

Straight to Work 2019

Name:

Tutor Group:



Contents

Student Work Book

- 1. Working out which job is right for you
- 2. Brainstorming employment options
- 3. Finding an employer
- 4. Creating a good CV and personal statement
- 5. The application process and assessment activities (ASK)
- 6. Demonstrating experience in school/work job advert specification (ASK)
- 7. Employer presentation notes

Appendix

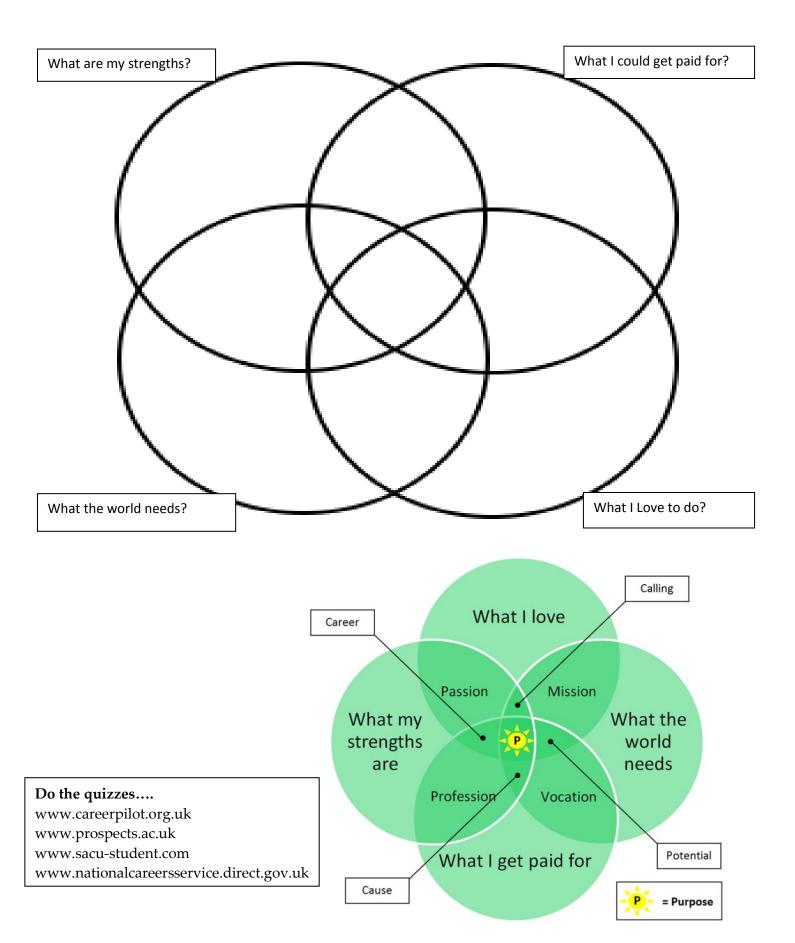
Copy of presentation slides to students

Information on apprenticeships from ASK, Which and UCAS

List of Higher & Degree providers, by company and university

Working out which job is right for you

- Fill out your own version below See if anything overlaps below
- Is there anything I can do to add to my strengths?
- What research do I need to do to find out if I can get paid to do what I want?



Brain Storm Employment Options

Hint: Fill this Space

Finding an Employer

Pinpoint what you are looking for;

Work Experience, Part-time Employment, Apprenticeship Find Business or Groups that Offer this:

1.

2.

3.

4.

5.

Research them;

Do they hire A level school leavers - in what roles?

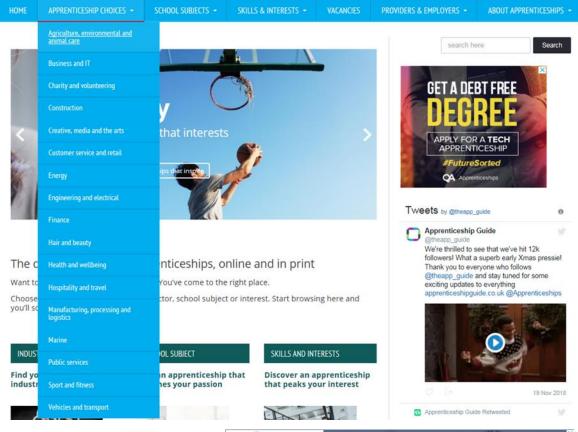
What are they looking for in an employee?

