

N E X T S T E P S



DRIFFIELD
SCHOOL
& SIXTH FORM



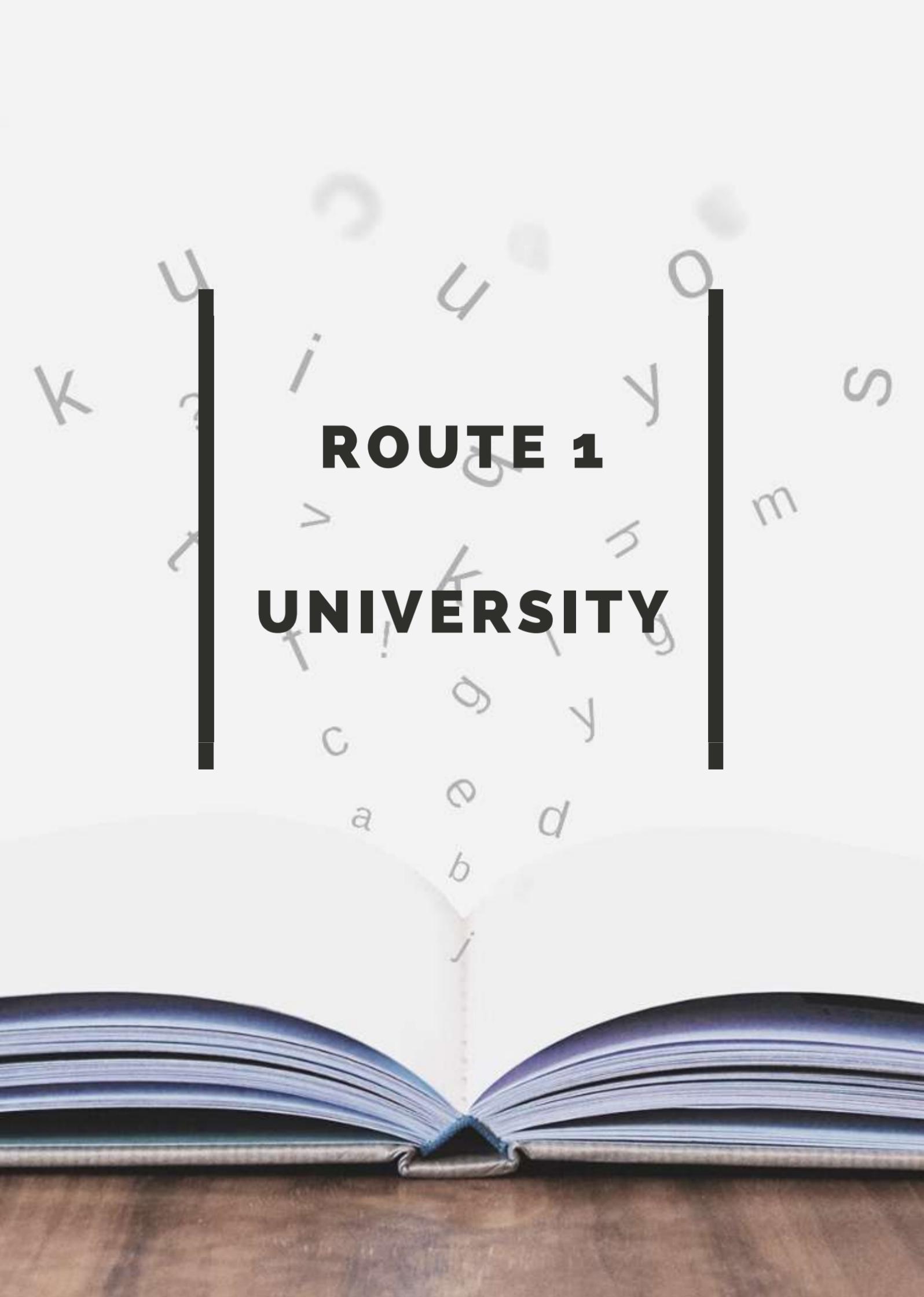
CONTENTS

ROUTE ONE: UNIVERSITY

- 4**
Thinking outside the box
- 5**
Research tasks
- 8**
Personal Statement planning
- 10**
Useful websites
- 11**
UCAS Tariff

