



# St Joseph's 6th Form

## World of Work Programme 22/23

NAME \_\_\_\_\_

TUTOR GROUP

\_\_\_\_\_

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**This booklet is for 1:1 (or small group) mentoring use between a member of the team and a student.**

## **Introduction to the World of Work course:**

This log book has been developed to ensure that you prepare yourself for leaving St Joseph's Sixth Form. There are many fantastic prospects for students choosing not to attend University and it is up to you to take the lead on exploring these and securing yourself a job or opportunity that will set you up for the rest of your future career paths.

**What is my goal? (Please Fill This In)**

## **Chapter one - Deciding what I want to do - National Careers Service**

Not sure what you want to do? Having an idea (at 16, 17 or 18 years old is quite difficult task). The best approach to this is to ask yourself some questions around your strengths, your preferences and what is important for you in terms of a job. The following Venn diagram illustrates some points to consider:



To drill down into this further, you may want to consider the following points towards deciding on a career path:

- Get to know yourself - find out your likes, dislikes, strengths and weaknesses
- Think about what is important to you in a job - eg hours, pay, progression, location, people
- Get work experience - your school should offer work experience placements or contact with employers; you can also volunteer or find part-time work
- Have hobbies and take part in after school activities - these can help you gain work related skills
- Talk to adults about their jobs and career paths
- Research jobs and career pathways online - see below for links

The key thing is to gather information. Once you have thought about the answers to some of these questions, you will have a framework from which you can start to gather information around careers options. The **National Careers Service** has many good online tools to support you:

**Task)** Go to the **National Careers Service website** (<https://nationalcareers.service.gov.uk/>)

1. Complete the Skills Assessment and consider the jobs that the website suggest.

**Speak to a careers adviser** - they will have the latest information and are specially trained to help you decide You can contact the National Careers Service via their website (or on the phone) for free 1:1 careers advice <https://nationalcareers.service.gov.uk/contact-us>

List three careers, from the website, that interest you/match with your Skills Assessment outcome:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

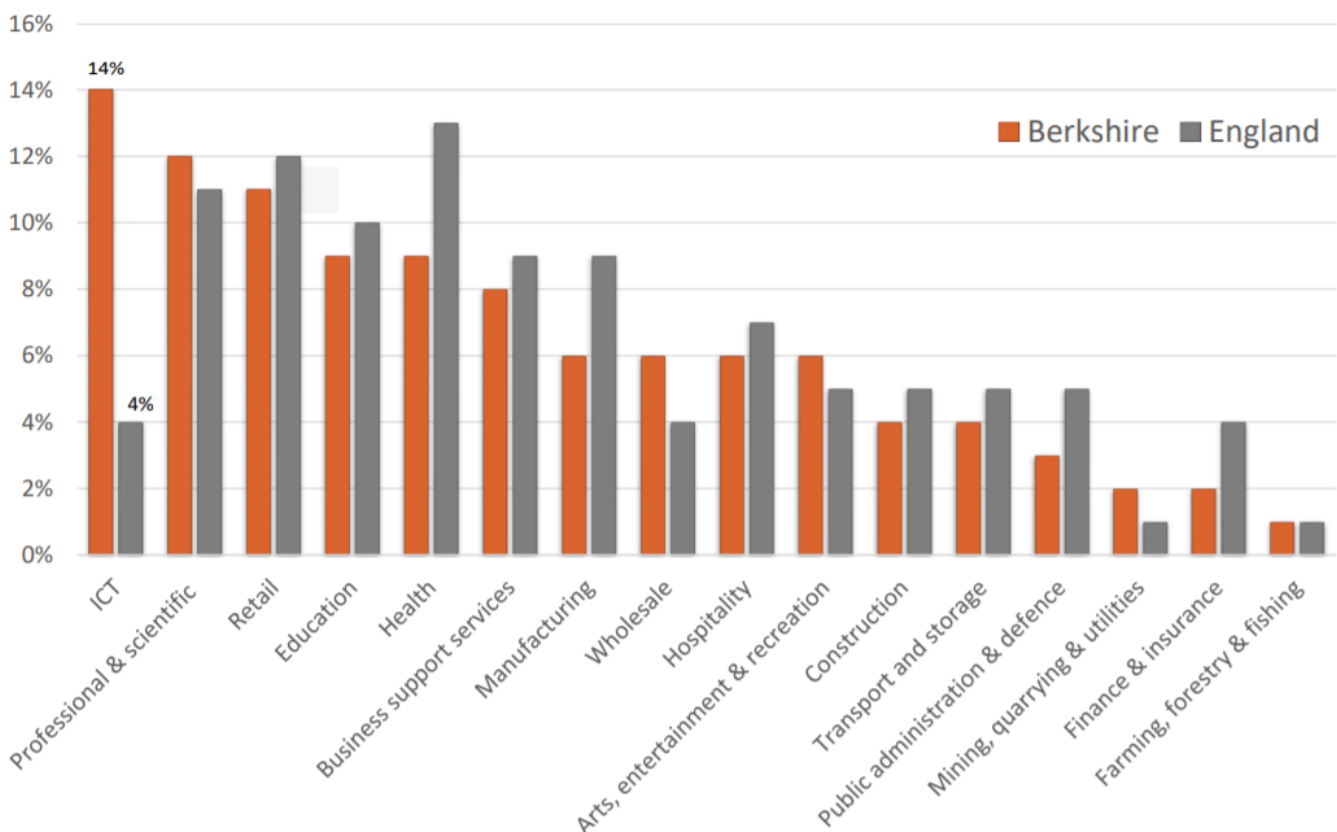
## **Chapter two - Local Labour Market Information**

