

CHOICES

KEEP IN TOUCH:   

**MAKE INFORMED CHOICES
ABOUT YOUR FUTURE**

**EXPLORING YOUR
CAREER PATHWAY OPTIONS**

**FIND AND APPLY
FOR OPPORTUNITIES**

INSIDE:

USEFUL HINTS AND TIPS



WELCOME TO **CHOICES**

**SUPPORTING YEAR 13 STUDENTS
ACROSS WORCESTERSHIRE TO
UNDERSTAND THEIR CAREER CHOICES.**

WELCOME TO CHOICES, THE WORCESTERSHIRE MAGAZINE THAT SUPPORTS YOU IN MAKING YOUR CHOICES IN YEAR 13. YOU WILL FIND LOTS OF EXCITING OPPORTUNITIES AVAILABLE TO YOU IN THIS MAGAZINE AND HELP FOR YOU TO SORT THROUGH ALL THE OPTIONS AVAILABLE TO YOU AND MAKE AN INFORMED CHOICE ON YOUR FUTURE PATHWAY.

**BROUGHT TO YOU BY THE
INSPIRING WORCESTERSHIRE CAREERS HUB
WWW.SKILLS4WORCESTERSHIRE.CO.UK**



 @INSPIRING_WORCS  INSPIRING_WORCS  INSPIRING WORCESTERSHIRE

ABOUT US...

WHO ARE WE?

The Inspiring Worcestershire Careers Hub is part of a national initiative led by the Careers and Enterprise Company to support the delivery of high-quality careers education within educational establishments across Worcestershire.

WHAT DO WE DO?

Our aim is to ensure that through our work with educational establishments across Worcestershire that every young person receives the information, advice and guidance they need to ensure they are fully prepared to enter the world of work.

WHY DO WE DO IT?

If young people across Worcestershire fail to receive high-quality careers guidance it is highly likely they will not undertake a career pathway that is right for them.

Failure to provide young people with high-quality careers guidance will also have a negative impact on the future workforce available to Worcestershire employers.

If Worcestershire's economy is to continue to grow then it is vital that they have a pipeline of young people who hold the right skills, qualifications and experience that employers are looking for. Providing this pipeline of young people to employers will ensure that they are able to replace employees quickly and efficiently but also ensures that young people do not feel the need to travel outside of Worcestershire to secure employment.

BUT I HAVE NO IDEA WHAT I WANT TO DO!

Deciding what to do can be worrying, especially if you do not have a fixed career path in mind. You may not be sure about which route to take. Don't be concerned this guide will help you through the next few months. This magazine will help you with your personal statement and CV to give you the best possible chance in your future.

Now that you have started in year 13, along with your studies, you have lots of decisions to make about your future. This guide is to help you break the year down so that you know what to do and when to do it. What you will have to do will depend on what you are planning to do after year 13. What is important to remember at this time is that is always best to have a plan B. You may have decided that you would like to start an apprenticeship. However, what if that apprenticeship is not available – what is your plan B?

Firstly, let's break the year down into manageable chunks. Don't get overwhelmed with trying to sort everything out at once. Take it in stages.

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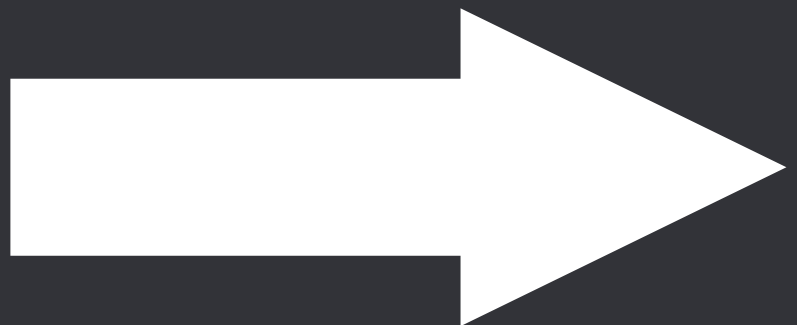
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LET'S GET STARTED!





CAREERS CALENDAR

THIS CAREERS CALENDAR WILL PROVIDE YOU WITH THE GUIDANCE YOU NEED TO COMPLETE CERTAIN CAREERS RELATED TASKS AND ACTIVITIES THROUGHOUT THE ACADEMIC YEAR.

SEPTEMBER TO DECEMBER

- > KEEPING UP WITH YOUR STUDIES
- > UNDERSTANDING YOUR OPTIONS
- > RESEARCHING
- > CHECKING FOR ANY DEADLINES
- > START TO FORM YOUR PERSONAL STATEMENT

JANUARY TO MARCH

- > WRITING YOUR CV
- > APPLYING FOR UNIVERSITY – **DO NOT MISS THE DEADLINE**
- > FINDING OPPORTUNITIES
- > APPLYING FOR OPPORTUNITIES
- > HOW TO START YOUR OWN BUSINESS

APRIL TO AUGUST

- > REVISION PLAN
- > WORK EXPERIENCE
- > VOLUNTEERING
- > KEEP IN TOUCH
- > WHAT NEXT?

WHERE TO START?

Before you start exploring your options and making decisions on what you are going to do next, you may find yourself in a position where you have no idea where to even start.

DON'T KNOW WHAT YOU WANT TO DO?

NOT SURE WHAT JOB YOU SEE YOURSELF IN WHEN YOU ARE OLDER?

NO IDEA?

DON'T PANIC!

Always remember... There is an option to suit everyone, regardless of what you have achieved so far, and you are not alone

You have already made a lot of difficult decisions about your future throughout your time in education, remember how confusing choosing your KS5 options was?

**WELL
YOU
DID IT!**



Don't forget that there are a lot of people around you who can help you make your next choices, talk to family, friends and teachers and ask for their advice. Your school or college will also have a designated Careers Lead, if you don't already know, find out who this person is and ask them for support.

The choices you make during this academic year will steer the way your career goes for your next steps, but, a career is a lifelong journey and it is likely that during your working life, you will experience many different job roles.

If you have your heart set on a job role right now, that's great! But the world of work is always changing and the choices you make now, do not mean that you won't be able to change career direction in the future, so don't put too much pressure on yourself to get it perfect straight away... hardly anybody does!

VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL



**INFORMATION
ABOUT EMPLOYERS
IN WORCESTERSHIRE**



**SUPPORT FOR
SCHOOLS**



**WORCESTERSHIRE'S
LABOUR MARKET
INFORMATION**



**SUPPORT FOR
YOUNG PEOPLE**



CAREERS ADVICE



CAREERS EVENTS



INTERVIEW TIPS



**SUPPORT FOR
PARENTS**



CAREER PATHWAYS



WWW.SKILLS4WORCESTERSHIRE.CO.UK

RESEARCHING YOUR OPTIONS

KEEPING UP WITH YOUR STUDIES

This is the most important thing to do. Keep on top of all your subjects or courses. Do your homework, coursework and make sure you really know your subject(s).



RESEARCHING YOUR OPTIONS

CHOOSE
YOUR
PLAN



AND
YOUR
PLAN



Not sure what career you want? Take the buzz quiz to see what sort of careers would suit you: <https://icould.com/buzz-quiz/> Then look at the job profiles on [Prospects](#) websites. There are hundreds of different job profiles for you to look at with details of qualifications needed, career prospects and salaries.

To help you consider the pros and cons of University vs Apprenticeship take a look at <https://www.whatcareerlive.co.uk/advice/apprenticeship-versus-degree-the-pros-and-cons>

SPEAK to your school/college careers lead or adviser. They have a huge amount of knowledge and will be able to give you lots of information which will help you decide what you want to do. They will have up to date information about the current pandemic and how this is affecting University visits, apprenticeship applications etc.

RESEARCH – whichever option(s) you are thinking about do your research. Knowledge is power. The more you find out the better decisions you will make.



EXPLORING YOUR OPTIONS

WHAT ARE THE OPTIONS AFTER YEAR 13?

UNIVERSITY

Higher education is study after the successful completion of level 3 qualifications, usually 'A' levels leading to higher national diplomas, foundation degrees, undergraduate or post graduate degrees. This is usually undertaken at a University. Make sure you find out as much information as possible. Go to virtual Open Days, ask questions, email the University, speak to students who are already there. Find out about the course and the city.

Start with the complete University Guide <https://www.thecompleteuniversityguide.co.uk/courses>

Then look at the [UCAS](#) website UCAS where you will find out all you need to know about applying for University.

You can find a list of University and college virtual open days on the following websites:

- > [UCAS](#)
- > [Open Days](#)
- > [WhatUni?](#)

Start thinking about your personal statement. Get help from your teachers/tutors. Don't forget to refer to past work experience/ Duke of Edinburgh Award/volunteering/clubs and societies. This is your chance to stand out from the rest. Help on how to write your personal statement can be found on the [UCAS](#) website.

COLLEGE OF FURTHER EDUCATION

Further education includes any study after secondary education that's not part of higher education (that is, not taken as part of an undergraduate or graduate degree). This includes vocational qualifications.

Colleges of Further Education have OPEN Days during the autumn term. These may be virtual events this year. Make sure that you attend one of these events to find out more about the course that you want to study. They will all be on the college's website. Ask the lecturers questions, speak to other students. Get a good feel for what the course will be like on a day to day basis. What will you do after you finish your course?

