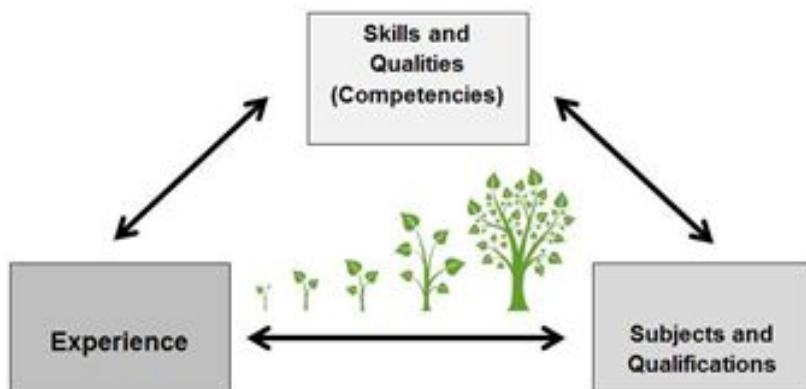




Plymstock School Careers

Year 11 – Next Steps



Dear Year 11 Student and Year 11 Parent/Carer,

As Year 11 is well under way we would like to provide you with some Careers Guidance.

Firstly, you need to remember that you have to remain in education or training until you are 18.

Your options are:

Stay in full time education at any sixth form provider

Enrol in a course at a college or training provider

Secure a full time apprenticeship or complete a pre-apprenticeship training scheme

You will have a Careers Meeting with our Careers Advisor and follow up sessions as required.

Please take time to read this booklet and consider your options.

At Plymstock School we recommend that all students have a preferred option and a realistic backup plan.

Remember the more **you** do towards your career preparation,
the happier you will be with **your** choice.



Guide to Next Steps

What happens in Year 11?

**The Post 16 Options Process begins.
You will receive your Post 16 Options Form in January.**

On this form you will need to state what your intentions are for your Post 16 choices.

It's important that this form is completed in full.

This must be completed by February 2021 and returned to your Tutor.

You will have a Careers Meeting with our in house Careers Advisor - Tiff Linzell.

**These begin in November.
You will discuss your Post 16 Options.**

You will be given a document detailing your conversation with the Careers Advisor to take home.

Making decisions about what you will do at the end of year 11 is an exciting time.
Nowadays, there is such a wealth of opportunity available to you!
It's important to consider all your options.

You will explore all possible routes in this booklet, so that you can make an informed decision.

If you need further advice and guidance regarding A Levels or have any other queries in relation to Plymstock School Sixth Form.

Contact:

Miss Monelle (Director of Post 16 Education): emonelle@plymstockschool.org.uk
Mrs Littler (Assistant Director of Post 16 Education): rlittler@plymstockschool.org.uk

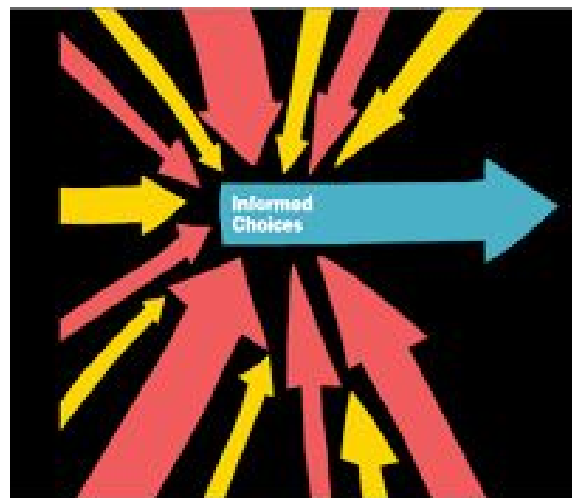
A-levels: Everything you need to know

Find out if A-levels are right for you

A-LEVELS AT A GLANCE

What is it?

An A-level is a qualification offered across a range of subjects to school-leavers (usually aged 16 to 18), graded A*-E. A-levels are studied across two years.



What subjects can you study?

There are around 80 subjects available to study at A-level. However, the options available to you will depend on which subjects your school or college offers. Choosing the right A-level subjects is relatively simple.

Subject choice usually comes down to these three factors:

- **You enjoyed and were good at the subject at GCSE level. This is a logical progression to take it to a higher level, but be aware that some subjects are distinctly more difficult at A-level.**
- **You need certain subjects to enter a chosen career or course at university. But beware - there can be misconceptions about what you need for certain careers or degree courses.**
- **You have not studied the subject before but feel that it will be very interesting or suit your strengths. For example, if you enjoy history or essay-based subjects, politics may be a logical addition.**

What are 'facilitating subjects'?