ROUTE TWO: APPRENTICESHIPS

- 13**
Introduction
- 14**
Research
- 16**
CVs
- 19**
Letter of application
- 23**
Interviews



ROUTE 1
UNIVERSITY

THINKING OUTSIDE THE BOX

There is always a temptation to stay with what we know and never to explore what lies beyond. This is never more relevant than when researching courses Post 18. Students have been comfortable with subjects that are familiar to them through their school career from age 5 to the present day. If they are not made aware of the vast choices of opportunities Post 18, then they might always stick with what they are familiar with.

Now there isn't anything wrong with doing English, Chemistry, Maths, Biology etc. but let's just take a look at those things which lie outside their current experiences and could provide them with a whole new opportunity.

There has been an explosion of courses at University and college and the range is amazing. To give them some idea of this range, get them to do a little research and find out what the following courses are all about:





RESEARCH TASK 1

1. How many UCAS points is grade A at A Level?
2. How many UCAS points is grade A* at A Level?
3. How many UCAS points is grade B at AS Level?
4. How many UCAS points is grade C at A Level?
5. You get BCC at A Level and B at an AS Level – what is your total UCAS points score?
6. A university asks for 120 points, what grades do you need?
7. You are predicted BBC and have got a grade C in your EPQ (like AS Level), a University is asking for 180 points, is it worth applying?
8. What is a HND?
9. How long does a Foundation degree normally last?
10. What type of degree does BA stand for?
11. What type of degree does BSC stand for?
12. What type of degree does B Eng stand for?
13. What does QTS stand for?
14. How many years does a normal degree last?
15. What is an undergraduate?
16. What is a post graduate?
17. What is a single honours degree?
18. What is a joint honours degree?
19. What is a combined honours degree?
20. What is a sandwich degree?
21. What is the difference between a CAMPUS and a CITY university?
22. Name one campus and one city university.
23. Name 3 ways in which you can find out about a university
24. How do you apply for a place at University?
25. What grades appear on your application to University?



RESEARCH TASK 2

1. Do you need Maths GCSE at Grade 5 or above to go to University?
2. Do you need English GCSE at Grade 5 or above to go to University?
3. Do you need a MFL at Grade 5 or above to go to University?
4. Name 4 institutions in our local area offering Higher Education courses
5. What is the average starting salary of a graduate?
6. How much are the tuition fees this year at most UK universities?
7. When do you pay this?
8. Do you have to pay your tuition fees if you have a year abroad?
9. How do you pay back your student loan?
10. Name any types of FREE MONEY that you can access if you go to
11. University
12. What does DEFER mean in the sense of "deferring your entry"?
13. Will you automatically get a place if you meet the requirements of
14. a University offer?
15. What is this type of offer called?
What is an offer called if it doesn't matter what grades you get?
16. When is the deadline for applying to University through UCAS?
What is the deadline if you are studying Medicine, Dentistry or
17. Veterinary?
18. What is the deadline if you want to go to Oxford or Cambridge?
19. What are these two Universities known as together?
20. What is the name of the piece that you write about yourself?
21. How long is this?
What will your reference comprise of?
22. Who will write it?
How much does it cost to make an application to more than one
23. University?
24. How much does it cost to make an application to one University to
25. do one course?