According to NOMIS (the Official Labour Market Statistics), part of the Office for National Statistics:

- The population of Slough is 149,500.
- Of this population - unemployment is currently at 4.1%, which is slightly higher than the national average of 3.9%.
- The occupational groups with the largest percentage of employment are professional occupations (doctors, teachers, solicitors at 21%), associate professional and technical occupations (engineering and technicians 13.9%) and elementary occupations (freight handling, cleaning and refuse services 12.7%) - this indicates that there many jobs in this areas in the area.
- 56% of employees in Slough have level 3 qualifications and above and therefore strong A Levels/BTECs will make you competitive in the local labour market; a degree, even more so.

On a wider scale, the following graph shows you the labour market information for the Berkshire area. From this we can deduce that there are a plethora of jobs in ICT compared to the national average and this will be a strong area of employment for Slough.

# The local labour market - % jobs by sector



## What Are My Options?

The following section lists common Post 18 paths and links to sources to help you. They are:

- ✓ Apprenticeships
- ✓ School Leaver Programmes
- ✓ Employment
- ✓ Gap Years

## Chapter three - Apprenticeships

The following links provide information on various different apprenticeships and on-the-job training schemes. On most apprenticeships, you get paid a wage **and** get training and qualifications while you work. The links below represent just a handful of the thousands of apprenticeships available, so if these don't interest you, get Googling. Pick one you think might be interesting - we won't hold you to it! - and find out what the scheme involves

- what you'd do as an apprentice / trainee
- the qualifications you can gain
- the qualifications you need to get in

There are varying levels of apprenticeship available (below) and you should apply to one that builds on the level of qualification that you have already achieved. In the case of a student leaving sixth form with A Levels and/or BTECs, this will be a **Higher Apprenticeship**.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes (grade 9-4)
Advanced	3	2 A-level passes/ Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 and 7	Foundation, Bachelor's or Master's degree
Degree	6 and 7	Bachelor's or master's degree

**What type of apprenticeships are there - Doing your research!** This playlist of videos gives information on the types of apprenticeships that you could do -

<https://www.youtube.com/user/ApprenticeshipsNAS>

**Find the apprenticeship for you!** Use the following websites to help you find the apprenticeship for you!

1. UCAS - <https://www.ucas.com/understanding-apprenticeships>

Yes! UCAS also caters for those looking for top quality apprenticeships. UCAS have provided a platform that helps you search for apprenticeships that cater for your exact needs. Set your preferences and use the search engine. You will also find further information, such as 'What is an apprenticeship?' and 'How apprenticeships work'.

2. The UCAS Hub - <https://www.ucas.com/what-are-my-options/create-your-ucas-hub-today>

With your very own UCAS Hub, you can plan your next step. The best bit - you can save your progress and carry on whenever you want. UCAS have created lots of handy tools to help you make choices and start your application, they are:

- ✓ The explore tool - where you can search subjects and discover courses.
- ✓ The notepad - so you can keep all your thoughts about your next step in one place.
- ✓ Apprenticeship finder - for the latest vacancies, locally and nationally.
- ✓ The personal statement builder - to help you structure your writing and introduce yourself to universities.

- ✓ The Tariff calculator - for tallying up your UCAS points to see if you meet entry requirements for an apprenticeship (often they use the UCAS tariff).

3. NotGoingToUni - [www.notgoingtouni.co.uk/advice/subjects/4/Apprenticeships](http://www.notgoingtouni.co.uk/advice/subjects/4/Apprenticeships)

A website dedicated to students who think university is not the answer to all life's problems and possibilities. This page is a hub for apprenticeship information and advice, including why they're worth considering and how to get started. The homepage also features a search engine for currently available apprenticeships and college options.

4. Apprenticeships.org.uk - [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Government-run website providing information about the official apprenticeships scheme, explaining how they work, and how to apply.

5. Weir Training - [www.weirtraining.co.uk](http://www.weirtraining.co.uk)

A Chertsey-based training organisation, coordinating apprenticeships with local businesses. A former Salesian student has just gained an IT position through them, so they're worth checking out!

6. BT Apprenticeship - [www.btplc.com/careercentre/careerstart-apprentices/index.htm](http://www.btplc.com/careercentre/careerstart-apprentices/index.htm)

Learn about Customer Service, IT or Telecoms with one of the biggest communications companies in the world.

