



Longley Park Sixth Form College

CAREERS & PROGRESSION  
Longley Park



# Employability Pack

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# The Guidance Centre F30a

We are very proud of our spacious Guidance Centre, which is well stocked with the latest information on higher education, gap year, student finance, apprenticeships and general careers resources. As well as the careers library we also have PCs with interactive careers programmes as well as Internet-based resources. Our experienced Careers and Progression Manager Phil Nelson and Careers Adviser Gill Fox-Johnson, in partnership with Sheffield Futures, have many years of experience in helping young people to achieve their goals.

Advice and support is available all year around aiming to help our students with any issues that affect their personal welfare and become barriers to their future aspirations. Careers and educational guidance remains very much at the centre of our ethos.

This is further enhanced by the careers education delivered by the guidance team and progress tutors in the tutorial programme. A series of events, visits and conferences are also available for our students to take part in. We invite guest speakers from occupational areas and universities, offer CV and application workshops. We run coach trips to university open days as well as organising our own Careers Week annually where training providers, employers and universities come in to speak to students in college.

We keep a current part-time work vacancies board updated on the first floor as well as facilitating individual employer visits to the college.

You can make an appointment to see an adviser in the Guidance Centre or at Student Services. Alternatively just pop in to use the resources.

## **Computer Based Careers Resources in the Guidance Centre**

- **Adult Directions**

This is an interactive programme, networked in the college. It is available on the Internet log onto [www.cascaid.co.uk](http://www.cascaid.co.uk) select Adult Directions and input the licence code: **surfpaws57**

This has an excellent careers matching facility to help to generate ideas as well as a database of careers information.

## Also available in the Guidance Centre:

- General careers literature
- Apprenticeship information
- H.E. and F.E. Prospectus
- Information on gap year opportunities
- Voluntary work information
- A dedicated student phone for careers enquiries

## **Employment and Training**

The Guidance Centre (F30a) has lots of resources and information about the different types of work available, and how to apply. Phil Nelson and Gill Fox-Johnson can offer information, advice and guidance about employment, and can also offer CV checking and mock interviews.

There are two main ways to search for jobs. Try both for the best results:

- **Direct Applications**

Apply for jobs advertised online, in the press or by word of mouth. See our recommended websites below, or pop into the Guidance Centre for more direction.

- **Speculative Applications**

[www.yell.com](http://www.yell.com) – Research businesses that you want to work in and approach them directly to ask if you can volunteer there or enquire if there are any paid roles coming up. Having experience in the area you want to work in is always an advantage. You could even make useful contacts for future work.

# Recommended Websites

## Apprenticeships

<http://www.apprenticeships.org.uk/>

An essential website to register for and apply for Apprenticeship opportunities.

<http://www.getconnectedsheffield.com/jobs-careers/vacancies/>

Advertises opportunities for Apprenticeships and jobs with training available in Sheffield.

## Job Vacancies

<http://www.jobcentreplus.gov.uk>

Advertises a wide range of vacancies - you can search according to what type of work you are looking for and where you would like to work.

<http://www.meadowhall.co.uk/jobs>

Part time work opportunities in Meadowhall

Find

<http://www.sheffield.gov.uk/whats-new/job-vacancies>

Advertises jobs available with Sheffield Council

<http://www.rotherham.gov.uk/graphics/YourCouncil/Vacancies/>

Advertises jobs available with Rotherham Council

<http://www.mysheffieldjobs.co.uk/>

Advertises a range of jobs available across Sheffield

<http://www.jobsite.co.uk/local/sheffield.html>

Advertises a range of jobs available across Sheffield

<http://www.jobstoday.co.uk/england/southyorkshire/shef>

Advertises a range of jobs available across Sheffield

<http://www.jobs.nhs.uk/>

Vacancies available across the NHS - you can search according to what type of job you would like and where you would like to work.

## Job Information

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>

A useful database containing 750 job profiles, and each of them giving you essential information on what the job involves and how to get into it.

