pm)

Saturday 10 December 2016 (9.45am-12.30pm)

**Nelson and Colne College – Tel 01282 440200 [www.nelson.ac.uk](http://www.nelson.ac.uk) \***

**Full time courses and apprenticeships**

Monday 10 October 2016 (5.30pm-7.30pm)

Wednesday 26 October 2016 (5.30pm-7.30pm) **Apprenticeships**

Wednesday 9 November 2016 (5.30pm-7.30pm)

Monday 14 November 2016 (5.30pm-7.30pm)

Wednesday 1 February 2017– (5.30pm-7.30pm) **Advice and Interview Event**

Monday 15 May 2017 - (5.30pm-7.30pm) **Year 9/10 Event**

Monday 16 June 2017 – (5.30pm–7.30pm) **Apprenticeship Jobs Fair Event**

**Preston College -Tel 01772 225522 [www.preston.ac.uk](http://www.preston.ac.uk) \***

**Full time courses and apprenticeships**

**TBC – see the website for dates/times**

**QEGS – 01254 686300 [www.qegsblackburn.com](http://www.qegsblackburn.com)**

**Full time courses**

Tuesday 27 September 2016 (4.30pm onwards)

Saturday 1 October 2016 (9.30am-1.30pm) **Open Day**

**Runshaw College - Tel 01772 643000 [www.runshaw.ac.uk](http://www.runshaw.ac.uk) \***

**Full time courses and apprenticeships**

**TBC – see the website for dates/times**

**St Christopher's Sixth Form Tel 01254 232992 - [www.st-christophers.org/Sixth-Form](http://www.st-christophers.org/Sixth-Form)**

**Full time courses**

Wednesday 12 October 2016 (6.00pm)

**St Mary's Sixth Form- Tel 01254 580464 [www.stmarysblackburn.ac.uk](http://www.stmarysblackburn.ac.uk)**

**Full time courses**

Thursday 6 October 2016 (6pm-8pm)

Thursday 27 October 2016 (6pm-8pm)

**St Wilfrid's C of E Academy - Tel 01254 604000 [www.saintwilfrids.co.uk](http://www.saintwilfrids.co.uk)**

**Full time courses**

**TBC – see the website for dates/times**

**Thomas Whitham 6<sup>th</sup> Form – Tel 01282 682272 [www.thomaswhithamsixthform.lancs.sch.uk](http://www.thomaswhithamsixthform.lancs.sch.uk)**

**Full time courses**

Wednesday 21 September 2016 (5.30pm – 8.30pm)

Thursday 20 October 2016 (5.30pm – 8pm)

**Todmorden High School Post 16 – Tel 01706 813558 [www.post16.todhigh.co.uk](http://www.post16.todhigh.co.uk)**

**Full time courses**

**TBC – see the website for dates/times**

**Westholme School Sixth Form - Telephone: 01254 506070 [www.westholmeschool.com](http://www.westholmeschool.com)**

Thursday 15<sup>th</sup> September 2016 – (5.30pm – 8.00pm) Open Evening  
Saturday 1<sup>st</sup> October 2016 – (10am – 2pm) Open Day  
Monday 17<sup>th</sup> October scholarship application deadline  
Wednesday 9<sup>th</sup> November sixth form taster day and scholarship exam  
Week Commencing Monday 21<sup>st</sup> November scholarship interviews

**\*offers apprenticeships in addition to full time course**

**Please be aware that dates/times can change so it is advised that you check with the college/provider before attending.**

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# **Training providers and employers offering Apprenticeships and Traineeships in addition to those listed above**

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

British Army – [www.army.mod.uk](http://www.army.mod.uk)

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

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

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

North Lancs Training Group – 0800 7312455 [www.nltg.co.uk](http://www.nltg.co.uk)

QA Apprenticeships – 0345 074 7825 - [www.apprenticeships.qa.com](http://www.apprenticeships.qa.com)

Remit - [www.remit.co.uk](http://www.remit.co.uk)

Royal Air Force - [www.raf.mod.uk](http://www.raf.mod.uk)

Royal Navy - [www.royalnavy.mod.uk](http://www.royalnavy.mod.uk)

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

**Please be aware that dates/times can change so it is advised that you check with the  
college/provider before attending.**

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# Personal Statement

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

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

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

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

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

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

# **Hints for CV writing**

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

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

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

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

## **What you must include in your CV**

### **Contact Details**

Your full name should be at the top of the page with your full address including postcode. Include your home phone number alongwith any additional contact details such as email, mobile number etc.