Facilitating subjects are subjects that open you up to a wider range of degree courses.

They are:

Biology, Chemistry, Physics

History

Maths (and further Maths)

English Literature

Modern and classical languages

Geography

Why are facilitating subjects important?

There are two main reasons:

1. Some university courses ask for specific A-level subjects as an entry requirement. This will often include one or more of the facilitating subjects, so choosing one or two of these keeps your university options more open. For example, many pharmacy degree courses require that students have an A-level in chemistry and either maths, physics or biology.
2. If you're unsure about what you want to study at university, choosing a couple of the facilitating subjects will help to keep options open.

Apprenticeship Applicants - What happens next?



What is an Apprenticeship?

It's a real job, with real training, meaning you can earn while you learn and gain a nationally recognised qualification.

An Apprenticeship gives you both by combining on the job training with study, usually one day a week.

1. Explore all opportunities - Search online

<https://www.gov.uk/apply-apprenticeship>
<https://www.skillsgroupuk.com/learner/vacancies>
<https://www.cityplym.ac.uk/apprenticeships/>
<https://ghqtraining.co.uk/apprenticeships/>
<https://www.achievementtraining.com/>

2. Have you created a CV? Do you need a covering letter?

If you are unsure of how to do this, use the CV template in this booklet!

3. Complete the application and make sure you attach your CV

4. Waiting for an interview

If you have sent the application directly to the employer, you should be contacted by them to arrange an interview.

If you have used a training provider, for example SkillsGroup, you will not be contacted directly by the employer but instead you will be invited for an interview to check your suitability for the role you have applied for. If the training provider believes you are suitable for the role you will then be invited to attend an interview with the employer.

Interview formats may vary next year so take time to prepare yourself.

You may be invited to a video interview - read more in this booklet about how to prepare for a **video interview**.

5. After the interview, if successful, you will receive a conditional offer. This is often due to pending GCSE results.

6. Remember!

You should then inform your tutor and the Careers Team about your new apprenticeship!

Including employer details and start date.

The importance of a Back Up Plan

All students applying for an apprenticeship should have a 'Back Up Plan' in place.

Apprenticeships are often very hard to secure therefore we insist all students also apply for a college course.

Students can apply for as many courses/apprenticeships as they like and then cancel those not required at a later date.

College Applicants - What happens next?



1. Explore all opportunities - Search online

<https://www.cityplym.ac.uk/find-a-course/>
<https://www.duchy.ac.uk/>
<https://www.bicton.ac.uk/>
<https://www.plymouthart.ac.uk/>
<https://scottcollege.co.uk/>

2. Find your course

There are a range of subjects and courses available which can help you reach new careers, so it's important to research what's right for you.

You'll need to think about the style of learning that best suits you, what things interest you and consider your strengths and weaknesses.

When choosing your course, you should always be aware of entry requirements.

3. Submit your application

4. Waiting for an interview date

Make sure you check your emails and post regularly for this and inform the Careers Team when you have your interview date in order to arrange the necessary Interview Preparation.

When you attend your interview, treat it as you would any other interview! Check the **interview tips** page in this booklet to help you.

5. You have received an offer for your college course.

Please be aware that colleges may offer you a low or no grade offer.

It is important to remember that your career journey does not end when your college course begins. Future employers will always look to your GCSE Results in addition to your new college qualifications.

Think about your attitude to your future

"I want to be the best I can be."

rather than.....

"I only need...."

6. Complete GCSE examinations to achieve the highest grade possible!

7. Information will be sent to you by the college regarding a start date.

Contact the college directly if you do not receive this in August.

Confirm your Post 16 Option with the Careers Team

Making things happen

All of the Post 16 Options will require action:

- **Attending a Sixth form opening evening to find out more**
- **Exploring college courses to choose a suitable option**
- **Working on your interview skills or CV for an Apprenticeship**

Plymstock School:

Post 16 Choices Assembly: To be confirmed

Plymstock School's sixth form caters for any student who possesses the ability to follow a Level 3/A Level programme and offers a wide variety of subjects that can be studied; Psychology, Art, English Literature, to name a few!

Sixth form students are able to study a wide-ranging programme that broadens their education and skills development through other opportunities which include: leisure activities, The Duke of Edinburgh Award, community service, work experience, Tall Ships and the Mock Law Trial, to name but a few. Students also receive a comprehensive programme of careers and higher education guidance.



