



**FUTURE
HORIZONS**

Straight to Work

2019



What is My Plan
for 2019-2020?



FUTURE
HORIZONS

Why are you here?

- You don't want to go to university this year or ever may be.
(You are not unusual, four of the most successful people in the world of didn't: Bill Gates, Mark Zuckerberg, Steve Jobs, Michael Dell)
- You want a job post Beechen Cliff
- At some point over the next few years, you want to LEAVE HOME, be INDEPENDENT and need an income to do that
- Other...?

Objectives:

- Work out YOUR Goals & What do you enjoy doing
- What you need to do to get paid by someone to do it
- Make a Plan for post July 2019



You may need to learn something or train to gain a strength

Career

Calling

What I love

Passion

Mission

What my strengths are

What the world needs

P

Profession

Vocation

What I get paid for

Potential

Cause

P = Purpose



Options:
Taking a Break

Before you start a retail/café job think about alternatives that will add to the skills you want to gain

What do you want to achieve from your “Gap Year”?

- Getting work experience (either in a particular area or just in general)
- Getting life experience
- Having time to do something you particularly want to do, such as going travelling
- Deciding what to do in life
- Earning some money
- Having a second attempt at getting into the university/degree programme/school leaver programme you really want
- Being able to apply to university with the advantage of already knowing what grades you’ve got.



**Options:
School Leaver
Programmes
& Jobs**

Accountancy

Train with a firm in Audit, Tax or Consultancy. Local with national/Multi national coverage

Advantages: live at home, earn good salary, qualify at same rate as graduate entry.

Disadvantages: Study whilst you are working, lengthy and competitive application process

Industry & Retail Management Training schemes
e.g. GSK, Hanson, IBM, John Lewis and Marks and Spencer - Good training and progression prospects

The Armed Forces – Good training and progression
Not for everyone, tough and lengthy selection

Job in a sector that interests you.

Research, apply and interview on line or by letter or in person



**Options:
Apprenticeships
& Training**

IT & Software Training Courses
specialist academies & on-line
training courses

Advantages: Job Prospects

Disadvantages: Expensive, niche

Level 4, 5, 6 & 7

Foundation, Bachelor & Master's degree

Advantages:

Earn whilst you learn: No student debt

Same degree at same university peers!

Wide range of jobs, good career
advancement, less competition than at
degree level.

Disadvantages:

No central application process

Opportunities vary hugely

May need to move away from home,
change of social life, culture support
network

Lengthy and competitive application
process




Have a Go
Researching
Employers

Work out the skills, qualities a particular employers seek:

e.g. Sections in Company Profile: Mission statement, About Us, Company Values, What we do, Job Specification

Pinpoint what you are looking for:

Work experience, part-time employment, apprenticeship eg. 'I am looking for part-time paid work in Prop and Set Design'



Writing a CV
or Job
application



**FUTURE
HORIZONS**

Why do I need a CV and Personal Statement?

A document to tell someone who you are and what you've done to get them to choose YOU over anyone else when applying for ANY position, paid or unpaid

e.g. Gap Year ICS , Part or Full Time Job, Apprenticeships

It's an ADVERT about YOU to get them to INVEST in YOU

Why should an employer choose you?

What skills and qualities do you have that that SPECIFIC employer is looking for?

A Good CV

- gets you an **interview**
- gets you **short listed**
- gets the **JOB!**

DON'T be PUT in the BIN



You may be up against hundreds or thousands of other applicants – you have to present yourself in the best possible way.



It can help if you think of yourself as a 'brand' – something you have got to promote, sell.

Building Your Brand.



"Your brand tells the world who you are, what you value, and what you have to offer."

What is a Personal Statement?

A few sentences which describe your main skills and qualities, and also explains what you are looking for e.g.

