

WHAT'S NEXT FOR ME?



INTRODUCTION

3

EMPLOYABILITY SKILLS

6

SOCIAL MEDIA

10

WORK EXPERIENCE

12

WHAT'S AVAILABLE

18

APPLYING FOR JOBS

25

INTERVIEWS

35

APPENDIX

42



Welcome to the 2022/23 edition of the DWP East London Support for Schools Results Guide. We are sure that you are glad to be back in school and seeing your friends and teachers.

We have created this guide for you, and it is filled with everything you need to know about the post 16 options available to you. There is also information about what employers are looking for. You will also be evaluating at your study skills, doing a self-assessment on what skills you have, and we will be looking at your career plans.

You will also receive valuable advice about the employability skills you will need to gain and sustain employment, information on the changing world of recruitment as well as some handy tips to help your application stand out.

EXAM DATES


A-Levels

Thursday 18th August 2022

GCSE

Thursday 25th August 2022





" Students who leave education with a full level 2 or full level 3 are more likely to make a successful transition into work than those at below level 2 "

- Department for Education

WHAT IS NEXT FOR ME?

16 -18

GCSE / Foundation Learning

BTEC / A-Levels

T-Levels

Apprenticeships

Employment with Training

Traineeships

18+

Further Education

Higher Education

Employment

Apprenticeships

Employment with Training

Self-Employment



HOW DO YOU LEARN?

Your style of studying could very well determine the path you decide to take towards achieving your intended career goal. Your skill set may differ, depending on which career path you decide to do.

STUDY A-LEVELS

Research Skills
Independent Learner
Organisation Skills

UNDERTAKE AN APPRENTICESHIP

Fast Learner
Enthusiasm
Interpersonal Skills
Work Ethic

STUDY A BTEC, NVQ OR T-LEVEL

Combine practical learning with theory
Hands on approach
Lead on specific jobs
Commitment



HOW WILL I GET THERE?

Take a few moments to consider how you will achieve your ideal career. What qualifications will you need? Will you need relevant experience along the way? Start by filling in the box at the top titled '**Where do I want to get to?**' and then work your way up from the bottom to see how much you know about your intended career path.

In the **Where am I now** box located at the bottom of the page, you could for instance write '*apply for work experience at a local art studio*' or even write down the results you received e.g., '*5 GCSES 4-9 including Maths & English*' or the course(s) you are due to begin.

Where do I want to get to?



Where am I now?

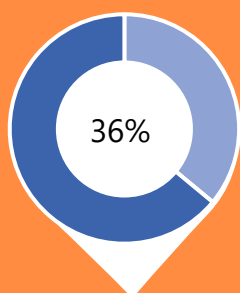
Employability skills are personal qualities that make you “employable” and can often be the difference between gaining and maintaining a job, these skills can also be transferred to every part of your everyday life.

The exercise below is geared towards providing you with an idea of skills you have as well those that could do with further development.

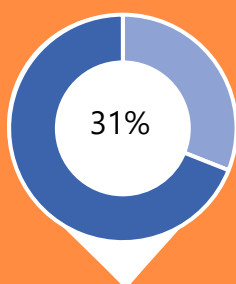
SKILLS CHECK

How good are you at...?	Not Confident	Slightly Confident	Very Confident
Communicating in a way that is appropriate to the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making use of help and support when working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing what digital skills are in demand from employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing CVs, letters, and job applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenting yourself effectively at interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysing and translating useful information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning your own learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapting to different environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being clear about which skills you need to develop & improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively listening to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producing high quality work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking prompt & appropriate action when facing a problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to accept constructive feedback to improve work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know how to motivate others around you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

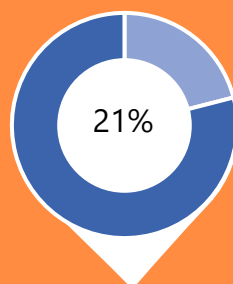
What do employers look for before making an offer?



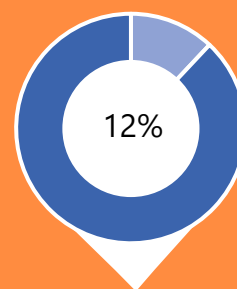
Multitasking skills



Initiative



Creative thinking



Something else

HARD SKILLS V SOFT SKILLS



Top 5 Soft Skills

- 1 Creativity
- 2 Persuasion
- 3 Collaboration
- 4 Adaptability
- 5 Emotional intelligence



We don't even have to look that far ahead to see change on a large scale. It's been predicted that 85% of the jobs that will be available in 2030 don't yet exist!

Factors such as the widespread shift to remote working, and the self-checkouts you see in your local supermarkets, have begun a trend of new technology and skills that will be in demand.

Recruiters have a front-row seat to the developing range of skills that are in demand with employers.

Understanding those skills early on can give you a leg up with the competition.



Top 10 Hard Skills

- 1 Blockchain
- 2 Cloud computing
- 3 Analytical reasoning
- 4 Artificial intelligence
- 5 UX design
- 6 Business analysis
- 7 Affiliate marketing
- 8 Sales
- 9 Scientific computing
- 10 Video production

Image sourced: linkedin.com

The difference between hard and soft skills

Hard skills concern an employee's ability to do a specific task, and soft skills are more about the way they do them — how they adapt, collaborate, solve problems, and make decisions.

Hard skills include specialised knowledge and technical abilities, such as software development, tax accounting, or patent law expertise

In looking for soft skills, companies are focusing on candidates with emotional intelligence. They range from embracing criticism as a learning opportunity to exploring the "why" in every situation.

81% of jobseekers want to see job opportunities posted to Facebook career pages

61% of job seekers take to Twitter frequently on the job hunt;

TikTok launched TikTok Resumes, a programme where users can create a video CV to send directly to participating recruiters

59% of recruiters use Google to search for candidates





Social Media Revolution

Addison Rae Easterling is an American social media personality, actress, dancer, and singer. In August 2020, she was named as the highest-earning TikTok personality by Forbes.

In 2021, Addison Rae made the Forbes "30 Under 30" list for social media influencers.

As of March 2022, she has amassed over 87 million followers on TikTok, making her the fourth most-followed individual on the platform.

Addison Rae has a net worth of 5 million dollars.

In the box below, name two skills you will need to become a top influencer like Addison Rae?

What if I don't have work experience?

Firstly, make sure your CV is tailored to the job you are applying for...If you have a CV with no work experience, then the key is to focus on your skills and achievements, rather than the experience you don't have.

Do include awards that highlight your skills and abilities related to the job you're applying for. Do remember to include all recognitions that you've received, even if they were not formal awards.



