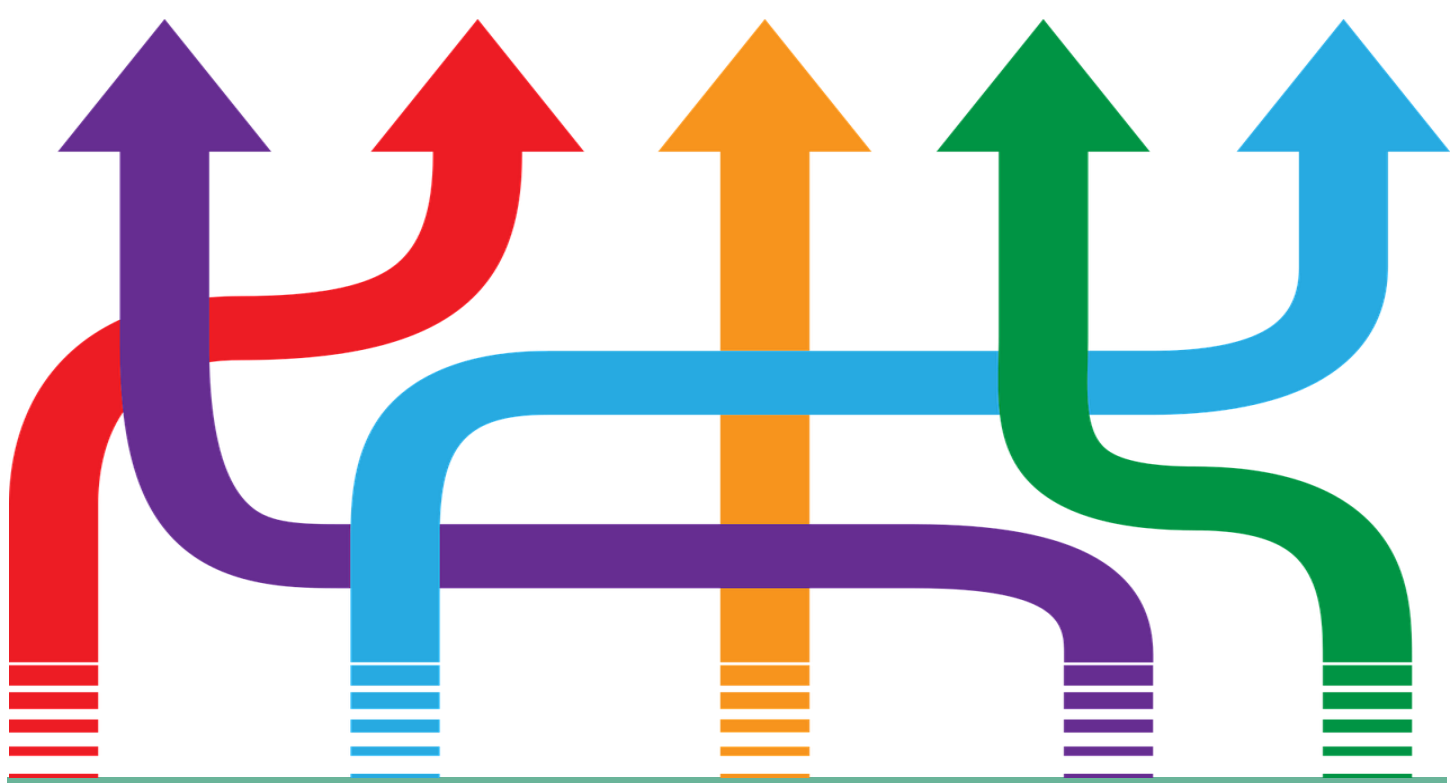


Make
Happen
Logo

School Leaver Programmes Self Employment Internships Employment
Gap Year Higher Education
Further Education Part Time Study
Extend Hours at Current Part Time Job Part Time Employment Traineeships
Sponsored Degrees Distance Learning Voluntary Work Apprenticeships



My Direction

Advice and information to prepare and apply for apprenticeships, further training and employment

Welcome to My Direction

In the same way as UCAS provides a step by step guide to preparing and applying for full time university, **My Direction** aims to give you the information, advice, guidance and practical help to help you prepare and apply for apprenticeships, employment and training. Your school may also organise activities to further support you with your plans.

You will need to be organised and proactive as finding and applying for alternatives to university is not the easy option. However, there are some great opportunities out there.