7. John Lewis Partnership - [www.jlpjobs.com](http://www.jlpjobs.com)

One of the biggest retail businesses in the UK (including Waitrose), with lots of information on vacancies etc.

8. London Underground - [www.tfl.gov.uk/corporate/jobs/17128.aspx](http://www.tfl.gov.uk/corporate/jobs/17128.aspx)

Ever fancy yourself as a train driver? London Underground has a range of apprenticeship scheme for school leavers, and the travel perks are great if you want to spend free time in London! These opportunities open and close at different times, so keep checking back if the one you're interested in isn't available right now.

9. Summit Skills - [www.summitskills.org.uk](http://www.summitskills.org.uk) or <http://www.goodday.org.uk>

This should be your first stop for investigating careers in building services, like plumbing or electrical training, for examples. There are a lot of training courses out there, but some are not worth the money. This website is run by the building trade's own organisation, the *Alliance of Sector Skills Councils*, so you can trust what you find here.

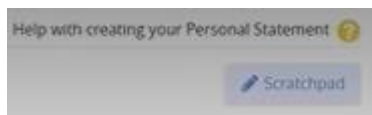
**Chapter four - OSCAR - Careers and University guidance service**



One of the best resources for advice on understanding apprenticeships is OSCAR (Online System for Completing Applications & References). It is an online platform, which has been designed with outstanding university and work applications in mind.

Task) watch the video about OSCAR - <https://youtu.be/PXjirN3Y3vs>

**Getting started** - when students log on to OSCAR, there is a help icon that explains how to use each section



**Task)** go to 'Modules' then 'Apprenticeships'. Read through the three sections (and any links, such as in the second section of module 'Understanding Apprenticeships'.

Note your scores and responses for incorrect answers below:

Module	Score	Response (if your answer is wrong)
1.1) Understanding Apprenticeships		
1.2) Apprenticeship Levels		
1.3) Researching different apprenticeships options		
2.1) How to make an apprenticeship application		
2.2) Registering for an apprenticeship		
2.3) Finding an apprenticeship		
2.4) Find vacancies on other websites		
3.1) Work experience history		
3.2) Skills quiz		
3.3) About you: what are your strengths?		
3.4) General strengths		
3.5) Job specific strengths		
3.6) Skills you would like to improve during your apprenticeship		

3.7) Your hobbies and interests		
3.8) Additional questions		

Task) set yourself a target below, an action to complete towards achieving your career goal. Review your progress to this next time.

Target: \_\_\_\_\_

### **Chapter five - School leaver programmes**

Don't be fooled by the name. School leaver programmes are aimed at those finishing level 3 qualifications at college or 6th form. Like apprenticeships, they combine working with learning.

Entry requirements and salaries are similar to higher/degree apprenticeships. School leaver programmes involve following the employer's own training programme. They can include professional qualifications and/or working towards membership of a relevant professional body, such as the Association of Chartered Accountants

Like apprenticeships, vacancies are advertised at different times of year, depending on the employer. The selection process can be tougher than university.

To find school leaver programme vacancies, try the following websites:

1. All About School Leavers - <https://www.allaboutschoollleavers.co.uk/>
2. Student Ladder - <https://www.studentladder.co.uk/>
3. Milkround - <https://www.milkround.com/school-leavers>
4. Not Going to Uni - <https://www.notgoingtouni.co.uk/>

### **Going Straight into Work**

If you just can't wait to get your hands on a regular job - and regular cash, try out the links below. Be aware, though, that the jobs market is not as lively as it used to be, and there's a lot to be said for earning qualifications and learning skills while you wait for the economy to pick up!

Once you're 18, you don't have to stay in learning if you don't think that's the right option for you. Some 6th form and college leavers find work at 18.

It's also possible to work and study part-time (at college, university or by distance learning).

Self-employment is another option. Eighteen-year-olds do sometimes set up their own businesses or work freelance.

'Portfolio careers' are becoming increasingly common too. This is where someone does more than one job at the same time, or mixes part-time work with other activities.

1. DirectGov - National Careers Service -

Not sure where to start? DirectGov's careers advice website includes helplines for personalised advice, and guides to writing CVs, application forms etc.

<https://nationalcareersservice.direct.gov.uk/advice/Pages/default.aspx>

## 2. DirectGov - Jobseekers

Government website packed full of advice on how to look for your first full time job, plus a vacancies search engine so you can find a local job right now.

[www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm)

## 3. LocalRecruit.co.uk

A web portal - like this - for finding jobs in the South East. Pick your town and start hunting. [www.localrecruit.co.uk/south-east-jobs/](http://www.localrecruit.co.uk/south-east-jobs/)

## 4. JobsRock.com - [www.jobsrock.com](http://www.jobsrock.com)

Search engine for job vacancies - lists thousands of jobs by location and industry sector.