## **Voluntary Work**

Voluntary or paid work experience strengthens any job application, as you can draw on a range of skills and experiences that you already have. Think about the transferable skills that you have gained (e.g. customer service skills in a shop can be useful when working on a reception desk), and make the most of them on your application form and in your interview.

For many careers and courses, gaining work experience is not just desirable, it's essential; careers in this category include Healthcare (Nursing, Physiotherapy, etc) and Teaching Professions.

<http://www.do-it.org/>

Do-it is volunteering made easy. Quickly find ways to help in your community simply by typing in your postcode.

<http://www.vinspired.com/>

Aged 16-25? Find a volunteering opportunity to suit you at vinspired.com.

<http://www.volunteering.org.uk/>

Volunteering England works to promote volunteering as a powerful force for change, both for those who volunteer and for the wider community.

<http://www.princes-trust.org.uk/volunteer/>

The Prince's Trust has over 7,000 volunteers across the UK. Join us!

## Gap Year

<http://www.realgap.co.uk/>

Search gap year opportunities and book online.

<http://www.gapyear.com/>

Lots of advice on planning your gap year and making the most of your time out.

<http://www.gapyearjobs.co.uk/>

Search for gap year job opportunities in the UK and overseas.

<http://www.gap-year.com/>

Advice on taking a gap year and travel abroad.

<http://www.seasonworkers.com/>

You can search this website for seasonal work both in the UK and abroad.

<http://www.bunac.org/>

BUNAC offers a range of exciting work abroad, volunteer abroad and teaching overseas programmes. You can search their website to find overseas opportunities

<http://www.campamerica.co.uk/>

Camp America provide a vacancy matching service for students interested in working in a Summer camp in America. A popular way to spend your gap year!

<http://www.yini.org.uk/>

Year in Industry provide paid placements in a variety of roles to help you gain more work experience before going to University.

## Apprenticeships Quiz

1. What is an Apprenticeship?

- a) An old way of learning
- b) A mix of paid work and learning leading to qualifications
- c) Working in an industry

2. What level is an Advanced Apprenticeship?

- a) Level 2
- b) Level 3
- c) Level 4

3. What is the National Minimum Wage for an Apprentice?

- a) £2.65 p/hour
- b) £2.00 p/hour
- c) £4.20 p/hour

4. What is the web address for the National Apprenticeship Service?

- a) [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- b) [www.workandgetpaid.org.uk](http://www.workandgetpaid.org.uk)
- c) [www.getmeajobquick.org.uk](http://www.getmeajobquick.org.uk)

5. Which of the following are areas that Apprenticeships are offered in (circle):

Accountancy	Hair dressing	Motor Vehicle
Business Admin	Engineering	Electrical
Catering	Plumbing	Painting & Decorating
Child care	Pharmacy	
Elderly care	Dental Nursing	
Construction (including bricklaying, tiling, carpentry & Joinery)		

6. What are the minimum entry requirements for an Apprenticeship?

- a) Normally level 3 for English and Maths as all Apprenticeships begin at level 4.
- b) Normally level 2 for English and Maths as all Apprenticeships begin at level 3.
- c) Normally level 1 for English and Maths as all Apprenticeships begin at level 2.

7. How much does it cost to take an Apprenticeship?

- a) The cost of taking qualifications such as NVQs
- b) £100 per week
- c) Nothing

# Search and Apply for Apprenticeships- How To Guide

Log on to [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Begin searching for vacancies »

It is easy to search and apply for Apprenticeship vacancies. Simply follow the steps below.

## **Step 1 - Register your details** *(use your personal e-mail address not college)*

Go to Apprenticeship vacancies and register your details by clicking the 'Register now' link under the 'New User?' tab.

Then create username and password. Remember to keep your username and password safe. *(use your personal e-mail address not college)*

You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'MyHome' page.