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2.	Welcome – Let’s Get Started
3.	What are the Options?
5.	The Job Search - A Few Tips...
6.	Where to Find Vacancies
8.	A – Z of Higher and Degree Apprenticeships
9.	Application and Recruitment Process
11.	CV and Covering Letter – Top Tips and Templates
15.	The Interview
19.	Useful websites

Let’s get started...things to consider

You’re about to embark on the next stage of your education/training so it’s important to consider all the facts before making a decision about your next steps. Ask yourself the following questions:

Are there apprenticeships available in the job sector I am interested in? What do they involve?

Can I juggle high-level study and employment?

Do I need to go to university? Some careers do require full time

Why do I want to start an apprenticeship or go on a school leaver programme?

Have I considered the pros and cons of apprenticeship

Do I want to experience university life?

Do your research and get the facts to help you make an informed decision.

What are the options?

Apprenticeships, school leaver programmes, sponsored degrees? School leaver work based training programmes are varied but all have a structured training programme, the opportunity to achieve academic and/or professional qualifications and the possibility to progress. Some will be competitively fought for and they will vary in what they offer, salary and methods of training, so do your research.



Apprenticeships are available in a whole variety of industries and job roles. They combine on the job training in the workplace and working towards nationally recognised qualifications via college, training provider or university.

The minimum wage for apprentices is [£3.50*](#) per hour (£3.70 per hour from April 2018) but many employers pay well above this, particularly at higher and degree level. Salaries can be as high as £300 - £500 per week!

You can train as an apprentice at different levels but most college/sixth form leavers will be aiming for Advanced or above.

Name	Level	Equivalent Educational Level
Intermediate	2	5 GCSE passes
Advanced	3	2 A Level passes
Higher	4, 5, 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's Degree

HIGHER AND DEGREE APPRENTICESHIPS

Higher and Degree Apprenticeships combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry. Levels 4 and 5 are equivalent to a Higher Education Certificate/Diploma or a Foundation Degree. Level 6 is equivalent to a Bachelor's Degree and level 7 is equivalent to a Master's Degree.

Typically, higher apprentices study part-time at college, university or with a training provider and degree apprentices study part time via distance learning, in short blocks or up to six months at a time at a specified university. Apprenticeships take between one and five years to complete.

School Leaver Programme

A **School Leaver Programme** is a fixed-term, paid job available to students after sixth form/college that provides an intensive, structured training programme and in some cases formal professional qualifications.

- ▶ Usually offered by large companies and/or industries e.g. accountancy, finance, engineering, IT, retail, hospitality and tourism
- ▶ Work towards a degree and/or professional qualification whilst working and earning a competitive salary.
- ▶ Can last between three and seven years but broken down into stages e.g. part time or full time university, work experience, professional qualification.
- ▶ Entry Requirements - UCAS points or grades ranging from 2 A' level passes to 128 UCAS points (ABB Grades at A' level or DDM for level 3 Extended Diploma).

SPONSORED DEGREE

Sponsored Degree

Traditionally a sponsored degree is a programme largely based at university but the student will have guaranteed work placements with the sponsoring company during the course of their studies and the potential of employment upon graduation.

- ▶ Degrees sponsored and devised by universities, a group of employers and/or professional association e.g. engineering and accountancy
- ▶ Could be sponsored wholly or partially
- ▶ Work placements in holiday or for a year
- ▶ Potential to be offered a graduate scheme placement after university
- ▶ Not permanent employees and will not earn a salary except when on placement.
- ▶ Good way of gaining work experience as part of degree and to help with cost of study.

SPONSORED DEGREE PROGRAMME

Sponsored Degree Programme

- ▶ Complete a degree as part of a programme of work and study
- ▶ Devised with specific universities and degrees
- ▶ Regarded as permanent employees
- ▶ Fees paid by the employer or a bursary/scholarship towards the cost of the degree
- ▶ Part time or distance learning while working for the employer or full time study combined with work in holidays.
- ▶ Potential for guaranteed employment or a place on a graduate scheme.

Many sponsored degrees and degree programmes are now being developed as Degree Apprenticeships.

Other Options

Other Options

- ▶ Other Higher Education - vocational, 1 or 2 years study, can top up to full degree:
 - Foundation Degree
 - Higher National Diploma/Certificate
 - Certificate/Diploma of Higher Education
- ▶ Distance Learning/ Part time Study
- ▶ Foundation Diploma in Art and Design – 1 year in advance of a degree or employment.
- ▶ GAP Year – need to plan in advance and make the year productive
 - Volunteering
 - Work
 - Travel
 - Combination of the above!
- ▶ Employment