Examples of student achievements

- Achieved 5 GCSEs at the A* grade
- Won an award for punctuality
- Elected class representative

Examples of personal accomplishments

- Completed a marathon for charity
- Learned a new programming language
- Elected captain of the local football team

Examples of Extracurricular activities

- Student Council
- Clubs/ Organizations/ Societies
- Fundraising

**Think about any
volunteering, school or
project work you have
done in/outside of
school**

WORK EXPERIENCE

Younger students get a feel for an industry they're interested in working in

VOLUNTEERING

You can pick a project you care about and give as much time as you can

WORK PLACEMENT

Students apply their classroom learnt industry skills, in a real work environment

EXTRACURRICULAR ACTIVITIES

Being part of a sports team, club, or group such as a theatre group or choir

WORK EXPERIENCE EXAMPLES

Work experience is a great opportunity to learn about a job or an area of work. You will use skills that you might not even know you have and develop new skills that will help you work better with other people now and in the future.



WORK SHADOWING

Shadowing to understand what they do and how they do it. It gives you a taste of what a job is

INTERNSHIP

An internship can help you gain skills that can be applied to future jobs. Internships can be paid

SANDWICH PLACEMENT

Some courses include a year-long placement with an employer

PERSONAL PROJECTS

Design and make something under your own steam, such as a DIY or craft project

WORK EXPERIENCE LETTER TEMPLATE

A well-written work experience letter could make all the difference when it comes to being considered for your ideal placement.

Contact Details

Always double-check to make sure you have got the right address and name, and don't forget to edit it for each organisation you send your letter to.

Who am I

Give the employer a brief outline of who you are, what you're doing and explain what you're looking for. Include relevant subjects to the sector you want to go into.

Why you chose the company

This section should express a genuine interest for your chosen company and field of work, which should coincide with your career goals and ambitions.

Sell yourself to the employer

List all of your relevant skills and think of a real-life example to back each of them up. The examples can be from any area of your life, but it's important that they accurately quantify your skills.

Closing the letter

Reiterate. Close the letter by summing up your suitability and interest in the field, and always express your gratitude for their consideration

(Your name)
(Address)
(Postcode)

(Date)

(Employer's Name)
(Full Address)
(Postcode)

Dear Sir/Madam (or name),

I am a *(year group)* student from *(school/college name)*, studying *(list of subjects)*.

I would like to enquire about a potential work experience placement at *(company name)*, which I will be available to carry for *(amount of time)* from *(start date)* to *(end date)*.

I'm keen on gaining some practical work experience in *(chosen field of work)*, because *(reasoning for pursuing a placement with this specific company and field)*. I have *(relevant skills and attributes)*, which can be shown in my *(real-life examples that demonstrate your skills)*.

In my spare time, I like to *(list relevant hobbies and interests)*, also I have some experience in/am a member of *(list any groups/clubs/other work experience)*.

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at *(company name)*.

I look forward to hearing from you soon.

Yours (sincerely/faithfully)

(Your name)

EXTRACURRICULAR ACTIVITIES

Have you considered getting involved in sports, volunteering, or taking up a new hobby?

This is often a great way to develop new skills such as:

A boost in confidence

Organisational skills

Improved academic performance

Leadership skills

Excellent communication skills



HAVE YOU CONSIDERED VOLUNTEERING?

Young people who volunteer can gain a lot of benefits from the experience; including the chance to meet new people and satisfaction from helping others. There are a lot of volunteering opportunities out there for you to develop the skills you need for a job in the future.



Promote volunteering and other wellbeing experiences, manage your volunteer communities, and access the UK's largest volunteer network

<https://doit.life/discover>



This charity is dedicated to helping women who have been affected by cervical cancer as well as providing support to their families and loved ones.

www.jostrust.org.uk/get-involved



You can volunteer in most of their services from age 15. There are opportunities to raise money, run a university group or do work experience with them.

<https://www.redcross.org.uk/get-involved/opportunities-for-young-people>



This is a London-based organisation that provides breaks and holidays for disabled and visually impaired since the early 1960s.

<http://revitalise.org.uk/volunteer>



Volunteering is open to everyone! Give back to your community while building new skills and help to make London a better place.

www.london.gov.uk/what-we-do/volunteering/search/



Whether helping customers in a shop, doing essential admin in the office, or working directly with young people at a service, our volunteers make a huge difference to children's lives.

<https://www.barnardos.org.uk/get-involved/volunteer>



CharityJOB is the UK's busiest site for charity jobs and volunteering opportunities. They regularly have more than 1000 voluntary, internship, and trustee positions available across 27 job categories.

<http://www.charityjob.co.uk/Volunteer-Jobs>



Every day, in so many ways, their volunteers give their time and effort to make an incredible difference for older people. Without them, they could not be here when they are needed most.

<https://www.ageuk.org.uk/get-involved/volunteer/>



www.creativeaccess.org.uk/
www.gov.uk/find-internship
www.studentjob.co.uk/internship

www.internship-uk.com
www.e4s.co.uk/internship-jobs
www.prospects.ac.uk

These are only a few of the many opportunities that are available

A young man and woman are sitting at a wooden table, looking at each other and smiling. The man is on the left, wearing a white t-shirt and glasses, with his hand resting on his head. The woman is on the right, wearing a maroon shirt and denim overalls, also wearing glasses. They are both holding pens. On the table are several papers, a spiral notebook, and some crumpled paper. In the background, there is a large window with a view of green plants and a building.

***"Start today creating a vision
for yourself, your life, and
your career."***

Germany Kent

TRAINEESHIPS OR T LEVELS?

Traineeships are short periods of training and work experience designed for learners who are not ready to take an Apprenticeship or start work.

They are an ideal opportunity for young people, aged 16-24, who are motivated to get a job but lack the skills and experience that employers are looking for and is also for those who have not achieved a GCSE Grade 9 – 4 or equivalent.

FUNCTIONAL SKILLS

Level 1 and 2 English and Maths support

WORK PREPARATION SKILLS

CV writing, employability skills
& interview techniques

WORK PLACEMENTS

High quality placements lasting from 6 weeks to 6 months



T Levels are an alternative to A levels, apprenticeships and other 16 to 19 courses. Equivalent to 3 A levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study, or apprenticeships.

Each T Level includes an in-depth industry placement that lasts at least 45 days where students can gain valuable experience in the workplace.

TECHNICAL QUALIFICATION

The main classroom-based element part of a T Level where students will learn about their chosen sectors

INDUSTRY PLACEMENT

Runs for at least 45 days and will give students practical insights into their sector

ENGLISH, MATHS & DIGITAL PROVISION

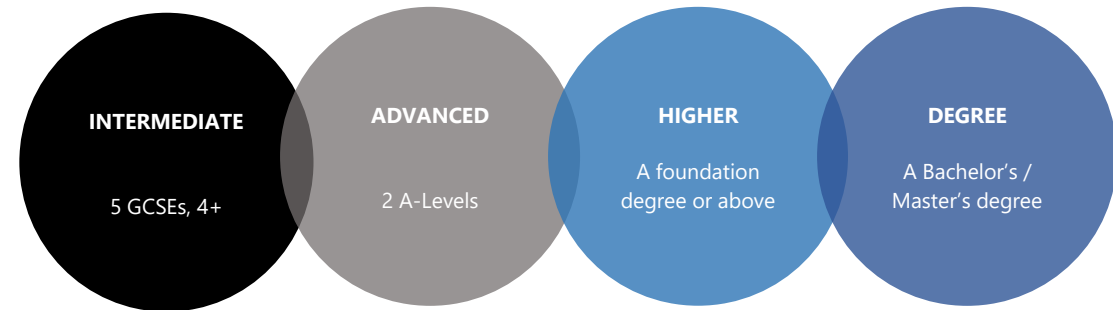
This is built into the classroom-based element of the T Level



