

# Careers & Progression An Introduction For Level II Students



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## The Guidance Centre (F30a)

We are very proud of our spacious Guidance Centre, which is well stocked with the latest information on higher education, apprenticeships and general careers resources. As well as the connexions resource library we also have PCs with interactive careers programmes as well as internet links resources. Our experienced Careers and Progression Adviser Phil Nelson in partnership with Connexions, have many years of experience in helping young people to achieve their goals.

Advice and support is available all year around aiming to help you with any issues that affect your personal welfare and become barriers to your future aspirations. Careers and educational guidance remains very much at the centre of our ethos.

This is further enhanced by the careers education delivered by the guidance team and progress tutors in the tutorial programme. A series of events, visits and conferences are also available for students to take part in. We invite guest speakers from occupational areas and universities, offer CV and application workshops. We run coach trips to university open days and UCAS conferences as well as organising our own higher education evening for both students and parents.

You can make an appointment to see an adviser in the Guidance Centre or at Student Services. Alternatively just pop in to use the resources.

## Computer Based Careers Resources in the Guidance Centre

### Adult Directions

This is an interactive programme, networked in the college. It is available via the [start menu - All Programmes – Careers](#).

This has an excellent careers matching facility to help to generate ideas as well as a database of careers information.

### Careerscape

Careerscape Online provides detailed careers information, real-life case studies, topical articles and lots more...

## Useful Websites

[www.connexions-direct.com](http://www.connexions-direct.com)

A support service for young people aged 13 to 19 in England, Connexions can offer advice on anything from choosing the right courses and careers to drug abuse and homelessness.

[www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)

An in depth database of job information. An on-line version of the Occupations folder.

<http://www.sheffieldfutures.org.uk>

The local Connexions Service in Sheffield.

[www.connexionsinsheffield.org.uk/options/opportunities.html](http://www.connexionsinsheffield.org.uk/options/opportunities.html)

Job vacancies for young people in Sheffield.

[www.apprenticeships.org.uk/youngpeople](http://www.apprenticeships.org.uk/youngpeople)

Information about the range of opportunities available through Apprenticeships (work based learning).

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Jobcentre Plus offers advice on work and benefit services all over the country. Find your nearest office.

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)

Find out about careers in the NHS, entry requirements and training.

[www.army.mod.uk/careers](http://www.army.mod.uk/careers)

Army careers.

[www.raf.mod.uk/careers.html](http://www.raf.mod.uk/careers.html)

RAF Careers.

[www.royal-navy.mod.uk](http://www.royal-navy.mod.uk)

Royal Navy Careers.

[www.southyorks.police.uk/careers](http://www.southyorks.police.uk/careers)

Careers in South Yorkshire Police

[www.meadowhall.co.uk/website](http://www.meadowhall.co.uk/website)

A website providing excellent information about retail job opportunities at Meadowhall.

[www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

Courses available at Sheffield College.

[www.need2know.co.uk](http://www.need2know.co.uk)



Essential information and links for everything to do with work, learning and training. It's also got vital information on relationships, drugs, sexual health, travel and the law.

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

Essential higher education information for students considering applying for university.