The Job Search

A few tips to get you started

- ▶ Put together a strong CV and covering letter and plan your job search. Ask your Careers Adviser, parent or a teacher to check it.
- ▶ Remember, you will need to change your CV for each job application to reflect the job role and type of person they are looking for. Concentrate on your skills, achievements and experience.
- ▶ Make sure you have a 'professional' voicemail message and email account and check them regularly.
- ▶ Many school leaver programmes/apprenticeships will ask for specific A' level/BTEC Grades or UCAS points so aim for the best you can achieve.
- ▶ Check large company websites they may advertise vacancies on their jobs/careers pages. Check for opportunities and deadlines, as some will only advertise for a short time. They may start recruiting as early as Christmas!
- ▶ *Follow, Like, Comment* and join the conversation on social media to grow your network and get early updates on events, vacancies etc. Remember to stay safe on social media and check your own social media presence. Use these websites for advice on job hunting and the safe use of social media <https://www.getsafeonline.org/protecting-yourself/job-searching/>
<https://www.reed.co.uk/career-advice/how-to-keep-your-online-job-search-safe/>
- ▶ Send a speculative CV and covering letter to companies where you would like to work as not all jobs are advertised. Try search engines and www.yell.com for lists of companies. Speak to friends and family about possible contacts.
- ▶ Consider internships, work experience and voluntary work as a stepping-stone to full time work.
- ▶ Check out recruitment/employment agencies for temporary and permanent work.



Where to Find Vacancies... and more!

Knowing where and how to search and apply for jobs, apprenticeships and school leaver programmes is one of the biggest hurdles for school and college leavers. There are hundreds of jobsites but the best places to look are the websites and platforms just for school and college leavers.

Check the following for careers information, CV, application and interview advice, job-hunting tips and vacancies. You don't need to register with all of them so find which ones suit you.

Most of these sites list employers that regularly recruit for apprenticeships and school leaver programmes. Check out what's on offer, what the programmes involve and when they recruit. There will be deadlines so you need to be proactive and organised, checking them regularly.

Register with sites for updates and to apply for jobs and opportunities.



Higher and Degree Apprenticeship vacancy listing

The Government now produces a regularly updated list of national companies that recruit apprentices.

Check the link below and click to apply or express an interest.

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies>

Job-Hunting Websites

Specific Career Areas

Websites dedicated to specific career areas often advertise vacancies as well. Here are some examples for some popular career sectors but there are plenty of opportunities in other sectors too.

Accountancy, Finance and Business -

<http://www.allaboutfinancecareers.co.uk> Careers information and advertises vacancies.

The *HAT Group* recruits ACA, ACCA and AAT trainees on behalf of its member firms

www.hatgroup.gtios.com

Kaplan is a training provider for Accountancy, Tax and Financial Services Advanced and Higher Apprenticeships www.kaplanapprenticeships.co.uk

Also check out the large companies that recruit: accountancy and business advisers - *EY, KPMG, PwC and Deloitte, BDO, RSM UK and Grant Thornton*. Don't forget the Banks, Building Societies and Insurance companies such as *Amlin and Aviva*.



The Civil Service also offers school leaver opportunities

<https://www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship>



Law

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

<https://www.thelawyerportal.com/deadlines/law-apprenticeship-deadlines/>

Media – All the main **TV and news channels** offer opportunities. Search via their careers/jobs pages and register an interest and/or follow on social media. There are opportunities for work experience, trainee schemes and jobs in journalism, design, production, business and digital media. They have short recruitment windows so check regularly. Also try <http://www.mediargh.com>



Engineering and IT - Large companies including *Ford, Teledyne-E2V, BT, Microsoft, British Gas, National Grid, Network Rail, Transport for London, Leonardo, IBM and BAE Systems* recruit sixth form and college leavers. Check their websites for opportunities and deadlines. They may start recruiting as early as Christmas.

IT and digital - *QA, 3aaa and ITEC* are apprenticeship-training providers working with employers in Essex and London. Register with them to hear about vacancies.

The A-Z of Higher and Degree Apprenticeships

HIGHER AND DEGREE APPRENTICESHIP FRAMEWORKS IN ENGLAND

FRAMEWORK	LEVEL	FRAMEWORK	LEVEL
Accounting	4	Legal Services	4
Agriculture	4	Life Sciences and Chemical Science Professionals	4
Broadcasting Technology	6	Management	4
Business and Professional Administration	4	Manufacturing Engineering	4
Care Leadership and Management	5	Professional Development for Work Based Learning	4
Construction Management	4	Professional Services	4
Digital Learning Design	4	Project Management	4
Facilities Management	4	Public Relations	4
Health – Assistant Practitioner	4	Recruitment	4
Hospitality Management	4	Social Media and Digital Marketing	4
Human Resource Management	5	Supply Chain Management	4
Intelligence Operations	4	Sustainable Resource Operations and Management	4
IT, Software, Web & Telecoms Professionals	4	The Water Industry	4