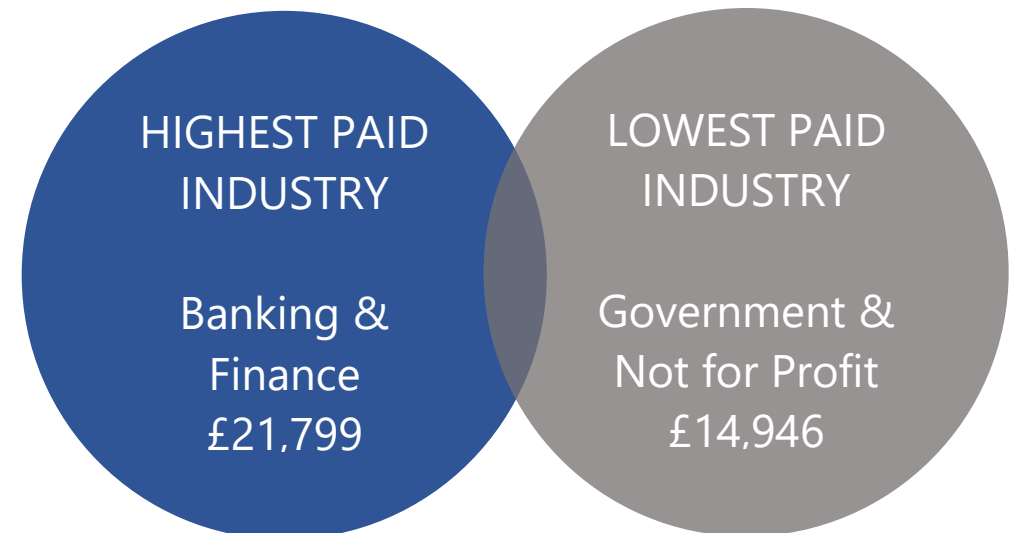
Apprenticeships

An apprenticeship is a real job with training so you can earn while you learn and pick up some nationally recognised qualifications as you go.

DIFFERENT LEVELS OF APPRENTICESHIPS



The national minimum wage (NMW) for apprentices is £4.81 per hour as from April 2022



Anyone living in England, over 16 years old and not in full-time education can apply to be an apprentice.

HIGHER APPRENTICESHIPS

What's on offer: apprenticeships

At a glance: higher and degree apprenticeship sectors

Agriculture, Environmental and Animal Care	Engineering and Manufacturing
Arts, Media and Publishing	Health, Public Services and Care
Business and Administration and Law	Information and Communication Technology
Catering and Hospitality	Legal, Finance and Accounting
Construction, Planning and the Built Environment	Protective Services
Creative and Design	Retail and Commercial Enterprise
Digital	Sales, Marketing and Procurement
Education and Childcare	Science and Mathematics
	Transport and Logistics

In detail: subjects and professions

Academic Professional	Construction Site Engineering Technician
Accountancy / Taxation Professional	Control/Technical Support Engineer
Actuarial Technician	Conveyancing
Advanced Clinical Practitioner	Creative and Digital Media
Advanced Dairy Technologist	Cyber Intrusion Analyst
Aerospace Engineer	Cyber Security Technical Professional
Aerospace Software Development Engineer	Data Analyst/Scientist
Agriculture	Dental Practice Manager
Aircraft Maintenance Certifying Engineer	Dental Technician
Animal Trainer	Digital and Technology Solution Specialist
Architect and Architectural Assistant	Digital Learning Design
Assistant Technical Director (Visual Effects)	Electrical Engineering
Associate Ambulance Practitioner	Facilities Management
Aviation Operations Manager	Fashion and Textiles Product Technologist
Banking and Finance	Financial Services Professional
Bespoke Tailor and Cutter	Food Industry Technical Professional/ Engineer
Brewer	Geospatial Mapping and Science
Broadcast and Media Systems Engineer	High Speed Rail & Infrastructure Technician
Broadcasting Technology	Hospitality Manager
Building Services Engineering	Housing and Property Management
Business and Professional Administration	Human Resources
Business Analyst	Improvement Practitioner/Specialist
Business To Business Sales Professional	Insurance
Care Leadership and Management	Intelligence Operations
Chartered Manager/Surveyor	Internal Audit Practitioner
Children, Young People and Families Manager/Practitioner	Investment Operations Specialist
Civil Engineer	IT, Software, Web & Telecoms Professionals
Clinical Trials Specialist	Junior 2D Artist (Visual Effects)
Commercial Procurement and Supply	Laboratory Scientist
Community Energy Specialist	Learning and Development Consultant/Business Partner
Construction Management	Legal Services

Nearly 200+ apprenticeships in development

Mammography Associate	Professional Services
Management	Project Management
Manufacturing Engineer	Propulsion Technician
Marine Pilot	Prosthetist / Orthotist
Marketing	Public Sector Commercial Professional
Midwife	Rail and Rail Systems Engineering
Mineral Products Technology	Recruitment
Network Engineer	Registered Nurse
Non-Destructive Testing Engineer	Regulatory Affairs Specialist
Nuclear Technician, Scientist or Engineer	Regulatory Compliance Officer
Nursing Associate	Rehabilitation Worker (Visual Impairment)
Occupational Therapist	Retail
Operating Department Practitioner/Manager	Revenues and Welfare Benefits Practitioner
Ordnance Munitions and Explosives (OME) Professional	Risk and Safety Management
Packaging Professional	Road Transport Engineering Manager
Paramedic	Sales Executive
Paraplanner	School Business Professional
Passenger Transport Operations Manager	Science Industry Process/Plant Engineer
Physiotherapist	Senior Compliance / Risk Specialist
Podiatrist	Senior Metrology Technician
Police Community Support Officer	Social Media and Digital Marketing
Police Constable	Social Worker
Policy Officer	Software Developer/ Tester
Port Marine Operations Officer	Solicitor
Postgraduate Engineer	Supply Chain Leadership Professional
Power Engineer	Sustainable Resource Operations and Management
Process Automation Engineer	Teacher
Product Design and Development	Technician Scientist
Professional Economist	The Water Industry
	Unified Communications Trouble Shooter

Please note that this information is correct as of publication. For an up-to-date list please visit gov.uk/apply-apprenticeship



Source: www.uccas.com

Kendall is a graduate commercial engineer at Emerson Automation Solutions and is also currently undertaking a Level 4 Sales Executive Apprenticeship.

Intro

"Undertaking the apprenticeship has really helped me to build my confidence speaking to customers on the phone. This is something I was previously apprehensive about, but now that I have completed modules in communications and customer behaviours, I feel so much more confident and now really enjoy speaking to customers."

