

Welcome to the Spring Term edition!

As the evenings start to get lighter and we can possibly glimpse at Spring around the corner, it's a reminder that this time of year businesses and companies start to announce opportunities for 2023 school/ sixth form leavers looking for apprenticeships.

This edition focuses on apprenticeships with links to live vacancies and further information on where to continue the search for those looking for opportunities or taking an interest in this route after they finish their exams.

However, as well as tips for how to search for opportunities, an important part of the process is the application and then the interview. Often young people tell us they feel under prepared and struggle with how best to communicate their skills and personal strengths, especially in recent years with the pandemic putting a stop to work experience. On pages 14-17 students can find advice on how they can use transferable experience to highlight their work-based skills and attributes as well as information on creating or updating CVs.

This year we are seeing work experience programmes re-start. For many students preparing for entry to competitive industries, wishing to develop their work-based skills or just explore different work-environments and industries, work experience can be taken in school holidays and can be a good use of the summer. However, contact and application needs to start now. See pages 11-13

As year 11s and 13s start to prepare for their exams, in many of our schools our focus will turn to supporting year 10s and 12s. We have some helpful advice on how students can prepare for their meeting with an Innervate Career Adviser. For key stage 3 students choosing their GCSE Options this term, see page 5.

Happy career exploring!

**Natalie Papworth**  
**Founding Director**  
**Innervate Careers**

## Key Features

### • Events

- London Job Show
- Twickenham Jobs Fair
- Nursing Careers Events
- Pilot Careers
- Youth Employment Skills/Careers courses
- What Next Virtual What University/Career
- 2023 Up-and-coming events
- Tech Jobs Fair

### • School and College Free Teaching Resources

### • Year 8 & 9's Choosing your GCSE Options

### • Year 10 & 12's How to Prepare for your Careers Discussion

### • Year 11 & 13's Finishing School this Summer?

### • All about Apprenticeships

### • Current apprenticeship snapshots & search websites

### • All about Linked-in

### • Work Experience Opportunities & Ideas

### • Creating a winning CV

### • Preparing for an Interview Tips and Resources

### • Labour Market - Careerometer

INFORMATION

RESOURCES

CONTACT

**Up to date Careers News, Information & Opportunities**



Schools



Teachers



Young people



Career advisers



Parents/Carers



## Why are Career Fairs Important for Students?

Career fairs are a great opportunity for students to know more about future employees. You'll learn something new about the companies presented there, are able to ask questions and could even get a job.

**Information about the Industry:** Learn about different industries, talk to companies to gain an insight, finding out what appeals and what may not!

**Networking:** Gain future contacts, information

**Confidence Boost:** Talking to employers, asking questions provides experience and an understanding of what skills, abilities they may be looking for.

**Potential Future Employment:** a job interview is one of the main reasons to attend a career fair: even if you won't get hired, you'll at least receive valuable experience and will be more prepared to other job interviews in the future. However, in order to succeed at one or at least to be invited to it, you have to prepare as well as possible: dress properly, collect all the certifications and other documents that demonstrate your strong knowledge of various skills and don't forget to take your resume with you.



**21st & 22nd April 2023 at Westfield Shepherds Bush**

Meet top employers face to face and apply directly for thousands of vacancies at the London Job Show.

On Friday 21st & 22nd April 2023, the London Job Show is showcasing thousands of employment and training opportunities – from part time to full time, entry level to senior executive, apprenticeships to graduate schemes – there is something for everyone at London's favourite Careers Fair.

**Visit:**

<https://www.londonjobshow.co.uk/shepherdsbush/>  
to register free

## London Twickenham Jobs Fair Friday 17th March 2023



Fri, 17 March 2023, 10:00 – 13:00 GMT

**Twickenham Stadium** 200 Whitton Road Twickenham TW2 7BA

[Resister and reserve a place \(Free\) Click here](#)

## Events & Opportunities



Parents/Carers



Young people



Teachers

RCNi  
Nursing  
Careers &  
Jobs Fair

## Nursing Careers Events Novotel London West

**27 April 2023**

**9.30 am – 4.00pm**

### Why attend RCNi Nursing Careers and Jobs Fair?



#### Offering jobs on the day

Interact with employers who will be offering jobs on the day. Be interviewed and leave the event with a job.



#### Free CPD-accredited sessions

Informative seminars to help you with career development, along with clinical topics. All seminars are CPD-accredited and you will receive a certificate of attendance after the event.



#### Career Advice

Get advice from nursing professionals on how to progress in your nursing career.

**Visit:**

<https://www.careersandjobsfair.com/london-west-2023>  
to book a free place

PILOT  
CAREERS  
LIVE

**London**  
22nd April 2023

Join us for another great Pilot Careers Live at London Heathrow on 22 April 2023, 09:00 - 17:00.

Pilot Careers Live gives you access to **everything** you need to know about a career as a professional pilot

**Pilot Careers Live London**  
**Saturday 22 April 2023**  
**Sofitel Hotel, T5**  
**London Heathrow Airport**

Meet the industry's leading training organisations, airlines and much more: Click Book tickets now to register a place

**Book tickets now! →**





## National Careers Week 6 - 11th March 2023



### Free Online Skills & Careers Courses

Aged 14-24? Boost Your Skills And Careers Confidence With Online Training & Guides



#### Journey To Work

Aged 17+? This free online course helps you build skills and careers confidence.

[TRY THIS COURSE](#)

#### Preparing For Your Future

Aged 14-16? This free course helps you build skills and careers confidence.

[TRY THIS COURSE](#)

#### In Apprenticeships

We've partnered with The Careers & Enterprise Company to help apprentices during training.

[TRY THIS COURSE](#)



#### Explore Apprenticeships

Thinking about doing an apprenticeship? This introductory course is a great place to start.

[TRY THIS COURSE](#)



[FIND OUT MORE](#)



### ACCESS For All - VIRTUAL EVENT: What University Career Live?

Not sure what career you want? Be inspired by an online panel of speakers and access expert support and guidance with inspiring talks, employers, and advice chatrooms.

Location: Online

- Cost: Free to attend
- Target Audience: Teachers, students, graduates, school leavers, parents

[Click here to register your interest](#)

### University Open Days & Taster Days

To find out about university open days either go direct to their website Click on icons to search for University open and taster days



## Events & Opportunities



Parents/Carers



Young people



Teachers

## Look out for 2023 Up and Coming Events

### London Careers Fair | Nov 03, 2023 | Tottenham Hotspur Stadium



The London Careers Fair runs for a total duration of 4 hours, starting at 10am and finishing at 2pm.



### 9 August Reading Careers Fair

The Reading Careers Fair will offer candidates from all backgrounds, experience and education levels the opportunity to speak to representatives from an abundance of local employers, all in one place. There will be a wide variety of different organisations attending, alongside a wide variety of roles being advertised. Online applications can be very time consuming – by attending this event, you get the chance to skip this process and speak directly to the organisation.

**Location:** Pentahotel Reading Oxford Road Reading RG1 7RH

[Find out more](#)



### London's TECH JOBS FAIR Europe's #1 Tech Festival

22th June 2023 13:00 to 19:00 (GMT)

QEI Centre, Broad Sanctuary, Westminster, London. SW1P 3EE

[For Information and book tickets click here](#)



## Free Careers Education Resources

### National Careers Week 2023 - 6 to 11 March

National Careers Week is still a must-have on the careers events calendar for teachers and career advisers, National Careers Week celebrates UK careers guidance and free education resources. It helps to bring together students, employers, educators and career advisers through careers events and activities.

[Access Free Careers Education Resources](#)



LESSON PLANS

SCHOOL POSTERS ➔

## BARCLAYS | LifeSkills



Lesson Plan

16-19

**Help students plan for their next steps after education.**

Whether it's work, training or further/higher education, use these resources to help school leavers plan for their next steps and achieve their goals.



Lesson Plan

16-19

**Building confidence and assertiveness**

Help students improve confidence, self-esteem, resilience and motivation.

[Click here for full list of Free lesson plans including:](#)

- Practicing work place challenges
- Growth mindset toolkit
- Financial survival skills
- Wellbeing toolkit
- SEND Self confidence lesson

And many more.....



Teaching Resources

PSHE Lesson Plans / KS4 - Life Skills - 4 lessons

[Role Models](#) – Students think about the skills, traits and qualities of role models and how they can learn from them

[Positive Mindset](#)

[Affirmations Lesson](#) – students think about the benefits of effective self-affirmations and how this lead to positive personal outcomes

[Confidence Building](#) – students look at the importance of body language in making us feel positive and confident



Teachers

# Schools & Colleges



Parents/Carers

## Amazing Apprenticeships

### SCHOOL SUBJECT POSTERS



The posters focus on 12 school subjects and the many apprenticeship roles they link with. Each poster highlights a range of apprentice roles linked to the subject to help inspire your students to think more broadly about their options!

**DOWNLOAD**

## FREE DISPLAY PACK

### FOR SCHOOLS AND COLLEGES

## DIGITAL DISPLAY PACK

Use the materials in this pack to create a dedicated apprenticeships display in your classroom, common room or careers space, and start opening minds and broadening horizons.

**DOWNLOAD**



## Supporting Career Leaders, CEIAG Managers, Senior Leadership

We know that schools want to do the best they can to support their students. Whether you are new to careers, have been taking a lead for CEIAG for years or you are dedicated teacher or tutor who wants to help and give good advice, we have developed a tool kit of helpful tips, information, activities and documents that will support you in your role.