HIGHER AND DEGREE APPRENTICESHIP STANDARDS IN ENGLAND

STANDARDS	LEVEL	STANDARDS	LEVEL
Actuarial Technician	4	Healthcare Science Associate	4
Advanced Dairy Technologist	5	Insurance Professional	4
Aerospace Engineer	6	Investment Operations Specialist	4
Aerospace Software Development Engineer	6	Junior 2D Artist (visual effects)	4
Aircraft Maintenance Certifying Engineer	4	Junior Management Consultant	4
Assistant Technical Director (visual effects)	4	Laboratory Scientist	5
Associate Ambulance Practitioner	4	Licensed Conveyancer	6
Associate Project Manager	4	Manufacturing Engineer	6
Aviation Operations Manager	4	Network Engineer	4
Bespoke Tailor and Cutter	5	Nuclear Scientist and Nuclear Engineer	6
Bus and Coach Engineering Manager	4	Nuclear Welding Inspection Technician	4
Chartered Legal Executive	6	Operations/Departmental Manager	5
Chartered Manager	6	Outside Broadcasting Engineer	7
Chartered Surveyor	6	Paraplanner	4
Control/Technical Support Engineer	6	Product Design and Development Engineer	6
Conveyancing Technician	4	Professional Accounting Taxation Technician	4
Cyber Intrusion Analyst	4	Public Sector Commercial Professional	4
Cyber Security Technologist	4	Rail Engineering Advanced Technician	4
Data Analyst	4	Relationship Manager (Banking)	6
Dental Practice Manager	4	Retail Manager	4
Dental Technician	5	Senior Compliance/Risk Specialist	6
Digital and Technology Solutions Professional	6	Senior Housing/Property Management	4
Electrical/Electronic Technical Support Engineer	6	Software Developer	4
Electrical Power Protection and Plant Commissioning Engineer	4	Software Tester	4
Embedded Electronic Systems Design and Development	6	Solicitor	7
Financial Adviser	4	Systems Engineering	7
Healthcare Assistant Practitioner	5	Unified Communications Trouble Shooter	4

The Application and Recruitment Process

Applying for university is done through a central platform, www.ucas.com but applying for alternatives is not as straightforward. Opportunities are advertised via a range of platforms. Employers may ask for a CV or on line application. You may have to attend an assessment centre, individual and/or group interview. Whatever stages you have to go through, you will need a strong CV and be able to perform brilliantly in different circumstances....

CVs
Types of Questions
Application Forms
Letters
Assessment Centres
Online Tests
Higher Education
Interviews

Do

- ▶ Highlight your relevant skills and experience
- ▶ Be positive and sell yourself
- ▶ Use the same language (key words) as the job description/advertisement
- ▶ Be brief and to the point
- ▶ Check spelling and grammar
- ▶ Try to keep it to two sides of A4
- ▶ Use black typeface
- ▶ **Change your CV to match each job you apply for**

Covering Letter

You may need to send a covering letter or email to give more detail about your skills and achievements; relevant to the job you are applying for. **Remember:**

- ▶ It is as important as your CV.
- ▶ Keep it clear and concise - one side of A4
- ▶ If possible, address it to the appropriate person by name.
- ▶ If the letter is addressed to a named person, finish with *Yours sincerely*; to Dear Sir/ Madam then finish with *Yours faithfully*.
- ▶ Three or four short paragraphs only and keep to the point.
- ▶ Remember to keep a copy of your letter.
- ▶ If downloading or attaching your CV for an online application, include the letter as the same document ie: one attachment.

Your CV

It's your sales pitch, your opportunity to show your skills, strengths and experience. It is also the first impression you give an employer. Here are a few do's and don'ts to get you started.

Don't

- ▶ Lie, you may be asked for evidence of qualifications and experience.
- ▶ Include everything you've ever done.
- ▶ Use more than two pages or cram into one.
- ▶ Include your date of birth, your gender or marital status. It's not relevant.
- ▶ Leave gaps in your school or work record.
- ▶ Have any spelling or grammar errors.
- ▶ Use fancy fonts or photos (unless requested) – keep it clear and simple to read.

Application Forms

Application forms may be on paper but are more usually on line. Your CV will have most of the information you need but you will probably be asked some questions relating to your skills and to give you the opportunity to explain your suitability for the job.

- ▶ If you are completing a paper application, do take a photocopy as a back up and write out your longer answers in rough.
- ▶ Keep a copy of the completed application, as you may need to refer to it if you are called for interview.
- ▶ On-line applications – you can sometimes save your answers as you go along, before sending, but check this first.
- ▶ Do not rely on spell check! Check spelling, grammar and punctuation and ask someone else to check it if you're not sure.
- ▶ Many online applications are pre selected or sifted by a computer, not a person so make sure you use the same words as the advert/person specification/job description as these 'key words' may well be a filter.
- ▶ Try to use examples to demonstrate your skills and suitability as evidence that you are the best person for the job.