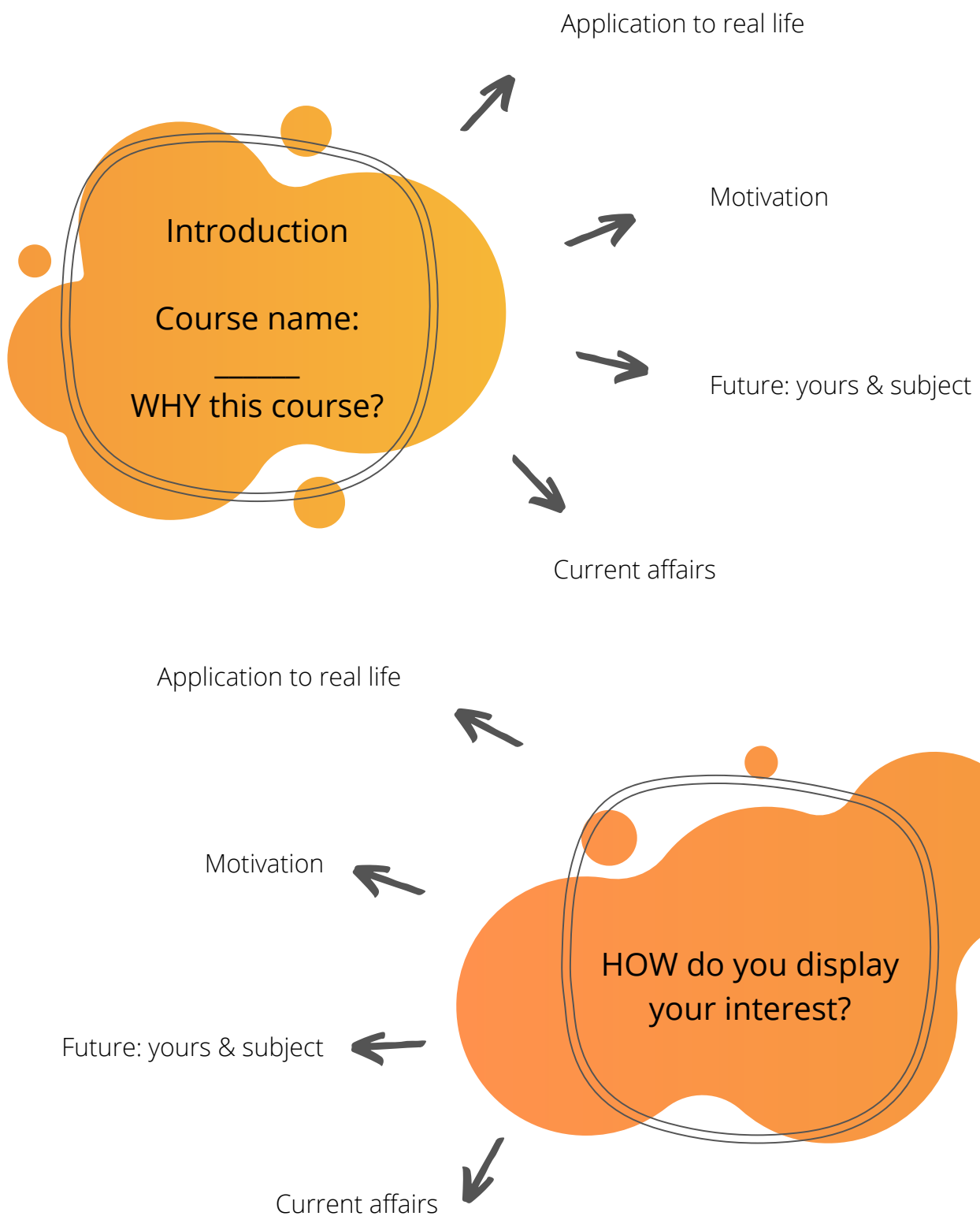


RESEARCH TASK 3

1. Name the cheapest places for student accommodation in the UK?
2. Name the University which has the most men?
3. Name the University which has the most women?
4. Name the University outside London with the lowest graduate unemployment?
5. Name the University with the highest fail rate?
6. Who should read your personal statement?
7. When should you have a first draft done by?
8. When do you apply for student loans?
9. When do you apply for a bursary?
10. When do you apply for a scholarship?
11. How do you apply for student loans?
12. How do you apply for a maintenance grant?
13. How do you apply for a tuition fee loan?
14. I don't need to take out a loan, do I need to apply?
15. How much do your parents need to earn for you to be eligible for a maintenance grant?
16. What happens if I decide to change my mind after I've made an application?
17. What is clearing?
18. When can you start to use clearing?
19. When are the results due for A Level exams this year?
20. Will any Universities ask for an A* at A Level?
21. Are there any extra tests that you have to do if you want to go to University besides your A Levels?
22. Are there any other application forms you need to fill in if you want to go to University?
23. How can you keep track of your offers from Universities?
24. What is a FIRM choice?
25. What is an INSURANCE choice?