Learning new skills

"I love being an apprentice because it is a really fun way to learn new skills and develop yourself. I particularly enjoy the face-to-face training days where all the apprentices come together, and we get to work in teams. The biggest challenge so far about the apprenticeship was at the start of the programme where I had to learn how to balance my job workload with the apprenticeship workload. However, we do receive a lot of support from our Learning and Development Coach, Tom Hunter. This was something I was able to work through and I feel that I have enhanced my management skills because of it."



Advice for other apprentices

"Really push yourself out of your comfort zone and get involved with everything. I have pushed myself out of my comfort zone and created a video for Mercuri. Like a lot of people, I don't really like to see and hear myself on a video, so it's something I always try to avoid but now I have done one I feel so much more confident about it and it's something I would put myself forward for in the future."

Personal insight and confidence

"The biggest lesson I have learnt so far is probably the things I have learnt about myself. The apprenticeship has really highlighted:

- What skills I have and where they can be best used in my job.
- My personality type and how I communicate with both my colleagues and my customers.

So, because I have been able to learn a lot about myself, I do think this has made me a much more confident person. In terms of advice, I would give to any apprentices, I would just say put yourself forward for as much as possible and really push yourself out of your comfort zone. When you do push yourself out of your comfort zone, you learn so much more. The apprenticeship is a safe space. It is ok if you don't succeed the first time, it's alright to make mistakes and you learn so much from it."

Remote learning – a revelation

"Remote learning a real revelation, I was surprised about how interactive it is. Mercuri makes really good use of video calls, both on our one-to-one calls with our Learning and Development Coach and also with the whole group of apprentices that you work with. Even though we are not physically together most of the time we are all really close and we do get to work together quite a lot."

Ask the
Apprentice

"My apprenticeship allows me to work and learn simultaneously. It presents tasks and challenges you could never find in a classroom, building up the skills and experience necessary for my chosen career, with the help and support of others. It is one of the great parts of my apprenticeship"

Amber - Administration Apprentice, City College Norwich

"An apprenticeship has been my best decision to date where I have developed both personally and professionally. I have been given responsibilities that I would not have otherwise known I was capable of, as well as gained confidence in interacting with clients and colleagues. Couldn't recommend enough!"

Amber - PR Apprentice, FINN Partners

"After leaving school, I started my first apprenticeship in Level 2 Business Administration, and I believe that it is the best way for young people with little or no experience to improve their career prospects. I had been considering other education paths prior to starting an Apprenticeship but University and College didn't appeal to me because learning on the job works better for me than just classroom-based learning."

Jamie - Public Protection Apprentice – Havering Council

"I truly don't understand why apprenticeships are not more popular. I can learn from the best while completing practical work, study and grow my knowledge and skill set for that work, whilst earning a wage. Having a job that I thoroughly enjoy not only increases my productivity at work, but also allows my study time to be more fulfilling. I would say to anybody contemplating starting or joining an apprenticeship – do it. I cannot recommend it enough."

Alexandra - PR Apprentice, Champion Communications

"The supportive and friendly atmosphere that you feel within the company really does make a difference in coming to work every day and making you want to achieve and succeed."

Kellie - Aspiration Training

Apprentice Testimonials



"Many of our apprentices have attained additional skills, over and above their normal job roles. This has led to a multi-skilled workforce enabling NIE to improve productivity and business efficiency, meet government and regulatory targets and deliver business benefits to the company. A number of our senior managers started their career as apprentices proving that an apprenticeship provides an excellent platform for individuals to develop their career to the maximum potential."

Joe O'Mahony, NIE Managing Director

"Bringing an apprentice into the team has brought an injection of new energy and insights into our consumer and hospitality team. She has been able to support our junior team with client and agency work so that individuals gain additional development opportunities and experience."

Nicola Carroll, Associate Director, Speed Communications

"The apprenticeships programme has helped us train and develop the apprentices we need for the long-term success of our business. Our apprentices add to our organisation making it more effective, competent, productive and competitive by addressing our skills gaps directly."

Peter Dixon, Group Chief Executive, Phoenix Energy Holdings



What do Employers think?

THE VACANCY

Level
Sector
Employer
Training Programmes
Career Path

THE EMPLOYER

Work Environment
Company Size
Pay
Progression
Company Reputation

YOU, THE APPRENTICE

Technical Training
Networking
Study Time
Support
Career Prospects

When choosing an apprenticeship,
think about these three things:



Can you read a vacancy?

Apprentice Administrator/Consultant

DAYTIME HEALTHCARE RECRUITMENT LIMITED

An excellent opportunity for a candidate who is interested in working within this successful recruitment company. We are looking for an Apprentice Consultant/Administrator to join our successful team. This is an exciting opportunity for an organised reliable person who may want to progress their career.

[Sign in to apply](#)

Closing date: 30 May 2022

[Return to search results](#)

[Print this page](#)

[Report this vacancy](#)

Apprenticeship summary

Annual wage

£10,004.80

Annual wage £10,004.80 -
£15,000.00

[Wages explained](#)

Working week

Monday to Friday 08:30 - 5.30 with
1-hour lunch.

Total hours per week: 40

Expected duration

13 Months

Possible start date

31 May 2022

Date posted

26 Apr 2022

Distance

4 miles

Apprenticeship level

Advanced
Level 3 (A level)

Reference number

VAC1000040006

Positions

1 available

What will the apprentice be doing?

Develop/manage pipeline
Work as team to achieve KPI's
Maintain and build relationships
Candidate documentation
Compliance
Assisting managers
Manage candidate diaries
Building relationships
Advertising vacancies
Resource candidates
Receiving and reviewing applications
Preparing CVs
Organising interviews
Maintaining admin systems
Keeping computer databases up to date
File management
Develop professional working relationships
Deal concerns
Communicate telephone/email

What training will the apprentice take and what qualification will the apprentice get at the end?

Level 3 Business Administrator Apprenticeship Standard
Full training will be given leading to a recognised Business Administrator Apprenticeship Standard Level 3 Qualification.

Off-the-job training will be supported by our Training Provider – Davidson Training UK Ltd.

You will also complete the Functional Skills in maths and English up to and including Level 2 (if you already do not hold the equivalent).

All training will be carried out within the workplace during working hours

What is the expected career progression after this apprenticeship?

Full-time position
Opportunity to progress within the company

Opportunity for the post holder to manage current Daytime/Quality Care cover client accounts via the bookings team progression pathway or progress via the Recruitment onboarding team progression pathway

Research the company

Who's running the ad? Do you know the company? How big is it? Have you heard of it? What kind of reputation does it have?

Look for contract information

Do they state the pay? How long is the apprenticeship for? What is the start date? Does the job include benefits?

Read through the job duties

These duties can vary wildly from job-to-job, even if the job titles are the same.

Check the criteria

Sometimes, employers will put certain criteria or use certain grades in their application.