## Paper Based Careers Resources in the Guidance Centre

 <p>Your one-stop guide to over 750 careers</p> <p><b>Careers 2006</b></p>	<p>Each occupation entry concentrates on the key questions young people ask when beginning their research:</p> <ul style="list-style-type: none"> <li>• <b>Which career will suit me?</b></li> <li>• <b>What will the career involve?</b></li> <li>• <b>How much can I hope to earn?</b></li> <li>• <b>What qualifications and skills will I need?</b></li> <li>• <b>What will the working conditions be?</b></li> <li>• <b>Will the studying be worthwhile?</b></li> <li>• <b>What is the career's future outlook?</b></li> </ul>
 <p>2004 <b>Occupations</b></p>	<p>It contains comprehensive details of the majority of jobs existing in today's labour market. Each occupation is described in detail under these headings: background information, the work, work environment, skills and interests, entry requirements, training, late entry, opportunities, pay and conditions, prospects, related occupations and a list of addresses and publications for further information.</p> <p>Now only available on the internet at <a href="http://www.connexions-direct.com/jobs4u/">http://www.connexions-direct.com/jobs4u/</a></p>
 <p>Accountancy <b>UNCOVERED</b></p>	<p><u>Careers Uncovered Series</u></p> <p>This innovative and exciting series exposes the truth about what it's really like to work in different career areas. Each book in the Careers Uncovered series contains unusual and thought-provoking facts about the profession as well as an overview of the different roles available from entry-level jobs through to the more senior levels.</p>
 <p><b>CVs and applications</b> How to present yourself on paper &amp; the web</p>	<p><u>CVs &amp; Applications</u></p> <p>This book shows you how to present yourself on paper so that you stand the best possible chance of getting an interview. Covers:</p> <ul style="list-style-type: none"> <li>• <b>Identifying your strengths and presenting your achievements to best effect</b></li> <li>• <b>Presenting 'weaknesses' in the most positive way</b></li> <li>• <b>Presenting yourself on paper in an appealing and eye-catching way</b></li> <li>• <b>Seek out job opportunities in a creative way</b></li> </ul>
 <p><b>Real Life GUIDES</b> <b>PLUMBING</b></p> <p>Mike Hobbs</p>	<p><u>Real Life Guides</u> Practical guides for practical people. Presenting vocational careers in a lively and informative format, each title takes a pragmatic look at what each profession entails, as well as what it takes to train for, get into and be successful within the industry. Each title in the series contains:</p> <ul style="list-style-type: none"> <li>• <b>A frank description of each career</b></li> <li>• <b>Top tips from those working within the industry</b></li> <li>• <b>Examples of typical working days, plus motivating case studies</b></li> <li>• <b>Advice on qualifications, training, work experience and where to look for jobs</b></li> <li>• <b>Guidance on the skills and strengths needed</b></li> <li>• <b>A quiz to explore your aptitude and relevant skills</b></li> <li>• <b>Information on the job opportunities available.</b></li> </ul>

	<p><u><a href="#">Winning CVs for First Time Job Hunters</a></u></p> <p>Written in an upbeat and engaging manner, this series addresses the specific needs of first-time job seekers in the 14 to 19 age group. It is designed to break down the complicated, daunting and often stressful processes that first-time job hunters face when applying for their first work experience placement, part-time or full-time job. In doing so, the series provides you with essential advice, information and the confidence they need to get the job that you want.</p>
	<p><u><a href="#">Winning Interviews for First Time Job Hunters</a></u></p> <ul style="list-style-type: none"> <li>• <b>Opportunities for self-analysis, including quizzes</b></li> <li>• <b>Practical help, e.g. where to look for jobs</b></li> <li>• <b>Informative case studies</b></li> <li>• <b>Exercises and checklists to aid preparation</b></li> <li>• <b>Tips and techniques, e.g. how to optimise interview performance</b></li> <li>• <b>Examples of successful CVs, interviews and strategies</b></li> <li>• <b>Encouragement and advice on how to keep going and how to widen the options if a job is not immediately forthcoming.</b></li> </ul>
	<p><u><a href="#">The 'Questions &amp; Answers' Career Guides</a></u></p> <p>Answer all of the most frequently asked questions on any particular career area and provide full information on qualification requirements, working hours, holidays, pay and career prospects.</p>