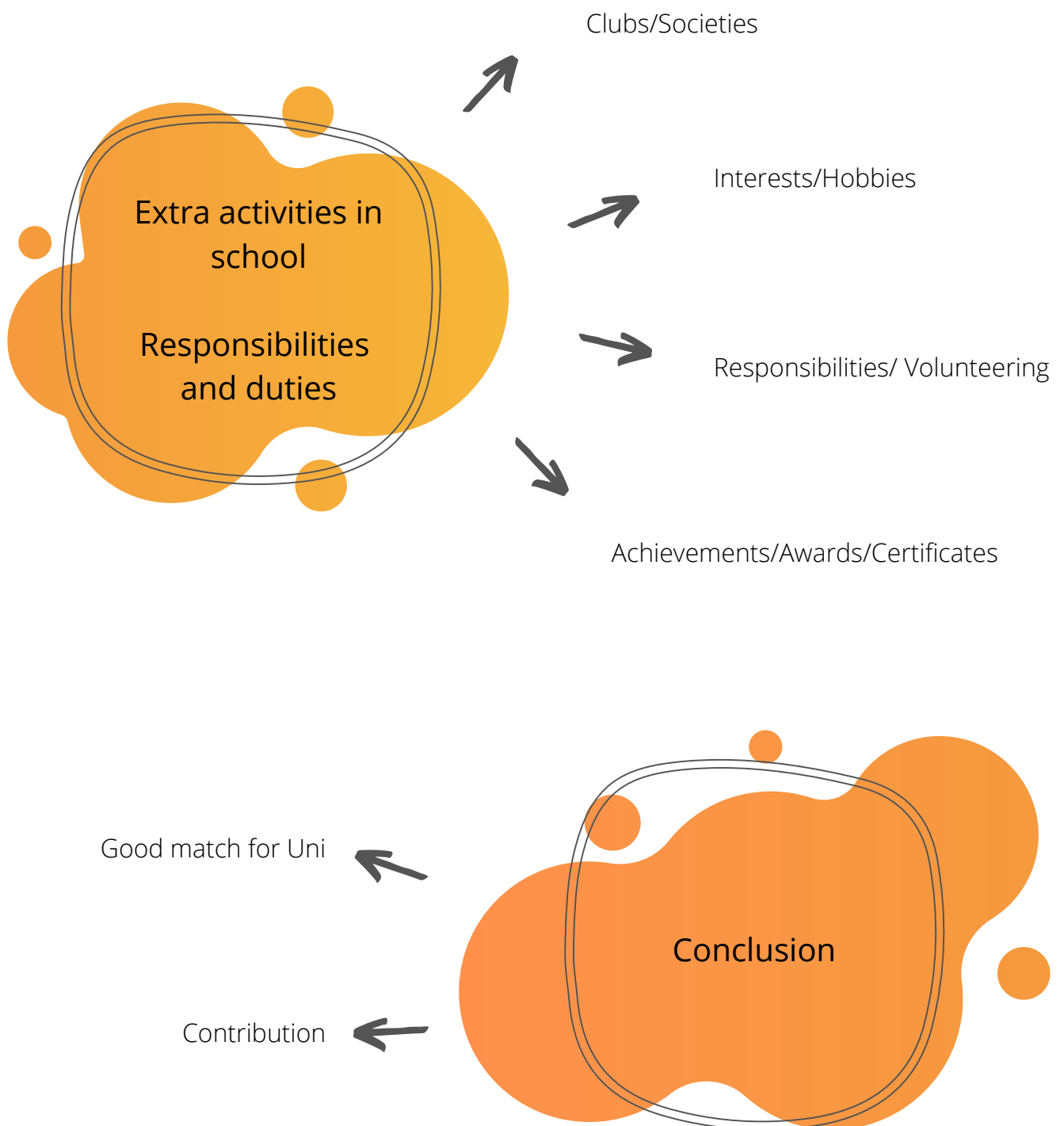


BRAINSTORM YOUR UCAS PERSONAL STATEMENT





BRAINSTORM YOUR UCAS PERSONAL STATEMENT



IMPORTANT INFO

www.thecompleteuniversityguide.co.uk

I guess you could find everything you need here, but especially useful is the very up to date section on Bursaries and Scholarships - FREE MONEY!!!

www.ucas.com

The website for ALL students. You can make your application from here, find out about courses, course requirements, scholarships, EVERYTHING and link to all institutions.

www.qaa.ac.uk

has teaching and research quality ratings and full detailed reports on each subject or University. Click on REVIEW and REPORTS to search latest reports on every course or especially for STUDENTS to look at subject overviews or institution overviews

www.theguardian.com/education/universityguide

The Guardian's brilliant subject and league tables

www.thestudentroom.co.uk

full of everything from advice about University to sample Personal Statements

www.hotcourses.com

Click top tab "Find a Course" and then "Degrees and Undergraduate courses" you can do a course search.

www.accommodationforstudents.com / www.studentpad.co.uk / www.unite-students.com

a fascinating insight into all you need to know about accommodation at every Uni in the UK.

www.studentbeans.com

great fun website, very informal style, lots of fun links (and some serious stuff too)

www.push.co.uk

a great guide which tells it like it really is for every University in the country. Great articles too on student finance, life etc.

www.theuniguide.co.uk

A comparison website designed for going to University

www.gov.uk/student-finance

the website for everything on student finance

www.moneysavingexpert.com/students

General financial advice for students