- [Meeting the Gatsby Benchmarks](#)
- [Headlines for the Published Careers Strategy](#)
- [DfE Statutory Guidance for Schools](#)



# Year's 8 & 9

## Choosing your GCSE Options



The future seems so far away.... it is important to think about how your subjects connect to your future career potential....



If you have a career in mind, what skills do you need to develop?



If you don't know what you want to do, what skills appeal to you: creative, logical problem solving, teamwork, leadership....?



Which subjects will help develop these skills?

### Helping you decide... consider the following:

- What are your favourite subjects?
- Which subjects do you get good/ strong grades in?
- Which subjects do you learn best in?
- What are your least favourite subjects?
- Which subjects do you get low grades in?
- Which subjects do you struggle with?
- Do you have a career in mind?
- If so, what GCSE subjects will be helpful or you need to take?
- If not, with your favourite and best subjects, what possible careers could you do?
- Do you have any questions for your teachers?

### Make good decisions

- **Consider your initial interests** and think about why this subject interests you?
- **Get further information.** Is it what you expected? Are you basing your decisions on reality?
- **Think about the potential of your options.** How will it help you in the future?

If you have career ideas does this subject help?

If you don't have any career ideas does this subject keep many careers open

- **Consider the pros and cons.** What are the good reasons to go for this subject and the reasons not to.

Which list is longer? Does this give you a decision?

### Explore career ideas:



Career research: websites and on-line resources

National Careers Service



PROSPECTS

Careerpilot



Your personal network

### Ask for help and support

- Older siblings/ friends
- Career adviser
- Older siblings/ friends
- Career adviser



#### History

Law and written/research-based careers

#### Geography

Can be helpful for science-based careers but also careers concerned with the issues that affect people and our planet

#### Religious Studies

Ethics & Philosophy – critical thinking & logical thought: law, education, politics or business

#### Art & Design

Graphic designer and games designer, fashion designer and even architect –**art or graphics or design technology** to build portfolio to study at A level/ 6<sup>th</sup> form

#### Drama

Helpful for performing arts, public speaking – business, government and politics, law, creative industries, teamwork and devising

#### Music

Performance, education, creative media and computer games, creative industries, teamwork and devising

#### Sport/ PE

Coaching, teaching, science-related careers, physiotherapy, psychology, leadership, team-work

#### Computing/IT

Cyber security, high-tech companies, artificial intelligence. Develops logical planning, maths skills, programming and other technical skills.

#### Business

Business related careers such as marketing, HR, Finance, law, running your own business, further study – economics

#### Food Preparation & Nutrition

Combines food science, nutrition and healthy eating and can lead to careers designing food, working as a chef, working in the huge industry of food distribution or as a food nutritionist

#### Languages

Desired by many businesses and industries. Can be helpful for many careers

#### Science

To access many science based careers such as medicine, dentist, engineering, biochemist, marine biologist, even Psychology you need to get high grades at GCSE

#### Maths

Can lead to whole range of different careers and is essential for Science, Finance related careers, as well as some design related careers such as Architecture

#### English

Not just for poets! Journalists, lawyers, investigators, writers, advertising and marketing

## English

### ADVERTISING & MARKETING

Almost 200,000 people work in Advertising & Marketing in the UK. **Jobs increased by a third between 2011 and 2016.**

**Career paths:** Consumer insight manager, copywriter, pr officer

### EDUCATION

Primary school and nursery teachers have one of the **highest rates of job satisfaction** in the country. There are more than 450,000 teachers across the UK.

**Career paths:** English teacher, private tutor, university lecturer

### RECRUITMENT & HR

The Recruitment & HR industry employs around 100,000 people and this is only **expected to grow in years to come.**

**Career paths:** Features writer, journalist, manuscript assistant

### ART & DESIGN

**Over half a million people** work as artists, designers, performers, musicians and craftspeople. More than half the artists in the UK have a degree – compared with a quarter of the whole population.

**Career paths:** Art auctioneer, gallery curator, interior designer

### LAW

**Around 90% of law graduates find work and/or further study within six months of graduation.** There's also a demand for those with knowledge in online law.

**Career paths:** Intellectual property lawyer, paralegal, solicitor

### PUBLISHING & MEDIA

The Publishing & Media industry employs 430,000. Jobs in film, TV, video, radio and photography are growing rapidly, with **17% more jobs now than in 2011.**

**Career paths:** HR officer, recruitment consultant, training manager

### Transferable Skills

English is how we communicate, argue and persuade. It's used when speaking to clients on the phone, sending emails, writing social media posts and presenting in meetings.

Some of the skills include:

- Language analysis and effective use
- Creativity
- Negotiation
- Communication
- Cultural Sensitivity

## Maths

### ACCOUNTANCY

**Over 840,000 people work in the UK** accountancy industry. There are over 164,000 accountancy students in the UK and Ireland, with numbers growing.

**Career paths:** Auditor, forensic accountant, tax accountant

### ENGINEERING

The proportion of young engineers has dropped over the last decade. This means there will be **high demand for younger workers** in the coming years.

**Career paths:** Mechanical engineer, quantity surveyor, software engineer

### IT & THE INTERNET

People with qualifications in information technology have **one of the highest rates of employment in the UK.**

**Career paths:** A.I. programmer, forensic technology associate

### BANKING & FINANCE

Technology is becoming increasingly important across this industry – but **62% of employers say the digital skills gap is widening**, more than any other industry.

**Career paths:** Analyst, retail banker, stockbroker

### INSURANCE & PENSIONS

The UK insurance industry employed nearly **280,000 people in 2016** – that's almost a third of all financial services jobs.

**Career paths:** Actuary, fund manager, underwriter

### Transferable Skills

Maths is used in everything from engineering and computing, to medicine and baking.

Some of the skills include:

- Problem Solving
- Logical Thinking
- Analysis
- Numeracy
- Presentation
- Statistics/Research

### Try the Subject choices Tool

**Discover jobs that might suit you based on your subject choices:**

<https://www.myworldofwork.co.uk/tools/subject-choices>

## Languages

### ADVERTISING & MARKETING

Almost 200,000 people work in Advertising & Marketing in the UK. **Jobs increased by a third between 2011 and 2016.**

**Career paths:** Event planner, market research, sales executive

### EDUCATION

Primary school and nursery teachers have one of the **highest rates of job satisfaction** in the country. Over 450,000 teachers work in the UK.

**Career paths:** English as foreign language teacher, languages teacher

### LAW

**Around 90% of law graduates find work and/or further study within six months of graduation.** There's also a demand for those with knowledge in online law.

**Career paths:** Barrister, paralegal, solicitor

### SOCIAL CARE

Social workers, care workers and other social care professionals help vulnerable children and adults in a vast field which **employs over 1.8 million people** across the country.

**Career paths:** Care home assistant, support worker, youth worker

### BANKING & FINANCE

Technology is becoming increasingly important across this industry – but **62% of employers say the digital skills gap is widening**, more than in any other industry.

**Career paths:** Institutional sales, retail banker, sales trader

### HOSPITALITY & TOURISM

Tourism is the UK's fastest-growing sector. It's also the **third largest employer**, accounting for nearly one in 10 jobs in the UK.

**Career paths:** Tour guide, translator, travel agent

### PUBLISHING & MEDIA

The Publishing & Media industry employs 430,000. Jobs in film, TV, video, radio and photography are increasing rapidly, with **17% more jobs now than in 2011.**

**Career paths:** Broadcast assistant, presenter, subtitler

### Transferable Skills

Languages is how we communicate with thousands spoken across the world. They provide cultural identity, related to a country's history, society, politics and art, and provides instant connection.

Some of the skills include:

- Listening
- Communication
- Resourcefulness & adaptability
- Critical thinking
- Leadership
- Independent learning
- Problem solving
- People skills and management





## Biology

### ENGINEERING

The proportion of young engineers has dropped over the last decade. This means there will be a **high demand for younger workers** in coming years.

**Career paths:** Biomedical engineer, design engineer, project engineer

### POLICE & EMERGENCIES

There is a high demand for trained paramedics with **one in 10 vacancies unfilled**. Within the police force, digital and IT skills are highly sought after to better fight crime.

**Career paths:** Crime scene investigator, fire person, paramedic

### SPORT & FITNESS

There are currently 431,000 people employed in the sport & fitness industry. The number of people employed in the industry has grown every year since 2013.

**Career paths:** Personal trainer, rehabilitation therapist, ski instructor

### AGRICULTURE

This sector employs over 350,000 people across the UK. Although core agricultural roles are expected to drop by 2030, **many new jobs will be created in 'agri-tech'**.

**Career paths:** Ecologist, farmer, food scientist

### MEDICINE & HEALTHCARE

The UK healthcare industry **employs over four million people**, making it one of the largest employment sectors. Four of the five highest average graduate salaries are in fields related to medicine.

**Career paths:** Dental nurse, physiotherapist, vet

### SCIENCE & RESEARCH

Between 2016 and 2023, jobs in science and research will grow at twice the rate of other industries, creating 142,000 new jobs. **One in every six jobs will be in science and research.**

**Career paths:** Biotechnologist, laboratory technician, research scientist

## Transferable Skills

In Biology you study life, from the single-celled organism to the most complex and interconnected communities of organisms. Looking at how living things function, evolution and change. Some of the skills include:

- Design and Creativity of products, tools
- Research and forecasting
- Problem-solving/ finding solutions to a changing world
- Analysis
- Curiosity
- Drawing
- Attention to detail

## Chemistry

### ENERGY & UTILITIES

Today, about 500,000 people work in the energy sector. But with the demand for green energy growing, **by 2020 half a million people could be working in renewables alone.**

**Career paths:** Geochemist, mudlogger, renewable energy engineer

### FAST CONSUMER GOODS

Online grocery shopping is **expected to increase by 68% between 2016 and 2021**. This means that new e-commerce jobs will be created to match the growing demand.