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

### **Profile**

This is the most important part of your CV. It is your chance to tell the employer about yourself and why you would be a perfect match for their organisation.

You can write a short paragraph about yourself or use bullet points to highlight your skills and personal qualities – see attached sheet for examples.

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

### **Education and Training**

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

You can put your predicted grades in this section and the date you will take your exams – June 2015.

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

### **Work and Voluntary Experience**

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

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

Don't worry if you have little or no work experience you can use other ways to show the employer that you are the best person for the job.

Think about school – any clubs or groups you have been a part of and what your responsibilities were. Have you taken part in any events, open evenings etc.

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

### **Key Skills and Achievements**

List any key achievements that are relevant to the job that you are applying for. For example if you have won any prizes in school for a particular project or raised any money for charity through an event.

You don't need to include anything and everything – just key achievements!

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

### **Interests and Hobbies**

Make sure you include genuine interests and hobbies as you may be asked about them if you are successful at gaining an interview.

Include any hobbies that are relevant to the job that you are applying for.

### **References**

They are not required on your CV so it is fine to say 'references available on request'.

You can however think about whom you might use as a referee if you are asked for interview – this can be a teacher.

(Inspiring the future 2015) [www.inspiringthefuture.org](http://www.inspiringthefuture.org)

**Steven Jones**  
99 Long Road  
Chesterfield  
England  
CH68 1PP  
Tel: 0111 333 555  
E: [steven.jones@gaggle.co.uk](mailto:steven.jones@gaggle.co.uk)

I am a hardworking and reliable person with good communication skills. I enjoy working on my own and as part of a team. I spend my time developing new ideas to help solve everyday problems. In the future I would like to start my own business within engineering using some of my designs. I like to keep up to date with changes in technology and I have excellent computer skills which I am developing through my current studies. I am a calm individual that works well under pressure.

### **Work experience**

*June 2011 – Present*

**Paper delivery assistant:** Smith Newsagents, Chesterfield

- Bi-weekly newspaper delivery round
- Liaised with senior staff to ensure route efficiency for deliveries
- Regular face to face contact with customers
- Completed daily log of enquiries so that order information could be updated
- Updated customer details database to improve information quality

*April 2012*

**Work experience placement:** Topman, Chesterfield

- Two week work experience placement, involving customer contact and care of stock
- Greeted customers and assisted with face to face enquiries regarding sizing and availability of products
- Served customers, operating the till and handling money and card payments
- Worked with permanent members of staff on the monthly stock check, with sole responsibility for the accurate log of men's footwear.
- Assisted with the general upkeep and appearance of the store

### **Education**

*September 2008 – Present*

**Chesterfield Comprehensive Secondary School & Sixth Form**

GCSE's: *Grades pending*, August 2012

English (B), English Language (C), Maths (C), Science - double award (BB), Information Technology (A), Business Studies (A), History (C), French (B), Music (C), Graphic Design (C)

### **Key Skills & Achievements**

Microsoft Word, Powerpoint, Excel and Outlook

Captain of Riverside under-18's fave-a-side football team – including organising weekly team games and mentoring junior members of the team

Achieved Grade 5 in electric guitar

### **Interests**

I enjoy football and as well as captaining my local five-a-side team I am a member of the School Sixth Form football team and Sheffield United supporters club. I have a keen interest in music, and as well as playing guitar I regularly attend local concerts. I am also a member of the school music society and have participated in a number of school performances.

### **References**

*Available on request*



# Achievement Folder

Your Personal Statement and CV should be included within a progress file. This is a file that contains all of your achievements.

Your files should include the following:

- CV
- Personal Statement
- Year 11 Report
- GCSE Results
- Certificates from school. E.g. music, sport, dance, drama, peer mentoring, attendance, attitude.
- Certificates from activities outside of school.

You should be constantly upgrading your progress file through higher education and even into employment. It is a useful place to keep all your records of the great things you have achieved and is something you should, and will, be proud of. The file will last you throughout your careers if you use it effectively.