## **Step 2 - Create your 'MyHome' page**

Your 'MyHome' page is your secure space. You can use it to:

Search for Apprenticeship vacancies and save your search results

Log your areas of interest (e.g. business administration)

Manage your applications

## **Step 3 - Search for your match**

Search for Apprenticeships that match your interests by;

Occupation/job role

Employer

Keyword

Learning provider (e.g. college)

Location/postcode (e.g. South Yorkshire)

## **Step 4 - Browse your results**

You can click on any of the listed vacancies for more information. Each listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

You can save your search results, so they are easy to access at any time, or start a new search.

## **Step 5 - Manage your future**

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to as many vacancies as you like, and save your application forms.

You can view the status of your applications and manage them online.



## **CV Writing**

On average, employers spend 30 seconds looking at a CV. If it's too wordy, poorly laid out or contains errors, then it could be less. The aim is to make it easy for employers to look for the key information they need, in order to decide whether they want to see you in person.

### **Key Points:**

- Ask a couple of people to check your CV for spelling or grammatical errors.
- Think about your audience – what does the employer want to see from a candidate? Tailor your CV for each job that you apply for. File your original copy, and then edit the document each time you send it off.
- Include a Covering Letter if you know the job vacancy that you're applying for
- Include a Speculative Letter if you are contacting the employer to enquire if they have any vacancies.
- Don't lie! You need to be able to answer any questions that the employer might ask in an interview.
- The formatting needs to be consistent, which makes it easier for employers to zoom in on the section that they're interested in. If it's difficult to find information, it may go in the bin!

## **Interview Techniques**

Congratulations! The employer has obviously seen something in your application form or CV that has interested them, so you should be encouraged by this.

### **Key Points:**

- Wear something smart or smart/ casual, depending on the company. It's important to feel comfortable too.
- Don't wear too much make up or too much jewellery. Think about the business you're applying to, to create the right look.
- Research the company; this will demonstrate your interest in the position.
- Be prepared for typical interview questions, such as:
  - Why do you want this job?
  - What skills do you have that would make you suitable for this position?
  - What is your biggest weakness? *It's best to try and turn this into a potential positive too. Think carefully about what you want to admit to!*
  - Why should we choose you over everyone else?
  - Do you have any questions you want to ask us? *Never ask about pay or holidays, as it looks like that's all you're interested in.*

***~Practice interviews can be arranged, by prior arrangement, in the Guidance Centre.***

**(Name)**

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**Address:**

**Phone:**

**Mobile:**

**Email:** (check its suitability for a job application)

### **Personal Profile**

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Write a few sentences about what kind of person you are, your strengths and what kind of work you are looking for.

### **Skills and Achievements**

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- No more than 5/6 bullet points
- E.g. Gained Silver Award Duke of Edinburgh Award

### **Education**

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**Institution Attended** (Dates from and to)- Start with most recent first  
Full postal address

(List type of qualification, subjects and predicted grades- a table format looks professional)

### **Employment / Work Experience** (amend title accordingly)

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**Employer name, Role** (Dates from and to)  
Full Postal Address

(Brief list of duties and what you learned)

### **Hobbies and Interests**

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- Especially if relevant to the job

### **References**

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Two referees- include names, roles/ relationship to you, addresses and telephone numbers.

## Example of a Good CV

Charlotte Bingham  
1 Cherry Street  
Sheffield  
S3 2RJ  
0114 2689568/ 07856987412  
[c.bingham345@hotmail.com](mailto:c.bingham345@hotmail.com)

### Personal Profile

I am currently studying a Level 3 Childcare course at Longley Park Sixth Form College. I am confident, responsible and polite and have experience in babysitting my cousins in my spare time. I have received positive feedback from my college nursery placement for my mature outlook and dependable nature. I am looking for work in a nursery to further my skills in caring for babies and young children.