UCAS TARIFF

GRADE	A LEVEL TARIFF	AS LEVEL TARIFF
A*	56	x
A	48	20
B	40	16
C	32	12
D	24	10
E	16	6

- Please note, the EPQ is worth half of the A Level Tariff.
- Work out your likely points:
- <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator>

A low-angle, upward-looking photograph of several modern skyscrapers with glass facades, creating a sense of height and architectural scale. The buildings are arranged in a way that they seem to converge towards the top of the frame. The sky is a pale, hazy blue.

ROUTE 2

APPRENTICESHIPS



APPRENTICESHIPS

An opportunity to train whilst in a job and gain a wage at the same time

They exist at three levels:

INTERMEDIATE

Post GCSEs

ADVANCED

Post GCSEs

HIGHER

Post A-Levels

THINGS YOU NEED TO KNOW

- They are highly competitive - particularly in our area
- The wage you can obtain is not always very high
- They will have entry criteria
- Gaining good A-Levels gives you a great advantage
- You can apply through the national apprenticeship programme, or directly to employers, or through a college
- You are not always guaranteed a job after you finish



RESEARCH

www.notgoingtouni.co.uk

A good website for info about other opportunities that exist

www.unisnotforme.com

A website set up by a young person highlighting other options out there

www.apprenticeships.org.uk

The national apprenticeship website contains info on what range of apprenticeships are available across the country

www.apprenticeshipguide.co.uk

a lively guide to all things apprenticeship

www.open.ac.uk

Distance Learning degrees that have lower fees

www.kaplan.co.uk

Kaplan are a training organisation who can help secure training and apprenticeships in industry. Particularly useful for accountancy