Top 5 Tips:

1. Use good quality paper to print off your personal information.
2. Keep your progress file up to date at all times.
3. As soon as you get a new qualification or certificate, put it into your file so that it doesn't get lost!
4. Get involved in extra-curricular activities so that you have lots of positive things to say about yourself.
5. Be positive; try to turn all situations into learning/positive opportunities.

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# **Hints for interview questions and answers**

This is to give you an idea of the types of question you can expect to be asked during most job/apprenticeship interviews and what you should think about in your answers.

Interview questions will vary according to organisation, but essentially all interviews are designed to find out:

- Your suitability for the job or apprenticeship – skills, knowledge, experience (this could be voluntary rather than paid work experience)
- Your enthusiasm for and interest in the job or apprenticeship
- Whether you will fit in with the rest of the team and organisation

Think about these questions in advance, using real-life examples to illustrate your points.

## **Q. Tell me about yourself...?**

This is a standard opening question used in many interviews. When you answer this question, think about the following:

- Don't be tempted to give a short response – use this time to introduce yourself to the employer in the best possible light.
- Your response to this should be well rehearsed, confident and relevant. Don't reel off your life history – instead, focus on things that relate to the job you're going for.
- Include some impressive achievements – awards you have received, competitions won, leading a school club or society, volunteering activities or charity fundraising.
- Talk about how enthusiastic you are about the job and the organisation – do your research beforehand so you know what to say.

## **Q. Why do you want this job?**

Your answer should reinforce why you are a good fit for the job and convey your enthusiasm for the role. You should mention:

- The good match between your skills and what the job requires
- Your interest in the organisation's area of business/products, for example, if you are going for a role at New Look and you always shop there – say so!
- The job being an exciting challenge for you

## **Q. What are your key skills/strengths?**

Focus on what you know they are looking for, even if it has only been a small part of what you have done to date. Download the person specification or job description from the company website, work through it carefully and think about how your experience and skills meet their requirements.

## **Q. What are your weaknesses?**

Nobody is perfect and everyone can identify areas for improvement. However, when thinking about yours, make sure they are relevant to a professional context:

- Don't tell your interviewer that you watch too much TV or you're bad at time keeping – even though it relates to your spare time, this will create a bad impression of you that will be hard to shake off.

- Think about areas that you know you need to develop, or that teachers or even your parents have singled out for improvement. For example, being too outgoing can lead to you speaking over other people.

- Remember to acknowledge that improving on your 'weaknesses' is important to you and, where possible, show how you are working to develop them. For example, you might be someone who is shy, but you purposefully make an effort to talk to people as you recognise this is an issue.

### **Q. Where do you see yourself in 5 years' time?**

Your interviewer might want to know how the job or apprenticeship you are going for fits in with your long-term plans. It's okay if you haven't worked out the next 20 years in your head – very few people have. However, you should have a general idea about what your interests are, what kind of areas you would like to work in and even perhaps where you see yourself in the next few years.

Tell the interviewer how the job and how their organisation fits in with these ideas – perhaps the organisation offers lots of opportunities for training and development, which in time will help you progress.

### **Q. Do you have any questions?**

Most interviews will end with the interviewer asking you this. As a rule, it is good to ask your interviewers a question or two as it shows an interest. Here are some questions you might consider asking:

- What is the team like?
- What's the best thing about working here?
- When can I expect to hear your decision?

DO NOT ask the interviewer how they think the interview went. You won't get immediate feedback and it will not reflect well on you. Interviewers will understand you being nervous but you will appear far more confident and self-assured if at the end of the interview if you shake their hand, thank them for seeing you and tell them you look forward to hearing from them.

### **Finally, remember...**

- Always say 'please' and 'thank you'.
- Look as smart as possible.
- Make eye contact with your interviewer.
- RELAX – nerves are understandable but don't let them ruin your interview. Be yourself and don't try to 'second guess' your interviewer.

### **What do employers say?**

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

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

- A lack of understanding about the organisation they are interviewing with

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

# Career Action Plan

Where are you now?	Where do you want to get to?	How will you achieve this and when will you achieve this by?

# Useful Websites

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

The National Careers Service has lots of useful information for you to look at and research your career ideas further. There is a dedicated section for schools. The job profiles provide information on every known career available to date.