Refer to: Careers Page, Mission statement, About Us, Company Values, What we do, Job Specifications





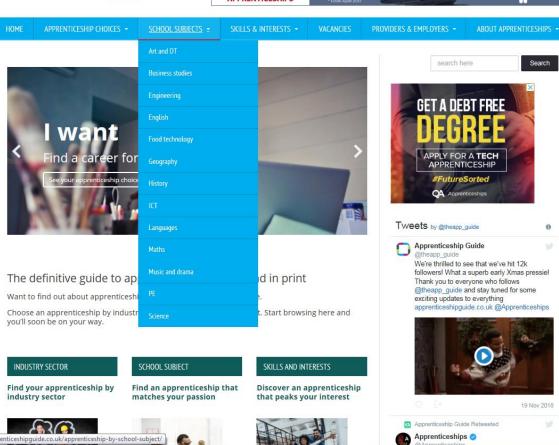
APPRENTICE APPRENTICE £7,280















CIVILIAN APPRENTICE £7,280

APPRENTICE £14,931



The definitive guide to apprenticeships, online and in print

Want to find out about apprenticeships? You've come to the right place.

Choose an apprenticeship by industry sector, school subject or interest. Start browsing here and

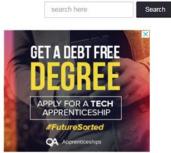
SCHOOL SUBJECT



SKILLS AND INTERESTS

Discover an apprenticeship that peaks your interest







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Apprenticeships 💍



APPRENTICESHIP CHOICES -







INDUSTRY SECTOR









EMPLOYERS BY INDUSTRY SECTOR



BUSINESS AND IT - EMPLOYER

EY is a global professional services

organisation. Our high performing

teams operate across four service lines—assurance, consulting, tax and

EY



EMPLOYERS Travis Perkins

As a business, Travis Perkins is proud to be recognised as the UK's number one supplier of building materials. As

EMPLOYERS

Harper Adams University

Established in 1901, Harper Adams University is the leading specialist university tackling the future development of our planet's food production,



search here

transactions-to

Read More >







EAST OF ENGLAND - EMPLOYER

Jaguar Land Rover

Jaguar Land Rover is a company that brings together two much loved, highly prestigious British car brands.

We are looking digital marketers, event organis enticeshipguide.co.uk/apprenticeship-providers/ p makers, graphic designers,

CREATIVE, MEDIA AND THE ARTS -

Creative Alliance

Community artists, copywriters, digital marketers, event organisers,

SETA Training & Advisory Services

SETA Training & Advisory Services helps young people start their careers through an engineering apprenticeship. SETA works with a

Tweets by @theapp_guide





We're thrilled to see that we've hit 12k followers! What a superb early Xmas pressie! Thank you to everyone who follows @theapp_guide and stay tuned for some

Creating a Good CV and Personal Statement

- Attention paid to presentation; clear font; sections broken up.
- Related to job; applicant shows they have relevant skills, qualities and experience.
- Made the most of their achievements; used positive words and included things that would make them stand out (employee of month, invited back to work experience placement).
- Employment history includes examples of what the position applied for involves.
- No spelling mistakes.
- Good referees with full contact details.
- No irrelevant information.

What does a good CV show the employer?

- Applicant has read the job advert
- They have thought about what the employer is looking for
- They have reflected on their own experiences; 'what about me matches to the job?'
- They have related their CV to the job

Personal Statement Tips:

Mention the stage you're at in your career, include a skill, achievement, hobby, interest or experience which is relevant to the opportunity you would like (e.g. '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'). Pinpoint which type of arrangement or contract you want (work experience, part-time employment, apprenticeship e.g. 'I am looking for part-time paid work in Prop and Set Design')

Skill words	Personal qualities words	'Action' words
Analysing Attention to detail	Adaptable to new situations Calm under pressure	Demonstrated Good at
Budgeting	Capable	Developed
Calculating	Careful	Successfully achieved
Good communication skills	Caring	Experienced in
with customers	Cheerful/happy	Participated in
Computing/keyboard	Determined	-
Creating	Hardworking	
Customer service	Enthusiastic	
Leading	Energetic	
Negotiating	Friendly	
Numerical	Keen to learn	
Organisation	Honest/trustworthy	
Persuading	Organised	
Planning	Patient	
Presentation	Polite	
Repairing	Positive	
Teamwork	Reliable	
Using tools	Responsible	
	Presentable	
	Self-reliant	