**Career paths:** Food scientist, market research, quality controller

### MEDICINE & HEALTHCARE

The UK healthcare industry **employs over four million people**, making it one of the biggest employment sectors. Four of the five highest average graduate salaries are in fields related to medicine.

**Career paths:** Doctor, nurse, optician

### SCIENCE & RESEARCH

Between 2016 and 2023, jobs in science and research will grow at twice the rate of other industries, creating 142,000 new jobs. **One in every six jobs will be in science and research.**

**Career paths:** Lab scientist, pharmacologist, research and development

### ENGINEERING

The proportion of young engineers has dropped over the last decade. This means there will be a **high demand for younger workers** in the coming years.

**Career paths:** Chemical engineer, civil engineer, nuclear engineer

### MANUFACTURING

The manufacturing sector employs around three million people and **accounts for 9% of employment in the UK**. That's a lot of jobs!

**Career paths:** Manufacturing manager, stock control manager

### RECRUITMENT & HR

The Recruitment & HR industry employs around 100,000 people and this is only **expected to grow in the future.**

**Career paths:** HR officer, recruitment consultant, training manager

## Transferable Skills

Chemistry is behind major breakthroughs in medicine, power & energy and technology. Studying molecules that make up everything on the planet, their properties, structure and how they interact with each other.

Some of the skills include:

- Mathematical problem solving
- Analysis, investigation & research
- Presentation
- Collation
- Critical Evaluation
- Attention to Detail

## Physics

### ENERGY & UTILITIES

Today, about 500,000 people work in the energy sector. But with the demand for green energy growing, **by 2020 half a million people could be working in renewables alone.**

**Career paths:** Electrician, gas engineer, geoscientist, plumber

### IT & THE INTERNET

People with qualifications in information technology have **one of the highest rates of employment in the UK.**

**Career paths:** Cyber security analyst, database developer, games developer

### TRANSPORT & LOGISTICS

The UK transport industry employs 1.5 million people across the country. Over the next 10 years, **100,000 new workers will be required in rail alone.**

**Career paths:** Air traffic controller, logistics analyst, mechanic, pilot

### ENERGY & UTILITIES

Today, about 500,000 people work in the energy sector. But with the demand for green energy growing, **by 2020 half a million people could be working in renewables alone.**

**Career paths:** Electrician, gas engineer, geoscientist, plumber

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People with qualifications in information technology have **one of the highest rates of employment in the UK.**

**Career paths:** Cyber security analyst, database developer, games developer

### TRANSPORT & LOGISTICS

The UK transport industry employs 1.5 million people across the country. Over the next 10 years, **100,000 new workers will be required in rail alone.**

**Career paths:** Air traffic controller, logistics analyst, mechanic, pilot

## Transferable Skills

Physics is the study of matter and energy and how they interact.

Some of the skills include:

- Data analysis
- Mathematical problem solving
- Communication & Teamwork
- Research
- Attention to detail
- Critical Thinking



### ACCOUNTANCY

Over **840,000** people work in the UK accountancy industry. There are over 164,000 accountancy students in the UK and Ireland, with numbers increasing.

**Career paths:** Assistant accountant, assurance associate, financial controller



### BANKING & FINANCE

Technology is becoming increasingly important across this industry – but **62% of employers say the digital skills gap is widening**, more than any other industry.

**Career paths:** Case handler, credit controller, payments negotiator



### ENTREPRENEURSHIP

Globally, **entrepreneurs aged under 36 make more money on average** than any other age group. Over 25% of UK students run their own business or plan to set one up.

**Career paths:** Business owner, freelancer, social entrepreneur



### RECRUITMENT & HR

The Recruitment & HR industry employs around 100,000 people and this is only **expected to increase in years to come**.

**Career paths:** Graduate recruiter, recruitment consultant, training manager



### ADVERTISING & MARKETING

Almost 200,000 people work in Advertising & Marketing in the UK. **Jobs increased by a third between 2011 and 2016**.

**Career paths:** Business development, events manager, marketing manager



### CONSULTANCY

In the future, consultants with skills and knowledge in IT and technology, data analysis, digital marketing and cyber security **will be in demand**.

**Career paths:** Business consultant, data analyst, management consultant



### ENGINEERING

The proportion of young engineers has dropped over the last decade. This means there will be a **high demand for younger workers** in the near future.

**Career paths:** Automation engineer, cloud engineer, software engineer



### IT & THE INTERNET

People with qualifications in information technology have **one of the highest rates of employment** in the UK.

**Career paths:** Cyber security analyst, games developer, technical solutions



### INSURANCE & PENSION

The UK insurance industry employed nearly **280,000 people in 2016** – that's almost a third of all financial services jobs.

**Career paths:** Financial researcher, pension fund manager, risk manager



### SCIENCE & RESEARCH

Between 2016 and 2023, jobs in science and research will grow at twice the rate of other industries, creating 142,000 new jobs. **One in every six jobs will be in science and research**.

**Career paths:** Data scientist, political scientist, research analyst

## Transferable Skills

Learn about organisations and the elements needed to function, budgets, policies, economies & markets, government. With IT fully integrated in everyday lives. Some of the skills include:

- Problem Solving & analysis
- Ethical Awareness
- Legal Acumen
- Creativity
- Commercial awareness



### ADVERTISING & MARKETING

Almost 200,000 people work in Advertising & Marketing in the UK. **Jobs increased by a third between 2011 and 2016**.

**Career paths:** Advertising network manager, brand specialist, event planner



### EDUCATION

Primary school and nursery teachers have one of the **highest rates of job satisfaction** in the UK. Over 450,000 teachers work across the UK.

**Career paths:** Corporate trainer, lecturer, primary school teacher



### MANUFACTURING

The manufacturing sector employs around three million people and **accounts for 9% of employment** in the UK. That's a lot of jobs!

**Career paths:** Furniture maker, product design, textile manufacturer



### RECRUITMENT & HR

The Recruitment & HR industry employs around 100,000 people and this is only **expected to grow in years to come**.

**Career paths:** Graduate recruiter, recruitment consultant, training manager



### ART & DESIGN

Over half a million people work as artists, designers, performers, musicians and craftspeople. More than half of the artists in the UK have a degree, compared with a quarter of the whole population.

**Career paths:** Artist and film maker, furniture maker, graphic designer



### FASHION & BEAUTY

850,000 people work in the UK fashion industry, with more jobs on the way as sales rise. With a quarter of fashion sales made online, **many new roles will be digital**.

**Career paths:** Beauty consultant, online category developer, product design



### PUBLISHING & MEDIA

The Publishing & Media industry employs 430,000. Jobs in film, TV, video, radio and photography are growing rapidly, with **17% more jobs now than in 2011**.

**Career paths:** Book designers, broadcast operator, media account manager



### CONSTRUCTION

With almost 300,000 business trading in construction, this **sector accounts for 7% of all employment** in the UK. That's 2.3 million jobs.

**Career paths:** Conservation specialist, construction designer



### ENGINEERING

The proportion of young engineers has dropped over the last decade. This means there will be a **high demand for younger workers** in the years to come.

**Career paths:** Design/research/structural engineer



### MANUFACTURING

The manufacturing sector employs around three million people and **accounts for 9% of employment** in the UK. That's a lot of jobs!

**Career paths:** Manufacturing manager, quality assurance manager

## Transferable Skills

Learning creative skills in different disciplines with an array of media and tools from design to engineering, to performing. Some of the skills include:

- Creativity
- Confidence
- Project Mangement
- Collaboration
- Critical Evaluation
- Research
- Self-reflection
- Presentation & Oration skills



### AGRICULTURE

This sector employs over 350,000 people across the UK. Although core agricultural roles are expected to drop by 2030, **many new jobs will be created in 'agri-tech'**.

**Career paths:** Ecologist, farmer, food scientist



### PUBLIC SECTOR

The public sector – which includes NHS hospitals, state schools, local councils and the police – **employs more than five million people** across the UK. That's over 17% of the workforce.

**Career paths:** Environmental officer, planning officer, transport planner



### ENERGY & UTILITIES

Today, about 500,000 people work in the energy sector. But with the demand for green energy growing, **by 2020 half a million people could be working in renewables alone**.

**Career paths:** Geotechnical engineer, surveyor, water consultant



### SCIENCE & RESEARCH

Between 2016 and 2023, jobs in science and research will grow at twice the rate of other industries, creating 142,000 new jobs. **One in every six jobs will be in science and research**.

**Career paths:** Geo-technologist, renewable energy researcher



### LAW

Around **90% of law graduates find work and/or further study within six months of graduation**. There's also a demand for those with knowledge in online law.

**Career paths:** Barrister, magistrate, solicitor



### PUBLISHING & MEDIA

The Publishing & Media industry employs 430,000. Jobs in film, TV, video, radio and photography are growing rapidly, with **17% more jobs now than in 2011**.

**Career paths:** Editor, journalist, project manager



### CHARITY & NOT-FOR-PROFIT

Many charity and not-for-profit organisations offer opportunities to work overseas helping others. Charities employ 827,000, over **2.5% of the UK's workforce**.

**Career paths:** Funding coordinator, helpline worker, policy researcher



### MEDICINE & HEALTHCARE

The UK healthcare industry **employs over four million people**, making it one of the largest employment sectors. Four of the five highest average graduate salaries are in fields related to medicine.