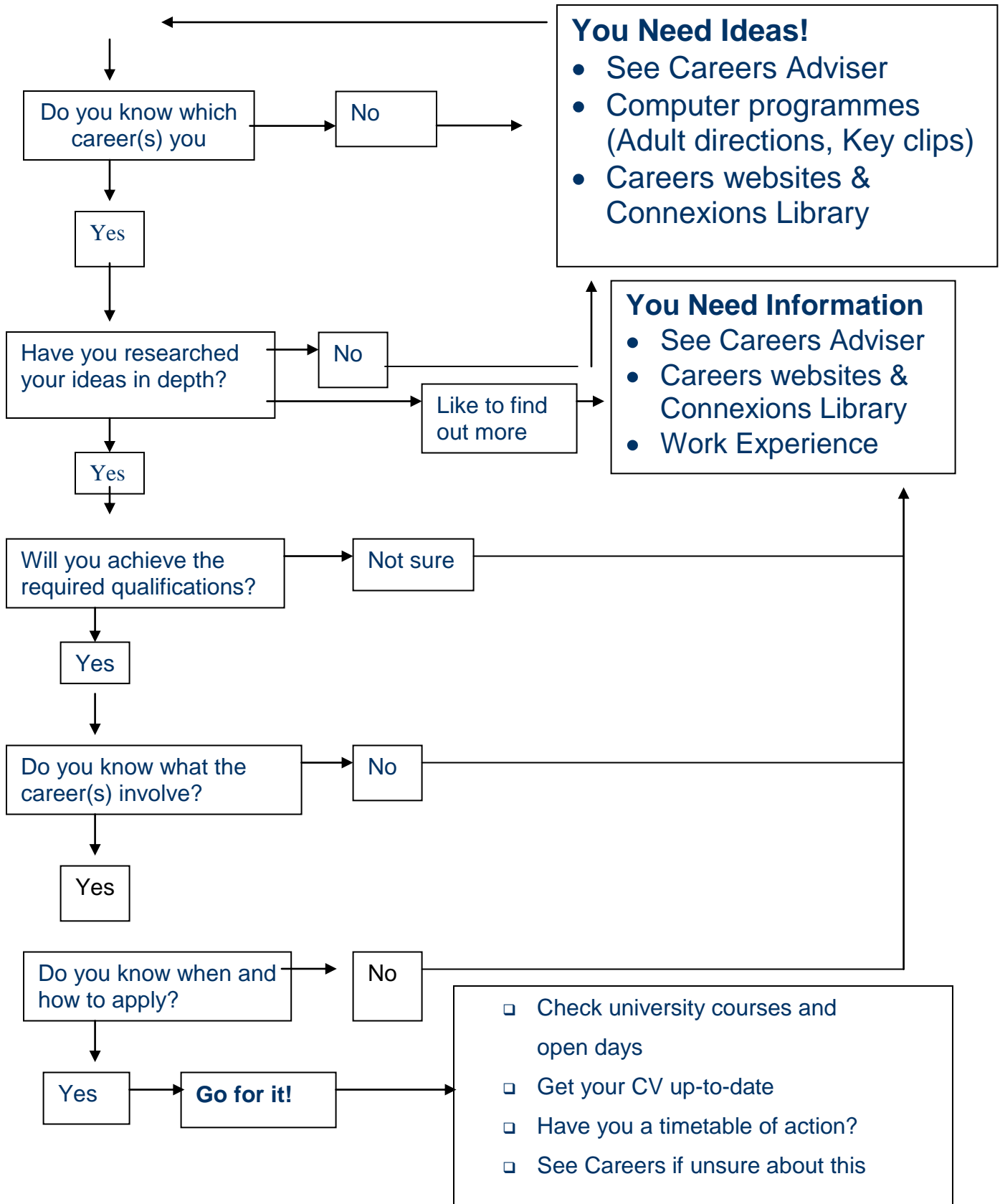
### Also available in the Guidance Centre

- General Connexions literature
- Apprenticeship information
- College & University Prospectus
- Information on GAP Year opportunities
- Voluntary Work Information

