

CAREERS & PROGRESSION
Longley Park



Preparing for Next year

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What are your options for Next Year?

- 1 To apply to continue at Longley Park 6th Form College and move onto a higher level qualification. From level II First Diploma to advanced level BTEC National Diploma / Awards, Advanced GCEs or AS Levels. **You will be completing progression applications in tutorial shortly.**
- 2 To apply to another college or school 6th form.
- 3 To get a job.
- 4 To apply for an Apprenticeship (Work based training).

Your next choice will depend on your long term career plans. If you have a specific career aim you may need to head in a certain direction.

For example

If you want to go onto University the most common route is an advanced level program at a college/ 6th Form. However some advanced apprenticeships can progress onto higher education.

If you prefer to learn while working, apprenticeships are a real option. You can still get equivalent advanced qualification and in some case can still get to University. Or if you want to do a more practical programme i.e. learn a trade or profession.

If you aimed to work as a nursery nurse the CACHE diploma at Longley Park or at Hillsborough College is the typical route. It can also lead to higher education.

For Nursing and other NHS professions (Excluding Medicine, Pharmacy and Dentistry) the Health & Social Care Applied GCE is an accepted route, Applied Science (Forensic) is also an option.

Some health professions such as Physiotherapy may also ask for a science A Level (Biology) as well. So you need to research this ASAP.

Students who do well when progressing to the higher level tend to continue the same course – i.e. BTEC First Diploma in ICT to BTEC National Diploma in ICT, Health and Social Care to Advanced GCE in Health & Social Care. The biggest drop out rate nationally is of students moving from BTEC First Diploma to AS levels – probably because of the change of learning style.

You need to take responsibility for your own career planning

Research is essential. A career idea is the key to your next step after Y12. Try using the careers programme 'Adult Directions' available in the Guidance Centre. It is an ideal starting point if you don't already have any ideas.

Researching Career Ideas

What can you do - The starting point is **The Guidance Centre F30a**. You can also arrange to see one of our careers advisers Phil Nelson/Laura Gibbons or Connexions advisers.

Key Resources:

Books

Job file
'Working In' Series
'Careers in the' Series
University Prospectuses
'Getting into' Series
'So you want to be'

Computer Base Resources

Careerscape
Adult Directions

Websites

www.connexions.gov.uk Job Information

www.apprenticeships.org.uk Information on the opportunities available

www.sheffieldfutures.org.uk General careers information

www.connexionsinsheffield.org.uk/options/opportunities Job Vacancies

Apprenticeships

What is an apprenticeship?

An apprenticeship is work-based training which allows you to earn while you learn and gain vocational qualifications. They cover a broad area of work; from childcare to customer services and from building to business.

They are open to anyone living in England and not in full-time education and can last anywhere from 1 to 5 years depending on the area of work. Some require qualifications before you begin; some don't, but all value keenness to work and keenness to learn.

How do they work?

Your employer will give you on the job training towards NVQs in exchange for a wage. You'll also spend time with a learning provider gaining skills that will be useful in the job market (e.g. team work, using new technology and problem solving). In addition you'll study for a technical certificate (e.g. BTEC National Diploma or a City & Guilds Award) to give you greater knowledge of your job. The amount of time you'll spend studying varies with each apprenticeship. All apprentices must be paid a minimum of £95 a week by law but a recent government survey discovered that average wage across all sectors was £170 a week. You can expect that your wages will rise through your apprenticeship in line with your value with the company.

Is it for me?

People who do well in apprenticeships tend to be focused on the area of work; remember this could lead to a career! There are different types of apprenticeships available, what's right for you will depend on your experience and the opportunities in your area. It's not about seeing what apprenticeships are out there and then randomly picking one. The right type of course depends on; your personality, your interests and hobbies, your talents and skills. You must complete your apprenticeship to gain your qualification so it's important to be sure that you're committed to it when you begin. They can be hard work but can also be very, very rewarding.

How to Apply

There are two ways to apply; you can approach an employer who takes on apprentices and see if they are willing to give you a job or you can apply through the Learning Skills Council who will put you in touch with a training provider who will then try to match you with an employer. The selection process for apprenticeships is just like any job. You may have interviews or have to take tests to see if you're right for the job. You need to prove that you're committed to your chosen field of work!

To find out what apprenticeships are available in your area call 0800 150 600 or for more advice on what career path is right for you (and you're under 19) call Connexions on 080 800 13219 **or make an appointment at Student Services to see college's Connexions Advisors.**

Or log onto <http://www.apprenticeships.org.uk/> for more info.

If you complete an apprenticeship you'll hopefully find yourself skilled, qualified and highly employable!

The Careers & Progression Event will enable you to find out more.

Vacancies will be advertised on the board outside the Guidance Centre F30a in the summer term.

Careers Research Worksheet

Thinking about your options after you have finished your course is very important! There are lots of resources which you can use to help you to decide what you want to do, and also to find out what you need to do to get there.

Adult Directions Available on the network – click on (Start, All Programmes, Careers) it is a software program which can help you to think about your career options. It will ask you a series of questions about your interests, skills and abilities, and it will use the answers that you give to come up with a list of jobs which may be suitable for you. These jobs may or may not be linked to the subject that you are currently studying.

Task 1:

Complete the Adult Directions questionnaire and answer the questions in the table below. Remember that you must answer the questions on Adult Directions honestly, or the suggestions that it makes will not be suitable for you!