Visit the [Skills4Worcestershire](#) website to find out more information about local colleges and what sectors are growing in Worcestershire.

RESEARCHING YOUR OPTIONS

APPRENTICESHIPS

If you choose to take the apprenticeship route, you will work and earn money at the same time as you are learning and gaining your qualification. An apprenticeship combines hands-on training in the workplace with off-the-job training at a local college or training provider. You must be over 16, living in England and have finished school to be able to start an apprenticeship. There are different levels of an apprenticeship and the entry requirements vary depending on the vacancy you apply for. There are 100's of different types of apprenticeship vacancies in almost every type of industry and job role and all pay at least the national minimum wage for apprentices. <https://www.gov.uk/become-apprentice/pay-and-conditions>

Apprenticeship levels are set and equivalent to as follows:

2 (INTERMEDIATE) : GCSES

3 (ADVANCED) : A-LEVELS

4 (HIGHER) : FOUNDATION DEGREE

**5 (HIGHER) : FOUNDATION DEGREE/
FIRST YEAR OF BACHELOR'S DEGREE**

6 (DEGREE) : BACHELOR'S DEGREE

7 (DEGREE) : MASTER'S DEGREE

Research the apprenticeship opportunities available in Worcestershire and find out more about apprenticeships from the one-stop [Worcestershire Apprenticeships](#) website.

What level of apprenticeship do you want to go for? If you are thinking of University or an apprenticeship then it is likely to be level 4, 5 or 6.

INTERNSHIP

An internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment, often within a specific industry, which relates to their field of study. They can be paid or unpaid.

Full details and information about Internships both in the UK and abroad can be found on the [Prospects](#) website. Some internships are paid whilst others are not. Take this into consideration when you are deciding. If you are going to move away from home, you will need a paid internship.



RESEARCHING YOUR OPTIONS

WORK

When you leave school after year 13 you can apply for a job without any training. However, you will often find that there will be training and courses for you to complete to help you become proficient in your role. Use the [Skills4Worcestershire](#) website to find out about jobs in Worcestershire.

If you want to be a fisherman – there may not be much of a need locally! Look at search engines like [Indeed](#) and [Monster jobs](#) to get a feel for what sort of employment prospects there are locally. Think about the difference between an apprenticeship and a job without training.

Where would you like to be in five years' time? The apprenticeship role may not pay as well in the beginning but in five years' time you could be earning a lot more than the job without training and have a great future career ahead of you.

STARTING YOUR OWN BUSINESS

You may already have ideas about a business opportunity. Perhaps it is something you have been doing in the evenings and at weekends but now you want to take it that stage further. You will need help if you are starting your own business.

Tips about starting your own business, including where you can find help and funding can be found at: <https://www.youthemployment.org.uk/employment-help-young-people/choices/starting-your-own-business/>

GAP YEAR

You may wish to travel abroad. This can be combined with work or volunteering in some places. Or you may want to work to save some money to help fund yourself through University. Gap year experiences can enhance your CV.

If you want to find out more information about Gap Years, the pros and cons, current government guidelines, companies offering gap year experiences etc. visit the [UCAS](#) website.

CHECK FOR ANY DEADLINES

If you are applying for University, keep in touch with your Careers Adviser, Careers Lead or Tutor, check on the UCAS website. Deadlines for certain degree courses are before Christmas. Do not miss your deadline.

START TO FORM YOUR PERSONAL STATEMENT

All the information you need can be found on the [UCAS](#) website. Speak to your tutors, careers adviser etc. What will make you stand out from the crowd?

THE WORCESTERSHIRE APPRENTICESHIP HUB

LOOKING FOR A GREAT WAY TO START YOUR CAREER?

WANT TO LEARN ON THE JOB, GAIN EXPERIENCE AND QUALIFICATIONS WHILST ALSO EARNING MONEY?

THE ANSWER MAY BE AN APPRENTICESHIP...

HOW WE CAN HELP...

- One to one advice and guidance
- Explaining all about how apprenticeships work
- Help in producing a CV
- Support in searching for vacancies and completing the online application
- Applying for vacancies and setting up alerts
- Preparing for the interview
- Understanding the role of the training provider and employer
- Other options if you can't get an apprenticeship just yet

GET IN TOUCH...

 worcsapprenticeships.org.uk

 @worcsapprentice

 /worcsapprenticeships

 0300 666 3 666



RESEARCHING YOUR OPTIONS

THE PEOPLE.
THE CAREERS.
THE WORKFORCE.

LABOUR MARKET INFORMATION (LMI)

Labour Market Information (LMI) is useful data that you can use to help you make choices about your future. You may have heard the term before, but what does it actually mean? And how do you use it?

Labour Market Information is data that is collected both nationally and locally. The data identifies important facts and figures about the world of work across the UK, and in individual cities, even in individual districts.

For example, if you live in Worcestershire and when you leave school you would like to continue to live and work in Worcestershire, Labour Market Information can let you know how many jobs are available in different industries, the type of pay you will receive and even who the local businesses are. This information can then support you in choosing your next steps for when you leave school and help you determine the right route to take to achieve your career aspirations.

You can find out more about the Labour Market in Worcestershire by visiting: https://www.worcestershire.gov.uk/careersportal/info/36/worcestershires_employment_and_labour_market_information_lmi

Top Tip- Things to consider:

- Will the job that interests you still exist in 10 years?
- The number of jobs available in science, technology, engineering, mathematics (STEM) is constantly growing, meaning opportunities are greater in these industries
- Most people do several different jobs throughout their career, you don't have to get it spot on straight away

RESEARCHING YOUR OPTIONS

WORCESTERSHIRE'S KEY GROWTH SECTORS

In every county across the UK, there are Key Growth Sectors, this means that there are certain industries where job growth is expected to be much greater than other industries, meaning, if you are interested in a career in one of these sectors, your chances of finding a job are a lot higher.

In Worcestershire there are 4 main growth sectors, these are:



ADVANCED MANUFACTURING

Worcestershire benefits from a strong automotive supply chain, linking with Jaguar Land Rover and other first tier car manufacturers. The county also has a strong manufacturing base in traditional industries such as carpet weaving, needles and textile manufacture. In Worcestershire machine manufacturing and engineering employment is 85% above the England average.



CYBER SECURITY AND DEFENCE

Worcestershire is home to specialist communications agency QinetiQ in Malvern. The Malvern Hills Science Park in the south of the county is now the site of a growing number of spin-out companies as well as home to the National Cyber Skills Centre.



AGRI-FOOD/AGRI TECH SECTOR

Worcestershire contains rural areas with many successful businesses focused on agriculture, horticulture and food production across the UK "field-to-fork" supply chain. Companies are increasingly pioneering innovative technology in their growing and production practices.



VISITOR & DESTINATION ECONOMY

An economic impact assessment found the direct value of tourism in Worcestershire to be £638 million, with over 6% of Worcestershire's employees working in the sector.

RESEARCHING YOUR OPTIONS

LOOK BEYOND
WHAT YOU THINK
YOU KNOW.

YOU DON'T HAVE TO WORK IN AN ACCOUNTANCY FIRM TO BE AN ACCOUNTANT.

There are lots of different departments behind any company or organisation. This can include Human Resources, Finance, Marketing, I.T., Sales and many more! It is important to remember, that every company has a supply chain, and this will be made up of lots of different people, doing lots of different jobs.

Engineering companies have opportunities in engineering, research and development, finance, logistics, sales, I.T., administration, marketing and customer service.

Hotels recruit for roles such as chef, receptionist, administrator, general manager, event planner and director of marketing and sales.

The NHS need qualified doctors and nurses, but they also need physiotherapists, radiographers, porters, social workers, receptionists, G.P. practice managers, paramedics, clerks, accountants and I.T. specialists.

Don't ever take a company at face value! Always explore further to find out what other opportunities are available.

Remember, you need to work hard in all of your subjects and when it comes to making choices – you will always do well at something that you enjoy doing!

If you would like to find out more information about careers and education, labour market information, job sectors, and businesses in Worcestershire.

Visit Skills4Worcestershire www.skills4worcestershire.co.uk



RESEARCH YOUR FUTURE ACTIVITY

There are many different pathways available to students for them to enter the world of work.

Whether you know exactly what job you want to do and how to get there, or whether you aren't sure just yet, the following research activities will help you to expand your knowledge on the courses, learning pathways and industries available to you.

Answer the questions by carrying out your own research and see what you discover about the industries, courses and pathway opportunities in Worcestershire.

Write your answers in the space below each of the questions.

We have also provided you with a number of TOP TIPS which should provide you with some support and links to websites which may help you answer the questions.

QUESTION 1:

What is an Apprenticeship?

TOP TIP: If you are struggling to research apprenticeships, why not look at the Worcestershire Apprenticeship Website: <https://worcsapprenticeships.org.uk/>

QUESTION 2:

If you could choose any job role as a career what would it be?

Research the potential courses / qualifications you might need to take which would help secure employment in this industry. Also list the potential entry routes for your chosen job role.