To find apprenticeship vacancies like the one above, please go to
www.gov.uk/apply-apprenticeships

A Good Apprenticeship Application

Your apprenticeship may be your first real job and your first opportunity to earn a weekly or monthly wage. Don't worry if you have never worked before. There are plenty of examples that you can include in your application that will show what a fantastic candidate you are. Below are some of the most frequently asked you might come across.

What are your main strengths?

"One of my main strengths is my ability to communicate effectively. Whilst doing my work experience placement with Barclays bank, one of my main duties was to greet customers and clients, take phone calls and book meetings for consultants."

(Please provide examples of when you have demonstrated your strengths)

What are your hobbies and interests?

"My main hobby is playing football; I play once a week for a Sunday league team for whom I have been the captain for almost 2 years now. I also enjoy cooking dishes for my friends and family as it relaxes me and allows me to socialise with them."

(It's a good idea to include any personal achievements)

What personal skills would you like to improve?

"I would like to have the opportunity to develop on my team working skills as I do not have much experience in that field. Whilst I was doing my course at Sample Training, I had two projects to work on as part of a team. We were tasked with coming up with an idea for a Dragons Den project. So, I would like to improve on my team working skills or build on it, because working in a team is just as important as working on my own."

(Make sure that those personal skills do not pertain to the job you are applying for)

Ideally you would add another 3 or 4 competencies/paragraphs to each question



Is your CV sorted?

A CV can be for work experience, an entry-level job or a school leaver training programme.

This is usually first part of the application process.

You should update your CV regularly and tailor it for every application you make.

Your CV needs to be easy to read and understand; with no errors, such as spelling and grammar mistakes.

PERSONAL DETAILS

Name
Telephone numbers including mobile contact details
Email address

Do not include any further personal details including marital status, gender, and nationality as this does not add any value and may impede your application. You should use Calibri or similar business font and the size should be 10.5 or 11.

PERSONAL PROFILE

This section should include a brief history of your school career and qualifications gained. This section should never be in bullet point format and should be no more than 8 to 10 sentences long. This is your opportunity to present your unique skill set and the value you can bring to an organisation; this will focus on what makes you stand out, your skill set (excellent communication and organisational skills etc.) and the value you bring to potential employers.

ACHIEVEMENTS

This section should include a list of achievements and should be presented in bullet point format.

Example: Acted as school prefect from 2001- 2005. Captain of the school rugby team.
Supported fundraising initiatives within the school including organising sponsored walk.

EMPLOYMENT EXPERIENCE

Start with most recent first and include details of any employment (even if not in your current chosen field). You should also include details of voluntary work including supporting fundraising activities or memberships of societies etc...

Title held, name of company

Dates of employment

Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.

Sample duty

✗ "Moving boxes all day"

✓ "Responsible for completing all paperwork involved in receiving, transferring and controlling stock levels."

EDUCATION & TRAINING

School/College

Dates of attendance

List any qualifications gained including A levels, GCSEs or BTEC qualifications. University Name, dates (if applicable)

KEY SKILLS

- Include details of all skills you have to offer potential employers.
- Example: IT Skills: Bilingual, First Aid qualified, Typing speed 50WPM.

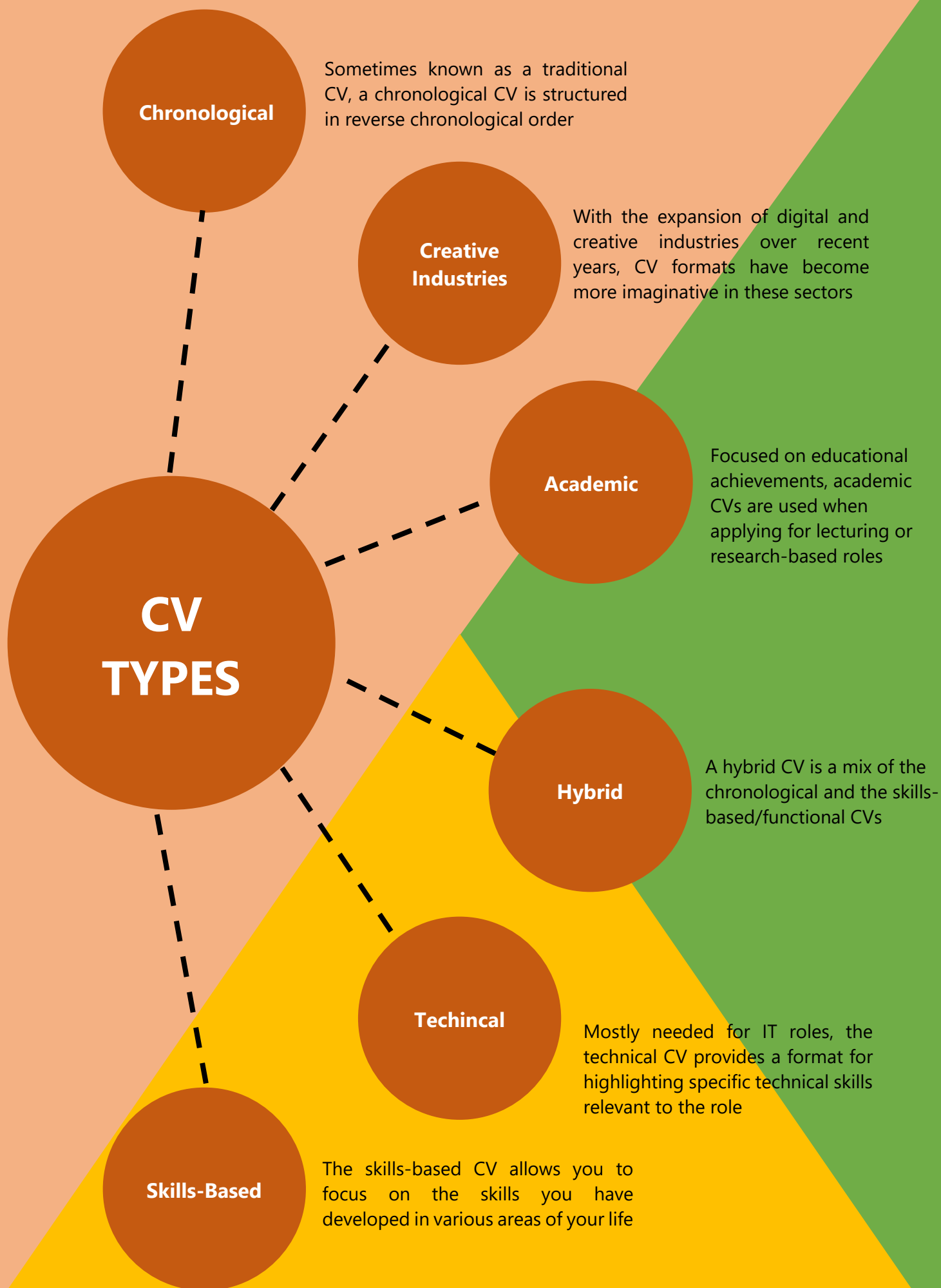
HOBBIES & INTERESTS

Include brief details of interests if you have the space on your document however avoid phrases such as, 'partying' etc. Try to make your hobbies relevant to the role and demonstrate skills the employer is looking for.