**Career paths:** Cognitive neuroscience research, psychiatrist, psychologist



### RECRUITMENT & HR

The Recruitment & HR industry employs around 100,000 people and this is only **expected to grow in years to come**.

**Career paths:** Business psychologist, graduate recruiter, training manager



Social workers, care workers and other social care professionals help vulnerable children and adults in a vast industry which **employs over 1.8 million people** across the UK.

**Career paths:** Care home assistant, support worker, youth worker

## Transferable Skills

Learning from understanding the world today, societies, behavior, science of the natural world and evolution in society, laws & governments. Some of the skills include:

- Listening & reasoning
- Adaptability
- People skills & relationships
- Critical Thinking & problem solving



# Year's 10 & 12

## How to Prepare for your Careers Discussion



In many of our schools we are now starting our career meetings with year 10s and 12s. To help you prepare for this meeting, here is some helpful information:

Soon you will be talking to a career adviser:

### What is the role of a careers adviser?

Their job is to help you find out about and understand the options and opportunities available to you when you complete year 11 or 13, as well as your thoughts and ideas for the future.

### What is the discussion about?

This is your discussion and to help you identify what will be most helpful to discuss, the career adviser will ask you lots of questions in the beginning. If you have something you would like to find out or discuss, then do suggest this. The career adviser will also help you weigh up your thoughts and understanding as to what are the best choices for you. This will help with your long term decision making and moving forwards with a plan.

The career adviser will help you identify actions and tasks that you can start doing now to help you move towards your goals.

After the meeting the career adviser will provide you with a career action plan which is a summary of what you discussed as well as any identified actions moving forwards.

### Things to consider before your careers discussion – year 10:

- What are your ideas for the future?
- Do you have any career ideas? If so, what?
- What are you thinking of doing after year 11?
- What do you know about college and sixth form? Apprenticeships?
- What do you know about the different qualifications available after year 11? E.g A levels, BTEC etc.
- What are your predicted grades? Are you meeting these?
- How are you getting on in school?
- What subjects do you enjoy and do well in?
- What subjects do you not enjoy and not do so well in?
- Do you have any hobbies, extra-curricular activities or responsibilities other than school?
- Have you completed any work experience?
- If so, did you enjoy this? Why? Why not?
- What do members of your family do? Does that interest you? Why/ why not?
- Do you know how to research ideas for after year 11 and apply?
- When do you think you need to make a decision by and apply?
- What would you like to use your career interview to discuss?

### How can a careers discussion help me?

The career adviser will also help you weigh up your thoughts and understanding as to what are the best choices for you. This will help with your long term decision making and moving forwards with a plan.

The career adviser will help you identify actions and tasks that you can start doing now to help you move towards your goals.

After the meeting the career adviser will provide you with a career action plan which is a summary of what you discussed as well as any identified actions moving forwards.



### Things to consider before your careers discussion – year 12:

- What are your ideas for the future?
- Do you have any career ideas? If so, what?
- If you do have career ideas, what steps have you taken to research or start to work towards your possible goals?
- What are you thinking of doing after year 13?
- What do you know about the options after year 13, university, gap year, higher/ degree apprenticeships, work?
- Do you know how to research ideas for after year 13? If so, what methods have you used?
- When do you think you need to make a decision by and apply?
- How are you getting on in sixth form?
- What subjects do you study and how are you getting on with these?
- What are your predicted grades? Are you meeting these?
- Do you have any hobbies, extra-curricular activities or responsibilities other than school?
- Do you have a part-time job? If so, what do you do?
- Have you completed any work experience?
- If so, did you enjoy this? Why? Why not?
- What do members of your family do? Does that interest you? Why/ why not?
- What would you like to use your career interview to discuss?



National Careers Service

PROSPECTS

icould

Careerpilot

# Year's 11 & 13 Finishing School this Summer?



## Are you year 11 or 13 finishing school this summer? What to do to fill the long gap before sixth form, college or university starts....

If you are a year 11 or 13 chances are you will be leaving school early in June which means that you have potentially at least three months before you start back in education.. You may be looking forward to the long summer break, but having nothing to do can be detrimental to your well-being and self-worth, let alone the boredom and there are only so many Tic-Toc videos you can make... Here are some top tips to make the most of the longest summer of your life.

### Develop your work based skills

If it is at all possible, try to arrange either some part-time work or [work experience](#). Even if it's the odd day visiting where a family member works, this will give you insight into the work place. Virtual work experience is also a possibility.



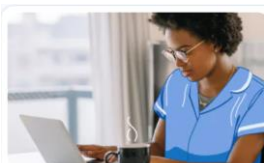
Check out: <https://www.springpod.co.uk/virtual-work-experience>



#### Inclusive Futures in Engineering

Open Virtual

With a panel of industry experts, apprentices and graduates, this Inclusive Futures in Engineering...



#### Health and Social Care - BSW Integra

Open Virtual

Health and social care is one of the largest and most exciting industries in the country. Integra...



#### Graphic Design Work Experience

Open Virtual

Graphic design is everywhere and you likely rely on it a lot without even realising it, from easy...



#### TV & Film Work Experience

Open Virtual

Sounds pretty glitzy right? When you think of TV and film, what comes to mind - red carpets and a...

Although it can be challenging finding part-time work for many under-18s, legally you can work in many workplaces from 13 and smaller family run businesses may be more open to younger workers than the bigger retailers. So try cafes, hair salons, barbers, independent shops, newsagents and convenience stores, and local builders and garages. Depending where you live, if there is a any local tourist attractions or theme parks, these types of employers usually take on lots of students this time of year.

You can also develop your work based skills by volunteering or taking part in programmes such as the National Citizenship Service Summer Programme. You can either take part in the two week or three week long programme which includes adventure based activities and community projects all designed to give you experiences to boost your skills and personal attributes to help you one day become more employable.



Check out: [OUR EXPERIENCES | National Citizen Service \(wearencs.com\)](#)

### A SPACE TO GROW YOUR STRENGTHS

2023 is the year to grow your strengths!

Get ready to build your independence. Boost your work-readiness. Make a positive impact on the world. Blossom in confidence. And form some amazing friendships along the way. This year's experiences will be online, away from home, or in your local community. So back yourself. You've got this.

Share your deets and be amongst the first to know as soon the new experiences go live.

Another key way of developing your work based skills and general life skills is through hobbies and interests. Is there something you've ever fancied learning? There is now a wealth of free on-line courses and tutorials you can complete. Some even give you a certificate! Check out <https://www.mooc.org/>

### Preparing for further study

After a year of study, you may not want to think about any further learning. However, because of the previous disruption, any extra work you can do over the summer to prepare for the subjects and courses you will be taking in the Autumn, will put you at an advantage. Get in touch with your sixth form, college or university and see if they can send you a reading list, suggested resources and websites.



OpenLearn

Free learning from  
The Open University



Have fun!

Of course your summer is also a chance to have a break and catch up with friends and family.

If you are at all interested in filling up some of your time this summer, do start planning now to make the most of these opportunities. Not only will you have a fun and varied summer, but you will have some great experiences to put on your CV and personal statement.





# All About Apprenticeships



## Apprenticeships

If you are one of the many young people interested in apprenticeships, now is the time to be actively looking for opportunities as many companies are launching their schemes for young people finishing school this summer

### What is an Apprenticeship?

- As an apprentice you work for an employer
- Get paid to work and undergo a period of training where you will learn a particular workplace skill or set of skills
- Work towards a qualification which you can use to access future jobs
- Apprenticeships last between 1 and 5 years
- Apprenticeships can go onto a further level of training or secure a job in a relevant industry
- Guaranteed at least £3.50 per hour – it's not uncommon to be earning in the region of £150 to £260 per week for an advanced apprenticeship
- Salaries for higher apprenticeships usually progresses year on year starting between £7-20K and completing on £18 to £26K

### Apprenticeship Levels

#### LEVEL 5

Proven experience in the Subject or qualifications at Level 4 or 4 required

#### QUALIFICATIONS

Degrees

#### DEGREE

APPRENTICESHIPS

#### LEVEL 4

Advanced Level qualification Or substantial experience In the subject is required

#### QUALIFICATIONS

foundation Degrees, HNCs, HNDs

#### HIGHER

APPRENTICESHIPS

#### LEVEL 3

Advanced Level Qualifications or experience In the subject is required

#### QUALIFICATIONS

A Levels, NVQs, National Diplomas and Certificates Access to HE

#### ADVANCED

APPRENTICESHIPS

#### LEVEL 2

Intermediate Level where Some experience may Be required

#### QUALIFICATIONS

GCSEs (Grade 4-9) NVQs First Diploma

#### APPRENTICESHIPS & TRAINEESHIPS

#### LEVEL 1

Foundation Level with Entry Level Qualification or for Beginners with limited Previous experience

#### QUALIFICATIONS

NVQs, Introduction Diploma GCSEs (Grade 1-3)

#### TRAINEESHIPS

#### ENTRY LEVEL

No Qualifications Previous experience needed

#### QUALIFICATIONS

Basic literacy and numeracy and other awards

### Is an apprenticeship right for me?

#### Yes

- ▶ if you want to go out to work
- ▶ if you want to learn but be in the workplace
- ▶ if you want further vocational qualifications
- ▶ if you are interested in the types of apprenticeships available

#### No

- ▶ if you are best suited to purely academic learning/ academic career
- ▶ if the career you have identified requires an academic qualification/ degree
- ▶ if you do not feel ready for the working world –longer days, less holidays, boss, customers/ clients

### How can I find out about apprenticeships?



Over the following pages we have listed lots of current apprenticeship opportunities but here are some key websites:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

<https://www.notgoingtouni.co.uk/> Not going to Uni website with advertised apprenticeships

<https://www.indeed.co.uk/Apprenticeships-jobs> Indeed website

<https://www.getmyfirstjob.co.uk/> Apprenticeship search

<https://www.e4s.co.uk/> Student job search site

### Particularly helpful for 6<sup>th</sup> form students:

<https://www.allaboutschoollavers.co.uk/>

<https://www.studentladder.co.uk/>

### For support, advice, application and interview help, as well as opportunities:

<https://successatschool.org/advice/apprenticeships>

<https://amazingapprenticeships.com/vacancies/>



## APPRENTIVIA

A next-generation, video-focused advertising agency specialising in apprenticeships with apps interview/application support and vacancies : <https://www.apprentivia.com/>

## Apprenticeships

### Media & TV



**Apprenticeships with the BBC**  
Various Levels  
Start date September 2023

### Journalism Fast Track Apprenticeship

A fast track into journalism for school leavers or for those looking for a career change.