TOP TIP: if you are unsure what job you would like to do, the following quiz can give you some ideas based on your interests and personality: <https://www.ucas.com/careers/buzz-quiz>

QUESTION 3:

Take a virtual tour of a university. Write a short description about the differences between university and your educational establishment? If you have a specific job role in mind conduct some research on the university courses which may be of interest to you and log them here.

TOP TIP: You can find details of virtual University tours here <https://www.ucas.com/undergraduate/what-and-where-study/open-days-and-events/virtual-tours>

QUESTION 4:

You are thinking about a career in STEM. Can you research what STEM stands for? Can you research the companies within the STEM sector in Worcestershire (select two) and describe the potential entry route you could use to enter their industries? Using Labour Market information can you find out how many people are employed within these industries across the UK?

TOP TIP: Top Tip: For more information on STEM industries, visit http://www.skills4worcestershire.co.uk/careersportal/info/10/worcestershires_employment_market/7/worcestershires_employment_market/4

QUESTION 5:

You are interested in working in the Hospitality Industry. What are the different types of jobs within this sector? What hospitality employers are there locally to where you live? Using Labour Market information can you find out how many people are employed within this industry across the UK.

TOP TIP: For more information on the Hospitality industry, visit http://www.skills4worcestershire.co.uk/careersportal/info/13/job_sectors



USEFUL WEBSITES:

University Virtual Tours:

[Aston University Virtual Tour](#)

[Birmingham City University Virtual Tour](#)

[Gloucester University Virtual Tour](#)

[Harper Adams University Virtual Tour](#)

[University of Worcester Virtual Tour](#)

Industry specific useful resources:

[Animal Care](#)

[Construction](#)

[Creative Industry](#)

[Engineering](#)

[Finance](#)

[Geography](#)

[Healthcare](#)

[History](#)

[Hospitality](#)

[Science](#)

[Sport](#)

RESEARCHING YOUR OPTIONS

RESEARCH QUESTIONS:

You are coming to the end of the research section and hopefully by now you have more of an understanding of what you want to do when you leave school, what qualification you want to study and where you would like to study it. Before you move on to the next section, take a minute to ensure you have all the answers to the following questions.

1. Accessibility:

- What do I want to study?
- Where can I study this?
- When can I apply?
- When is the closing date?

2. Entry Requirements:

- What qualifications, skills and experiences do I need to be able to do this?
- Are there any limitations?

3. Time:

- How long will this take me to complete?
- How many hours a week will this take?
- Am I committed to achieving this qualification?

4. Money:

- Will I need to pay for anything?
- Will I need to travel?
- Can I get any financial support?

5. Outcomes:

- What qualifications and skills will I gain from doing this?
- Does this help me move closer to my career goal?
- Is this definitely the right option for me?

6. You:

- Am I doing this because it is what I want?
- Will I have fun and enjoy doing this?



RESEARCHING YOUR OPTIONS



WHAT ARE YOU THINKING?

The career I would like to undertake is:

I am now interested in studying:

What is the best pathway option for me?

University Apprenticeship College Enter Employment

I am definitely not interested in studying:

I don't think this pathway option is for me:

University Apprenticeship College Enter Employment

I need to obtain the following qualifications:

RESEARCHING YOUR OPTIONS



USING THIS PAGE, WE SUGGEST YOU MAKE SOME LISTS HIGHLIGHTING THE THINGS THAT WILL HELP YOU REMAIN FOCUSED ON YOUR CAREER GOALS.

THESE LISTS WILL HELP YOU REMEMBER THE THINGS YOU NEED TO DO, WHEN YOU NEED TO DO THEM BY AND IF YOU NEED TO SEEK ANY FURTHER ADVICE OR GUIDANCE REGARDING THE THINGS YOU STILL AREN'T SURE ABOUT.

IF YOU RUN OUT OF ROOM THEN CREATE YOUR OWN LIST AND ADD THIS

MY TO DO LIST...

ACTIVITY NAME

WHAT DO I NEED TO DO?

DATE NEEDED

RESEARCHING YOUR OPTIONS

ACTIVITY NAME

WHAT DO I NEED TO DO?

DATE NEEDED

THINGS I NEED HELP WITH

CONCERN/CHALLENGE

WHO SHOULD I SPEAK TO?

DATE NEEDED

RESEARCHING YOUR OPTIONS

RESEARCH TIPS:

Throughout September – December is your chance to research your next steps.

Research is an essential part of selecting your careers choices, it is the only way that you can really understand all of the different options that are available to you and make sure you know everything you need to and are well prepared for when you need to start applying for courses, apprenticeships or positions.

Make sure you cover all of the points and you can be confident you have conducted as much research as possible.

Use the checklist to tick off the activities for this term as you complete them:

- Complete all of the tasks within this section.
- Talk to your careers lead or careers adviser in school/ college to discuss your opportunities and gather more information (they are the experts!)
- Speak to Worcestershire Apprenticeships to find out more about apprenticeships and the opportunities locally <https://wocsappticeships.org.uk/>
- Go to open days and open evenings at universities and local colleges to find out more about what they offer.
- Research the universities that offer the courses that you might consider undertaking.
- Research the [3 colleges in Worcestershire](#).
- Discuss your thoughts and feelings with your family and friends to receive advice and support.
- Engage with as many employers as you can, it is likely your school/college will hold events where employers will visit your school. Take this opportunity to ask questions and find out more about their industry.
- Try out the job role you are interested in beforehand, look to volunteer or find some work experience in that field to get a taste of the job.
- Get to know your local labour market (page 14) Can you do the job you want to local to where you live? Or are you going to have to move to a different district or county? It is important you consider this.
- Ask lots of questions to everyone and anyone you can – it is always helpful to learn from other people’s experiences.

CAREERS WORCS

**ARE YOU AGED 16 - 24?
AND NOT SECURED A PLACE IN EDUCATION,
TRAINING OR APPRENTICESHIPS FOR SEPTEMBER?
NEED HELP TO UNDERSTAND YOUR NEXT STEPS?**

- Support for 16 - 24 year olds looking for education or training choices
- Information on next steps in sixth form and sixth form colleges in Worcestershire
- Information on Apprenticeships and support with applications
- Information on finding and accessing full time courses at colleges
- Information about University choices and the process for year 13s
- Support to access English and maths support

Supporting Worcestershire's young people aged 16 - 24 to understand their next steps. Helping them to make informed careers decisions about education next steps for September, including current year 11 and year 13 students.

Speak to a qualified Careers and employment adviser at Worcestershire Youth Hub at the Hive, Worcester. This is a drop-in facility or [complete the online booking form](#) to book a 1:1 session

CONTACT THE TEAM OF QUALIFIED ADVISORS NOW

CALL 0300 666 3 666 OR EMAIL CAREERSWORCS@WORCESTERSHIRE.GOV.UK TO START YOUR JOURNEY.

FOR MORE CAREERS INFO VISIT WWW.SKILLS4WORCESTERSHIRE.CO.UK



CONGRATS!

**YOU HAVE COMPLETED ALL
OF THE REQUIRED ACTIVITY
FOR THIS TERM.**

**PLEASE DON'T FORGET TO
RETURN TO THE NEXT SECTION
OF THIS BOOKLET IN JANUARY.**



MAKING YOUR DECISION

WELCOME BACK!

THINKING AHEAD

Well done! Last term you successfully completed all of the research tasks you needed to undertake and now hopefully you have a much clearer idea of what you want to do when you finish school and all of the pathway options that are available to you.

Now comes the next step... making your decision.

Before you apply for anything, spend some time thinking about other factors that could potentially affect your career plans.

OVER THIS TERM YOU WILL COVER THE FOLLOWING:

- > Skills
- > Writing a CV
- > Completing your UCAS application
- > Applying to college
- > Registering for Apprenticeships
- > Getting ready for job interviews



MAKING YOUR DECISION

THE SKILLS YOU ALSO NEED TO HAVE...

The world of work is a constantly changing place and employers want people who can add value to their business and contribute towards its growth. Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered BUT, qualifications are not the only thing employers want to see. Employers are looking for individuals who have employability skills.

What are employability skills? Well, the good news is, you probably already have more of the skills employers look for than you realise. There are 10 important personal skills and qualities that you may well recognise in yourself that employers look for when they are recruiting. They are core personal qualities and skills that any employer in the world would recognise and value. Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles. The more of these you have, or can acquire, the better your chances of finding work and being employable.

Before you move on to the next section why don't you try and list 10 skills which you think any of your future employers might wish you to have?

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

MAKING YOUR DECISION

**HOW
MANY
SKILLS
DO YOU
HOLD?**



ON THE FOLLOWING PAGES IS A LIST OF THE 10 SKILLS EMPLOYERS ARE LOOKING FOR. REVIEW EACH OF THESE SKILLS AND THEN TICK THE BOX IF YOU FEEL YOU ALREADY HOLD THAT SKILL.

MAKING YOUR DECISION

1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close to and around you?

I FEEL I HAVE THIS SKILL ■

3. COMPASSION

Compassion is an important trait to have in the world we live in - showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others... being more compassionate.

Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

I FEEL I HAVE THIS SKILL ■

2. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment - the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

I FEEL I HAVE THIS SKILL ■

4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them.