RESEARCH

www.cascaid.co.uk/kudos

Explore a world of careers - ask Mr. Andrews for login info

www.ucas.com/progress

UCAS' new website for students looking for further courses and Apprenticeships that don't necessarily mean going to Uni

heta.co.uk

Humberside Engineering Training Association

www.pwc.co.uk/careers/student-jobs.html

Price Waterhouse Cooper

<https://eygbl.referrals.selectminds.com/student-opportunities>

Ernst and Young - business finance, tax, accounts see the FAST TRACKS programme

www2.deloitte.com/uk/en/careers/life-at-deloitte.html

Deloitte "Bright Start" Business services



CURRICULUM VITAE

For both apprenticeships and employment you will need:

- A competitive CV that looks professional
- A cover letter



WRITING A CV

A CV (or curriculum vitae) is a short list of facts about you and your work history, skills, qualifications and experience. A good CV is essential when looking for work and it is worth spending time getting it right so it sells you to an employer.

Your CV should:

- be neat, typed if possible and to the best standard you can achieve in content and layout
- be short, 2 sides of a sheet of A4 paper is normally enough
- be positive, it should emphasise your achievements, strengths and successes
- make a good impression. This means presenting the facts about yourself in a positive way.

How to use your CV

Send your CV with a covering letter or email asking companies if they have any current or future vacancies.

Use your CV to help you remember all the dates and information you need each time you need to fill in an application form.

When applying for jobs by phone it can help if you are asked to give more information about previous jobs.

Having your CV with you while you're waiting to be called in to an interview can help refresh your memory. You can also leave a copy with the interviewer if they do not already have one.

Recruitment agencies may sometimes ask to see your CV before you can register with them.



WHAT TO INCLUDE

There is no set format – how you present your CV is up to you. However, you should include at least the following:

- name
- address
- phone number
- email address
- qualifications
- career history

Put your most recent job first and include dates. Employers will be more interested in what you have done recently. Emphasise the skills and experience you have gained across those jobs (for example, skills in dealing with customers or communication skills).

You don't need to include your date of birth

Laws on discrimination mean that you don't need to put your age or date of birth on your CV.

Here are some examples of what you may want to include:

A personal profile

This is a short statement at the beginning of your CV to sell yourself – your skills, experience and personal qualities. You could include positive words such as “competent”, “adaptable”, and “conscientious”.

Tailor the statement to the requirements of each job that you apply for, so that you make it clear to the employer that you're right for the job.

Achievements

Mention things you did well in your past jobs which could be relevant to the job you're applying for.

Qualifications and training

Include any qualifications and training from previous jobs (for example, training in health and safety or a certificate in food hygiene). Put the most recent first and include any qualifications that you got from school or college.

Interests

These can support your application if your hobbies and leisure activities highlight responsibilities and skills that are relevant to the job you're applying for. Perhaps you belong to a club or a society which you organise activities for, or you use leadership skills or teamwork.

WHAT TO INCLUDE CONTINUED

Other information

If there are gaps in your CV it can be helpful to include this. If you had a career break because you were caring for children or elderly relatives, make this a positive thing and think about the skills you used doing this. If the job you're applying for is different from what you've done in the past, explain why you're interested in the new type of work.

References

It's good to have two or more people who can provide a work or personal reference. Ideally, one should be your most recent employer. If you haven't worked for a while it could be someone who has known you for a long time. It should be someone who can comment on your qualities in relation to the job. You should ask the person to agree to this beforehand.

A quick search via your favourite search engine will bring up examples of good CVs



HOW TO APPLY

- Upload your details to a jobsite such as
 - getmyfirstjob.co.uk
- Direct and speculatively to prospective employers
- Through an organisation like Kaplan
 - kaplan.co.uk



GetMyFirstJob
Where it all starts.

LETTER OF APPLICATION

Employers may receive hundreds of applications for a job, so it's vital to make sure that the letter or e-mail you send with your CV/résumé creates the right impression. It's your opportunity to say why you want the job and to present yourself as a candidate for the post in a way that impresses a prospective employer and makes you stand out as a prospective employee.