### Production Fast Track Apprenticeship

This apprenticeship is an exciting opportunity for anyone who is passionate about content and looking for their first step into the media industry.

### Data Driven Professional Apprenticeship - Level 3

#### Level 6

**Apprenticeships with the BBC**  
**Design, Engineering & Technology**

Select the options below to explore opportunities available in Design, Engineering & Technology

### Retail



**Aldi Apprenticeships**  
Levels 2 & 3

**Logistics Apprenticeship** : You'll learn all about how their products get from suppliers to their customers' shopping baskets, and work your way towards a Level 2 Supply Chain Operative qualification.

#### Stores Apprenticeships:

For applicants with no previous qualifications you can apply for a Level 2 Retailer Apprenticeship which takes around 12-15 months to complete. You will also complete Functional Skills at Level 2 alongside this.

**Store Management Apprenticeship** - For applicants that already have their GCSE's in Maths and English at Grade C or above (or equivalents) you can apply for their Store Management Apprenticeship programme. You will complete both Level 2 Retailer and Level 3 Retail Team Leader which takes up to 36 months to complete.

Visit. [Stores Apprenticeship](#) | [Aldi Recruitment UK](#) for information and to search for a local role: [Job Search](#) | [Aldi Recruitment UK](#)

### Transport & Engineering



#### Network Rail

### Level 3 Engineering Apprenticeships

Network Rail apprenticeship programmes – Register interest for 2023 apprenticeship scheme opening: [Network Rail Web \(typeform.com\)](#)

Apply for their Engineering Level 3 with training at their dedicated training centres and then go on to working from a depot specialising in distribution and plant, overhead lines, signaling, telecoms track or off track

For information and to apply:

<https://www.networkrail.co.uk/careers/early-careers/apprenticeships/level-3-engineering-apprenticeship>

### Utilities



#### Thames Water Apprenticeships

### Register interest for 2023 Intak

Thames Water apprenticeship schemes are now open and offer various positions at level 3 and above in various locations including Camberley, Surrey, Hammersmith and Guildford

- Electrical and Instrumentation Engineering Apprenticeships (Level 3, GCSE Entry)
- Mechanical and Electrical Engineering Apprenticeships (Level 3, GCSE Entry)
- Science Apprenticeships (Level 6 A Level Entry)

Visit: [Apprenticeships](#) | [Careers](#) | [About us](#) | [Thames Water](#)

### Hair & Beauty

## Apprentice Careers at

**RUSH**  
HAIR + BEAUTY | SINCE 1994

APPLY NOW

### Construction & IT at Atkins Levels 3-6

**ATKINS**  
Member of the SNC-Lavalin Group

### London and South East - Apprenticeship Programme 2023

Find out about Atkins Apprenticeship opportunities from Architecture, Civil Engineering, Software Development, Digital & Technology to Surveying, Engineering and more:

[Click here for full list and application](#)



## Apprenticeships

### Horticulture



# RHS

## Horticulture Apprentice Wisley Gardens

**Closing Date: 01/03/2023**

**Start Date: August 2023**

### About the Apprenticeship

Are you interested in plants, gardening or horticulture, but new to the industry?

We are delighted to be able to offer horticultural apprenticeships at RHS Garden Wisley.

This apprenticeship will enable you to learn about the science, art and practice of horticulture in the setting of an RHS Garden. You will work within its departments and teams to gain knowledge, skills, training and experiences of horticulture (in terms of study and the work-based context).

[Click here for information and apply](#)

### Healthcare



**Closing Date 23 February 23**

## Apprentice - Pre-Registration Trainee Pharmacy Technician

Frimley Health NHS Foundation Trust

The closing date is 23 February 2023

If you have a keen interest in science, healthcare and IT and want to make a difference, then this could be the job for you!

This role provides intensive training and demands a significant amount of motivation and commitment; including the ability to consistently dedicate 10-15 hours to home study per week.

Excellent communication skills, attention to detail, ability to meet deadlines and manage own time efficiently are essential.

The job will involve working some evenings, weekends and bank holidays.

All applicants MUST meet and be able to prove the apprenticeship criteria listed in the person specification, including holding 4 GCSEs (or proven equivalent) including English Language, Maths and TWO Science subjects at grade 4-9 / A\*-C. Please ensure this is clear on your application as candidates who do not meet the full criteria will not be shortlisted.

[Click here for information and to apply](#)



### Business & Science Research at Pfizer

Pfizer's apprenticeship schemes range from level 2 to level 7, and last between 12 months and five years. You can choose one that's just right for you. Here are just some of the areas in which Pfizer offer Apprenticeships:

- HR
- Engineering
- Technician Scientist
- Laboratory Scientist
- Marketing
- Digital Marketing
- Project Management
- Business Administration
- Procurement
- Finance
- Legal
- Science Manufacturing Technician

Pfizer's apprenticeship scheme, run in partnership with Cogent Skills: **Deadline for current vacancies below: 5 March 2023**

[Click here to view vacancies and apply:](#)

### Accounting, Finance & Banking



## Accounting Apprenticeships Level 4

### Audit School Leaver Apprenticeship Programme

Audit is about exploring whether a company's statements about their financial position are true, fair and accurate. It's not just analysing numbers; Audit teams really get to know businesses inside-out. That means you'll spend every day working as part of a close-knit team, working with individuals at all levels to understand their financial performance, business systems, culture and risks. It's an exciting opportunity with unparalleled exposure to a range of sectors and the potential for international secondment. [For information and to apply click here](#)



HSBC offer two types of apprenticeships in the UK: Foundation Apprenticeships (Modern Apprenticeships in Scotland) and Degree Apprenticeships. Applications open February 2023 [Click here for information](#)

For Degree apprenticeships applications open October 2023

### Business, Finance, Engineering, IT at BP

## BP apprenticeships are now open

Various areas including  
Cyber Security, Software Engineering  
Finance, Customer and Products, Data Analytics,  
Trading & Shipping & HR [Click here for info and application](#)



## Surrey Apprenticeships Snapshot – <https://www.gov.uk/apply-apprenticeship>

### HR & Recruitment



#### [HR Apprentice - London](#)

BECHTEL LIMITED

(Added 11 Jan 2023 - 1 position available)

You will work with the HR team in providing an efficient service to the business within the European Region. Initially your will focus on a range of HR administrative tasks in support of different disciplines within HR. Longer term, you will have the opportunity to develop into an HR professional with a focus on a particular discipline.

**Closing date:** 25 Aug 2023

**Possible start date:** 04 Sep 2023

[Click here](#)

### Engineering



#### [Advanced Engineering Apprenticeship](#)

Reliance Worldwide Corporation Ltd

(Added yesterday - 10 positions available)

The RWC Advanced Engineering Apprenticeship is a 4-year experience which combines in-classroom learning with on the job engineering training, working within our engineering department. As an RWC Apprentice you will gain a level 3 qualification, as well as on the job experience. You will facilitate the design and/or build of Automated Assembly equipment.

**Closing date:** 18 Aug 2023

**Possible start date:** 04 Sep 2023

[Click here](#)

### Automotive Engineering



#### [Accident Repair Technician Apprentice \(Multi-Skilled\)](#)

CARCOMM COACHWORKS LTD

(Added 7 days ago - 2 positions available)

This Multi-Skilled Apprenticeship offers a great opportunity to work in a modern Bodyshop type environment, working on a broad range of vehicles to develop a level of skill in all craft aspects of vehicle accident repair, including Mechanical, Electrical and Trim, Panel Repair and Replacement, Preparation and Paint.

**Closing date:** 26 Jul 2023

**Possible start date:** 27 Jul 2023

[Click here](#)

Further apprenticeship openings below: click on title:

#### [Apprentice Mechanical Electrical Trim Technician \(MET\)](#)

CARCOMM COACHWORKS LTD

#### [Apprentice Vehicle Damage Panel Technician](#)

CARCOMM COACHWORKS LTD

#### [Apprentice Vehicle Damage Paint Technician](#)

CARCOMM COACHWORKS LTD

### Construction/ Civil Engineering



#### [Apprentice Health, Safety & Environmental \(HSE\) Technician - Surrey \(Wisley\) - 2023](#)

BALFOUR BEATTY PLC

(Added 3 days ago - 1 position available)

We have an exciting opportunity to work as a Health & Safety Apprentice based on Wisley M25 project. The role will develop your skills in planning, reporting and inspections whilst supporting the Health and Safety Manager. You will work for a market leading company, gaining valuable skills and experience to ensure you develop your full potential.