### Skills and Achievement

- A Bronze Duke of Edinburgh Award
- Computer literate, with a good working knowledge of Word, Excel, Powerpoint and Outlook
- Caring and patient with young children
- Confident when speaking to parents and carers
- Bilingual as I speak both Spanish and English fluently

### Education and Qualifications

Longley Park Sixth Form College (2010- Present) Horninglow Road, Sheffield, S5 6SG 0114 2625757

<b>Subject</b>	<b>Qualification</b>	<b>Predicted Grade</b>
Childcare and Education	CACHE Diploma	A
Maths	GCSE	C

Woodcroft Secondary School (2006- 2010) Knell Close, Sheffield, S3 4GB 0114 2577414

<b>Subject</b>	<b>Qualification</b>	<b>Grades</b>
English	GCSE	C
Maths	GCSE	D
Science (Double)	GCSE	DD
Drama	GCSE	C
French	NVQ Level 2	Pass
I.T.	BTEC First Diploma	Merit

## Employment History/ Work Experience

- **Busy Bees Day Nursery. Nursery Assistant.** 12 Bramble Walk, Sheffield, S2 9QT. 0114 2658875. College placement- Oct 2010 for 2 weeks.

Duties involved: Setting up arts and crafts materials, reading to groups of 3 year olds, assisting at meal times and helping to supervise children at break time. I am a respected and valued member of the team whilst on placement. I have volunteered to stay to help out with after hours clubs.

- **Babysitting for friends and family.** Various addresses. June 2007 to present.

Looking after children aged 1-5 years old. Duties involve: Feeding babies, changing nappies, reading to the children, supervising their play and giving feedback to parents afterwards. I have become more mature and dependable as a result of this experience.

**References available on request.**

## Example of a Bad CV

Charlotte bingham  
1 cherry street  
Sheffield  
s3 2rj  
0114 2689568/ 07856987412  
[chicklovesshopping@hotmail.com](mailto:chicklovesshopping@hotmail.com)

### Personal Profile

I would like to work in a nursery when i leave college because i love kids and am kind, caring and kids like me. I am taking CACHE at college and that has given me experience of workin in nurseries which will help me with this job i also babysit at the weekends and enjoy it

### Skills and Achievement

A Bronze Duke of Edinburgh Award  
Good computer skills  
Caring and patient with kids  
Good with speaking to people  
Speak English and Spanish

### Education and Qualifications

Longley Park Sixth Form College from 2010 onwards

CACHE Level 3  
Maths GCSE

Woodcroft Secondary School (5/9/06- 2010) Knell Close, Sheffield, S3 4GB 0114 2577414

English- C  
Maths- D  
Science- DD  
Drama- C  
French- Pass  
I.T. Merit

### Employment History/ Work Experience

Busy Bees Day Nursery. Nursery Assistant. 12 Bramble Walk, Sheffield, S2 9QT. 0114 2658875. College placement- Oct 2010 for 2 weeks. Reading to kids lookin after them at break time making sure they were safe

Babysitting for friends and family. June 2007 to present. Looking after kids feeding them, changing nappies, reading, helping them to play. I have grown up a lot doing this work.

**References available on request.**

## Employability Pack: Student Evaluation Form

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

NAME..... TUTOR.....

STUDENT NUMBER.....

### Q1. Did you complete all of the pack?

Yes

No

If no, please state why not .....

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

Very useful

Quite useful

Not very useful

Not useful at all

### Q3. Which section did you find most useful?

The Guidance Centre

Useful Websites

Apprenticeships Information

CV Templates and Examples

### Q4. Why was this section most useful?

.....

.....

.....

**Q5. Which section did you find least useful?**

The Guidance Centre

Useful Websites

Apprenticeships Information

CV Templates and Examples

**Q6. Why was this section least useful?**

.....  
.....  
.....

**Q7. What could we do to improve the pack?**

.....  
.....  
.....

**Many thanks for your help. If you have any questions about Careers Education, Employment or Training, please see Phil Nelson or Gill Fox-Johnson in the Guidance Centre (F30a).**