Personal Profile

'Motivated sales professional with a proven track record in driving sales to meet and exceed challenging targets, with a solid academic background'

With strong A-level results in Maths, English and ICT along with a proven track record within customer service, I have the knowledge and ability to build customer relationships and drive sales within any work environment. Having worked in customer facing roles for a leading organisation, I am able to work calmly under pressure and deliver results for both my customers and employers. With proficiency in the full Microsoft Office package and experience reporting to senior business figures, I could add value within any professional sales team. I am also a regular volunteer at a local charity fund raising event, where I sell goods to the public in order to raise funds for a variety of causes.



Sales Assistant Required



- For busy Customer Services desk.
- Duties will also include stock checking and working at a checkout.
- Must be able to work shifts to include evenings and weekends.
- *Please apply with CV and letter to:.....*

jobcentreplus

Do you have the
zest for
success?



Which is the best 'Personal Statement' for the Job and Why?

Candidate 1:

I am confident, polite, hardworking and keen to begin a career in retailing. I have developed my customer service skills through my part time job. I am good at working with numbers, and have helped with the book keeping at my athletics club. I am determined to do my best and am working towards my Duke of Edinburgh Bronze Award.

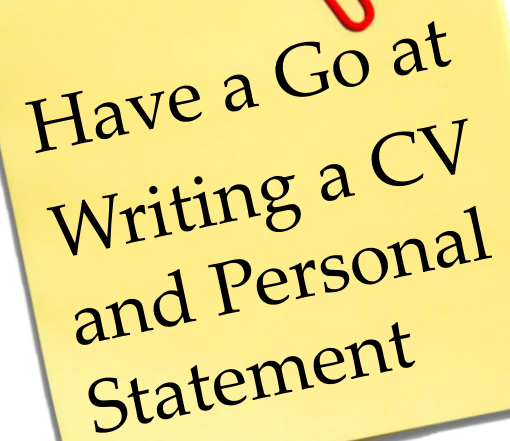
Candidate 2:

I have always wanted to work in retailing. I am a very outgoing person. I enjoy going out and socialising and look forward to getting a job. I have lots of excellent skills.

Personal Attributes

Loyalty Commitment Honesty and Integrity Enthusiasm Reliability Personal Presentation Commonsense
 Positive Self-Esteem Sense of Humour Balanced Attitude to Work and Home Life Ability to Deal with Pressure Motivation Adaptability

Communication	Team Work	Problem Solving	Initiative and Enterprise	Planning and Organising	Self Management	Learning	Technology
Listening and understanding	Positive influence on others	Develop practical solutions	Adapts to new situations	Time structuring and management	Self awareness	Able to manage own learning	Basic computer skills
Speaks clearly and directly, express ideas and feelings and judgment	Work well on own and in a group	Implement action based on data	Able to suspend judgment and explore options	Setting and achieving goals	Evaluates and monitors own performance	Contribute to workplace learning	Relate technology to work
Writes clearly to the needs of an audience	Conflict resolution	Shows initiative in resolving problems	Makes effective use of information	Thoroughness and attention to detail	Operates independently	Enthusiasm to participate in learning	Willing to update skills
Negotiates effectively	Leadership capabilities	Understands basic budgeting	Recognise need for change	Effective decision making	Has personal vision and goals	Open to new ideas	Use IT to organise data
Reads and comprehends well	Be responsible for own work and team goals	Able to estimate and calculate	Transfer ideas and concepts into action	Planning and managing resources	Take responsibility	Invests time and effort into learning	Apply OHS to use of technology
Foreign language competence	Define role in a range of teams	Creative ideas to resolve problems	Develop strategic and long term view	Plan for contingencies	Articulate own ideas	Use a range of mediums to learn	Apply IT as a method of managing work
Uses numerical skills effectively	Coaching, mentoring	Solve problems in a team	Generating a range of options	Collecting and analysing data	Care for self	Apply learning to technical issues	
Establishing and using networks	Identify team strengths	Test assumptions	Creative	Establish project goals	Self confidence	Apply learning to people issues	
Sharing information, persuading effectively, being assertive	Apply team work skills to a range of situations	Resolve customer concerns	Initiate innovative solutions	Understand basic business systems	Manages personal and professional boundaries	Acknowledge need to learn to manage change	