**Closing date:** 31 May 2023

**Possible start date:** 04 Sep 2023

[Click here](#)

#### [Project Controls Technician Apprenticeship Level 3](#)

National Highways

(Added 2 days ago - 1 position available)

Are you looking to start a career in a Project based environment? If you are ambitious, hardworking and have a "Can do" attitude we have the role for you! National Highways have an exciting opportunity for 7 Project Controls Technician Apprentices. You will be analysing progress and performance data on engineering, manufacturing and construction.

**Closing date:** 06 Mar 2023

**Possible start date:** 04 Sep 2023

[Click here](#)

#### [Digital Engineering Apprentice](#)

WATES GROUP SERVICES LIMITED

(Added 2 days ago - 1 position available)

This is a great opportunity to join our growing team which specialises in smart technology, digital buildings, information, and data. Are you curious about, the IoT (Internet of Things), Data, Digital Processes, and Technologies including VR (Virtual Reality), AR (Augmented Reality) and smart automation? Join our team

**Closing date:** 30 Apr 2023

**Possible start date:** 14 Aug 2023

[Click here](#)

#### [Marketing Assistant Apprenticeship Level 3](#)

National Highways

(Added 2 days ago - 1 position available)

Our team is responsible for marketing activity across National Highways. We focus on developing and delivering behavioural change marketing campaigns using the channels we have access to. National Highways have an exciting opportunity for 2 Marketing Assistant Apprentices to join our team.

**Closing date:** 06 Mar 2023

**Possible start date:** 04 Sep 2023

[Click here](#)



### Surrey Apprenticeships Snapshot – <https://www.gov.uk/apply-apprenticeship>

#### Acoustics various sectors



##### Acoustics Technicians Apprenticeship Level 4

Adnitt Acoustics

(Added 22 Dec 2022 - 1 position available)

Becoming an Acoustics Technician Apprentice will open you up to a world of sound and vibration across many different industries and sectors including environmental noise surveys, architectural acoustics, entertainment noise control and construction noise and vibration.

**Closing date:** 30 Apr 2023

[Click here](#)

**Possible start date:** 01 Sep 2023

#### Civil Engineering



##### Degree Apprentice Civil Engineer - Level 6 - Surrey 2023

BALFOUR BEATTY PLC

(Added 12 Jan 2023 - 1 position available)

We have a fantastic opportunity for a Degree Apprenticeship in Civil Engineering where you will study for a degree whilst gaining practical work experience to embed your learning. You will gain a BEng degree as well as accreditation from the Institute of Civil Engineers

**Closing date:** 31 May 2023

[Click here](#)

**Possible start date:** 04 Sep 2023

##### Civil Engineering Degree Apprenticeship - WSP Water Team, Guildford

WSP UK LIMITED

(Added 23 Dec 2022 - 1 position available)

We can offer you the opportunity to work on some of the world's most exciting engineering and design projects. We invest in your learning and development and value the ideas and innovation you could bring to our team. So, if you're ready, we can't wait to get you involved! You will be designing, maintaining and decommissioning civil engineering infrastructure.

**Closing date:** 26 May 2023

[Click here](#)

**Possible start date:** 04 Sep 2023

#### Business Development/Project Mgmt



##### Level 3 Business Accelerator Apprenticeship Programme - Leatherhead, Surrey

UNILEVER U.K. CENTRAL RESOURCES LIMITED

(Added 3 days ago - 14 positions available)

Our mini-MBA focuses on the development and improvement of a range of business services, as well as providing an introduction to project management. Over the course of the programme, you will learn the important knowledge, skills and behaviours you need to know to be successful in the workplace.

**Closing date:** 28 Feb 2023

[Click here](#)

**Possible start date:** 04 Sep 2023

#### Hair & Beauty



##### Hairdressing Apprentice

GHOST HAIRDRESSING LIMITED

(Added 10 Jan 2023 - 3 positions available)

Ghost is an established group of salons within the hairdressing industry looking to recruit passionate, motivated, reliable apprentices and help them reach their full potential. You will be assisting a team of busy stylists and being a key part in helping the salon to run smoothly and efficiently. If you believe your skill set ticks all the boxes we require, get in contact with us today!

**Closing date:** 25 Aug 2023

[Click here](#)

**Possible start date:** 11 Sep 2023

#### Marketing



##### Marketing Manager (omnichannel) Apprenticeship - Pfizer

COGENT SKILLS SERVICES LTD

(Added 21 Dec 2022 - 1 position available)

Pfizer is recruiting a Marketing Manager apprentice. The role is focused on the creation of engaging content that will create a 'pull' for customers to our online platform. It contains a strong technical element, working closely with brand Omnichannel marketing teams, medical, customer facing leads and digital champions across the business.

**Closing date:** 05 Mar 2023

[Click here](#)

**Possible start date:** 04 Sep 2023

### Search for apprenticeships:

You can register on the websites below and set up alerts of searches in your particular area of interest where new opportunities will be emailed directly to you.

<https://www.gov.uk/apply-apprenticeship> - Search for apprenticeships

<https://www.notgoingtouni.co.uk/> Not going to Uni website with advertised apprenticeships

<https://www.indeed.co.uk/Apprenticeships-jobs> Indeed website

<https://www.getmyfirstjob.co.uk/> Apprenticeship search

<https://www.ratemyapprenticeship.co.uk/apprenticeships> Rate my Apprenticeship with latest apprenticeship opportunities

<https://www.e4s.co.uk/> Student job search site

<https://evolveuk.org/speculative-job-application/> Construction apprenticeships



Search by title, skill, ...

City, state, or zip code

Search



Home



My Network



Jobs



Messaging



Notifications

## What is Linked-in?

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or work experience/ internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career. You can access LinkedIn from a desktop, LinkedIn mobile app, mobile web experience, or the LinkedIn Lite Android mobile app.

A complete LinkedIn profile can help you connect with opportunities by showcasing your unique professional story through experience, skills, and education.

You can also use LinkedIn to organise offline events, join groups, write articles, post photos and videos, and more.



## Who should be joining LinkedIn?

LinkedIn is a platform for anyone who is looking to kickstart or advance their career. This can include people from various professional backgrounds, such as small business owners, **students**, and job seekers. LinkedIn members can use LinkedIn to tap into a network of professionals, companies, and groups within and beyond their industry.



## snapshot

Apprentice in Surrey, England, United Kingdom  
33 results

Alert on ☒



### Wells Technology Specialist

bp

Sunbury-on-Thames, England, United Kingdom (On-site)

Actively recruiting

Promoted



### Financial Services Specialist

ADP

Staines-upon-Thames, England, United Kingdom (Hybrid)

Actively recruiting

Promoted



### Lawyer - Commercial and Data Protection - Surrey

Law Staff Legal Recruitment Limited

Surrey, England, United Kingdom (On-site)

Actively recruiting



### Apprentice - Accounts Administrator

KONE

Chertsey, England, United Kingdom (Hybrid)

Actively recruiting

1 day ago • 10 applicants



### Trainee Optical Retailer - Epsom

Specsavers

Epsom, England, United Kingdom (On-site)

Actively recruiting



### Painter and Decorator

De Vere

East Horsley, England, United Kingdom (On-site)

1 day ago • 2 applicants



### Inside Sales Apprenticeship Program (Level 4)

Dell Technologies

United Kingdom (Remote)

Actively recruiting



### Apprenticeship Labourer

Expert Recruits Ltd

Surrey, England, United Kingdom

3 weeks ago • 1 applicant



### HR Assistant - Apprentice

Air Ambulance Kent Surrey Sussex (KSS)

Rochester, England, United Kingdom (On-site)

Your profile matches this job

3 days ago • 2 applicants

## How do I get started on LinkedIn?

**Create your profile:** Signing up and creating your profile is the best way to begin using LinkedIn. A complete LinkedIn profile will summarise your qualifications/experience and you can tailor the profile to your needs for connections to future employers, work experience and recruiters. Through your profile, you can showcase your skills and interests.



**Build your network:** Your network plays a crucial part in unlocking the power of LinkedIn. It'll help you understand what is happening in the industries and professional circle. You can begin by adding your family, friends, past or current classmates, and work experience placements to your network. You can also follow people, companies, or topics by navigating directly to the Follow fresh perspectives page, which displays recommended sources to follow. You can use the LinkedIn Events feature to create and join professional Events such as online workshops, seminars, sales and marketing Events, networking Events and more.

**Find a job/Apprenticeship:** If you're looking for an opportunity, you can get started on your job search on LinkedIn. You can use LinkedIn to research companies and reach out to the hiring community. You can also apply directly for roles, save job searches, and notify your connections and recruiters that you're open for job opportunities.

To help get started explore Save the Student – How to use LinkedIn in 2021

[Click here for a video on how to create a strong student Linked-in Profile](#)

<https://www.savethestudent.org/student-jobs/how-to-use-linkedin-to-get-a-job.html>





Parents/Carers



Young people

# Work Experience Opportunities

## Does work experience & volunteering make a difference?

**YES!**

- Shows you are pro-active, flexible and willing
- Adds a variety of skills to your future applications
- Shows your interest if career specific and makes you stand out
- Gives you an insight to roles and careers, what you enjoy or not!
- Can provide contacts for the future and job opportunities
- Builds confidence to try new things and meet new people

There are various ways to gain experience:

- Speaking and shadowing relatives & family friends,
- Volunteering for community projects and events,
- Contacting businesses you are interested in direct to enquire.

BELOW ARE EXAMPLES OF LIVE OPPORTUNITIES AND FOLLOWING PAGES PROVIDE COMPANIES WHO OFFER EXPERIENCE AND VARIOUS IDEAS WITHIN INDUSTRIES.