On-line Tests

Another filtering tool for companies is to set tests to check your suitability for the job – Aptitude Tests.

They could comprise numerical, verbal reasoning, problems solving and situational judgement tests. There will be a time limit and there may be more than one test. You can't 'revise' for these tests but you can practise via various websites or search for tests used by specific organisations such as the Civil Service. You will find a mix of free and paid for tests so check them out carefully.

Assessment Centres

This is a great way for employers to see how you perform alongside other candidates. It is also your opportunity to outshine your competitors.

The format of the day will vary but many will include similar activities e.g. group activities to show teamwork skills and problem solving. You may also have to deliver a presentation as part of a group or individually. Most will also include a panel interview or a number of mini interviews.

Assessment days can be daunting and don't worry if one activity doesn't go as well as you hope, there will be other opportunities to do well. You have been invited there as they can see potential in your application. Show them what you've got!

CVs – Top Tips

Examples of Personal Profile Phrases

- ▶ A well organised, hardworking and reliable school leaver with previous work experience.
- ▶ Hardworking, trustworthy and practical; I like working in a team and learning new skills.
- ▶ An excellent communicator who enjoys responsibility and meeting deadlines. I would like the opportunity to develop these skills and qualities.
- ▶ Confident, enthusiastic and lively individual who enjoys meeting people from all backgrounds.
- ▶ Excellent communicator who is willing to undertake training to learn new skills.
- ▶ Confident with figures and enjoys paying attention to detail. Interested in developing these skills in a commercial environment.
- ▶ Hard working, reliable and motivated with the ability to work under pressure. I enjoy a challenge and take pride in the work I do.
- ▶ A quick learner and enthusiastic person with good communication and planning skills.
- ▶ An excellent communicator who has the ability to motivate others and lead by example.
- ▶ Has the ability to meet set deadlines and targets.
- ▶ Good interpersonal skills, which enables me to interact well with others.
- ▶ A responsible and enthusiastic person who is flexible and adaptable in the workplace.

Phrases and Power Words

The following can be used to strengthen your CV

Positive Descriptions	Desirable Qualities	Action Words
<i>Instead of saying, "I am good at....", you could say:</i>	<i>Employers rate the following characteristics the most desirable. Although they seem obvious, they still need to be highlighted:</i>	<i>Useful when describing what you have achieved</i>
Skilled at... A skilful...	Reliable	Analysed Completed
Competent in... Familiar with...	Punctual Trustworthy	Created Demonstrated
Excellent at... With the ability to...	Friendly Willing to learn	Designed Evaluated
Very good at... A talent for...	Enthusiastic Accurate	Set up Delivered
Qualified to... Keen to...	Flexible/Adaptable Team Worker	

Key Skills and Qualities for your CV

Don't forget, you will need to be able to prove it!

- ▶ Enjoys learning new skills
- ▶ Trustworthy, honest and dependable
- ▶ Works well under pressure
- ▶ Good telephone manner
- ▶ Multi Lingual - English, Hindi and Spanish
- ▶ Friendly and approachable
- ▶ Flexible and adaptable
- ▶ Enjoys working with others
- ▶ Able to work well in a team
- ▶ Able to think logically
- ▶ Confident working with Microsoft software, including Word, Excel and Access
- ▶ Excellent numeracy skills
- ▶ Enjoys problem solving
- ▶ Able to follow written instructions or diagrams
- ▶ Strong written and verbal communication skills
- ▶ Resourceful
- ▶ A careful and responsible attitude
- ▶ Very patient, understanding and caring
- ▶ A responsible and dependable
- ▶ Plenty of common sense and initiative
- ▶ Able to get on well with people of all ages
- ▶ A quick and accurate worker
- ▶ Helpful and responsible
- ▶ Responsible and well organised
- ▶ Able to concentrate in a busy environment
- ▶ A creative imagination
- ▶ Fast learner who will undertake any training
- ▶ Ability to meet deadlines
- ▶ Speaks clearly
- ▶ Self-motivated and ability to take initiative
- ▶ Good organisation and the ability to plan/prioritise
- ▶ Excellent punctuality and time keeping

Where can you get evidence?

- ▶ Sixth Form/College – from essays, coursework, presentations, meeting deadlines, organising revision, planning homework, using various forms of IT, being punctual, good attendance, co-ordinating others (e.g. meetings etc.), charity work, prefect and other responsibilities and meetings with your tutor.
- ▶ Part time job, work experience or voluntary work.
- ▶ Activities and interests outside of school and work



CV Template

Always get someone to check it before sending it off.