Apprenticeships <https://www.getingofar.gov.uk/>

The apprenticeship website provides the latest news and information on apprenticeships and schemes, including types of apprenticeships, apprentice employers and tips on how to apply for vacancies.

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

This site advertises all current apprenticeships; pupils can register and apply for actual apprenticeship vacancies in their area.

## Career Ideas

Kudos [www.cascaid.co.uk](http://www.cascaid.co.uk)

Kudos is available to all Blessed Trinity pupils. Kudos provides a personalised experience which enables pupils to explore careers and learning pathways based on their interests and aspirations. Pupils can gain ideas of careers that they might like, explore their own career ideas, discover where their favourite subjects could lead them and uncover a world of opportunities in different areas of work.

The licence code is **testlink43**

Start Profile [www.startprofile.com](http://www.startprofile.com)

Start profile can support you in making decisions about your future, register today and start exploring all of the courses and career options available to you.

School code is: **47311**

Career ideas [www.icould.com](http://www.icould.com)

icould is a small, dynamic charity, providing career inspiration and information for young people. We show what is possible in work and offer different ways to think about careers through free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice.

Course Ideas [www.bestcourse4me.com](http://www.bestcourse4me.com)

This site helps users to explore career and study options. It shows the link between what you study, what you earn and the jobs you can get.

Career Ideas [www.plotr.co.uk](http://www.plotr.co.uk)

Whether you've got a career in mind or you haven't got a clue, Plotr can help you discover your future and guide you to careers you could be great at.

## Volunteering Opportunities

Volunteering [www.do-it.org.uk](http://www.do-it.org.uk)

The UK's national volunteering database, do-it.org makes it easy for anyone to volunteer in their community. Explore volunteering opportunities here.

Volunteering in hospitals

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

This site provides further information on how to get involved as a volunteer within a hospital. This is important if you are looking to progress into a medical related career.

St Johns Ambulance Volunteering - [www.sja.org.uk/sja/young-people.aspx](http://www.sja.org.uk/sja/young-people.aspx)

Volunteering opportunities with St Johns Ambulance.

### **Higher Education**

UCAS [www.ucas.com](http://www.ucas.com)

This site provides useful information on options post 16 and post 18. You can research degree courses here and entry requirements.

What to do with degree subjects [www.prospects.ac.uk](http://www.prospects.ac.uk)

Provides information on where your degree might take you and the career opportunities.

Higher Education Information - <http://university.which.co.uk/>

Information about university including options and finance along with lots more information.

**See the school website and intranet for more useful links.**

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## Career Checklist

### Autumn Term 2016

	<b>Tick</b>
If you haven't already register with Kudos and find out about the careers that interest you! Research and check all the entry requirements.	
Pick up a prospectus from school and read through your course options.	
Attend all the open evenings at the colleges that interest you.	
Attend the school careers fair.	
Attend the college drop in clinics at lunchtimes and speak with the colleges direct regarding your options.	
Attend your careers guidance interview in school to look at your options and gain further advice and help about the future. You can prepare for this interview by registering with kudos and answering all the questions. You can also complete the Action Plan in this booklet prior to your interview – make a note of any questions that you would like to ask.	
If you're thinking about university after college then research the courses and check the entry requirements. <a href="http://www.ucas.com">www.ucas.com</a>	
If you are considering an apprenticeship then visit <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a> and register to apply for vacancies.	
Check application deadlines – there may be some this term!	
If you still don't have a firm career idea then think about how you can keep your future options open	
Begin work on your CV and Personal Statement	
If you are ready start to complete your college applications and pass to Mrs Hart	

### Spring Term 2017

Have a backup plan - its okay to apply for more than one college! If you are considering an apprenticeship – always apply for full time college as a backup as well	
Prepare for any interviews that you might have arranged	
If you are still unsure – don't panic! Speak to Mrs Hart your Careers Adviser in school	
If you are considering an apprenticeship then this term is key for applications – check closing dates for some organisations and start to apply for others	



**Summer Term 2017**

If you are still unsure about your plans speak to Mrs Hart	
Make sure you confirm your acceptance of any places that are offered to you	
Think about work experience and voluntary work during the summer holidays Visit <a href="http://www.do-it.org">www.do-it.org</a> for local volunteering opportunities	

## Notes