City College Plymouth:

Would you like to find out what life at College is really like?

Want to find out which course you most enjoy and are most suited to?

Keep an eye on the events page on the City College Plymouth website to find out more:

<https://www.cityplym.ac.uk/events/>

City College Plymouth holds regular information evenings throughout the year and will be using virtual platforms to host online open days.



Plymouth College of Art:

Both online and on-campus, the PCAD Student Recruitment team are ready to show you around the fantastic facilities.

Booking online is recommended: <https://www.plymouthart.ac.uk/open-days>



Scott College:

Virtual Open Day - Joining Year 12 in 2021 - <https://scottcollege.co.uk/about/events>

Date: Thursday 26th November 2020
Time: 6:00pm



Duchy College / Bickton College/ Cornwall College

A wide range of specialist subjects, both land-based and beyond across sport, public service and wider outdoor careers. You can choose from Agriculture to Zoology and everything in-between.

All of these colleges hold 'Courses and Careers Advice Events' as well as 'Taster Days'.

Book your place: <https://www.duchy.ac.uk/events/>

Due to COVID-19 places are limited and booking is essential.

Places will be allocated on a first come first serve basis.



Skills Group:

A brief introduction to Skills Group where you can find out a bit more about what apprenticeships and full-time courses they offer. You'll take part in two interactive sessions with expert trainers so you can experience and learn more about the industry you have chosen to see if it's something you'd like to do.

You'll even enjoy a FREE lunch and goody bag!

Keep an eye on this page for upcoming dates:

<https://www.skillsgroupuk.com/events/taster-days>



Armed forces:

Are you adventurous, looking to see the world, enjoy variety and want to develop new skills and gain further qualifications – then a career in the Armed Forces could be for you.

There are a huge variety of jobs ranging from medical, logistics, communications, technical and engineering, weapons and infantry.

RAF : <https://www.raf.mod.uk/recruitment/apprenticeship-roles>

Royal Navy: <https://www.royalnavy.mod.uk/careers/levels-of-entry/apprenticeships>

Royal Marines: <https://www.royalnavy.mod.uk/careers/royal-marines/what-does-it-take>

Royal Fleet Auxiliary: <https://www.royalnavy.mod.uk/careers/rfa/how-to-join>

British Army: <https://www.army.mod.uk/careers/>





Useful contacts page

Careers information:

www.unifrog.org	www.bbc.co.uk/bitesize/careers	https://amazingapprenticeships.com/
www.careerpilot.org.uk	https://nationalcareers.service.gov.uk/	www.skillslaunchpadplym.co.uk

Useful links to colleges and training providers:

Organisation	Contact Number	Website	Email address	Link to course/ brochure information
Achievement Training	01752202266 or 01752202269	https://www.achievementtraining.com/	info@achievementtraining.com	https://www.achievementtraining.com/courses/
Bicton College	0330 123 4782	https://www.bicton.ac.uk/	Customer.services@bicton.ac.uk	https://www.cornwall.ac.uk/courses
Callington Community College	01579 383292	https://www.callingtoncc.net/	Contact through website link	https://www.callingtoncc.net/_site/data/files/documents/pdfs/D1D31AAFAB1C8B3BECF2E6FB5A25C718.pdf
City College Plymouth	01752 305300	https://www.cityplym.ac.uk/	info@cityplym.ac.uk	https://www.cityplym.ac.uk/find-a-course/
Coombe Dean School	01752 406961	https://www.coombedean.co.uk/	office@coombedean.co.uk	https://post16.coombedean.co.uk/
Cornwall College, Saltash	0330 123 2523	https://www.cornwall.ac.uk/cornwall-college-saltash/	info@saltash.ac.uk	https://www.cornwall.ac.uk/courses/
Discovery College YMCA	01752 7610120	https://discoverycollege.co.uk/	enquiries@discoverycollege.org.uk	https://discoverycollege.co.uk/courses/
Duchy College	0330 123 4784	https://www.duchy.ac.uk/	stoke.enquiries@duchy.ac.uk	https://www.duchy.ac.uk/16-18/
Exeter College	01392 400500	https://exe-coll.ac.uk/	info@exe-coll.ac.uk	https://exe-coll.ac.uk/school-leavers/
Focus/DCET Training	01752 348980	https://www.thefocustraininggroup.com/	Contact through website link	https://thefocustraininggroup.com/courses/apprenticeships-1
GHQ Training	01752 218 086	https://ghqtraining.co.uk/	training@ghqtraining.co.uk	https://ghqtraining.co.uk/courses/
Heles School	01752 337193	https://www.heles.plymouth.sch.uk/	heles.school@plymouth.gov.uk	https://www.heles.plymouth.sch.uk/page/?title=Course+Information&pid=58
Ivybridge Community College	01752 691000	https://www.ivybridge.devon.sch.uk/	icc@ivybridge.devon.sch.uk	https://www.ivybridge.devon.sch.uk/page/?title=Subjects+and%26%23160%3BCourses&pid=77
Plymouth College of Art	01752 203434	https://www.plymouthart.ac.uk/	enquiries@pca.ac.uk	https://www.plymouthart.ac.uk/courses?orderBy=lift
Scott College	01752 987010	https://scottcollege.co.uk/	info@scottcollege.co.uk	https://scottcollege.co.uk/prospectus
Skills Group	01752 332 442	https://www.skillsgroupuk.com/	info@skillsgroupuk.com	https://www.skillsgroupuk.com/contact/prospectus