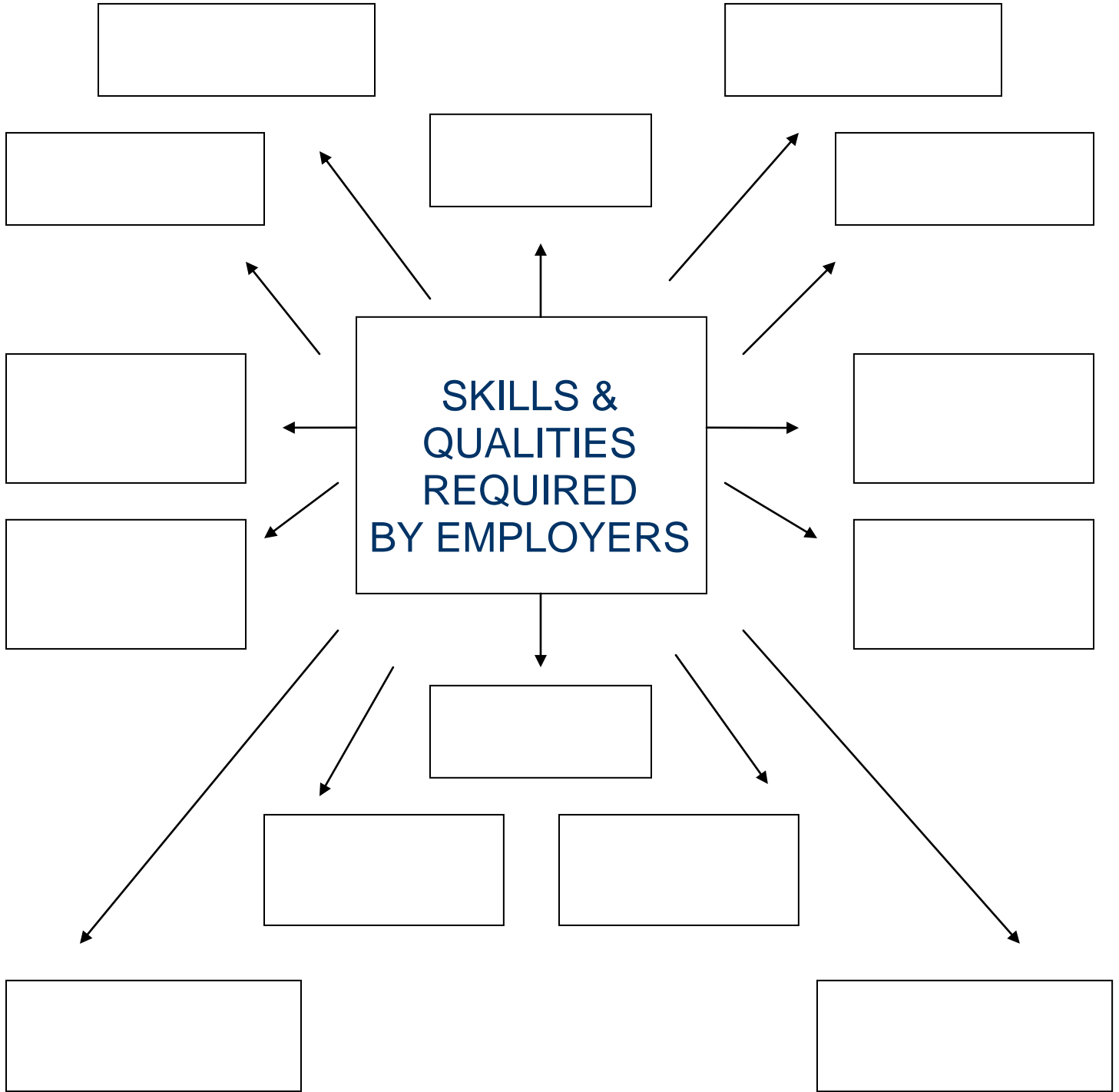
# FORWARD PLANNING

Name .....

Tutor Set .....



# Skills and Qualities



Highlight 3 skills or qualities that you feel are your personal strengths.