Name

Address

Telephone number(s) and email address

Personal Profile:

*Your sales pitch. Positive statements about your skills and qualities relevant to the type of job you are looking for/applying for. Use the personal profile phrases, power words and skills and qualities on the previous pages and show how, if you can. **You will need to adapt this for each job you apply for.***

Key skills: (can be part of Personal Profile)

What skills have you acquired? E.g. Team working skills, IT skills, Communication skills etc. Can be done in bullet points but you must be able to evidence them:

- *Excellent communication skills: both written and verbal*

Key achievements: (if appropriate)

Anything that you are particularly proud of doing or have achieved that shows skills or qualities e.g. voluntary work, Duke of Edinburgh Award, Prefect duties, Committee work etc. Don't forget to add dates.

Education:

Name of your secondary school and sixth form/college plus the dates you attended

Qualifications: *Start with the ones that you are taking and work backwards – put in estimated grades and dates e.g.*

Subject (To be taken: June 2018)	Estimated Grade
BTEC Level 3 Diploma in Health and Social Care	Merit
A level Psychology	A/B

Taken in June 2016	Grade
GCSE English Language	B
GCSE English Literature	B
GCSE Mathematics	C

Employment and work experience history:

Can include part time jobs and work experience – most recent first. Brief description of responsibilities or work you contributed to, relevant to the job application. You could include skills you gained.

*e.g. Sales Assistant Boots the Chemist December 2015 to present
Duties include: Stocking the shelves, dealing with the customers, handling money*

Hobbies and/or Interests: *What you enjoy doing in your spare time. Doesn't have to be organised activities.*

References: Should be someone from school/college and another (not a relative) such as a coach, employer, long time family friend. Always ask permission to use the person as a referee. You can also write "References available on request" if you don't want to give any references beforehand.

Covering Letter - Example

Your address

99 Long Road
Chesterfield
CH68 1PP

The company's address

Next
33 Chesterfield High Street
Chesterfield
CH00 4TW

Include the position you are applying for

Position: Sales Assistant (weekend)

If there is a named person to apply to in the job advert, put their name here instead

Dear Sir/Madam

I am writing to apply for the position of Sales Assistant at the Chesterfield High Street branch of Next. Having recently completed a successful work experience placement, I have been keen to take on a permanent role in fashion retail, and feel I would be a good fit for the role.

Highlight why you want to work for that particular company

I have experience in a customer facing environment, acquired during my placement and also in my role as a paper delivery assistant, a part-time role I held for two years. I am passionate about helping customers and feel that my experience (your store), makes me a good candidate for this part-time role.

If applicable, highlight your flexibility

As a student, currently studying for my A-levels in Business Studies, English and Maths, I am keen to put my business knowledge to use in Next, a well known and popular company. I am also flexible, and can take on additional hours during holidays, if this is required.

Keep your examples relevant to the role

Key skills:

- Experience within the retail sector: Undertook a work experience placement at Next, which consisted with stock management and customer service. I also completed Business Studies for A-level and achieved an 'A' in the subject.
- Social team player: Confident and friendly in all social situations, developed through my experience as captain of my local five-a-side football team.

Point out your key skills alongside practical examples of how you have demonstrated them

Thank you in advance for taking the time to consider my application, I have also enclosed a copy of my CV which provides more detail. Please do not hesitate to contact me should you require any further information.

If you are sending a copy via the post add your signature here

Yours faithfully,

Remember to include your CV with your covering letter!

Steven Jones

The Interview!

Well, it may be an interview or interviews!

Depending on the job role and size of the company, you may have more than one interview; telephone and/or video interview, an interview with the Human Resources (HR) Department and a Partner or Manager or there could be a full panel.

Preparation is key. It will give you the confidence to perform well and show the real you!

Interview 'Do's and Don'ts...'

Do...

- ▶ Do your research; know about the job you're applying for and the company.
 - ▶ Arrive in plenty of time.
 - ▶ Make sure you know who to ask for.
 - ▶ Take your CV and relevant certificates/documents.
 - ▶ Dress smartly – first impressions count.
 - ▶ Speak clearly & confidently.
 - ▶ Show positive body language; sit confidently, use eye contact.
 - ▶ Smile! Not always easy but it makes you look confident, even if you are shaking inside.
 - ▶ Practice possible answers to standard questions (more about that later)
 - ▶ Take your time! If you need to think about your response to a question, take a few seconds to get it straight in your mind.
 - ▶ Give real examples of your skills & qualities.
 - ▶ Be positive about yourself and your experiences in school/college and work!!
- Keep answers focussed on what you can do for the employer – NOT WHAT THEY CAN DO FOR YOU

Don't

- Be late!
- Use slang/bad language
- Slouch in the chair, fidget or play with your hair, sleeves etc
- Drink, eat or chew!
- Lie!
- Show off/assume you have the job
- Talk about tricky subjects such as politics or religion
- Criticize ex-employers/colleagues, school or college
- Have your phone on!
- Talk too much; they don't want to hear about everything you've ever done.