## Work Experience

### Work Experience Placements

If you are interested in a work experience placement, please complete the [work experience application form](#).

Surrey County Council recommend you complete the [virtual experience programme](#) before applying. Placements are typically held in the summer term between May and July.

**Applications for summer 2023 will close 31 March 2023** and you will hear the outcome of your application after this date.

Career areas covered:

Children, Families and Lifelong Learning

Customers and Communities

Environment, Transport and Infrastructure

Health, Wellbeing and Adult Social Care

How to start a career with Surrey County Council

Resources

# “intouch”

## Financial Services



**Note: Deadline for applications 28 February 2023**

The UK Work Experience Programme is for students looking for a work experience placement with a leading global bank. The programme provides opportunities to gain some hands-on experience, develop your knowledge of banking and financial services, and explore the careers available at HSBC in the UK. Students should note that this is an unpaid work experience programme.

Requirements: Aged 18 and under in academic years 9 -13, in full-time secondary, sixth form or college education and considering financial services as a career after school or university.

The programme will run hybrid model, 2 days in person & 3 days virtually. For the in-office experience you will be getting hands on experience of what it is like working for HSBC. These placements will be available across different functions of the bank across the UK. You should only submit one application for a location/region that is most convenient for you to travel to and from the placement available. You must be available for one of the two weeks in the summer:

Work Experience Weeks, Week commencing 10 July OR Week commencing 7 August. Due to limited vacancies, we would encourage you to submit an application as soon as possible to avoid disappointment.

Applications open: 27 January 2023

Applications close: 28 February 2023

Start date: 10th July or 7th August 2023

[Click here to apply](#)



YOUTH EMPLOYMENT UK

## Let's Talk About Volunteering And Work Experience!

Volunteer With Us!

Start Building Experience



Our volunteer Youth Ambassadors are young people who want the world of work to be better for all young people in the UK. Our Youth Ambassadors meet online and attend local events to make a BIG difference to how employers and the government treat young people. You could join us!

Remember, it's okay to not have much experience on your CV. Even without experience, you have strengths like enthusiasm and potential. Volunteering and work placements are two ways to show employers what you are capable of. Importantly, they can help YOU build YOUR confidence, too.

VOLUNTEERING WITH US ➔

SEE OUR TIPS & ADVICE ➔

Virtual Work Experience with



<https://www.springpod.com/virtual-work-experience>



Parents/Carers

# Work Experience & Volunteering Ideas & Links to possible opportunities



Young people

Below are some ideas and companies who offer work experience and volunteering opportunities in various sectors. Other ideas could be community volunteering:

Surrey County Council: [Be a volunteer - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

You can search for opportunities with Student Ladder and volunteering ideas visiting: [vinspired - Leaders in youth volunteer opportunities](https://www.vinspired.org) & [www.do-it.org](https://www.do-it.org)

You can search for opportunities with Student Ladder: <https://www.studentladder.co.uk/work-experience/>

Attend Careers and Apprenticeship Fairs where you can speak directly to employers and find out about the different sectors and roles and also gain contacts. There are various events that are held throughout the year with the Prospects Skills Show in London, Heathrow Careers Fair, The National Apprenticeship Fair for example.

## Law



The Lawyer Portal

<https://www.thelawyerportal.com/free-guides/law-work-experience/>

Other work experience ideas could include getting involved with Student Unions, Student debating Societies, being a College Ambassador and Student Parliaments. Volunteering in the community and getting involved with community/local issues.

## Medicine, Health & Social Care

- <https://www.stepintohenhs.nhs.uk/work-experience> - NHS Work Experience
- <https://www.sabp.nhs.uk/working-for-us/students-volunteers> Surrey and Borders Students and Volunteers
- <https://www.surreyandsussex.nhs.uk/work-us/work-experience> Surrey and Sussex Healthcare
- <https://www.redcross.org.uk/get-involved/volunteer> Red Cross
- You can volunteer in the Care homes by contacting them directly where you can be a companion, it will make a difference to their day too!

## Financial Services

There are a lot of opportunities within the Finance Services sectors. You can find out about work experience by googling the company and 'early careers', or 'work experience'. For a small example you can explore the major companies:

Deloitte: <https://www2.deloitte.com/uk/en/pages/careers/articles/early-careers-work-experience.html>

HSBC <https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme>

Menzies [Work Experience](#) | [Careers](#) | [Menzies LLP](#)

Ernest & Young [Work Experience at EY](#) | [Bright Network](#)

KPMG : [Work Experience \(kpmgcareers.co.uk\)](https://www.kpmgcareers.co.uk)

PwC: [Career Launch Work Experience](#) | [Early Careers](#) | [PwC UK Careers](#)

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## STEM Extended

### Extended Research for Year 12

SATRO organise research placements for students aged 16+ to undertake a genuine STEM based research project, working within an employer or academic research environment. The placement runs for four weeks during the Summer, enabling students to work alongside qualified professionals and experts. The success of this programme and high quality of resultant projects, serves to inspire and support students to continue with their academic achievements and career aspirations. For information visit; [Satro - SATRO Research Work Placements](#)

## Science

NPL (National Physics Laboratory (Teddington) offers work experience which opens around December for the following year academy <https://www.npl.co.uk/careers/work-experience>

Astrophysics:

Visit UK based sites: <https://stfc.ukri.org/about-us/where-we-work/chilbolton-observatory/> (Hampshire site) <https://www.ucl.ac.uk/physics-astronomy/outreach/physics-work-experience> Work experience with UCL



Royal Society of Biology

<https://www.rsb.org.uk/careers-and-cpd/careers/work-experience>

RBS – work experience ideas:



ROYAL SOCIETY OF CHEMISTRY

Work experience ideas: <https://edu.rsc.org/future-in-chemistry/career-options/work-experience>

## Business/IT & Technology, Engineering

You can google a business company name that interests you and 'early careers' or 'work experience' to find out what opportunities they offer and apply. Also do try contacting them direct. Some examples for **Business and IT**:

<https://www.gsk.com/en-gb/careers/apprentices-students-and-graduates/work-experience-placements-and-internships/> GSK opportunities

Also; Cisco, IBM, Siemens, BAE Systems, Enterprise Holdings, McLaren etc.

Explore [www.studentladder.co.uk/work-experience](https://www.studentladder.co.uk/work-experience) for opportunities in various sectors.

Engineering:

<https://new.siemens.com/uk/en/company/education/work-experience.html>

**SIEMENS**

## Horticulture



RHS

[Volunteering opportunities with the Royal Horticulture Society](#)





# Work Experience & Volunteering Ideas & Links to possible opportunities



“intouch”

## Creative Industries/Publishing/Media/Film&TV

In terms of breaking into TV/ Film/ Media, this is an extremely competitive sector, it is advisable to get as much work experience as possible, either within the industry or proactive writing and TV/Film production experience. Web-editing skills along with a social media presence is useful and setting up your own blog is a good way to start developing a portfolio. The BBC have a 'Writers Room' page for writers with opportunities and enter scripts and also free online courses:

<https://www.bbc.co.uk/writersroom/opportunities> .

New Creatives is a new talent development scheme that offers commissioning opportunities for emerging artists to create new artistic works in film, or audio or interactive media, designed for BBC platforms. <https://www.screenouth.org/> - New Creatives

With journalism, writing into the papers, getting letters published, articles for magazines. Local free newspapers and maybe being involved in the community events, drama groups and volunteering.

The media industry use social media platforms and you can look to joining their facebook or twitter accounts, **although be certain they are the careers orientated sites**, for example <https://twitter.com/bbccareers> is the BBC careers Twitter account and if you go on to the page. You could look at Grazia Magazine who also run work experience and Penguin Books [Careers at Penguin Random House | Work experience \(penguinrandomhousecareers.co.uk\)](https://careers.penguinrandomhouse.co.uk/)

<https://careers.atg.co.uk/opportunities/work-experience/> ATG Careers work experience opportunities in Theatres

<https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/work-placements> The National Theatre Work

<https://careers.channel4.com/4talent/work-experience> Channel 4

[Work experience Opportunities at Sky – sky](https://planetradio.co.uk/absolute-radio/work-experience/) Sky Work Experience

<https://planetradio.co.uk/absolute-radio/work-experience/> Absolute Radio work experience

## Careers in STEM App for girls

The free-to-use app connects girls with a wide range of learning activities from exploring new technologies, such as AI and blockchain, to learning how design thinking can help solve some of the world's toughest challenges. Supported by inspirational stories of pioneering women, the app aims to not only nurture confidence and competence in STEM, but also the development of capabilities such as critical thinking and problem-solving, creativity and systems thinking, and social skills and teamwork.

Find our more: [https://youtu.be/D-HI1PX\\_HI](https://youtu.be/D-HI1PX_HI)

Click on icon for app:



## Construction



### WILLMOTT DIXON

Willmott Dixon offer unique work experience placements that give you the chance to work alongside highly qualified and experienced professionals. Gaining an in-depth understanding of both the technical elements and business skills that are required to succeed within construction and showing you a variety of teams that come together to complete a project..

Find out more about their apprenticeships and early careers work experience opportunities [Work experience | Willmott Dixon](#)



### Osborne Property Development

[Work Experience - Osborne Construction and Contractors](#)

Explore Go Construct for other ideas and opportunities: <https://www.goconstruct.org/routes-into-construction/experience-construction/work-experience/> (See Property section below for opportunities with Galliard Homes)

## Property Sector



Galliard Homes offer work experience in every aspect of property including construction:

<https://www.galliardhomes.com/careers/work-experience>



GERALDEVE

Geraldeve, London West End, City, for 17+ yrs offer paid work experience programme:

<https://www.geraldeve.com/join-us/work-experience/>

For other work experience in property you can enquire directly to a local Estate Agents.