How to write a CV

Curriculum Vitae

(Include: Forename, Surname, Address, Phone Number, Email Contact)

PERSONAL PROFILE

Here you should take a few lines, not a few paragraphs, to quickly outline your interest in the role and why you'd be a good fit. Who are you as an individual? What you are looking for and why?

KEY SKILLS AND ABILITIES

Example:

- *Time management - Timekeeping is one of my strengths; I always ensure I am punctual and I possess a strong attendance record at school.*
- *Creativity – I have experience using various IT packages including photo shop, which has given me the opportunity to develop my creative skills and present unique ideas.*
- *Interpersonal skills both written and verbal - As shown through my cadet role experience and volunteering as a reading mentor to the younger children within my school.*

ALWAYS give an example when listing your skills and abilities! Employers like to see when you have demonstrated these rather than a list; it could have been a school based scenario, work placement or perhaps when you have participated in a sports event. ALWAYS link your skills and abilities to the job role/ work placement you are applying for.

EDUCATION

LIST SUBJECTS AND PREDICTED GRADES - These can be presented in a list or table format.

WORK EXPERIENCE

List year 10 work experience and any part time jobs you have or have had. You should give your reader a brief introduction to what the company does and explain a bit about the responsibilities your role covered. Again, highlight any skills and qualities you demonstrated or mention how they have improved since the work experience opportunity.

ACHIEVEMENTS & ADDITIONAL INFORMATION

Example:

- *Excellent school attendance record • Participation in School's fundraising activities.*

List any awards/club achievements etc. i.e. Ten Tors, Duke of Edinburgh. Don't leave them out – Charity work, peer mentoring, all great indications of the type of person you are. Something you may consider small could showcase great personal qualities you have.

HOBBIES & INTERESTS

List any hobbies/sports etc. or anything you do outside of school. Outside interests enable a potential employer to gain an understanding to what motivates you, what personal qualities you may have and how you will integrate into the team.

If, for example, you are applying for a waitressing job but have never held a position similar before in your work life, then the fact that you captained your netball team, ran training sessions and led your side to the final will demonstrate your leadership and organisational ability.

REFERENCES - Always ask first!

1. Reference from School i.e. tutor, subject teacher, head of year.
2. Reference from someone who knows you well, i.e., employer reference, family friend – not direct family members

NOW, IT'S YOUR TURN...

Use this space to write down some ideas to get you started.

Personal Profile

Key skills and abilities

Education

Work experience

Achievements/ Additional information

Hobbies and interests

References

Video Interview Guide: Tips for a Successful Interview



COVID-19 is affecting the way businesses recruit new employees. While a small number of businesses are still holding face-to-face interviews, the majority of organisations are unlikely to do so until the current social distancing restrictions come to an end.

Because of this, it's now more important than ever to make sure that your telephone and video interview skills are up to scratch.

It can be a challenge! Connectivity problems, time delays and not everyone is comfortable on camera. However, with some preparation these issues can be overcome and help you move on to the next stage of the process.

Location

Plan well in advance where you're going to do the video interview.

Use a quiet location, where you won't be disturbed by noises and people.

Make sure the room you choose is tidy and use a clean and simple background so that the interviewer focuses on you.

Close any software on your computer that might play notification sounds. Switch your phone to silent to guarantee you won't be distracted. Remember to let everyone in the house know you're about to start the interview so they don't interrupt you.