What Careers has Adult Directions suggested may be suitable for you according to the answers you have given?	
Which of the careers you have identified are you most interested in? Pick ONE only.	

Task 2:

Now that you have found a career that you are interested in, you need to find out a bit more about what it involves. You can do this by logging on to www.connexions-direct.com/jobs4u and putting the career title in the search engine. You should find lots of information about the career through this. When you have found the information, fill in the table below.

What does the job involve? Name five tasks you might do as part of the job.	
What personal skills and qualities do you need to do the job? List at least five.	

Now that you know what the job involves, and what skills and qualities you need to be successful, you will need to find out what qualifications the job requires. Look again at the Connexions website. On the job information page, you should see a section called 'Entry Requirements'. This will tell you what qualifications you need.

Task 3:

Write down here what qualifications you will need for your chosen career:

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Task 4:

Now you know what qualifications you will need, you need to find out where you can do these qualifications. Fill in the table below.

Can you do the qualifications you need at Longley Park?	
Can you do the qualification at Sheffield College? (check www.sheffcoll.ac.uk)	
Are there any entry requirements for the course? e.g. GCSE's	
How do you apply for the course?	

Now that you have researched one of the careers that Adult Directions has suggested, you can do the same thing for other job suggestions, or any ideas of your own that you might have. It is important to research all your options fully so that you make the right choices!



CV and Covering Letter worksheet to accompany template

Personal Details

Should include your:

Name, date of birth, address, telephone number, and e-mail address if you have got one (only if you access it regularly).

Educational Details

Secondary Schools and Colleges with dates attended.

Qualifications

Lists qualifications you have already and the ones with results pending.

Employment History

Include any part-time work or voluntary work. Give the job title and address of the company with dates of employment.

Personal Statement

Again like the application form this is the key part of your CV. This must be aimed at the job spec and again you must sell yourself.

This is largely about relating your skills and experiences to the type of work and the job spec that you are applying for.

Possible sentences:

- I have undertaken key skills qualifications whilst at Longley Park Sixth Form College in both IT and Communication, which I feel will be an asset to me in this type of work.
- I enjoy meeting new people in my present part-time job. Working for Debenhams has given me an insight into retail work and I feel that I have the necessary interpersonal skills to be a success in the retail sector.
- Playing in the College football team together with my work experience has helped further develop my team working skills.
- My GNVQ Business course has given me an insight into customer care and how a business operates.

Hobbies and Interests

Keep this brief. Try and avoid interests like watching TV and shopping – even if these are your only interests (get a life!).

Referee

Since you are at College an academic referee would be the most appropriate – this should be the Principal (although she does not actually write it). If you want to put an employer down for a work reference this would be fine as well.



Save your CV to disk so that you can use it for real job applications.

As you can see from the Personal Statement element on this style of CV, they can be customised for specific job vacancies or generalised for a type of vacancy. A general CV is also commonly used for speculative approaches to companies.

More information on CVs is available in the careers library and on the PCs in the guidance Centre.

Remember it is an offence to lie or use misleading language on CVs and Job applications i.e. make up qualifications you have not got.

Covering Letter

Both CVs and application forms should be accompanied by a covering letter. This should be relatively brief because so much information is on the CV or AF.

Example

Dear Sir or Madam

I would like to apply for the post of receptionist advertised in the Sheffield Star on 15th January 2009.

I am currently a student at Longley Park taking BTEC First Diploma in Applied Science and Key Skills in IT and Communication. My work experience placement at Rotherham Borough Council in the Housing Benefit Department, together with my studies will, I feel, make me a suitable candidate for your vacancy.

I am a sociable person with good communication and organisational skills and a determination to succeed.

I have enclosed my application form and CV.

I look forward to hearing from you shortly.

Yours faithfully

Joe Bloggs

CURRICULUM VITAE

PERSONAL DETAILS

Name:

Address:

Telephone

Date of Birth:

EDUCATIONAL DETAILS

Secondary School name & Address

College name and Address

QUALIFICATIONS

SUBJECT

GRADE

GCSE English Language

.... Etc...

EMPLOYMENT HISTORY

PERSONAL STATEMENT

HOBBIES AND INTERESTS

Referees

Name (Tutor name)
Address Longley Park Sixth Form College
Horninglow Road
Sheffield S5 6SG
Telephone 0114 2625757

Name Other referee
Address

Telephone

Notes

Preparing for Next Year Pack: Evaluation Form

Name

Tutor Group

Now that you have completed the Preparing for Next Year Pack in tutorials, we would like to know what you think of the information and activities provided. This will help us to plan how to help you in future.

Q1. Did you complete all of the pack?

Yes

No

If no, please state why not

Q2. Overall, how useful did you find the pack?

Very useful

Quite useful

Not very useful

Not useful at all

Q3. Which section did you find most useful?

What are your options for next year?

Careers Research Worksheet

CV and Covering letter worksheet

CV Template

Q4. Why was this section most useful?

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.....
.....

Please turn over!

Q5. Which section did you find least useful?

What are your options for next year?

Careers Research Worksheet

CV and Covering letter worksheet

CV Template

Q6. Why was this section least useful?

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Q7. What could we do to improve the pack?

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Many thanks for your help. If you have any questions about your options for next year, please see Phil Nelson or Laura Gibbons in the Guidance Centre (F30a).