We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

I FEEL I HAVE THIS SKILL ■

MAKING YOUR DECISION

5. RESPONSIBILITY

Life needs us to be responsible – it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will gain. This is not for everyone; many do not want too many responsibilities – it’s about what works for each of us as individuals

I FEEL I HAVE THIS SKILL ■

6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what’s needed or do you think to yourself that someone else can deal with it?

Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

I FEEL I HAVE THIS SKILL ■

7. INQUISITIVENESS

It’s important to ask questions in life, without over-analysing every thought or action you may have or do. We can’t learn without asking the questions. We can’t achieve goals without answers to questions.

Progression of many kinds comes from being inquisitive – it’s how we learn and improve. The ‘why?’ question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don’t understand – it is a strength not a weakness. Are you an inquisitive kind of person?

I FEEL I HAVE THIS SKILL ■

8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends? This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don’t know that well? These are all important communication skills.

I FEEL I HAVE THIS SKILL ■

MAKING YOUR DECISION

9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about things can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

I FEEL I HAVE THIS SKILL ■

10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences. Do you have this skill?

I FEEL I HAVE THIS SKILL ■

HOW MANY SKILLS DO YOU HOLD?

Now you have completed the previous task can you answer the questions below:

How did the skills employers are looking for compare with your own list?

Do you hold more of the skills than you originally thought you did?

Explain anything about these skills which surprised you.

If you don't hold all 10 of the skills, what could you do to improve these skills in the next couple of years?

What could you offer a potential employer right now? (This information could be included in your C.V.)

MAKING YOUR DECISION

WRITING A CV

YOUR CV IS YOUR CHANCE TO CONVINCE A POTENTIAL EMPLOYER THAT YOU ARE THE PERFECT CANDIDATE FOR THE ROLE AND THEIR COMPANY AND TO GET YOU AN INTERVIEW. HOWEVER, WITH SO MANY PEOPLE APPLYING FOR THE SAME JOB HOW CAN YOU STAND-OUT FROM THE CROWD? HERE ARE SOME ESSENTIAL TIPS FOR YOU TO USE THAT WILL HELP YOU TO IMPROVE YOUR CV.

KEEP IT SHORT

The golden rule is that a good CV can be limited to 2 sides of A4 paper without missing out on any of your skills, experience and qualifications. Avoid long sentences – you don't want the person reading your CV to lose interest. Keep it relevant and clear remembering to use a simple, professional looking type font. Also, avoid using any informal phrases – your CV is a professional document.

HAVE THINGS IN THE RIGHT ORDER

What comes first – qualifications, experience, hobbies???

The employer will be looking to see how you meet the requirements to fill their vacancy. Start with a strong opening statement outlining who you are, what are your skills, experience and strengths. This will be the first thing that the interviewer will read about you so make sure it stands out and makes them interested in you. Starting with the most recent role cover your work history to date including work experience, then a summary of your education and qualifications plus any other training you may have had that may be relevant. Finally, add a few of your hobbies and interests – this gives the interviewer an idea of the person you are outside the office.



MAKING YOUR DECISION

KEEP IT RELEVANT

Does your CV have what the job is looking for? This is your opportunity to sell yourself to the company. Highlight how you match the skills and experience that the job needs – if they are looking for particular experience then illustrate exactly how you’ve done this. Make sure every cover letter you send is tailored specifically to that job.

KEEP IT UP TO DATE

Be sure to keep adding to your CV as you gain more experience and qualifications.

KEEP IT ACCURATE

If you’ve achieved something make sure you can prove it. Are all the dates right, have you got the qualifications in the right order? Everything will be read from start to finish by the interviewer so make sure everything is 100%

CHECK IT!

Once your CV is finished and ready to be sent to job or apprenticeship applications make sure you do one last thing.... read over it! Get somebody else to check it for you – your parents or careers adviser.



HOW TO WRITE A CV

Now you have learnt about what information you need to place within your CV why don't you start creating your own CV.

Find an example of a job description or a personal specification that directly links to a job role you are interested in and then use them to help you tailor your CV to the role you have chosen. Find some example job descriptions here - <https://targetjobs.co.uk/careers-advice/job-descriptions> or <https://www.betterteam.com/job-descriptions>

If you want to be even more creative, why not visit some employment agency websites like Hewett Recruitment and tailor your CV to some job roles which are currently available. <https://www.hewett-recruitment.co.uk/>

You could use the free text boxes below to enter the information for your CV or if you are feeling adventurous why not create you own CV using WORD.

GOOD LUCK!

Section 1 - Contact Details

Section 2 - Personal Profile

Section 3 - Key Skills

Section 4 - Employment / Work Experience History

Section 5 - Education

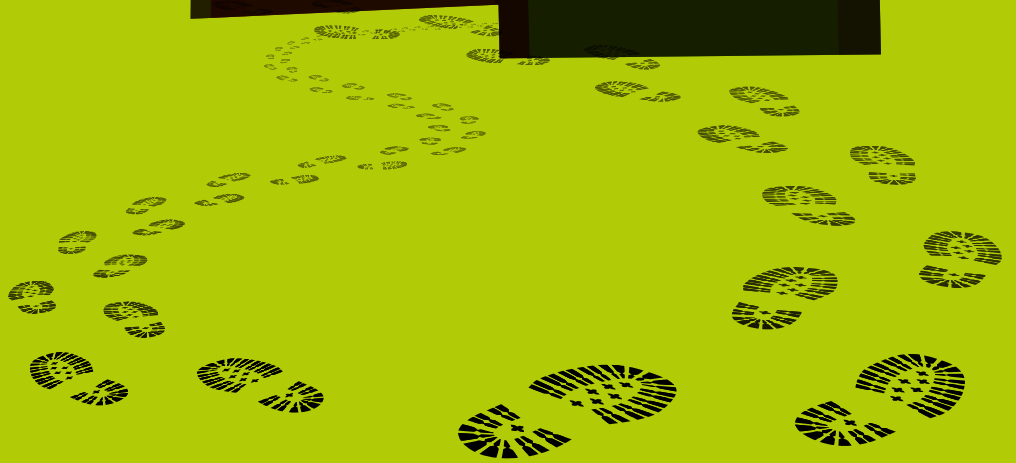
Section 6 - Achievements

Section 7 - Hobbies

Section 8 - References

MAKING YOUR DECISION

THE NEXT STEPS



COMPLETING YOUR UCAS APPLICATION

Full details on how to apply to University can be found on the [UCAS](#) website. Make sure that you have thought about the course that you want to study. Do you want a theoretical or a more vocational degree? Do you want to live in a big city or a smaller town? Would you be happier by the coast or inland? Can you continue with your hobbies at University? If you are a mountain climber a University in Norfolk or Suffolk may not be for you. Are the cost of clubs, gym membership etc included in the fees? Is accommodation very expensive where I want to go? You will have lots of questions and you will get lots of good advice from your careers adviser in school/college. If you are worried about finance you can get lots of helpful information from the [Government](#), [UCAS](#) and also the [Money advice service](#). And don't forget to speak to your 6th form teachers and school or college's careers team. They have a huge amount of experience in these matters.

APPLYING TO COLLEGE

Now is the time to apply for your college of further education

REGISTERING FOR APPRENTICESHIPS

Make sure that you register on [Worcestershire Apprenticeships](#) website. Here you will get regular updates of vacancies in your chosen vocational area plus lots of information about events and useful resources. You can also call them on 0300 666 3 666

You can also register on the [National Apprenticeship Service](#) website for vacancies and information. Their number is 0800 015 0400.

Remember to keep looking at the websites for more information. Note any closing dates so that you apply on time. Keep a list of all the apprenticeships that you apply for. When filling in the application form for any apprenticeship make sure that you are applying for that role and do not just copy over details from a previous application form. Each job is different, and each application form should reflect that.

MAKING YOUR DECISION



APPLYING FOR OPPORTUNITIES

You have researched your options, you know what you want to do, you know where you want to do it, now all that is left is to apply. Our tips and hints can support you in making sure you make the right first impression.



CHECK YOUR ONLINE PRESENCE

Before you apply for anything make sure you check your current online presence. What happens if you search your name? Are you happy with what comes up? Are you happy with all the pictures and posts you put on social media? Remember, if it is online, anyone will be able to access it and view it. It is quite common for future employers to search candidate names beforehand, so make sure you are happy with your online presence and it creates the right impression of you.



ATTENTION TO DETAIL

Do you focus so much on the big things that you forget about the little things? Well, they are just as important! Silly mistakes are often made when attention to detail is lacking and those "little" mistakes become a big problem. Always make sure you are checking, checking and checking your applications again to ensure that no "little" mistakes have been made. The difference between being successful and unsuccessful can be down to your attention to detail.



TAKE YOUR TIME

Applying for opportunities is always a little bit stressful, but it can be made so much worse if you don't allocate yourself enough time and end up rushing. Good quality applications take time and effort to prepare, they show Universities, colleges and employers exactly how your skills, qualifications and personality fit the opportunity you are applying for. Always make sure you put enough time aside to really market yourself.