Dress appropriately

You may be at home but it's still a job interview and this is your opportunity to give a professional first impression - this means dressing appropriately. You should wear the same outfit you would have chosen for a face-to-face meeting with the employer. Think about how your clothes will look on screen and avoid busy patterns and stripes.

Use positive body language

It's best to avoid slouching, moving too much or touching your face. Instead employers will be looking for you to make good eye contact, smile, listen and take an interest in what they're saying.

Some video interviews are pre-recorded, which means you will not see a real person in front of you. Try to imagine you're speaking to a real person, maintaining your enthusiasm and positive body language.

Just before..

A few days before the interview you should test the computer, camera and any software that you've been asked to use. Make sure the picture is clear and the sound quality is good. It's also worth checking your internet connection.

Typical interview questions

Example questions to help to prepare for your apprenticeship interview.

The phrase 'practice makes perfect' comes to mind when you think about initially preparing for an interview. We have selected some commonly asked questions and included some guidance on how you can support your child to think about their answers and start to prepare ahead of their apprenticeship interview.

Questions about yourself

What are your strengths and weaknesses?

How would you best describe yourself?

What skills have you developed from any work experience or previous employment?

Young people can sometimes find it hard to come up with examples of what they are good at. They might also be embarrassed to talk confidently about their strengths and worry that they sound like they're showing off.

Help them to identify their strengths and then practice explaining how they are relevant to the job role.

Are they great team players or leaders? Are they extremely organised? Do they have good digital skills? Are they good at caring for others? What have their teachers & friends said positively about them?



Questions about the employer

What research have you carried out about our company?

Why do you want to work here?

What do you know about our products or services?

Employers will expect their candidates to have carried out some research about the company that they are applying to.

They don't have to know everything about the company, but showing that they are interested and have made an effort to find out about the main products and services of the business is important. You can start by looking on the company's website and reading their latest news on social media.

If you really want to stand out, showing that you have gone over and above to learn more will be admired by the employer. For example, if they are a retailer - visit a store and perhaps visit a competitor. What do you notice? If they have won an award recently, what was it for and who else in their sector or industry has won it previously? If they create consumable products - run a taste test and compare the different flavours. Which do you prefer and why?

Questions about the job

What do you think the main tasks and responsibilities will be?

Are there any aspects of the job description that you're not sure about?

Which parts of the job do you think will be most enjoyable / challenging for you?

When reading a job description, it is useful to go through it and to pick out the different tasks listed and any skills listed that you think are a good match. Then, re-read it and identify anything you don't understand. Your child may want to research certain words, tasks or the specialist equipment that may be used in that work environment.

It is really useful to look online for any apprentice case studies that the company has published, which should provide some more direct insight into what the role is like. Some of these are also filmed so you can see the work environment too.

Interview

tips

Get ready to impress.

Employers use an interview to get to know your child. Equally, your child can use it as an opportunity to see if the employer feels like the right fit for them. Take a look at our top tips to help your child to make a good impression.



BE EARLY

Prepare your route to the interview in advance. Plan to arrive 30 minutes before the set interview time and make sure you've built in time for any potential traffic problems. When you arrive, greet the receptionist with a smile to show that you are open and friendly.



DOUBLE CHECK WHAT YOU ARE ASKED TO BRING

Remember to bring any important documents that the employer has requested, such as ID, certificates or a portfolio. If you haven't got a document they have requested, let them know in advance, you may be able to arrange to bring an alternative.



GO OVER THE APPLICATION AND PREPARE SOME NOTES

Take a copy of your application with you so that you can remind yourself of what you may be asked. Also remember to take any key facts / notes from your research to help to impress the interviewer.



CHECK THE DRESS CODE

Dress smartly to show that you are taking the interview seriously. Most people will wear a smart pair of trousers or a skirt with a shirt or blouse. If you are not sure, check with the person that has invited you to the interview.



PREPARE SOME EXAMPLES

The interviewer is likely to ask you about your previous experience and also what you feel your strengths are. Have some relevant examples prepared from times that you have been part of a team, used your initiative and met deadlines.



BE PASSIONATE AND ENTHUSIASTIC

Start with a firm handshake at the beginning of the interview and speak clearly. Show genuine interest in the company by sitting up straight, smiling and making good eye contact. Remember to thank them at the end and shake their hand again.



PREPARE SOME QUESTIONS

A question to the interviewer such as, 'What have your favourite moments working here been?' would be a great choice. Or perhaps a question that shows research, for example, 'I noticed from your website ..., can you tell me a bit more about it?'