Willing

Action Verbs

Please find below lists of action verbs you can use when writing CVs, covering letters and application forms. The **bold** words are especially good for pointing out **accomplishments**

Management Skills

Administered, analysed, assigned, **attained**, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, **improved**, **increased**, organized, oversaw, planned, prioritised, produced, recommended, reviewed, scheduled, **strengthened**, supervised

Communication Skills

Addressed, arbitrated, arranged, authored, collaborated, **convinced**, corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, spoke, translated

Research Skills

Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Technical Skills

Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, **overhauled**, programmed, remodelled, repaired, solved, **upgraded**

Teaching Skills

Adapted, advised, clarified, coached, communicated, coordinated, demystified, developed, enabled, encouraged, evaluated, explained, facilitated, guided, informed, instructed, persuaded, set goals, stimulated, trained

Financial Skills

Administered, allocated, analysed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

Creative Skills

Acted, conceptualised, created, customized, designed, developed, directed, established, fashioned, **founded**, illustrated, initiated, instituted, integrated, introduced, invented, **originated**, performed, planned, **revitalized**, shaped

Helping Skill

Assessed, assisted, clarified, coached, counselled, demonstrated, diagnosed, educated, **expedited**, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Clerical or Detail Skills

Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

More Verbs for Accomplishments

Achieved, expanded, improved, pioneered, reduced (losses), resolved (problems), restored, spearheaded, transformed

Fiona Jones

13 Valley Lane

Woodby



fluffybear@pipex.com

Personal Details:

Marital status: single

Children: none Health: good

Nationality: British

Employment experience

2014: paper round for ABC newsagents (left after disagreement with manager).

2015-date; Saturday job at Streetwise Fashions (assisting in running of high street job)

Education and Qualifications

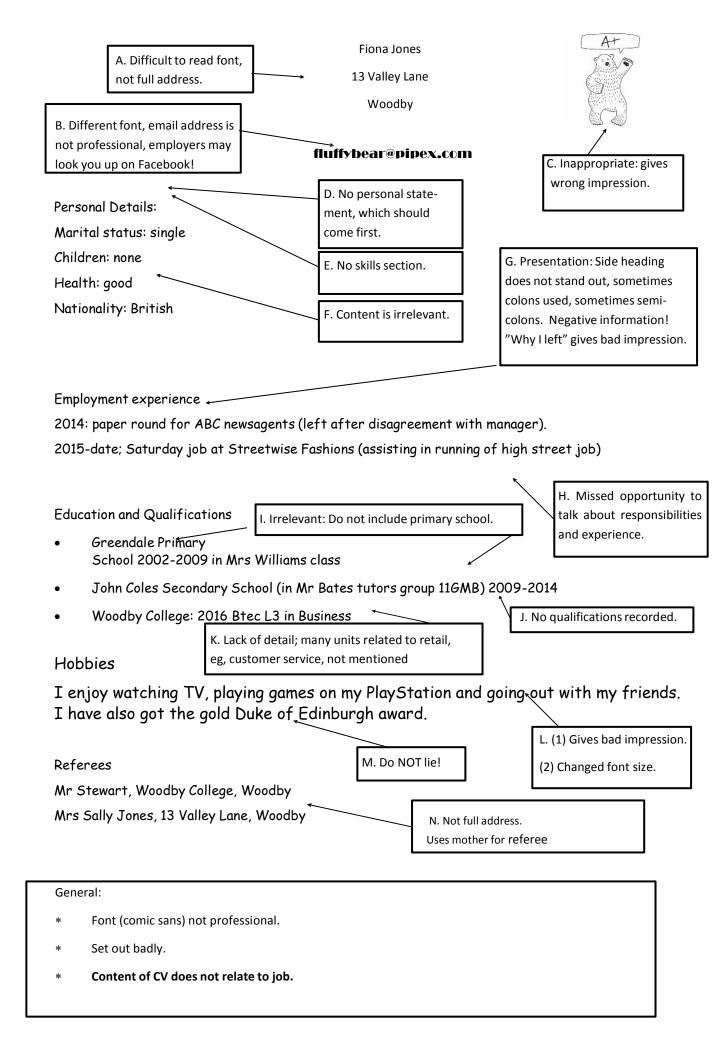
- Greendale Primary School 2002-2009 in Mrs Williams class
- John Coles Secondary School (in Mr Bates tutors group 11GMB) 2009-2014
- Woodby College: 2016 Btec L3 in Business

Hobbies

I enjoy watching TV, playing games on my PlayStation and going out with my friends. I have also got the gold Duke of Edinburgh award.