## 5. Career Coaching

Life Coach Directory provides a huge coaching support network, enabling visitors to find a coach close to them and appropriate for their needs. <http://www.lifecoach-directory.org.uk/articles/career.html>

## 6. Careersbox - <http://www.careersbox.co.uk/>

A free online library of careers related film, news and information. As the preferred digital media partners of the Institute of Career Guidance, the largest careers body in the UK, Careersbox aims to deliver the right information at the right time to careers advisers and job seekers.

## 7. Dayjob Ltd - <http://www.dayjob.com/>

Dayjob.com is an independent company and was originally launched in 2004 as a general jobs board. Recently in late 2010 it was re-launched as a specialist career advice site with a particular focus on providing FREE professionally written CV template examples to job seekers. Dayjob gives job seekers free access to over 250 professionally written CV and cover letter examples.

## **Chapter six - Work Experience**

Work experience is absolutely key to building up your experience. We can look into options whereby you are released for a day a week from sixth form to complete work experience.

### **Springpod**

Springpod is a website that enables you to gain experience with top employers & universities free: <https://www.springpod.com/>

**Task)** read the website and list three virtual work experiences options that are interesting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Task)** download the directory of all businesses in Slough Trading estate and their contact details, here. List three companies that interest you for work experience:

<http://www.segro.com/~media/Files/S/Segro/STE/2019%20STE%20Directory%201%20Winter.pdf>

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Task)** go to 'Modules' then 'Other experiences'. Read through 'developing work experience' (and any links).

Note your scores and responses for incorrect answers below:

Module	Score	Response (if your answer is wrong)
1.1) Understanding personal impact		
1.2) How to affect your personal impact		
1.3) Evaluating your own personal impact as a brand		

**Chapter seven - Writing a Great CV**



## Writing a great CV

An important step in securing a job is having a CV that is competitive and stands out. The Prince's Trust website has a wealth of resources in bolstering employability skills. This tutorial (17 mins) talks you through how to write a great CV: <https://youtu.be/TFEDnncEWmI> (scan code above).

### *CV writing tips*

1. **Place your contact details:** on top of your CV, not only state your contact details but also your e-mail address, your LinkedIn and Twitter account, as long as you use it professionally, or your website URL.
2. **Use a professional e-mail address:** supergirl123@hotmail.com is not very representative.
3. **Photo, yes or no?** A face is easier to remember between the pile of CV's but make sure the photo is professional, representative and clearly visible. Don't you have a picture like this, or not? Ask your closer circle what they think or just don't use it.
4. **Use hyperlinks in your text:** for example to your LinkedIn profile or to a blog or projects you have realized and have online. Select the text that you want to link, click on the right mouse button and choose "hyperlink". Then fill in the URL of the site you want to link. Note: too many hyperlinks will make your text unreadable and thus will have an adverse effect.
5. **Only include relevant working experience in your CV:** An employer in the communication sector might not be interested that you have worked as a shelf stacker. Don't you have a lot of work experience and are you afraid that your CV will be too short? Just spent more time on extra activities. Maybe you have worked for the school paper or you are very good at Photoshop?
6. **Be honest:** There is nothing wrong with over-colouring your CV but never lie. It can come out in the job interview or even after you have been hired. If you still have to apply for other jobs afterwards, this is never a good reference.
7. **Make a basic CV:** Write down everything you have done including languages, computer skills and hobbies. Then adjust your CV for every job so that it fits the function requirements in the vacancy.
8. **Do not make it too long:** Even though you have done a lot for the past few years, you cannot put everything in your cv. It has to fit on two sides.
9. **Make sure it is clearly laid out:** is everything neatly lined out? Does it look clear? Do you have the same enumerations signs everywhere? The lay-out of your CV gives the first impression even before somebody reads your CV. Do not use undue fonts because it distracts from the content.
10. **Put your name in the header of the document:** double click in the top of the document where you cannot write. Insert a header text and write for example curriculum vitae (your name). Handy when the HR-employee mixes up CV's
11. **Print your CV:** So that you can see if it still looks good this way.
12. **Avoid errors:** let somebody who is good at texts read your cv. Just like writing a cover letter, you have become a bit word blind in the end. Somebody else can pick the little mistakes out.
13. **Are you all ready?** Save the result as a pdf, this way nobody can change it anymore. It looks way better as well. Use a practical name.
14. **Is your LinkedIn profile still up to date?** You have sent a great CV but is it still coherent to what is on your profile? It does not have to all be the same but a future employer should be able to recognize you. Therefore, use the same photo and try to let the purpose shine through.

15. **Look at your last tweets:** just check, If you have included your twitter profile on your CV, there is a big chance that a member of HR has taken a look at it. Make sure that your last tweets do not show how big your hangover is and how hard you can curse.