KNOW WHAT YOU NEED TO DO



Different opportunities will have different application methods and will ask for you to apply in different ways. Before you start, make sure you read the application process and understand what is being asked of you. The most common methods you will see are:

- > Provide a CV and covering letter
- > Complete an application form
- > Visit in person to discuss an opportunity
- > Make a phone call
- > Attend an interview

MAKING YOUR DECISION

COMPLETING AN APPLICATION FORM:



Application forms make it easy for recruiting teams to quickly compare applicants and spot any mistakes. Therefore, as so many will look similar, it is important to get it right and ensure yours stands out.

- > Read all the instructions carefully, have you been asked to use a specific font size, meet a word limit or write in black only? If you have, make sure you do. Applications that don't meet these basic requirements might be thrown out before they are even read.
- > Remember your application form is a formal document and your chance to make a good impression. Make sure you do not use text speak or abbreviations.
- > Draft your answers before you complete the form to make sure you don't submit any mistakes and don't miss anything important out.
- > Do not leave any sections blank, make sure you provide all of the information asked for.
 - > Don't forget to sell yourself, use the opportunity to get your personality, experiences and skills across to the reader.
 - > Keep a copy of your application form, not only is it important to remember what you said, but it could come in handy when you are applying for other opportunities.



TOP TIP:

You can apply for more than one opportunity at a time but remember to track your applications, so you don't get confused.

MAKING YOUR DECISION

GETTING READY FOR JOB INTERVIEWS

IF YOU HAVE BEEN CALLED FOR AN INTERVIEW FOR A JOB OR AN APPRENTICESHIP, MAKE SURE THAT YOU ARE READY FOR THAT INTERVIEW. IF IT IS A FACE-TO-FACE INTERVIEW, MAKE SURE THAT YOU ARE EARLY. HOW ARE YOU GOING TO GET THERE? WHAT BUS OR TRAIN WILL YOU CATCH? WHERE WILL YOU PARK? DRESS PROFESSIONALLY. MAKE SURE TO SHAKE THE INTERVIEWER'S HAND AND KEEP EYE CONTACT. IF IT IS A VIRTUAL INTERVIEW MAKE SURE THAT YOU CAN USE THE PLATFORM, MAKE SURE THAT THE INTERVIEWERS CAN SEE YOU (IF YOU HAVE A WINDOW BEHIND YOU AND THE SUN IS SHINING THEY MAY ONLY BE ABLE TO SEE A BRIGHT LIGHT), LOGIN EARLY IN CASE THERE ARE ANY TECHNICAL DIFFICULTIES.



MAKING YOUR DECISION

COMMON INTERVIEW QUESTIONS:

TELL ME ABOUT YOURSELF!

Do not recount your life story. A short summary that highlights your top achievements and relevant experience. Don't forget your work experience and hobbies. Let them know how your studies have prepared you for this role. Your CV's personal profile is a great place to start.

WHY SHOULD WE HIRE YOU?

Take this chance to show off your strengths. Study the job description and then think of examples from your education, after school activities and work experience.

WHAT ARE YOUR WEAKNESSES?

Keep your answer positive and upbeat. Acknowledge where you're short on skills but describe what you're doing to build on your strengths.

WHY DO YOU WANT THIS JOB?

Do your homework for this one – browse the company's website. Take time to find out what the business does, how and where they do it and what they stand for, then explain how your own career aims and personality are a perfect fit.

GIVE ME AN EXAMPLE OF WHEN YOU...

dealt with a difficult customer, used initiative, turned a negative into a positive. You can't predict exactly what you'll be asked, but you'll find some valuable clues in the job description. Look to your CV and prepare some ready-made responses.

MAKING YOUR DECISION

GETTING READY FOR INTERVIEWS

Interviews may seem daunting and you may be nervous to attend, that's completely normal. Just remember, interviews should be a two-way discussion between you and the interviewer, it is an opportunity for both of you to find out more about each other.

BE PREPARED:

Before the interview, make sure that you have:

- Researched the organisation as well as the opportunity
- Read through your application again
- Researched the types of questions you may get asked and how you would answer them
- Made a list of questions to ask
- Spoken to your careers adviser for additional support and advice
- Practiced an interview (ask your support network or careers adviser to conduct a mock interview with you)

Interviews are your chance to showcase your skills and personality, so being prepared will ensure you feel confident and will enable you to make a good first impression.

Interested in finding out the types of questions you may get asked?
And tips on how to present yourself?

Visit: http://www.skills4worcestershire.co.uk/careersportal/info/2/preparing_for_work_life/

Good luck with your applications!

MAKING YOUR DECISION

THINGS TO CONSIDER:

- > Will you have to pay anything towards your next step, travel costs? Uniform? How will you do this?
- > Are you eligible for any financial support? <https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students> can help you find out.
- > Are you doing an apprenticeship and are going to be earning a wage? If so, do you have a bank account for your wage to be paid into?



PLANNING YOUR OPPORTUNITY

Just like you did last term let's create a list of activities and information which will help you remain focussed on achieving your career goals.

What help do you need to find the right opportunity and ensure you meet any deadlines?

Do you have any useful contacts?

Who are they?

When will you need to contact them?

What should you do next?

When do you need to complete this activity by?

CONGRATS!

**YOU HAVE COMPLETED ALL
OF THE REQUIRED ACTIVITY
FOR THIS TERM.**

**PLEASE DON'T FORGET TO
RETURN TO THE NEXT SECTION
OF THIS BOOKLET IN APRIL.**



EXAMS

SO, THE EXAMS ARE NEARLY HERE AND YOU MAY BE GETTING NERVOUS.

REVISION TIPS

Everyone hates revision. It is something that many pupils put off for as long as possible. These results in feeling of guilt, panic and the cry, "There's not enough time. I wish I'd started my revision sooner." The only solution is good planning and time management. This helps you to feel in control. Revision will only be possible if you make good notes and have the necessary books. Before you can even plan what you need to revise it is important to check that you have everything you need. If you have got behind with your notes, lost your notes or have difficulty reading your notes, you must beg, borrow or photocopy someone else's.

Your notes need to be:

- > Arranged systematically
- > In a separate file for each subject
- > Labelled clearly with dividers

What to Revise:

- > Write down carefully what your teachers tell you to revise
- > If they tell you to revise everything, ask them to suggest what is most important
- > Decide what you know least about or find difficult. Do that first.
- > Make sure you don't give more time to your favourite subjects whilst neglecting those you don't like as much.
- > Plan a week's revision on a blank timetable, and then you can see if you've included all subjects.

Prioritise

- > List the topics to be revised for each subject, in your study booklet
- > Rearrange the list of topics into order of importance
- > Don't waste time revising topics that you know well
- > Cross the weeks off to monitor the passing of time

EXAMS

LEARNING HOW TO STUDY BETTER

Motivating yourself to revise is a tough thing to do, so we hope that by reading through this study skills booklet you will pick up some tips which will help you study in a more effective way and increase the amount you learn.

Working through this booklet should enable you to:

1. Identify what type of learner you are
2. What strategies suit your learning style
3. Draw up a revision timetable for your study day
4. Draw up a schedule for your revision sessions in school
5. Try out different study techniques at home
6. Organise yourself with the right resources
7. Produce a mind map (spider gram) to help with summarising notes
8. Use your memory more effectively
9. Create different mnemonics to help you learn
10. Check out new websites which help you revise.

Remember also that everyone is on your side.

If you need help with studying, ask a teacher, ask your friends or your parents/carers.

**“ THE BEST PREPARATION
FOR TOMORROW IS DOING
YOUR BEST TODAY ”**

H JACKSON BROWN JR

**GOOD
LUCK!**

APRIL TO AUGUST

EXAMS

KEEP IN TOUCH:   

REVISION PLAN: DONE WHAT'S NEXT?

- **Stick to it!** That way you can keep track of how much work you've done and what you have left to cover
- Choose a place in the house to revise where you won't be distracted
- Make your family aware of the fact that you need some peace and quiet during this time, so they know not to disturb you
- Switch revision between subjects to avoid becoming bored of a single topic
- Look for fresh sources of info. other than class notes. The internet, for example, offers some innovative learning resources
- Set yourself up with a 'reward' after every revision session. Nothing extravagant, just a small treat to help you get back to your books
- The most effective way to approach a revision session is to focus on understanding rather than memorising

EXAMS

MANAGING EXAM STRESS

It is normal to feel a bit worried about exams, especially if you're under pressure from school or family. Exam stress can cause you to feel anxious or depressed, and this might affect your sleeping or eating habits. If you recognise any of these feelings, or are worried that exam pressure is taking over your life, you are not alone, and there are things you can do:

- Let your trusted friends and family know if you are struggling, so they can be there to support you, encourage you and offer a listening ear. You don't have to go through this alone. Keeping it all in will only make things worse in the long run, so don't be afraid to open up.
- Ask for help. Think about all the practical support you need and be honest with yourself about it. You are allowed to ask for help. Talk through your concerns with your teacher/tutor who can let you know what support your school can offer you. They will have spoken to lots of students before who are going through similar things and they are likely to know about helpful resources or services available to you.
- Try finding a study group or start your own. Working through problems with other students can be a nice way to keep your social life going and boost your morale.
- Be kind to yourself. Think about all the things you have achieved so far. It can be helpful to write a list of all the things you like about yourself, and the things other people value about you too.