REFERENCES

Available on request

Use character references if you don't have work experience. One of your references should be a current or former employer and the second referee can be any person in a professional position e.g. former co-workers, coaches,



Stand **OUT** from the crowd

Your personal profile sits at the top of your CV, just underneath your name and contact details. Essentially, it's your introduction, explaining who you are, your skills and strengths, and your career ambitions. First impressions count, so you should sell yourself in those initial five or six lines.

Joe Bloggs

01234 567890 * 079 0000 0000
name@mail.com

Personal Profile

"I am an ambitious school leaver with eight strong GCSE passes and a commitment to pursuing a career in retail. Completed an enjoyable period of work experience at John Lewis, demonstrating a natural aptitude for interacting with customers and providing service with a smile. I have played a key role in the school's successful netball and hockey teams. I am keen to secure an entry-level role with a fashion retailer, which will provide opportunities for further development and progression."

When writing your personal profile:

Keep it short (no more than 6 lines)

Use real life examples and achievements

Make it relevant to the job

Consider your chosen industry and create a personal profile of about 5 or 6 lines

Cover Letters

Writing a cover letter is more like introducing yourself. It gives you an extra chance to sell yourself and show some personality.

A good cover letter should include:

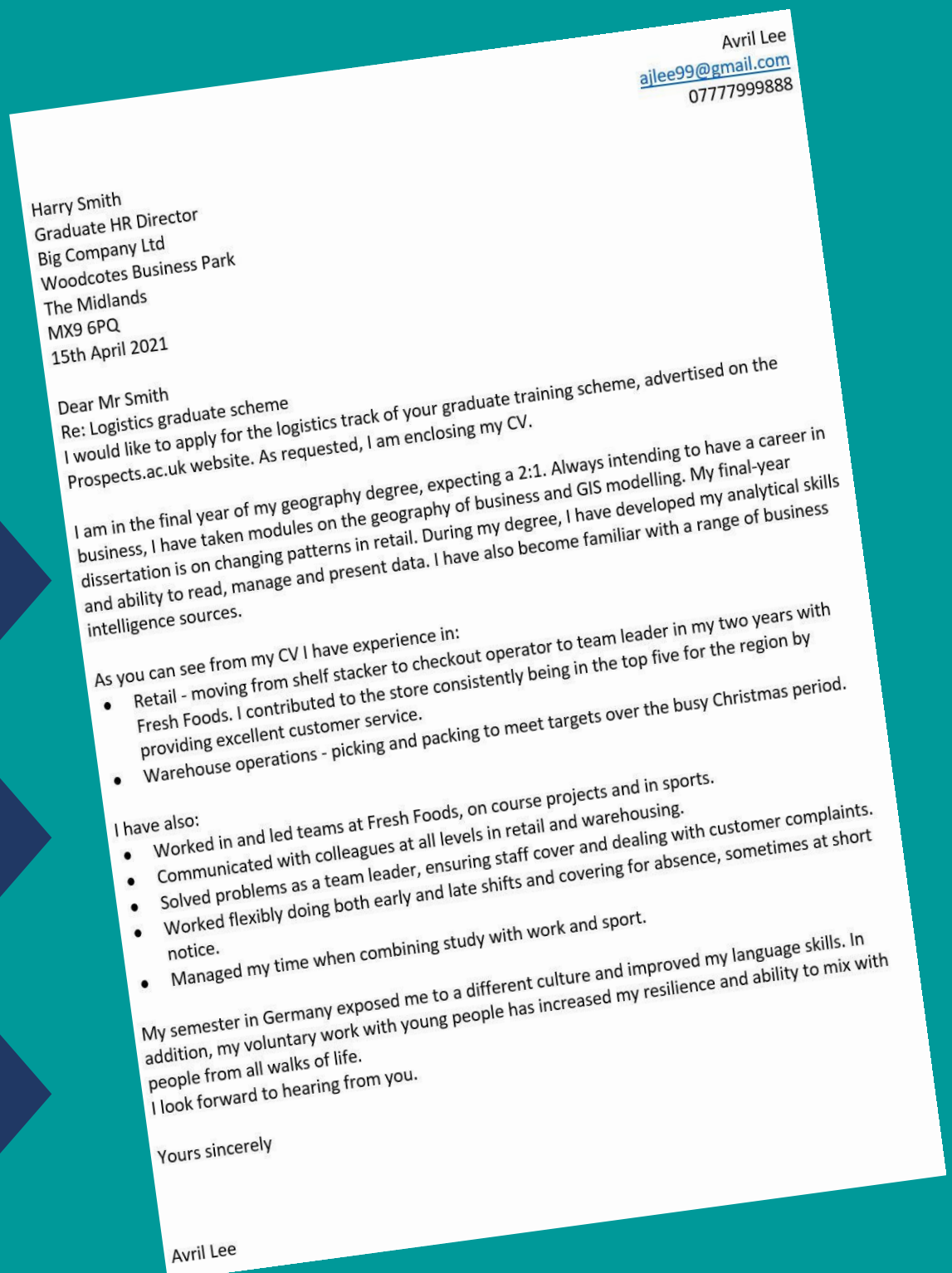
1. An opening statement that briefly introduces you to the reader.
2. A main body that highlights qualities and characteristics you have that are relevant to the job.
3. A closing paragraph asking to arrange an interview.

Other things you can mention in your cover letter include:

Key strengths and contributions that show you are a stand-out applicant.

School work experience or volunteer work that demonstrates your strengths and attributes.