**Task) Barclays Life Skills CV Builder** - use the free CV builder on Barclays Life Skills for an easy way of creating a CV (you will need to register for an account but it is quick, easy and **free**): <https://barclayslifeskills.com/i-want-to-use-my-online-presence-to-get-ahead/school/cv-builder>

**Task) write your CV (using the template below)**

Why not use the following CV template, in conjunction with the tips above, to write your own CV from scratch? (This is an example, there may be many variations of layouts available).

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Full Name

Address

Phone Number

Email

Personal statement (list your qualities, what are you like and how does this make you're the perfect candidate? What are your skills? What can you offer?).

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Example: I am a smart, charismatic and enthusiastic team player with the desire to begin building my career. I am extremely driven, learn quickly and have excellent communication skills. I have proven my this while completing a National Citizen Service residency over the summer, where I showed enthusiasm and willing to give everything a go during this programme. The same approach would be taken into the workplace. I am also just a comfortable working on my own which I have presented through the completion of my GCSE art project, showing that I can cope well under pressure and perform to a deadline. I have also completed my Duke of Edinburgh Bronze Award which involved volunteering and embarking on a two day, one-night, expedition with my team, this further enhanced my ability to work well in a team and to learn, adapt, problem solve and take a challenge head on and succeed.

Key Skills (and how they link directly to the job role)

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Example:

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Fully qualified first-aider
- Organisation and time management
- Ability to work as part of a team or equally as well on my own

## Education

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School or College	Subject	Qualification Type	Qualification Achieved
	Maths	GCSE	C
	English	GCSE	A
	Science	GCSE	B
	....	....	....
	....	....	....
	....	....	....
	....	....	....

Additional qualifications: e.g.- B-Tech, NVQ etc.

## Employment or Work Experience History

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Job Role, Company Name, Location  
(Month 20XX - Present)

Achievements and responsibilities:

- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1

Job Role, Company Name, Location  
(Month 20XX - Month 20XX)

Achievements and responsibilities:

- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1

Hobbies & Interests (This is a chance to show your personality, what is special about you? Secretly, you can link it back to further qualities that would make you perfect for the job).

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Example: I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two-week production and relished the chance to take control of performances and react to a high-pressure environment.

## References

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	Name	Email Address	Contact Number	Relationship
1.				
2.				

## Chapter eight - Writing a great covering letter

<https://www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter/>

Cover letter tips: here is a video on how to write the perfect cover letter for your job application  
<https://youtu.be/V81oKErOe9o>

If you're starting a job search in 2020, getting your cover letter right is just as important as perfecting your CV.

After hours spent crafting your CV, it can seem a little superfluous to transfer the information into letter format. However, your cover letter shouldn't be a regurgitation of your CV. Instead, it should zoom in on a few key skills and experiences on your CV that the employer values the most. As a result, your cover letter should be bespoke for every application.

Some recruiters may receive hundreds of applications a day, so your cover letter gives you a chance to stand out from the crowd. With 57.1% of professionals ranking the cover letter as an essential application component, you can't afford to leave it out.

We know that writing these letters can seem daunting at first, especially as it can feel like there's a lot to remember. To help, we've put together a comprehensive guide to building your cover letter and tailoring it for each opportunity you apply to.

### **Do your research**

Research is a crucial part of many aspects of job hunting, and before you begin writing your cover letter, you need to make sure you've done your research properly.

The important things you should research before writing are:



- Who will be receiving and reading your letter
- The skills and experience mentioned in the job description
- The company and its culture
- Their competitors and market position
- The sector and any recent news or trends
- The organisation's aims for 2020 and beyond

Building up a good knowledge of the company and industry helps you to tailor your cover letter for each company you apply to, and shows your passion for the job and sector.

### **The basic format**

There's a basic format for writing a cover letter that you can follow each time. However, every letter you write should be tailored to the specific job role or company you're applying for.

Your cover letter should address the following:

- Which position interests you and why
- Your most relevant skills and experiences
- How your skills and experiences can benefit the employer
- Requesting an interview

Below is a basic break down of how you should structure your cover letter for 2020:

### **How to structure and write a cover letter**

These days, it's very rare for cover letters to be hard copies as most are sent online. However, traditional cover letter conventions state that your cover letter should be written like any other formal business letter, even if you're emailing it.

Start with your address and contact details in the top right-hand corner. Make sure your contact details are sensible - email addresses like [ninjawarrior2000@hotmail.co.uk](mailto:ninjawarrior2000@hotmail.co.uk) won't make you look very professional! You should then follow this with the address of the company you're applying for and the date further down and on the left-hand side.