Never forget that, it is okay

- To make mistakes
- To have bad days
- To be less than perfect
- To do what's best for you
- To ask for help

GOODLUCK!

EXAMS

STUDY HINTS AND SHORTCUTS

1. Attend revision classes
2. Schedule regular study periods
3. Be realistic with what you hope to achieve in each study session
4. Establish a regular study area at home e.g. desk, quiet area
5. Study short and often
6. Start study sessions on time
7. Study when you are wide awake (early mornings always best)
8. Set a specific goal for each subject you study – “by the end of this study session, I hope to have learnt.....in Geography”.
9. Study your most difficult subjects first.
10. Make summary notes on what you have learnt LOOK SAY COVER WRITE CHECK
11. Use diagrams and mind maps to help with learning
12. Highlight key words using highlighter pens
13. Take regular breaks
14. Vary your work e.g. make notes, draw diagrams, read, problem solve.....
15. Reward yourself!
16. Balance your time carefully between home, school and social outings.
17. Produce a revision timetable organised in advance and displayed for everyone to see.
18. Keep a stock of post-it notes, highlighter pens, and revision cards at home.



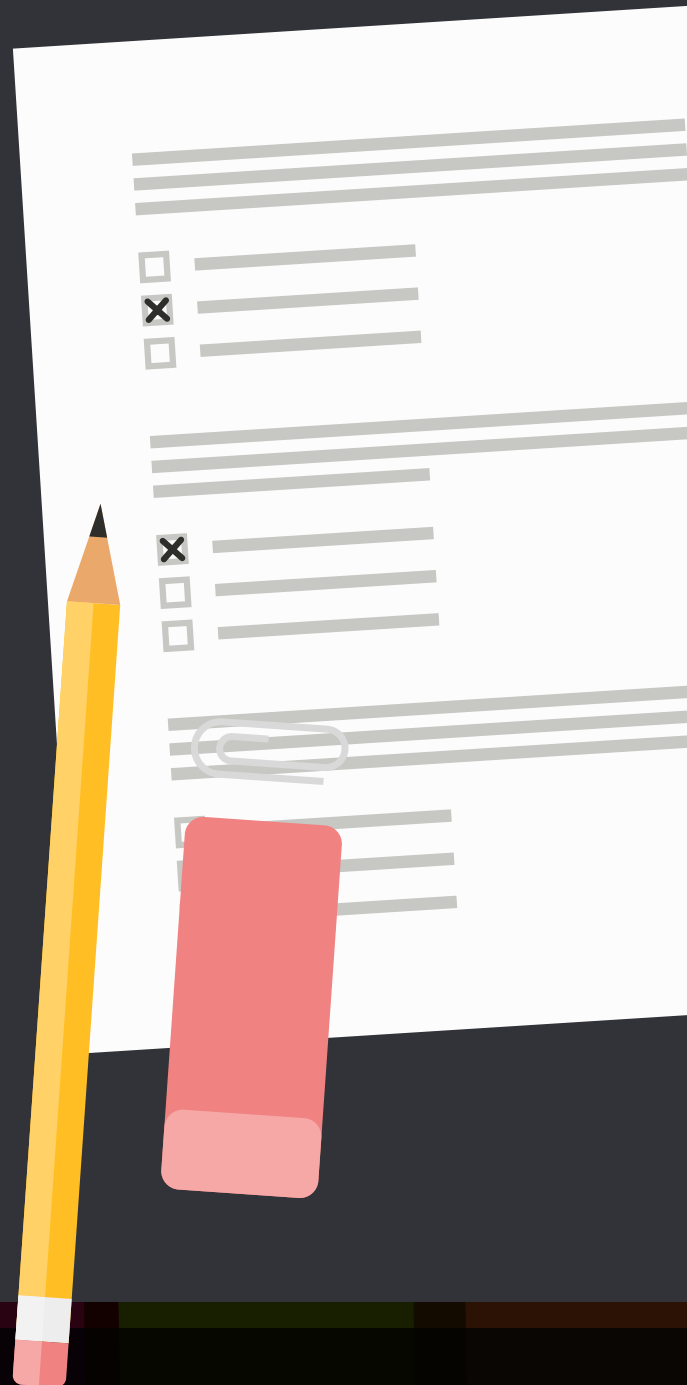
EXAMS

STUDY HINTS AND SHORTCUTS

Now give yourself some practice by looking at a past exam paper and answering these questions:

1. How long is the exam?
2. How many questions do you have to answer?
3. Are there any special instructions?
4. What equipment (if any) do you have to provide?
5. What equipment is provided for you?
6. Are any questions compulsory?
7. How many marks do you receive for each question?

Finally, work out how much time you can allow for reading through the paper and answering each question.



EXAMS



MEMORY

CARING FOR YOUR BRAIN

- 1. Get enough sleep and exercise.** Oxygen is food for your brain
- 2. Eat right** – practice choosing food with good nutrition
- 3. Use it!** Condition your brain by doing puzzles and games, reading, solving maths problems, storytelling.
- 4. Be motivated to learn** – you must have a reason to remember
- 5. Think positive!** Use positive self-talk. This helps your attitude and openness to learning.

MEMORY TIPS

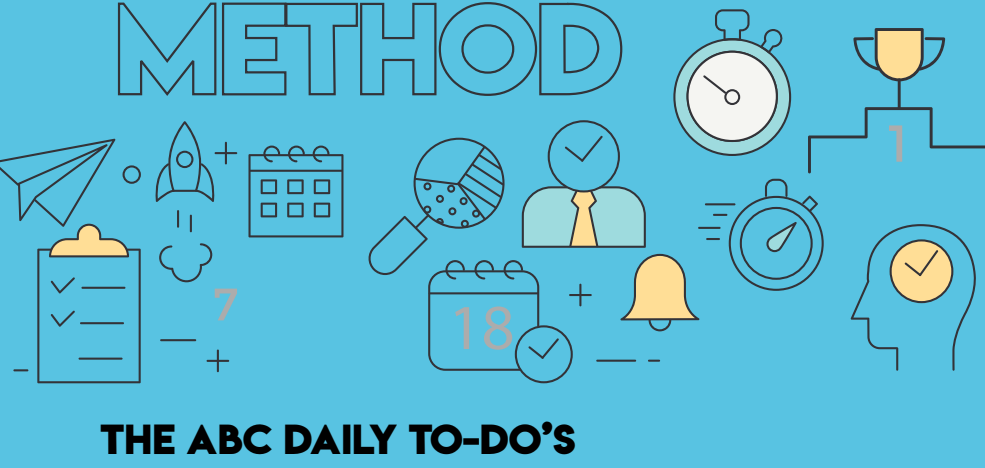
- 1. Visualise as much as possible** – use diagrams to help you summarise points.
- 2. Study in a quiet place in the house**
- 3. Recite and repeat.** Say it out loud! LOOK SAY COVER WRITE CHECK
- 4. Record** your own voice reading out notes
- 5. Spend more time** on your weakest subjects, vocabulary, mathematics, spelling
- 6. Teach it** to someone else
- 7. Use mnemonics** to help you learn:

Mnemonics are one way of remembering a list. A mnemonic makes a word or a phrase from a set of letters based on the list. All you must do is remember that first word or phrase and the rest should come flooding back. Mnemonics for improving your listening skills:

- L** = Look ahead
- I** = Ideas
- S** = Signs & Symbols
- T** = Take part
- E** = Explore
- N** = Notes

EXAMS

TIME MANAGEMENT METHOD



THE ABC DAILY TO-DO'S

1. Write out your daily to-do list the night before. Write everything you want to accomplish
2. Label each task A, B and C
3. A's on your list are those things that you are most important - homework due in, other jobs which need to be completed
4. B's on your list are important, but less so than your A's!
These tasks are important but not urgent
5. C's do not require immediate attention - C priorities are often small, easy jobs
6. Schedule time for all the A's. The B's and C's can be done in odd moments during the day

Avoid C fever!! Sometimes we want to do the easier tasks first but stick to your schedule! Pin your schedule up!

Create a schedule of activities for the weekend and label them A, B and C

EXAMS

AN IMPORTANT SKILL IS LEARNING HOW TO PRIORITISE! TREAT YOUR REVISION SCHEDULE LIKE THIS.

1. Plan Ahead

Before you do any work, sit down and plan what you are going to do between now and the exams. It is often a good idea to revise the areas you find most difficult first – get them out of the way and build your confidence in the subject. Creating a timetable is always a very useful as your time is now precious, so make it work for you. Starting early will give you the stress free 'little and often' approach. In other words, planning not cramming.

2. Make Summary Notes

Gather all your material for the topic area and reduce them into brief clear notes. Then summarise those, and then again and again until you only need a few keywords to remind you of the whole topic!! You can carry around a sheet with all the keywords wherever you go.....