Referees

Mr Stewart, Woodby College, Woodby Mrs Sally Jones, 13 Valley Lane, Woodby



Sam Bennett

27 Longtree Road,Mobile:06661113452Woodby, AT14 6RJEmail:sbennett@isp.com

PERSONAL STATEMENT:

Enthusiastic, hardworking and energetic sixth form school leaver looking for an opportunity to develop a career in food retailing. Excellent customer care skills and able to keep calm in demanding situations. Keen to learn new skills and takes pleasure in helping people.

SKILLS AND QUALITIES:

Communicating: Proven ability to communicate with customers, resolving queries and complaints. **Eye for detail**: Good at ensuring stock is placed correctly, thorough checking of data entry. **Flexibility**: Happy to multi-task and move from job to job.

EMPLOYMENT HISTORY:

2015 – present: part-time customer service assistant at Asda.

- Resolving customer issues on daily basis.
- Recording customer orders and queries on store IT systems.
- Stock checking in store room.
- Experience of varied positions in store, including checkout, shelf stocking, delicatessen, cleaning.
- Awarded employee of the month for customer service.

2014 - 2015: Paper round with next door newsagents.

- Early weekend and weekday starts.
- Organising 400 papers for delivery.

EDUCATION:

John Coles Secondary School

2009 - 2014: Nine GCSEs (Maths C; English Language D; English Literature D; Science BB; Art B; DT (Food) C; Geography D; Drama C)

Woodby College

2014 - 2016: BTEC Level 3 in Business. This course included units on customer care and understanding how businesses work. I also had successful work experience as part of the course at Bicknell Freight, working in the finance offices, where I developed teamwork skills and confidence in using my initiative. I was asked back in the holidays as a clerical assistant to cover for a maternity leave.

INTERESTS:

St John's Ambulance (qualified First Aider), Volunteer at Youth Club for children with learning difficulties, member of Woodby Cycle Club.

REFEREES:

Mrs Linda Blake, Customer Service Supervisor, Asda Store, Woodby AT16 YPP

Tel: 01249 826666 email: lblake@asda.ltd.co.uk Mr John Poole, Woodby College, Woodby AT13 9LL Tel: 06661827777 email: jp@woodbycollege.com

Name:
Address:
Telephone:
Email:
Personal statement:
Education:
Qualifications:
Employment/work experience:
Achievements:
Interests:
References:

My Personal Qualities and Skills

Name:

Quality:	Evidence
eg, Reliable	eg, Working part time in the local shop for 2 years
Skills	Evidence
Skills eg, Leadership	Evidence eg, Patrol Leader at Scouts

My Action Plan Name: Date: Where am I now? My aim(s): How will I get there? *Next steps:* Remember to include application closing dates What Do I Need To Do Who Can Help By When Completed Contacts Made

Company and Contact Name	Email/Tel No.	Date	Details	Follow up

Sources of information:

Apprenticeship website- https://www.gov.uk/apply-apprenticeship

Indeed Jobs- https://www.indeed.co.uk/jobs?q=A-level+School+Leaver

bConstruct- http://www.citb.co.uk/bconstructive/

Not Going to Uni- https://www.notgoingtouni.co.uk/

JTL- http://www.jtltraining.com/

Mon Motors- http://www.monmotors.com/careers/

 $Target\ Careers\ \underline{https://targetcareers.co.uk/careers-advice/choosing-your-career/385901-popular-jobs-for$

school-leavers-and-graduates

Jora https://uk.jora.com/A-level-School-Leavers-jobs

Guide to UK Degree Apprenticeships

What are Degree Level Apprenticeships?

Degree Apprenticeships are like being sponsored through your degree. It is a way to earn a degree while working and your employer covers the costs of your degree. As a Degree Level Apprentice, you will be earning money while you learn and have no student debt hanging over you when you graduate.

What could I learn?

Degree Apprenticeships are being created in many different industries and to cover a wide range of roles. As the Degree Apprenticeships have been designed by companies, in conjunction with partner universities, this ensures that apprentices will acquire the skills and knowledge required for their industry.