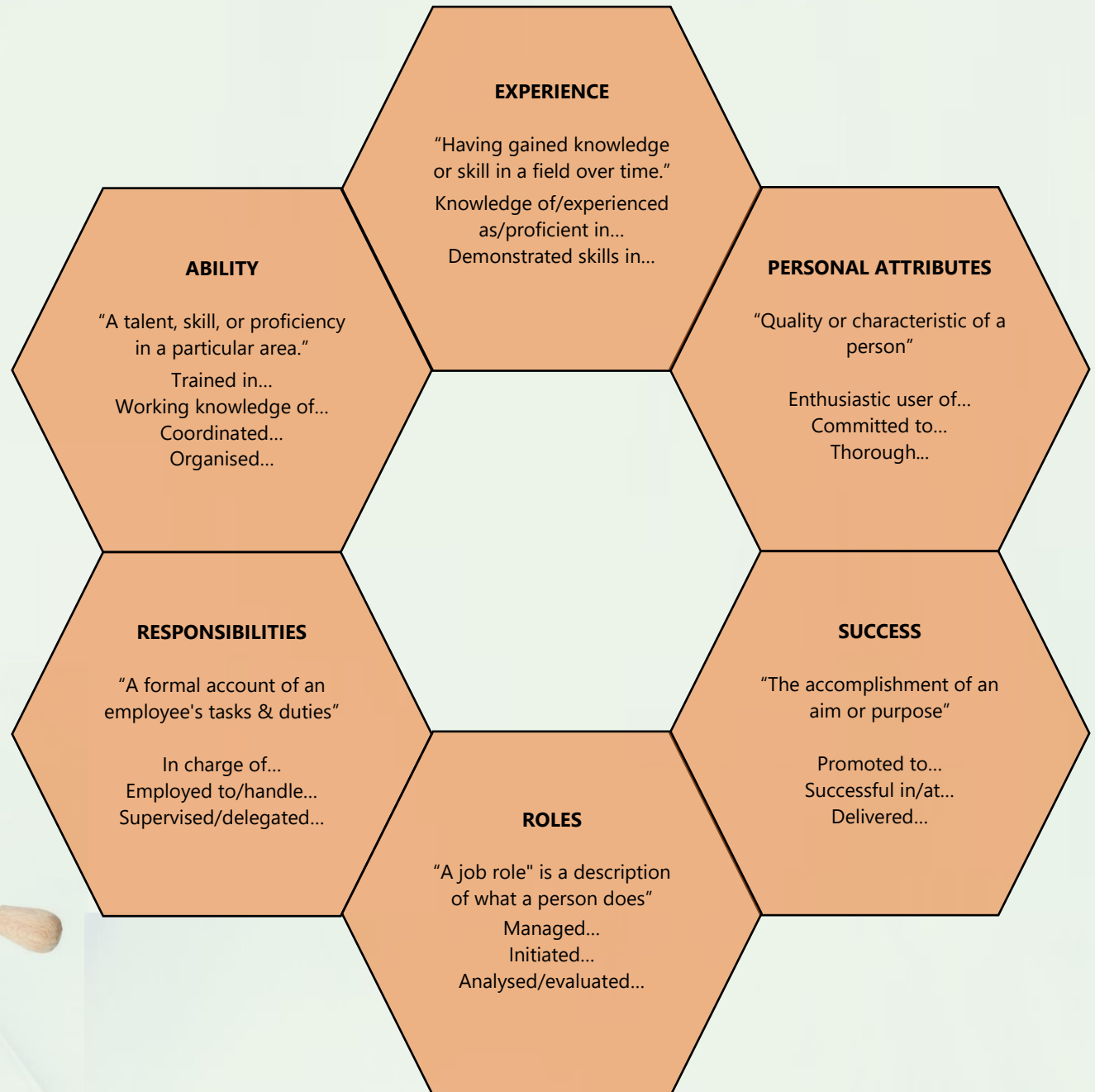
Any hobbies or interests that are relevant to the job or demonstrate your professional experience.



Buzzwords

Employers will sometimes have to sift through dozens or even hundreds of applications and many will be very similar in appearance.

Try to use language which is direct and appropriate in your application.



Food for thought

Nearly half of all CV's that are more than two pages long are discarded.

On average, recruiters will spend no more than 5-8 seconds looking at your CV.

43% of CV's are discarded because they are written in third person and 1 spelling or grammar mistake and your CV will be thrown away.

76% of CV's are ignored if you have an unprofessional email address.

There is an average of 118 people that apply for any given position, but only 20% of applicants get an interview.

35% of candidates who apply for jobs are qualified for the role.



What goes into a Supporting Statement...

When applying for certain roles, employers will often request that you send a 'supporting statement' along with a CV or application form.

Sell your skills and experience:

- Include examples that will include a few of the identified criteria and demonstrate your impact
- Be clear, concise, and direct, indicating how you have led, developed and worked with others, managed change, taken initiative and made a significant impact
- The employer will appreciate that you work as part of a team, but you must bring out your individual role and impact as clearly as possible

General advice:

- Carry out the instructions to the detail
- Consider a 3-part statement – Opening, Evidence & Conclusion
- Ask someone else to proof-read and check for errors
- Do not reduce your font size below 10
- Break up with lots of paragraphs to make it easier to read

One shot at securing yourself an interview – to convince the employer of:

- What you have done in the past
- What you are doing in your current role that is useful to them
- Your developing skill set
- Your vision for the future
- How your strengths and skills can add value to the new school
- How your experiences to date can be used in the new context



Supporting statement

Below are examples of correctly matching your skills to a job description.

"Must possess a wide range of general administrative experience"

I have worked in an office environment for over four years and have extensive experience in a wide range of administrative duties. The duties I have carried out in my previous and present role are carried out on either a daily or weekly basis and consist of the following:

- Answering phones, photocopying, scanning, message taking, word processing of letters and general correspondence, assisting with travel arrangements, organising and preparing the boardroom for meetings, booking restaurants, diary management to name but a few.

"Knowledge of Diary Management Using Outlook"

I use Outlook daily for organising and arranging meetings for the Director, which often involves many high-profile civil servants. One of the recent meetings I arranged was for the Oliver Tambo event, as this is a very important event for Haringey Council and these meetings were urgent, they had to take place on a weekly basis and involved up to 10 people.

"Experience of working within a team"

I have a willingness to assist and help others in the office. A most recent example of this was helping my colleague with the organisation, collating, and copying of the Budget Challenge Meeting papers for the Director of Finance. My colleague and I discussed plans before we received the papers, she did the first part of the job by organising the folders and dividers and I did the second part which was photocopying and collation of all the papers. We needed ten copies of each paper, and then my colleague, Line Manager and I inserted the paperwork into the folders, in the correct order as instructed.

"Communications Skills: Written and verbal"

Daily I write standard letters and emails to internal and external bodies. These letters and emails must be accurately typed and well presented.

An example of this is customer complaints; the information taken over the phone and put in writing must be accurate with as much attention to detail as possible.

Ask yourself...

Does my application present me as a suitable candidate?

Have I discussed my key achievements?

Have I outlined my key strengths with evidence and impact?

Do I sound as though I actually want this job, more than any candidate?



Assessment Centres

Assessment centres are designed to allow employers to see candidates in a variety of situations. You will be measured on your performance against a set of competencies that the employer is looking for. This means that if you don't do so well in one exercise, there are other opportunities for you to shine. Activities that you could be presented with could be competency-based interviews, behavioural interviews, role plays, in trays, group exercises, preparing and delivering a presentation, ability tests, personality testing and the list goes on.

Assessment criteria

Group exercises typically assess a candidate's behaviour in a group, and the overall group dynamics involved in the exercise.

Typical factors assessed in a group exercise include:

1. Team working ability.
2. Social skills, confidence, and communication skills.
3. Business acumen.
4. Leadership potential and influence.
5. Capacity to deal with deadlines under pressure.
6. How compatible a candidate's skills and behaviour are for the role.
7. Interpersonal skills, i.e., Listening skills, persuasion, diplomacy, composure, patience



Types of Interviews

PHONE

A phone interview is usually used as a screening round to filter potential candidates. Although it is shorter than other types of interviews, it is equally important.

VIDEO

This is conducted via video chat on either your phone or on your computer. The recruiter uses this medium to easily connect with potential candidates.

INFORMAL

A lunch interview is when an employer asks you to discuss a job opening while the two of you have lunch/coffee. These interviews typically take place in a public area.