*[Your address Line 1]*

*[Address Line 2]*

*[Address Line 3]*

*[Phone Number]*

*[Company address line 1]*

*[Company address line 2]*

*[Date]*

To [Name],

**Paragraph 1 :**

*Your opening paragraph should be short and sweet made up of three things: why you're writing the letter, the position you're applying for, how you found out about the position. For example: "I am writing to apply for the role of [job title], in response to an advert I saw on [name of job site]. Please find my CV attached."*

**Paragraph 2:**

*The second paragraph should be about you, expanding on your CV and giving a brief summary of any relevant skills or education you have. Remember, your cover letter shouldn't be a copy of your CV; it should take your most notable achievements, explain a bit more about them, and then show how these skills could benefit the employer. Mirror the skills mentioned and the phrasing that's used in the job description.*

**Paragraph 3:**

*The third paragraph is your chance to show your knowledge of the company and the sector and go into detail about why you want to work for their company specifically. You should state how you can help the company and add to their success, as well as why you'll fit in with the company culture and core values.*

**Paragraph 4:**

*End your letter with a call to action. As you're hoping to secure an interview, let them know your availability for a callback. If you plan to follow up with a phone call, say so! If you plan to wait for a response, close with "I look forward to hearing from you". Thank them for taking the time to read your letter and sign off with:*

*Yours sincerely,*

*[Your Name]*

**Sending a cover letter online**

With today's technology, it's common to send a cover letter - and a whole job application, for that matter - online or by email. This is especially common on job boards like CV-Library, and even with direct employers. If you need to send a cover letter online or via email, the approach you should take is a little different in terms of formatting.

If you just need to send your cover letter as an attachment, then write it as explained before. When it comes to saving it, make sure you use the .PDF file extension; any computer will be able to view the file, and all your formatting will be preserved.

Windows PCs use the .docx file extension for documents by default, whereas Macs use .pages. Avoid either of these, because there's a chance that the employer won't be able to open your cover letter. Stick with .PDF.

If you need to send your cover letter as the actual body text of your email, your approach will need to be slightly different. First, make sure you format the subject line of your email like so:

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*Application for [Job Title] - [Your Name]*

If you were given a reference number, include that in the subject line as well. Once you've done that, it's time to think about the layout of your letter. The paragraphs can be the same as a hard copy of your cover letter, but you can remove the addresses, date and signature.

If you're applying for a job [via a job board](#), you can sometimes afford to scale down your cover letter to key components. Check out this cover letter template for 2020:

*Hi [Name],*

*I am interested in applying for the current vacancy you have for a [job title].*

*In my current role as [role title] with [company name], I am responsible for [insert relevant experience relating to job advert] but am currently looking to make a step up into a more challenging role with a reputable company who can offer career growth.*

*I am currently on a notice period of [notice period] and can interview immediately.*

*Kind regards,*

*[Name]*

*[Phone number]*

*[Email]*

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### **How long should my cover letter be?**

Your cover letter should be no longer than a single A4 page. This can be tricky, especially since you want to impress the employer with all your skills and experience. But trust us; they simply won't be interested in reading a 3,000-word essay. Even if they were, they probably just wouldn't have the time! Keep it short, sweet, and simple.

## Tailoring each cover letter

Each cover letter you write should be [tailored](#) specifically to the company and role you're writing it for and should be detailed. Therefore you'll want to avoid [vague and generic phrases](#).

During the research stage, try to find the name of the hiring manager or whoever will be reading your letter. This way you can make the letter even more personal, and it will prove you're a determined candidate who wants this job.

If you really can't get hold of their name, you should instead start the letter with "Dear Sir or Madam" - but remember, if you don't know their name, ensure you [sign off your letter](#) with "Yours faithfully" instead.

Read the job description so you can pick which of your skills or experiences to reference, and try to mirror some of the phrases they use in the job description. Illustrate your skills with examples to show why you're the ideal candidate; as each company and role will be different, you'll probably find that you're using different examples on each letter.

Having done your research, you should also be able to talk specifically about the company in greater detail. Refer to their values or specific campaigns they have run that you enjoyed. This way they'll know that you took the time to learn about their company and that you're genuinely interested in them and the role.

**Task)** write a covering letter.

## CV and Covering Letter Log

	<b>CV Teacher Feedback/Targets</b>	<b>Covering Letter Teacher Feedback/Targets</b>
<b>Check 1</b>  <b>Date:</b>		
<b>Check 2</b>  <b>Date:</b>		

<b>Check 3</b>  <b>Date:</b>		
<b>Check 4</b>  <b>Date:</b>		
<b>Pass</b> <b>Date:</b>		

## Chapter nine - Interviews

<https://nationalcareers.service.gov.uk/get-a-job/interview-advice>

An interview is a chance for an employer to see if you're the right person for the job. It's your chance to make a good impression and show what you have to offer. You can also use it to help you decide if the job and the company are right for you.