3. Put aside specific hours in the day for revision

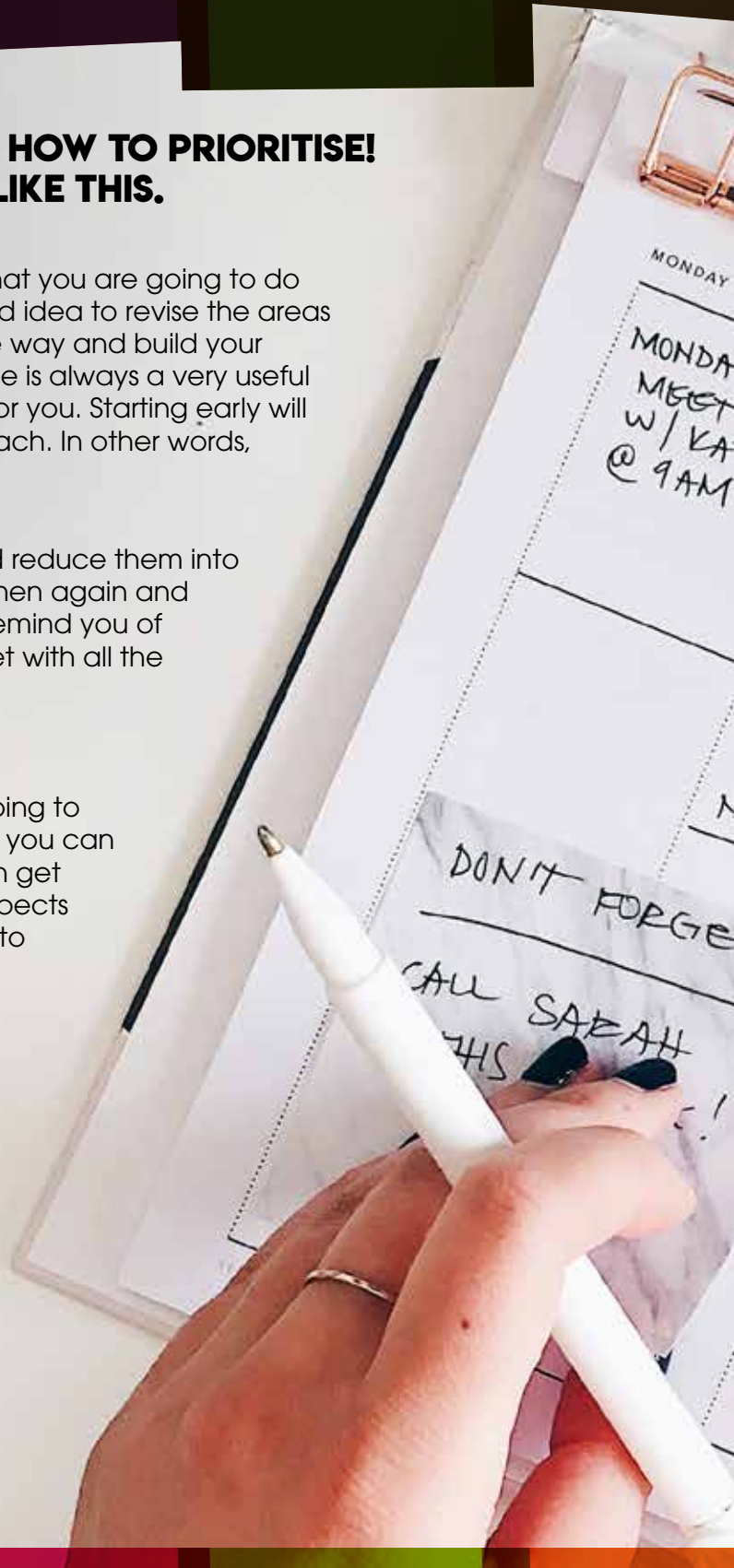
If you set aside the hours in the day you are going to revise, and let everyone know what these are, you can make sure you are not disturbed. You can then get into a 'revision package' - where your mind expects to be revising and is therefore more receptive to the material.

4. Try not to revise more than two subjects a day

Don't feel that you need to revise a whole topic in one go. As well as keeping a fresh head, going back the next day to finish revising the topic will renew your knowledge and hopefully help you retain the information for longer.

6. Menu

Make sure that you eat well. A healthy body leads to a healthy mind. Keep off highly sugared drinks and eat a balanced diet.



EXAMS

A-LEVEL REVISION PLANNER

	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK
TOPIC					
TOPIC					
TOPIC					
TOPIC					
TOPIC					

EXAMS

MY STUDY DAY

TIME	SUBJECT	TOPIC	TICK WHEN FINISHED
9.00-9.40			
10.00-10.40			
11.00-11.40			
12.00-12.40			
13.00-13.40			
14.00-14.40			
15.00-15.40			
16.00-16.40			
17.00-17.40			
18.00-18.40			
19.00-19.40			

Sometimes easier to study in 40-minute blocks but remember to include plenty of breaks in between!

EXAMS

REVISION TIMETABLE

You do not need to study from 8am-10pm; decide which hours of the day you can concentrate best

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8AM							
9AM							
10AM							
11AM							
12AM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

Don't be over ambitious – break work down into small chunks. Assess how familiar you are with each topic and focus on your weak areas. Take breaks, do short (45 minute) sessions often and include fun stuff / rewards – that way you are more likely to stick to your timetable.

EXAMS

SUBJECT PLANNER: THE BIG PICTURE

SUBJECT TITLE:

<p>What is the subject about?</p>	<p>What do I need to do in the exam? (Most important checklist of all)</p>	<p>What are the command words in the EXAM questions? (see past papers)</p>	<p>How do I prepare for these questions? What skills do I need for each specific paper?</p>	<p>How do I CHECK that I know and understand the information? What routines am I using to help me review constantly?</p>
<p>Explain what the subject is about in your own words. Underline most relevant for the exam.</p>	<ul style="list-style-type: none"> • Specification & examination board • Assessment Objectives for this subject (this is where you get clues as to what is expectant of you in this subject) • Number of papers • Type of questions 	<p>Choose from past papers</p>	<p>Write in examples from the specification</p> <p>Paper 1</p> <p>Paper 2</p> <p>Oral Coursework</p> <p>Practical Exam</p>	<p>Write in examples</p> <ul style="list-style-type: none"> • Have I rehearsed the timings for each paper? • Have I used past papers to focus my learning? • Have I made sure that I am looking after my wellbeing during this revision period?

EXAMS

TOPIC TITLE

TOPIC OVERVIEW

EXAMINATIONS TECHNIQUES SHEET

What I need to know	Notes I need to make e.g. Summary chart-grid tables	A good answer check list	Checking that I know my topic

GOOD LUCK WITH YOUR EXAMS!

NEXT STEPS

WORK EXPERIENCE

EXAMS ARE OVER, YOU CAN BREATHE A SIGH OF RELIEF!

YOU HAVE DONE ALL YOU CAN AND NOW IS YOUR OPPORTUNITY TO USE YOUR SPARE TIME BETWEEN FINISHING YOUR EXAMS AND BEGINNING YOUR POST-16 EDUCATION, TO DEVELOP YOUR EMPLOYABILITY SKILLS.

YOU MAY ALREADY KNOW WHERE YOU ARE GOING IN SEPTEMBER AND HAVE HAD CONFIRMATION, YOU MAY BE WAITING TO HEAR BACK FROM APPLICATIONS YOU HAVE SUBMITTED. EITHER WAY, DEVELOPING YOUR SKILLS WILL BENEFIT YOU IN YOUR NEXT STEPS AND HELP TO PREPARE YOU FOR THE WORLD OF WORK.

WHY NOT FIND SOME WORK EXPERIENCE?

Work experience is a great way to work out what you enjoy doing, you may think you know what your dream job is, but if you have never experienced it, how can you be sure?

Evidence that you have done work experience shows employers that you are focussed and passionate and increases your chances of securing that dream job. Remember earlier in the document when you weren't sure what to add to your CV? Well, work experience gives you a brilliant example. You may have already completed work experience in year 10, but don't let that stop you, the more experience of the world of work you have, the more employable you become.

RESEARCH SHOWS THAT YOUNG PEOPLE WHO HAVE 4 OR MORE ENCOUNTERS WITH THE WORLD OF WORK WHILE IN EDUCATION ARE 86% LESS LIKELY TO BE NOT IN EDUCATION, EMPLOYMENT OR TRAINING (NEET) AND ON AVERAGE WILL GO ON TO EARN 18%-22% MORE THAN OTHER YOUNG PEOPLE WHO DID NOT HAVE SUCH OPPORTUNITIES.

NEXT STEPS

10 REASONS TO DO WORK EXPERIENCE:

1.

Young people are more likely to be successful in their job hunt if they have done some good work experience. Fact.

WANT SOME EVIDENCE?

Well over half of the graduate recruiters that took part in a recent research study said that, **“graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisation’s graduate programmes.”**

2.

If you haven’t got a clue what career you want to do, work experience is a perfect way to sample all the career options out there. It’s a way of exploring different jobs without committing to anything. You can dip your toe in the water without taking the full plunge.

3.

It’s the best way to get a real sense of your chosen industry. You’ll get to speak to employees and ask them questions. You won’t know what it’s like until you get closer to the action.

4.

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you’ve done your homework.

5.

If you’re floundering about and frankly aren’t that sure about your career, work experience might just be the incentive you need. If you do a variety of different work placements, you might find something you are passionate about and get motivated.