Before you start: Read the advert closely so that you can tailor your application to the requirements of the job

Research the organization: this will show prospective employers that you really are interested in them.

Composing the letter or email

General points: Keep it brief. You don't need to give a lot of detail. What you are aiming for is a clear and concise explanation of your suitability for the job.

Begin your letter or email 'Dear Mr/Mrs/Ms xxxx' if you know the person's name, or 'Dear Sir or Madam' if you don't know their name.

Avoid inappropriate language such as slang or technical jargon.

Use brief, informative sentences and short paragraphs.

Check your spelling, grammar, and punctuation carefully. Some employers routinely discard job applications that contain such mistakes.



APPLICATION STRUCTURE

The usual order of a job application letter or email is:

The position applied for: give the title of the job as a heading, or refer to it in the first sentence of your letter, using the reference code if there is one. This will ensure that your application goes directly to the right person in the organization. You should also mention where you saw the job advert or where you heard about the vacancy. If you heard about it through someone already working for the company, mention their name and position.

Your current situation: if you're working, briefly outline your current job. Pick up on the job requirements outlined in the advert and focus on any of your current skills or responsibilities that correspond to those requested. For example, if the advert states that management skills are essential, then state briefly what management experience you have. If you're still studying, focus on the relevant aspects or modules of your course.

Your reasons for wanting the job: be clear and positive about why you want the job. You might feel that you are ready for greater challenges, more responsibility, or a change of direction, for example. Outline the qualities and skills that you believe you can bring to the job or organization.

Closing paragraph: in the final paragraph you could say when you'd be available to start work, or suggest that the company keep your CV/résumé on file if they decide you're not suitable for the current job.

Signature: if you are sending a letter rather than an email, always remember to sign it and to type your name underneath your signature.

Speculative job applications

If you know that you want to work for a particular company or organization but you haven't seen an advert for a suitable vacancy, you could submit a speculative application. This should consist of your CV/résumé, tailored to the type of job you're interested in, together with a covering letter of application. Keep your letter short and positive: say why you are particularly interested in working for the organization in question and outline what skills, qualifications, and personal qualities you have to offer.

If possible, address your application letter (or email) to the person in the organization who is in charge of recruiting new staff. You could find this out by phoning the organization directly or consulting its website. If you are applying by letter, rather than email, you could enclose a stamped addressed envelope to increase your chances of a response.

APPLICATION EXAMPLES

Example 1 - Specific application

12 Clover Way
Swindon
SN2 4MR
12 March 2020

The Recruitment Officer
Partington Borough Council
Partington
Manchester
M31 4FY

Dear Sir or Madam,

Vacancy for Social Worker (Children's Services), Partington Borough Council

I am writing in reply to your advert for the above post, which appeared in The Guardian on 9 May 2008, and I attach my CV for your attention.

As you will see from my CV, I am currently studying for a BA (Hons) in Social Work at Thames University, Swindon, and will be graduating in June 2008. Successful completion of this degree will give me fully qualified social worker status with the GSCC. As an experienced primary school teacher I have a real enthusiasm and flair for working with children and wish to transfer the interpersonal, communication, and motivational skills that I gained in my teaching posts to a new career in social work. In addition, I have a long-standing interest in developing children's potential with regard to sporting activities, and am currently the manager of an under-11s football team.

I feel that as a social worker, I can make a real difference to the lives of the children and families of your area; I would also welcome the chance to work for a local authority such as your own, where I would be part of a small and committed team. One of my work placements during my degree course was with a local authority of a similar size, so I am familiar with working in this type of environment.

I look forward to hearing from you in the near future.