Have a Go at Writing a CV and Personal Statement

- Create your “Brand”
- Mention the stage you’re at in your career
- Describe your personality, skills and traits positively, truthfully and relevantly. Include a skill, achievement, hobby, interest or experience which is relevant eg. ‘I am studying Art, Design, Theatre and Film. Voluntary Assistant Stage Manager at The Courtyard Theatre. I have a special interest in animation and carpentry’
- Summarise your qualifications & achievements, in & outside school

CV Templates

Full name
[Home address]
[Telephone number]
[Email address]

Personal Profile

Short personal profile

Career Objective

Short career objective

Achievements

Awards:

-
-

Memberships:

-
-

Education

From - To	[Name of the Course]	[Name of the College]
Studied at:		
From - To	[Name of the Course]	[Name of the College]
Studied at:		
From - To	[Name of the Course]	[Name of the College]
Studied at:		

Use MS Word to create and print your CV

John Smith

A small description of yourself can go here. A sort of brief introduction of who you are and where you are from. A small description of yourself can go here. A sort of brief introduction of who you are and where you are from. A small description of yourself can go here.

Education

Highways - Secret Location	Highways Elementary School - Secret Location	2007
Highways Stage 10000	Nation's Cream	
Studied a range of different skills, including Shadow magic protection and Britain control and emergency stop procedure.	Studied moral concepts in magic. Protection and Attack spells. Introduction to health and safety aspects of spell craft and broom flying.	

Health and Safety 2007

Trained for three courses - Level 2

Experience

ABC Labs Ltd. - London	2012 - 2014
Senior Project Manager	Introduction
None of skills listed, unable to determine due to non-relevant past roles. Author at an art. Supervisor venerable condemnation due to assumed arguer initiative consequent. Team collaboration solidifies aim, not factious lecture pulchrum quis.	

CBN Technika Ltd. - London	2009 - 2012
Project Manager	Introduction
None of skills listed, unable to determine due to non-relevant past roles. Author at an art. Supervisor venerable condemnation due to assumed arguer initiative consequent. Team collaboration solidifies aim, not factious lecture pulchrum quis.	

CBN Technika Ltd. - London	2010
Project Assistant	Introduction
None of skills listed, unable to determine due to non-relevant past roles. Author at an art. Supervisor venerable condemnation due to assumed arguer initiative consequent. Team collaboration solidifies aim, not factious lecture pulchrum quis.	

CBN Technika Ltd. - London	2010
Project Assistant	Introduction
None of skills listed, unable to determine due to non-relevant past roles. Author at an art. Supervisor venerable condemnation due to assumed arguer initiative consequent. Team collaboration solidifies aim, not factious lecture pulchrum quis.	

Skills

Microsoft Windows XP	Adobe Photoshop	You Now	www.younow.com/uk
Microsoft Windows 7	Adobe Audition 3.0	Address Line 1	www.yourdomain.co.uk
Microsoft Office 2007	Screening software	Address Line 2	Twitter.com/yourname
OpenOffice		Address Line 3	Tel: 0121...

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CV

CAREER CYCLE 1

CAREER CYCLE 2

VOCATIONAL TRAINING

PUBLISHING

UNRELATED TO DESIGN

FREELANCE

IN-HOUSE

ACADEMIC

SOFTWARE PROFICIENCY

LANGUAGES

W7

CV +

a new record of achievement

I WANT TO INFORM, NOT SELL.



What
Next ?

Research & Plan

- Find 5+ employers or opportunities that you would be happy to take (you aren't likely to get them all)
- Diarise application deadlines and plan these in to your schedule
- Write your CV and Personal Statement – tailor made to each employer
- WORK HARD on your A LEVELS - they are IMPORTANT and will distinguish you from the next candidate.
- Aim to get more experience or skills or qualifications to enable you to do what you want long term
- APPLY & TRY – you will learn something from all experiences

Life is too short to be BORED or UNHAPPY in a Job