Questions...questions...

Although you can't revise for an interview, there are some questions that crop up in most interviews or on an application form. Prepare some answers and it will take the pressure of you in a stressful situation.

You may have scenarios to consider, to find out if you are suitable for the role (competency questions), or the interviewers may look at your strengths and what motivates you as a person. Here are some common questions you can prepare answers for in advance:



Tell me about yourself.

Keep your answer relevant and try not to go off topic. You're here to interview for a particular position, and you shouldn't lose sight of this. Remember: the interviewer is *not* just making small talk.

You can give them a brief outline of your current situation – How old you are, which school/college you attend, which subjects you enjoy relevant to the job role. Your strengths, and how they fit the job description, and what makes you stand out as an interesting applicant.

Why do you want this job/Why do you want to work here?

Show you have researched the company (usually via their website). Tie this in with your skills and interests you have that made you apply.

- ▶ I would like to work at a smaller firm as I feel I would be able to get to know everyone really well.
- ▶ Try to find some information that the employer is really proud of.... Highlight this! E.g. an award they have achieved, their company image, training programmes they offer...

Describe a situation where you have led a team/worked in a team?

When have you worked in a group and had to solve any problems?

- ▶ In your part-time job/volunteering
- ▶ On a school activity/trip/in a lesson
- ▶ As part of a hobby/sport/group outside of school

What did you learn from it? Try to focus on what your role was in the team – were you a leader? Did you work better being given a particular role?

Where do you see yourself in 5 years' time?

GIVE SENSIBLE ANSWERS TO DO WITH CAREER AIMS. Think of the career paths/roles you would like to aim for.

AVOID – I want a fast car/big house, etc. INSTEAD, USE – I am ambitious and keen to do well. I'm willing to work hard to achieve my goals. I feel these are...

What are your strengths?

Think of 2 or 3 key strengths linked to the job and be able to back them up with evidence – a chance to give your personal qualities.

What are your weaknesses?

Try to turn it into something positive – a weakness that you have tried to improve on e.g. 'I'm quite shy and not very confident. I have tried to improve this by getting a part-time job and talking to customers. This has really worked well'. DON'T DENY YOU HAVE WEAKNESSES – WE ALL HAVE THEM!!

... And more questions...

Tell me about your greatest achievement/something you feel proud of.

Doesn't have to be an act of heroism or a national award!! Just something to demonstrate skills useful for the job!

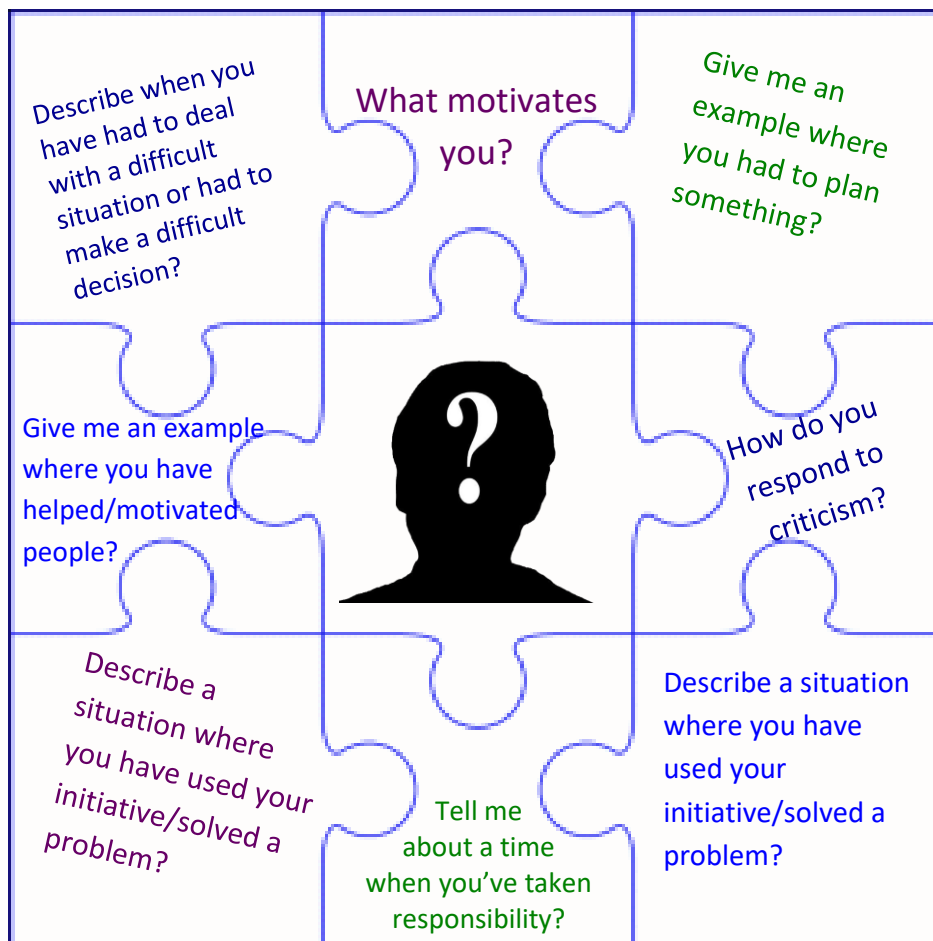
- ▶ Duke of Edinburgh Award – shows team work/leadership
- ▶ Fundraising/volunteering – initiative, leadership/team work, communication
- ▶ Sporting achievements – perseverance/team work/commitment
- ▶ Overcoming school work issues – extra classes/revision attended to help achieve target grade.