Yours faithfully

Charles Morton

APPLICATION EXAMPLES

Example 2 - Speculative application

478 Barton Avenue
Coventry
CV6 2LK
12 March 2020

Mr T R Fowler
Head of Graduate Recruitment
Human Resources Department
The Library of Political Science
LONDON
WC1 4HY

Dear Mr Fowler,

Vacancies for Librarians

I am writing to enquire if you have any vacancies for librarians at graduate entry level and enclose my CV in application.

As you will see from my CV, I have just completed an MA in Library and Information Studies at City University, London, and I also hold a BA (Hons) in Politics from Oxford Brookes University. I am now keen to combine my knowledge of Politics with a career in librarianship: your organization has a high reputation as one of the world's leading specialist subject libraries and I believe that I could make a real contribution to managing its collections and promoting their use.

My MA, which is recognized by the Chartered Institute of Library and Information Professionals, has equipped me with an in-depth knowledge of modern information services and I would welcome the opportunity to be involved in the management and development of your collections of e-journals and other electronic publications. I am conscientious, hardworking, and a good communicator and am particularly interested in enhancing my skills as a librarian in an institution which encourages very high standards of personal development.

I would be happy to attend for interview at your convenience and would be able to start work from early October onwards. If you do not have any suitable openings at present, I would be grateful if you would keep my CV on file should any future vacancies arise.

Yours sincerely

Jenny Harrison

THE INTERVIEW

In the days before your job interview, set aside time to do the following:

Research the company so you can go into your interview with a solid understanding of the requirements of the job and how your background makes you a great fit. Read company reviews to learn more about the company culture and what others are saying about this employer.

Prepare your answer to the common question: "Tell me about yourself, and why are you interested in this role with our company?". The idea is to quickly communicate who you are and what value you will bring to the company and the role.

Re-read the job description. You may want to print it out and begin underlining specific skills the employer is looking for. Think about examples from your past and current work that align with these requirements. Prepare to be asked about times in the past when you used a specific skill and to tell stories with a clear Situation, Task, Action and Result. Writing out a few examples before the interview can help you respond with good quality answers.

Practise! Actually practising your answers out loud is an incredibly effective way to prepare. Say them to yourself or ask a friend to help run through questions and answers. Ask your friend for feedback in your answers. You'll find you gain confidence as you get used to saying the words.

KEY QUESTIONS



- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why should we hire you? or What can you do for us that other candidates can't?
- What are your goals? or Where do you see yourself in five years' time?
- Why do you want to work here?
- What are three positive things your last boss would say about you?
- What makes a good team member?
- What motivates you?
- How would your friends describe you?
- What salary are you seeking? -

FIRST IMPRESSIONS

- Dress for the job you want. If you're speaking to a recruiter before the interview, you can ask them about the dress code in the workplace and choose your outfit accordingly. If you don't have someone to ask, research the company to learn what's appropriate.
- Don't forget the little things. Shine your shoes, make sure your nails are clean and tidy, and check your clothes for holes, stains, pet hair and loose threads. Brush your teeth and use floss.
- Plan your schedule so that you can arrive 10–15 minutes early. Map out your route to the interview location so you can be sure to arrive on time. Consider doing a trial run. If you're taking public transport, identify a backup plan if there are delays. Pro-tip: When you arrive early, use the extra minutes to observe the workplace dynamics.



MANNERS & BODY LANGUAGE

Non-verbal communication can be just as important as anything you say in the interview. Use confident, accessible body language. Smile frequently. Make eye contact when you're speaking. Sit or stand tall with your shoulders back. Before the interview, take a deep breath and exhale slowly. This will help you manage any feelings of anxiety and will encourage greater self-confidence.

Treat every single person you encounter with respect. This includes people on the road and in the parking lot, security and front desk staff. Treat everyone you don't know as though they're the hiring manager. Even if they aren't, your potential employer might ask for their feedback.

Nail the handshake. During a job interview, the hiring manager should extend their hand first to initiate the handshake. Stand, look the person in the eye and smile. A good handshake should be firm but not crush the other person's fingers.

NOW IT'S

OVER

TO YOU!