How are the Degree Apprenticeships structured?

As a degree apprenticeship you will typically spend around 80% of your time in the workplace, doing on the job training and gaining practical experience. The remaining 20% of your time will be spent at university. You will finish with a full degree plus on the job work experience. In some cases it might take up to 5 years to get your degree as you are working part time while you study.

What are the benefits of doing a degree apprenticeship instead of going to university?

Taking a Degree Apprenticeship is not an easy option. You could find that you are working up to four days a week and then you have to attend university, write essays and submit coursework. This means that typically you will have to study evenings and weekends, so there won't be that much time for socialising. You will need to be focused and determined to do well. On the plus side, you will be learning job specific skills which are highly sought after by employers as well as gaining a degree which will make you highly employable by the time you finish. You will also graduate debt free.

What grades do I need to do a degree apprenticeship?

The grades required vary depending on the employer. Typically they are looking for school leavers with 2 or 3 good A-levels but this is not always the case so check with the companies you are interested in for their individual requirements.

Can anyone do a degree apprenticeship?

You will need to be eligible to work in the UK as you will be employed and not just a student. There are no age restrictions but the arrangements for funding are different. Training costs for apprentices aged 18 - 24 will be funded by the government. If you are aged 24 or over you may be asked to contribute towards the costs.

Will I be paid during my degree apprenticeship?

Yes. You will be paid a wage and your university tuition fees will be paid for by your employer. You will be responsible for covering your accommodation and living costs.

Where will I live during my Degree Apprenticeship?

Depending on your circumstances you can either live at home or in some cases you could live in rented accommodation near to your place of employment. You may find that there are other apprentices also moving away from home for the first time and you could rent with a group of other degree apprentices. Employers will often help you with this as they are aware that you might be moving away from home for the first time without the community of on-campus living you would have if you were going to university.

How do I apply?

Degree apprenticeships are advertised by the companies recruiting, in the same way a job would be. Companies could be recruiting for Degree Apprentices all year round but you may also find an increase in the number of vacancies advertised after A-level results between September and February. Each one has its own closing date and there is not an application cycle or process that is common to all.

Can I choose which university I study at?

Unfortunately not, each company has set up a programme for the Degree Apprentices in conjunction with a partner university. Some companies may have more than one university, but generally you will be expected to study at the university your employer has partnered with to deliver the Degree apprenticeship

Where can I find vacancies?

Degree Apprenticeships are advertised on the government website: https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch

Career Paths:

- Aerospace Engineering
- Aerospace Software Development
- Accounting
- Automotive Engineering
- Banking
- Business & Finance
- CAD Design/Structural Engineering
- Chartered Manager
- Chartered Surveying
- Coding
- Construction
- Defence Systems Engineering
- Digital Technology Solutions
- Economics
- Electrical/Electronic Technical Support
- Electronic Systems Engineering

- Facilities Management Supervisor
- Food Industry Technical professional
- Healthcare Science practitioner
- Information Technology
- Laboratory Science
- Law
- Manufacturing Engineer
- Marketing
- Nuclear Science
- Process Automation Engineer
- Product Design & Development Engineer
- Registered Nurse
- Radiography
- Retail Management
- Solicitor
- Technical Support Engineer

The number and variety of degree apprenticeships is growing year on year with many Russell Group universities now offering these courses

Higher and Degree Level Apprenticeship Providers

Please note this list was created November 2018, however there is no centralised database and vacancies and opportunities can change

Employers	
Accenture	Inter Continental
Air Force	Jaguar Landrover
Airbus	JD Sports
Altran	Jigsaw
Army	John Lewis
Astra Zeneca	JP Morgan
BAE Systems	KPMG
Balfour Beaty	Lloyds
BAM Nuttel	Lloyds
Bishop Fleming	London & County
Bright Futures	Marks and Spencer
British Telecom	Mars
Broughton Laboratories	Mazars
Buro Happold	MBDA
Cap Gemini	Menzies LLP
Capgemini	MoD
Carrillion	Moet & Chandon
CGI	Moore Stephens
Channel 4	National Grid
Cisco	Navy
Civil Service Fast Track	Nestle
Clarksons Platou	Network Rail
Crowe	NHS - RUH and UK
Daimler group	Pfizer Inc
Dentons	PwC
Dunelm	QinetiQ
Dyson	RBS
EDF Energy	Renishaw
EEF Manufacturing	Rocket makers
EON	Rolls Royce
Ernst Young	Rotork
Fujitsu	RSM
GoCompare	SABIC UK Petrochemicals
Goldman Sachs	Santander
Gov Econ Services	Sellafield
Grant Thornton	Siemens
Greencore Group	Sky
GSK	Smith Williamson
Hacker Young	Tata Steel
Hanson	TK Maxx
Hewlett Packard	Toyota Manufacturing
HMRC	Transport for London
HMRC	UCB Lab Research
House of Fraser	Unilever
LICEC	