Curve-Ball Questions!

Meant to test your creativity/see how you are under pressure. There are no right or wrong answers but these ideas may help and there are more on job board websites:

- ▶ If you were an animal/biscuit/superhero, what would you be? Think of an answer that brings in some skills for the role, whilst also showing off who you really are.
- ▶ If you could have dinner with anyone in history, who would it be and why? With this question, interviewers want to find out about you and your interests and personality. Maybe don't go for celebrity crushes, *but relate it to your interests or think about who's relevant to your industry and take this opportunity to showcase your knowledge.*

Other Interview and Application Form Questions



Have YOU got any questions?

At the end of the interview, you may be invited to ask your questions. Keep them brief, but you could ask about:



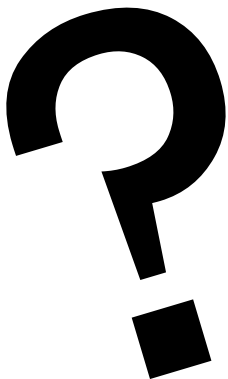
Prepare some questions in advance – just in case you're a bit nervous.

Don't ask about Money/Benefits etc.



Some examples of good questions for you to ask...

- ▶ What training schemes are there if I want to progress in the Company?
- ▶ What opportunities are there to develop or change role within the Company?
- ▶ Can I attend external training courses?
- ▶ Is there an induction course to help get me started, if I am successful in gaining the job?
- ▶ Where is the job located?
- ▶ How do you see the Company developing in the next few years?
- ▶ What type of atmosphere is there in the workplace?



My Notes

TO DO LIST

More useful websites and resources

For your career ideas and research

- ▶ <https://nationalcareersservice.direct.gov.uk> Go to **job profiles** for general careers information and to look at job groups/sectors.
- ▶ www.careerswales.com – go to **tools and resources** and then **job information**. You can also search for careers related to specific subjects or industry sectors.
- ▶ <https://www.prospects.ac.uk> Information on graduate employment, internships as well as apprenticeships and job profiles.
- ▶ **Science and Maths** www.futuremorph.org
- ▶ **Engineering** www.tomorrowseengineers.org.uk/students
- ▶ **Creative and media industries** - www.creativeskillset.org
- ▶ **Digital/IT careers** - <https://www.thetechpartnership.com/tech-future-careers/>
- ▶ **Law** www.allaboutlaw.co.uk and www.lawcareers.net
- ▶ **Sport and fitness** www.careers-in-sport.co.uk
- ▶ **Accountancy and Finance** <http://www.insidecareers.co.uk/career-advice/>
- ▶ **Construction** - Trade and Professional Careers in <https://www.goconstruct.org>
- ▶ **Health and Medical** <https://www.healthcareers.nhs.uk>

The careers websites and platforms on page 6 also have careers information and advice and guidance on applying for jobs, CVs etc.

If you need further help or want to discuss your ideas, ask to see your Careers Adviser in school or speak to your subject teachers, form tutors and parents/carers.

Acknowledgements

The Plume Academy, <https://www.gov.uk/topic/further-education-skills/apprenticeships>, Anver Ltd.
Cover letter template - CIPD – Employment: Top Tips and Guidance From Those who Recruit.