NEXT STEPS

10 REASONS TO DO WORK EXPERIENCE:

6.

Work experience gently introduces you to the world of work. You get to learn the do's and don'ts, get workplace experience and learn to navigate your way through the jungle of office politics. Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.

7.

It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on. It will give you a good understanding of your strengths and weaknesses.

8.

You might impress them so much that you'll manage to secure yourself a job or an apprenticeship!

9.

It's all about networking. It'll help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.

10.

Work experience does give you something to put on your CV!

NEXT STEPS >>>

HOW TO FIND A WORK EXPERIENCE PLACEMENT:

THERE ARE FOUR MAIN WAYS TO ARRANGE A WORK EXPERIENCE. THESE ARE:

1.

Speak to the Careers Lead or Careers Adviser in your school/college and ask them whether they have arrangements in place with local employers. If so, your school may help you arrange your placements or pass on useful contacts.

2.

Apply directly to an employer for a place on a work experience programme they run. (big national companies like Tesco, Pizza Hut, HSBC, Jaguar Land Rover all run their own programmes)

3.

Make an application to an employer which does not normally run a work experience programme. If you don't ask, you don't get!

4.

Ask your social and personal networks, do friends/family know of anyone who would be willing to offer you some work experience?

NEXT STEPS

APPLYING FOR A WORK EXPERIENCE PLACEMENT ORGANISED BY YOUR SCHOOL/COLLEGE:

Your school/college might already have strong links with local employers. If this is the case, it's worth exploring what options are available to you through this route to see if any of the placements suit you. Even if your school/college has agreements with employers, they may still expect you to apply to the employer to confirm your placement. Doing this is a good way of demonstrating your initiative and will give you valuable experience of applying for jobs. Advice on how to go about doing this can be found in the next two sections.

APPLYING FOR A FORMAL WORK EXPERIENCE PLACEMENT:

It's not just commercial organisations which offer work experience. You'll also find larger charities and public sector organisations offer work experience for students.

The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words work experience. This will direct you to a page on their website, explaining how students should go about applying for a placement. As well as searching directly online, many organisations also advertise work experience placements online. On the Success at School and Student Ladder websites you'll find advertisements for placements covering every part of the country.

APPROACHING BUSINESSES THAT DON'T ADVERTISE WORK EXPERIENCE OPPORTUNITIES:

Don't let the fact that a business does not advertise work experience opportunities put you off from asking if they'll take you on. For example, small and medium-sized businesses account for 60% of all private sector employment in the UK but may not have the time to formally advertise work experience placements every year. If you're interested in what a business does, it's worth contacting them to see if they'd offer you work experience. How you approach contacting a business will vary from business to business. It can be a good idea to speak to the manager or owner, either in person or by phone, before making a formal application. Speaking to a person beforehand should give you an idea of whether a business is open to offering work experience. Should your initial contact be positive, you can then ask the business whether they would like you to make a formal application.

Although it's often better to speak to a business beforehand, don't be afraid to send off speculative emails to businesses you are especially keen to work for. A brief email explaining why you want to do work experience at the business, along with your CV, demonstrates your initiative and self-motivation, two qualities employers value greatly.

NEXT STEPS >>>

WHAT ABOUT VOLUNTEERING?



VOLUNTEERING IS WHEN YOU DO WORK BUT DO NOT GET PAID. IT COULD BE HELPING IN A CLUB SUCH AS BROWNIES OR CUBS, HELPING CHILDREN AT SPORTING CLUBS, GARDENING, BABYSITTING. THERE ARE LOTS OF OPPORTUNITIES AND VOLUNTEERING CAN REALLY HELP WITH DEVELOPING THOSE ALL-IMPORTANT EMPLOYABILITY SKILLS THAT EMPLOYERS ARE LOOKING FOR.

NEXT STEPS

The types of skills that volunteering can help you develop are:

1. COMMUNICATION

Most volunteer roles will mean that you work with other people. Whether that be working with fellow volunteers or members of the public, you are sure to work on your communication skills. By working with other people, you are learning how to write and/or speak to other people in a clear way.

How is this an employability skill?

Communication is key! It is important to develop this skill because many jobs require you to work with other people, give presentations, as well as express yourself in writing. This skill is applicable to practically every job – it just so happens to also be one of the most common skills that you build as a volunteer.

2. INTERPERSONAL SKILLS

Interpersonal skills develop alongside communication skills. By working with others and/or the public, you are learning how to work in a team, or even how to take on a leadership role.

How is this an employability skill?

Being able to work in a team is an asset to many employers. It is important that you learn how to work in a team – whether you are a team player or playing the role of team captain.

3. TIME MANAGEMENT

As a volunteer, you will find that you must treat your volunteer role(s) like a job. You will need to be there on time and be reliable.

How is this an employability skill?

Being able to manage your time is something that many employers look for. It shows that you can plan and get things done.

As well as being a great way to give something back to the community, volunteering can be a helpful way of boosting your employability. For instance, doing voluntary work during your free time can show potential employers that not only are you motivated but you also have initiative. Whatever you do, you will be faced with problems and challenges at some stage – all of which allow you to develop your practical skills as well as your problem-solving and creative thinking skills.

If you volunteer with an organisation that places you in direct contact with members of the public, the experience will give you plenty of opportunities to develop your communication skills. You will meet lots of new people. Working with lots of different people is a chance for you to become more flexible and adaptable, as well as helping you to improve your ability to work towards common goals. And there's every chance that someone you meet while volunteering may become a future employer.

Don't forget- if you do any volunteering, make sure it is added to your CV, you may not have a CV at the moment but when you begin to create one, any volunteering is a great addition. You can highlight skills you have learnt and challenges you faced during your time volunteering; as well as how you overcame them. Even better, point to specific events – such as the time you organised a huge fundraiser, volunteered at a soup kitchen, or contacted people for donations.

Why not visit this website for more information https://www.worcestershire.gov.uk/info/20002/community_and_volunteering/994/volunteering

NEXT STEPS

GAP YEAR

If you are planning a gap year use this time to plan it well.

If you're wondering how to go about planning a gap year, the first thing to do is work out what your goals are, and whether these are linked to a particular country or activity, as not everywhere will offer the same type of experience.

Before you settle on a destination, you'll need to read the government's foreign travel advice for specific countries. It's also worth checking to see if there are any special entry requirements, as some countries expect you to have at least six months left on your passport at the date of entry.

When considering the best time of year to travel, do your research to discover whether there are any seasonal weather conditions you'll need to think about. Plan with flexibility, you may want to stay longer in one place.

If you have friends with similar interests, you may wish to go travelling together and coordinate the trip. You will not feel lonely, you can share costs and you will feel safer. However, there are benefits of travelling on your own. It will increase your self-confidence and independence and you will develop strong communication and interpersonal skills which are skills employers want.

Don't forget about the cost. A part-time job will help you fund your travels as will selling some of those things you no longer need. You can also consider working whilst you travel. Budget for your travel – you will need to work out the cost of your gap year.

Remember to book your travel in advance to get the best deals. Specialist gap year travel companies such as Trail finders have packages for gap years and can help you with the correct insurance.

Visit the GapYear.com website for more information.



NEXT STEPS

RESULTS DAY

Hopefully, you will have got the results that you need to take that next step. Do not worry, if you have not – all is not lost. Consider your Plan B. Do not panic as help is at hand. Your school/college’s careers team will be available to help you as will the Careers Worcs team who can give you advice and you can contact them on 0300 666 3 666 or email them at careersworcs.gov.uk. There is a team of qualified advisers to help you.



HAVE A BREAK!

All the hard work is over, you have completed your exams, made your decision about your next steps, applied and hopefully had your application accepted. Now it is time to unwind and relax before your new adventure begins in September.

Take some time to do what you enjoy doing and have a break, September will be here before you know it and your new journey will begin! Good luck!

Top Tip: if you still aren’t sure about what to do in September- don’t worry! Careers Worcs can help, contact the team for free on 0300 666 3 666

KEEP IN TOUCH

Now you have left school, it may feel like your school days are behind you, but don’t forget to keep in touch! Your careers lead/adviser is still on hand to support you and give you advice.

Things to remember: Tick off the key points below and you can be sure you are ready to go in September.

Are you confident of your next steps in September? Do you know where you are going? Has your place been confirmed?

Have you chased any outstanding applications?

Have you let your careers lead/adviser know what you plan to do in September?

If your intended destination required notification that you accept your place, have you done this?

Have you considered travel requirements if necessary?

Have you considered uniform requirements if necessary?

Have you considered what you will need to take with you on your first day?

It may seem like a long way off, but it is always best to be prepared for your next steps and not leave everything until the last minute, that way, you can be confident about starting your journey and enjoy your summer!

CONGRATS!

YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY COVERING THIS TERM.

YOU SHOULD NOW BE FULLY PREPARED FOR THE NEXT PHASE OF YOUR JOURNEY TOWARDS THE WORLD OF WORK.

BEST OF LUCK FROM THE ENTIRE INSPIRING WORCESTERSHIRE DELIVERY TEAM.





THANK YOU FOR READING CHOICES

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