There are different kinds of interviews, including:

- face-to-face with one person
- panel interview - face-to-face, with 2 or more people and can include a presentation
- telephone - often the first stage in recruitment and used when there are a lot of applicants
- group discussion - usually part of an assessment centre day with other candidates - you'll have to show you can get along with people, put your ideas forward and be respectful of others
- video interview - you're sent interview questions in advance and you provide your answers in a video recording
- online interview - you're interviewed online, using an application like Skype

**Prepare for your interview by following these tips:**

- read the job description and person specification carefully and be clear on the skills and qualities the employer is looking for
- check the company website to find out more about its products or services and their plans for the future
- go over your CV or application form and think about things the employer may ask you about
- use the STAR method to prepare some examples that show you have the right skills, personal qualities and experience
- practise your timings on presentations and keep a back-up copy
- ask someone you trust to practise answering questions
- write down 2 or 3 questions you can ask at the end of your interview, that show you're enthusiastic about the job
- prepare something suitable and comfortable to wear
- check what time you need to arrive and the name of the person you need to see
- make sure that you know how to get to where the interview is being held
- if you have a disability and need adjustments to make the interview accessible, you can get advice from Scope on how to ask for them

### **Types of interview questions**

Employers use different types of questions when interviewing. They may be:

- competency-based - the focus is on the things you can do, so you'll be asked to give examples to show you have the skills needed for the job
- strengths-based - these explore what you enjoy doing or do well and is used to check things like your practical or teamworking skills, or how you work under pressure
- technical - for jobs in science, IT, engineering, finance or law - they test your job-related knowledge and understanding of work processes
- situational judgement - test how you would react in typical work situations and check things like your ability to solve problems, make decisions or work with others
- values-based - commonly used for health and care jobs, particularly in the NHS, to confirm that you share the values and understand the culture of the organisation
- motivational - these help an employer to see what drives you and to make sure you'll fit in with their company

### **How to answer common interview questions.**

#### **Questions about the employer**

Employers want to see that you have a genuine interest in working for them by asking questions like:

- What do you know about our company?
- Why do you think you're a good fit for our company?

- Why do you want to work for us?

To prepare for questions about the employer, you need to research the company. You should look at their website and 'about us' pages to find out more about their products, services and values.

Interview tip: use this information throughout your interview to show what you've learned about the company.

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## Questions about you

Employers will want to get to know you and may ask things like:

- What do you do in your spare time?
- What are your hobbies and interests?

Your answers should show what kind of personal qualities, interests and skills you have.

For example, you could talk about:

- cooking - to show you're organised and can follow instructions
- travel - to show you're adventurous and flexible
- team sports - to show you're a team player with good communication
- music - to show you're creative

If the job requires certain skills, you should demonstrate these in your examples.

Example - If you're applying for a graphic designer role, you could talk about taking a desktop publishing course in your spare time.

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## Questions about your work history

Employers usually base interview questions around your work history to give you the chance to talk about your experience. For instance, they might ask:

- When have you faced a challenging situation?
- Can you tell us about a personal achievement at work?
- Have you ever taken the initiative?
- Have you ever failed at a task?

Your answers should reflect the skills the employer wants. Be positive and tailor your examples to the job description.

If your work history is limited, you can use examples from outside of work. You can also use examples from volunteering experience.

Interview tip: use the STAR method to help structure your answers -

<https://nationalcareers.service.gov.uk/get-a-job/interview-advice/the-star-method>

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## Questions about your strengths

The strengths employers look for will depend on the job role. You may be asked questions like:

- What are your main strengths?
- Why should we hire you?

Along with specific examples, you can also highlight your personal qualities as strengths, for instance:

- communication shows you get on with others
- problem solving shows you can find solutions
- enthusiasm shows you have a positive attitude to work
- flexibility shows you can adapt to different ways of working

Plan your answers around 2 or 3 examples that are relevant to the job. You can back these up with qualifications or training you've done.

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## Questions about your weaknesses

You should answer questions on weaknesses honestly and say how you're working to improve them.

Example

Question - Do you have any weaknesses?

Answer - I struggle with time management on projects. I'm working on improving this by creating a timetable of steps at the start of each project and making sure I follow it.

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## Questions you can ask

At the end of a job interview, employers will usually ask if you have any questions for them. This is a good chance to show your interest in the company and your enthusiasm for the job.

For example, you could ask:

- What's it like to work here?
- What does a typical day involve?
- How do you see the company developing over the next few years?
- Will there be any training opportunities after I start?



## Chapter ten - your digital footprint

How are you using social media to improve your employability? The following apps and websites are very useful to sell brand 'you'.

**Twitter**\_ use this to connect with experts and companies in the field of work that you would like to go into. It is a good way to gather information.

**LinkedIn**\_ create a profile and connect with recruiters and companies and not only will you gather information on work opportunities but user will actively seek you out using this app.