Vauxhall

Vodafone

Wessex Water

HSBC

HSBC

IBM

University	examples of courses - others may be available
Anglia Ruskin University	Supply Chain Management
Anglia Ruskin University	IT and Digital Technology
Anglia Ruskin University	Engineering
Anglia Ruskin University	Management
,	Construction
Anglia Ruskin University Aston University	
Bath Spa University	Digital Technology Solutions
Belfast Met	
Birbeck, University of London	Drond and Tooks along
Birmingham City University	Broadcast Technology
Birmingham City University	Assistant Health Practitioner
Birmingham City University	Chartered Surveying
Bournemouth University	
Buckinghamshire New University	Chartered Manager
Buckinghamshire New University	Professional Accounting/Taxation Technician
Buckinghamshire New University	Digital Technology & Solutions
Buckinghamshire New University	Manufacturing Engineer
Calderdale Collge	
Canterbury Christ Church University	
City University	Legal
Coventry University	Management & Leadership at Work
De Montfort University	
General Assembly	IT/Coding
Harper Adams	
Kent University	Economics
Kings College London	
Kingston University	
Lancaster University	Aerospace engineering
Leeds Beckett	
Leeds City College	
Liverpool John Moores	Chartered Surveyor
Liverpool John Moores	Construction
London South Bank University	Building Surveying
London South Bank University	Quantity Surveying,
Loughborough	Digital and Technology Solutions
Manchester Metropolitan	Digital and Technology Solutions
Mayden Academy	IT/Coding
Middlesex University	
Northumbria University	Digital and Technology Solutions
Nottingham Trent University	Food & Science Technology
Oxford Brookes	
Pearson College	
Queen Mary University	Digital & Technology Solutions
Sheffield Hallam University	Chartered management
Sheffield Hallam University	Engineering
Sheffield Hallam University	Facilities Management
Southampton Solent	Chartered Management

University	examples of courses - others may be available
Staffordshire University	champles of courses - officis may be available
Teeside University	
UKTefl - Not Degree	
University College of Estate Management	
University of Bedfordshire	
University of Birmingham	
University of Bradford	
University of Brighton	
University of Cambridge	2020 Entry
University of Chester	
University of Chichester	Digital & Technology Solutions
University of Derby	
University of East London	Digital and Technology Solutions,
University of East London	Civil Engineering Site Management,
University of East London	Construction Site Management
University of East London	Construction Design Management.
University of Essex	Digital & Technology
University of Essex	Electronic Engineering
University of Exeter	Digital & Technology Solutions
University of Gloucester	
University of Greenwich	IT
University of Hertfordshire	Chartered Manager: Business and Management
University of Hertfordshire	Digital and Technology Solutions Professional
University of Hertfordshire	Electronic Systems Design and Development Engineer
University of Huddersfield	
University of Hull	
University of Leeds	
University of Lincoln	Food Manufacturing
University of Northampton	
University of Nottingham	
University of Plymouth	
University of Portsmouth	
University of Roehampton	Digital & Technology Solutions
University of Salford	Signal & Technology Solutions
University of Staffordshire	Digital & Technology Solutions
University of Sunderland	Digital & Technology Solutions
University of Wales Trinity St David	Digital & rectitiology solutions
University of Warwick	
University of West London	Digital & Technology Solutions
1	Digital & Technology Solutions
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University of West of England	Leadership Digital & Tachnology Solutions
University of Winchester	Digital & Technology Solutions
University of Wolverhampton	
University of Worcester	Leadership & Management
UWE Bristol University	

Company name: Contact name: Opportunities highlighted: Notes and follow up: Company name: Contact name: Opportunities highlighted:

Employer Presentations

Notes and follow up:

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