TRADITIONAL

Also known as the traditional job interview, it is one of the most common types of job interviews. In this, you are interviewed by the hiring manager of the company.

GROUP

Group interviews are often more efficient than a one-on-one interview. When sitting for a group interview, you should be well prepared, confident and a good listener.

STRENGTH-BASED

A strengths-based interview is an interview that gives candidates an opportunity to talk about their natural strengths and the situations in which these are at their best.

BEHAVIOURAL

In a behavioural interview, the recruiter wants to understand your thought process and problem-solving skills when dealing with certain problems.

PANEL

A panel interview is when two or more interviewers interview you at the same time. The panel can consist of a mix of people. The supervisor and several team members.

WORK TRIAL

When a candidate comes into the office to meet their prospective team and complete an assigned challenge. This usually occurs after a phone screening or interview.



S

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R



Situation

Briefly set the scene to give the interviewer some context. Ensure that you refer to a specific instance and real people. Do not generalise about typical situations and avoid being vague.



Task

Explain what your responsibility was in this situation and what the challenges and constraints were.



Action

Describe what you did and why. Focus on your contribution to the task, not what your colleague or your team did.



Results

Always try to end your answers on a positive outcome. If the situation did not end particularly well, explain what you have learnt from the experience to turn it into a positive example.

SITUATION

"One Friday afternoon, at approximately 4pm, my line manager rushed into the office and said that a delivery of stock was due any minute now. The delivery was scheduled for the following Friday, but the courier company had got the dates mixed up and therefore it was arriving a week earlier. This meant we had to drop everything and get ourselves prepared for the unexpected delivery."

TASK

"The problem was, most of us were due to leave at 4:30pm that day, so there were not many people around to carry out the task of taking in the delivery, which usually takes at least an hour to unload and stock check."

ACTION

"I immediately volunteered to stay behind late to help the company out in its time of need. I set about preparing for the delivery by getting together a small group of workers who I knew would help me achieve the task quickly and accurately. Then, I handed out jobs to the people in the group, which including handling the goods, checking them off as they came through the warehouse and also stocktaking. I briefed all of the team so that everyone knew their role within the task. Once the delivery arrived, we worked hard to achieve the end goal."

RESULT

"Following the team's hard work, we managed to get the delivery unloaded, stocked on the shelves and cross-checked, much to the gratification of our line manager. He thanked us all for volunteering to get the task completed quickly, safely and accurately."

Interview Prep

Plan ahead

Check where and when – sort out any travel and accommodation you need.

Be ready for questions – about your application, as well as your chance to ask about the job role.

Know your stuff – show you know the latest in your subject area and keep up to date with the news.

What might the employer ask me?

Why are you the best person for the job?

What relevant experience do you have?

What do you know about this company?

Why do you want to work for this company? – do not say...MONEY!!!

Know your company

What is the companies' history and its values?

What do they really do?

How long have they been around?

What additional services do they provide?

Video interviews

Video interviews are often used in the early stages of the interview process to filter out large numbers of candidates. They can vary in style and length. The obvious benefits are the money and time savings for you and the company. It also means that the recruiter and their colleagues can watch the interview again rather than just relying on notes.

Video Interview Tips

- Find a quiet, private, well-lit place, free from possible interruptions.
- When listening, nod and smile to show you are engaged.
- Check that your computer's audio is working.
- Ensure your internet connection is stable.
- Have a copy of your CV on your desk.
- Put your phone on silent.
- Test your computer's webcam.
- Dress professionally



What **NOT** to say at your interview

Sometimes in an interview situation, you might be asked a question that takes you by surprise such as 'what is your greatest weakness?' it could be that the employer wants to see how fast you can think. Consider how you might answer some of the questions below:

Do you have any questions?

Applicants often shoot themselves in the foot with this question, as you'll see in these responses.

Will I need to pass a drug test before I get hired? How much notice will I have?

Do you cover sick days? How many can I have each month?

How much annual leave will I get?

Tell me about yourself

This question is not an invitation to confess your greatest hopes or your biggest sins. But it is another opportunity to show the employer how your skills and experience match up with the requirements of their job.

"There's not much to tell." (Professional spy?)

"My real job is rock musician. I'm the drummer. But our agent quit, so we don't have any gigs scheduled the rest of the year. We're looking for a new agent, and I hope to get back to that soon. That's what I really do."

What is your greatest weakness?

This is a very common question to be asked, and it doesn't take much time to prepare for it. But you do need to be prepared! These answers are not what you want to be saying:

I don't have any. (Amazing and unbelievable!)

I have so many; it's hard to pick just one.
I'm not a good speller. (Secretarial job)

**What other
obstacles do you
think you may
encounter at an
interview?**

"I've got the job, what now?"

Make your job work for you

Are you happy with the content and scope of the job that you do?

Work hard

Focus on your job, the effort that is required and give your employer the time you are getting paid for.

Be on time

Be punctual and be there, instead of making excuses for why you cannot be at work.

Be a team player

Be the employee who gets along well with everyone, who does not take part in workplace gossip, and who offers to help colleagues.

Be flexible

Flexibility can be a key component of staying in your job.

Offer to help

One of the best ways to get (or keep) job security is to volunteer for new initiatives, to offer to help with projects and to take on more responsibility.

Keep social media and work separate

Do not post your discontent on social media, because chances are, the wrong person will see it.

Be positive

A positive attitude is very contagious and may lead to you keeping your job long-term.



Am I job ready?

You have now completed the Results Guide. Go through the statements below and tick the ones that you agree with:

Self Knowledge

- I have considered what is important to me in my career and life. ☐
- I have identified my strongest abilities and skills. ☐
- I am aware of my weaknesses. ☐
- I have identified my interests. ☐
- I can articulate experiences and achievements that are relevant to my career. ☐

Employers and Careers

- I have started to develop a broad list of job titles to research. ☐
- I have crafted a career plan to support me in reaching my goal. ☐
- I have sought the help of those I trust to provide input on my career aspirations. ☐
- I have participated in activities that relate to my chosen career. ☐
- I am aware of Post 16 options that are available to me. ☐

Application etiquette

- I have at least 3 written examples of skills I can talk about during an interview. ☐
- I have written an effective CV and cover letter and asked for feedback. ☐
- I have prepared for job interviews by completing a mock interview. ☐
- I have asked individuals to be professional references. ☐
- I know how to network effectively. ☐



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https://www.gov.uk/government/news/education-secretary-accelerates-t-level-roll-out	
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https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs	28
https://www.cvplaza.com/cv-personal-profile/how-to-write-a-personal-profile-statement/	29
https://www.twinemployment.com/	32
http://www.hays.co.uk/features/supporting-statement-advice-4446	33
http://www.hays.co.uk/job/education-jobs/leadership/supporting-statement-advice-4446	34
https://www.indeed.com/career-advice/interviewing/video-interview-guide	39
https://www.job-hunt.org/job_interviews/bad-job-interview-answers.shtml	40

**"You've got to get up every morning
with determination if you're going
to go to bed with satisfaction."**

George Lorimer