**How To Use LinkedIn For Beginners** - LinkedIn Profile Tips - LinkedIn Tutorial For Beginners - LinkedIn Profile Tips. If you're new to LinkedIn and want to learn how to get started, then you'll enjoy this playlist. You'll learn what sections of your LinkedIn profile are the most important and how to optimize each section. You'll also learn how to use LinkedIn to get a job:

<https://www.youtube.com/playlist?list=PLLuXVilepoVFGzWxA4cgo4zkQA-pEQAzw>

## Chapter eleven - Gap Years:

A Gap Year can be a great way to see a bit of the world, have an adventure and find out a bit more about yourself. If you decide to take a year out, however, you won't want to waste it - and universities will want to know how you've used the time. "Low-paid local employment and partying" isn't what they want to see on your application, but fortunately there's an amazing array of stuff to do out there that's exciting and enriching, and needn't break the bank. Many young people decide to take a gap year between 6th form / college and higher education. This is very common and a good way to gain skills, experience and independence. There are many positive things you can do with a gap year, including:

- Paid gap year schemes, such as Year In Industry, Accenture Horizons, Deloitte Scholar, IBM Futures
- Volunteering
- Paid employment
- Travelling
- study schemes
- A combination of these.
- Gap Years: The Independent Guide

The Independent newspaper's guide to taking a year out. [www.independent.co.uk/student/gap-year/gap-year-ultimate-listings-guide-890748.html](http://www.independent.co.uk/student/gap-year/gap-year-ultimate-listings-guide-890748.html)

1. NotGoingToUni - [www.notgoingtouni.co.uk/advice/subjects/18/Gap\\_Years](http://www.notgoingtouni.co.uk/advice/subjects/18/Gap_Years)

A website dedicated to students who think university is not the answer to all life's problems and possibilities. It includes this advice hub all about Gap Years. If you type 'gap year' into the search box at the top of the page you'll get links to some current gap year opportunities, too.

2. GapYear.com - [www.gapyear.com](http://www.gapyear.com)

A commercial site, but highly regarded and full of advice and opportunities on how to make the most of your year out from education - whether you want to volunteer, see the world, get an interesting seasonal job - or all three!

3. Gap Year Jobs - [www.gapyearjobs.co.uk](http://www.gapyearjobs.co.uk)

A search engine for temporary jobs, run by Trinity Mirror (the newspaper people). A great place to pick up short term employment or volunteering opportunities during your gap year.

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

The ultimate guide to getting some life experience while helping others in the UK - over a million different opportunities listed.

5. The Year in Industry - [www.yini.org.uk](http://www.yini.org.uk)

Get a formal, paid work placement in any one of a range of different industries, so you can try out a potential future and enrich your CV.

6. Deloitte - work and travel programme - <http://scholars.deloitte.co.uk/>

Deloitte's is a famous business services company that provides Gap Year students with the chance to work, earn money for travel, and get a foot in the door for possible future employment when your degree is finished.

7. Year Out Group - <https://yearoutgroup.org/>

Year Out Group (YOG) is an association of approved gap year providing organisations most of which are registered in the UK. At least one of the principal activities of each of these organisations is the provision of well-structured gap year programmes in the UK or overseas.

8. EDT (Engineering Development Trust) - <https://www.etrust.org.uk/the-year-in-industry>

They offer young people active learning experiences in STE(A)M related careers, giving them the opportunity to gain knowledge and exposure that will help them make decisions about their future.

9. NCVO - <https://www.ncvo.org.uk/ncvo-volunteering>

NCVO champions the voluntary sector and volunteering because they're essential for a better society. Each day, millions of people make a difference through voluntary organisations and volunteering. Our vision is a society where we can all make a difference to the causes that we believe in.

## **Chapter twelve - Task List**

Complete the tasks below:

<u>Task</u>	<u>Target</u>	<u>Completed</u>
Introduction to the World of Work Log Book - read the section and set a research target into one of the areas outlined.		
OSCAR- <a href="https://oscar.causeway.education/">https://oscar.causeway.education/</a> log in using your school email and the password you created.  Work through the work related modules.		
Local Labour Market Information - read the information and set a research target - which sectors have a large amount of job vacancies in the local and national market?		
What are my options? Apprenticeships - read the information and set a research target into at least five apprenticeships that interest the student.		
What are my options? School Leavers Programmes and Going Straight into Work - read the information and set a research target into at least five areas of work that interest the student.		
Work Experience - read through the section. Whilst the school provides more general work experience. Set a target to research a local company who can offer a more specific work experience linked to the student's career goals.		
Writing great CV - read through the information and set a target to create a CV.		
Writing great Covering Letter - read through the information and set a target to create a covering letter.		
Interview Practice - read through this section and book in some time with your mentor for		

interview practice. Set a target to prepare answers to the interview questions in this booklet.		
Digital Footprint - read through the information and set a target to create and develop a LinkedIn account.		
Gap Year - read through the information and set a target to research gap year activities that interest the student.		
Once the above checklist is complete, spend time looking for jobs together and logging them in the Career Pathways Log below.		

**Career Pathways Log:**



This section is for students to document the knowledge they have gained from researching various different careers options.

Here are some useful websites:

<https://careermap.co.uk/>

<https://www.careersbox.co.uk/>

<https://www.careerpilot.org.uk/>

[www.eclips-online.co.uk](http://www.eclips-online.co.uk)

Password is mausho63

Date	Career researched	Knowledge gained	Interest level (1= weak; 5=strong)	Targets for next week