## Animal Management

If you wish to work in the Animal Care sector then experience is essential and any handling of different species desirable. You can explore work experience with Veterinary practices, Catteries and Kennels, Stables, pet shops etc..

[www.willetthouse.co.uk](http://www.willetthouse.co.uk)

[www.pets1stvets.co.uk/about-us/recruitment](http://www.pets1stvets.co.uk/about-us/recruitment)

[Veterinary Work Experience | Learn About Vet Care | Medivet Medivet Careers](#)

<https://hartwildlife.org.uk/volunteer-vacancies/>

[Work experience at ZSL London Zoo & Whipsnade Zoo | Zoological Society of London \(ZSL\)](#)

[www.animal-job.co.uk/voluntary-work-with-animals.html](http://www.animal-job.co.uk/voluntary-work-with-animals.html)

[www.wwf.org.uk/get-involved](http://www.wwf.org.uk/get-involved)



## Creating a Winning CV/Application



Parents/Carers



Schools



Teachers

### What is a CV for?

- Providing prospective employers a summary of you as a potential employee, your skills, experience and qualifications
- A means of applying for a particular job position or future opportunities
- To persuade an employer to offer you an interview

### CV Do's:

- Keep your CV to a maximum of two pages
- Keep your CV current and up to date
- Use positive language – suggest what you can do and what you have the potential to develop
- Create a CV which is easy to read, logical and well word-processed
- Always check for spelling and punctuation mistakes – get at least three different people to read it
- You do not need to be good at everything - show what you are specifically good at
- Stick to white or cream paper, a font size between 10 and 12, clear font type with pages stapled together – presentation is the number one reason employers may bin your CV
- Tailor your CV to the job role – this does not mean making things up, but highlighting key skills, personal qualities and experiences that the employer/ job role is looking for

### CV Don'ts

- Never make things up
- Provide every small detail of your life so far - the average employer will take 30 seconds reading your CV
- Use too formal language or jargon words
- Avoid saying what you do not have experience of
- Never send a CV to an employer without a cover letter (see cover letter section)
- Try not to use a CV wizard or builder – create your own document



*Everything on your CV is true.... Right?*

### Typical CV format

- Contact details
- Personal profile
- Key skills and achievements
- Education and qualifications including training courses
- Employment history including work experience and voluntary experience
- Personal/ Interests
- References

### The essence of what you want to communicate with your CV

The following three areas are crucial to creating your CV, but also form the essence of what you will want to communicate in an interview in order to successfully achieve the job:

- Your skills
- Your experience of work/ or transferable experience
- Your personality

### Your Skills

Include:

- Communication skills – being able to talk, listen and present information
- Interpersonal skills – being able to relate to other people, mix well, interested in people
- Numerical skills – being confident with numbers, basic arithmetic, maths etc
- Analytical skills – being able to analyse information and make sense of it
- Problem solving skills – being able to offer solutions to problems, being able to work through tasks
- Team work skills – the ability to work with others to achieve something
- Leadership skills – being willing to take responsibility, and encourage others
- Information technology skills – the ability to use computers at basic or advanced levels
- Initiative skills – the ability to work on your own without constant supervision
- Organisational skills – the ability to organise your time and work to deadlines

Rather than listing that you have any or all of these skills it is important to do the following

1. Think of examples where you have used these skills and work this into your CV content
2. Identify the main two or three relevant skills that you possess and that are also most relevant for the job role

**TAILOR IT  
TO THE  
ROLE**

**INCLUDE  
EXAMPLES**

**AVOID  
CLICHES**

For help for interview techniques, apprenticeship process and much more visit:

**LifeSkills**  
Created with BARCLAYS





## Creating a Winning CV/Application cont...



Parents/Carers



Schools



Teachers

### Your experience of work/ or transferable experience

Think about the work related experience you have had and if you feel you have very little, consider transferable experience such as helping out at a school fete, organising a charity event or having to present in your lessons to the rest of your class. Even being a captain for a sports team provides experience of leadership, communication and responsibility. Dealing with a difficult customer during your Saturday or summer job is good transferable experience and equals customer service experience.

### Your personality

It can be quite challenging to talk about and sell yourself. Some people feel they are being boastful and proud. However, you have to allow yourself to shine. Besides if you do not, others will and they will get the job! To help you on your way, ask a few friends and family members to list words or describe how you are as a person. Ask them to be honest and not suggest you are anything you are not.

### Key skills and achievements

Aim for three to four bullet points with your best skills or achievements and give evidence at the same time. Remember show how and why. E.g.:

- Organisational Skills, developed through college coursework and co-ordination of staff charity bake sale at my recent part-time job
- Chosen to represent my school at the Regional Science Awards where my team came 3<sup>rd</sup>.

### Skills

**Remember to always have an example of when and how you have used your identified skill:**

- A good organiser
- Able to work unsupervised
- Flexible and receptive to new situations
- Effective under pressure
- Able to communicate with people at all levels
- Dependable team member
- Reliable and punctual
- Numerate/good head for figures
- Able to learn and apply new skills quickly
- Confident and concise communicator
- Able to maintain a high standard of work
- Good written communication skills
- Excellent attendance record
- Confident personality
- Ability to demonstrate initiative
- Good team leader
- Ability to maintain accuracy under pressure
- Organised and logical thinker
- Able to set and achieve personal goals
- Computer literate
- Excellent telephone manner
- Sound administrative skills
- Able to supervise others effectively
- Possess common sense
- Can solve problems and resolve queries
- Can work to tight deadlines and time tables
- Able to delegate effectively
- Innovative and imaginative
- Good listening skills and sensitivity to others needs
- Able to lead and motivate others
- Good practical skills
- Able to use hand tools/machinery
- Able to work from written instructions
- Good customer service skills

## CV Power Words

Accurate	Confident	Helpful	Reliable
Active	Consistent	Honest	Resourceful
Adaptable	Creative	Imaginative	Responsible
Analytical	Dedicated	Independent	Self-motivated
Ambitious	Dependable	Innovative	Sensitive
Articulate	Discreet	Keen	Skilled
Artistic	Dynamic	Logical	Successful
Bilingual	Efficient	Loyal	Systematic
Business minded	Energetic	Methodical	Tactful
Calm	Enterprising	Motivated	Tenacious
Capable	Enthusiastic	Observant	Thoughtful
Considerate	Experienced	Organised	Thorough
Commercially minded	Expert	Persistent	Trustworthy
Committed	Flexible	Perceptive	Versatile
Competent	Friendly	Proficient	Willing
Competitive	Hard-working	Practical	



## Creating a Winning CV/Application



Parents/Carers



Schools



Teachers

## Linking your Learning in Education to skills to take forward:

### SPORT:

Demonstrates Team work, dedication, fitness, competitiveness, reliability

### MUSIC, DRAMA & THEATRE

It takes a lot to stand up in front of people and perform, demonstrating confidence, self-presentation, collaboration, attention to detail and creativity.

### LANGUAGES

Demonstrates lateral thinking, dedication, willingness to learn, problem solving and patience,

### SCIENCE

Demonstrates Critical thinking, communication, data analysis, problem solving, research, attention to detail and numeracy. Also, curiosity, drawing techniques and organisation

### ART, DESIGN & TECHNOLOGY

Demonstrates confidence, creativity, independence, research, project management and self-reflection skills

### ENGLISH SKILLS

Demonstrates communication, creativity, critical thinking, textual analysis, cultural sensitivity and data analysis.

### HUMANITIES & SOCIAL SCIENCES

Skills learnt with teamwork, motivation, interpersonal and communication skills, commercial and cultural awareness, self-awareness, organisation skills. Along with evaluation and analysis skills.

**IN FACT ALL LEARNING PROVIDES TRANSFERABLE SKILLS FOR LIFE!**

## Example: linking in Learning to Business Careers:

**Leadership** – have you been a member of a team or group? Maybe in PE or Drama, or other subjects or a member of a Sports/Activity Club?

Think of an example of when you have kept team spirit up, supported team members, suggested strategies or a course of action. Planned group activities. These are leadership skills you already employ!

**Marketing** your ideas? Ever tried to 'sell' your ideas, maybe in DT, designing a product? In English with creative writing – telling your story to make it believable? Created a visual representation of your work?

### Project Management Skills?

Have you worked on a project at school, had to plan ahead? Considered deadlines? Could be in science, art, DT, Catering.

Working to a timeframe takes planning!

Any experience ?



## Activities that generate skills and strengths



- Learning an instrument
- After school subject club
- Fishing
- Helping family
- Cooking/ Baking
- Band
- Drama
- Dog walking/ looking after your pet
- Blogging/ vlogging
- Following inspiring influencers
- Reading
- Helping neighbours/community
- Computer club
- Duke of Edinburgh
- Singing
- Writing
- Learning a language
- St John's Ambulance
- Learning sign language
- Leadership role
- Playing a sport for fun
- Scouts/ Guides
- Enterprise activity
- Watching talks on different topics
- Playing sport for a team
- Arts & Crafts
- Charity
- Public speaking & debating
- Camping
- Volunteering



## Extra activities to boost your career skills and your CV:

- National Citizen Service – runs experiences and programmes to engage, untie and empower young people, building confidence to achieve Find out more on their website: <https://wearencs.com/what-is-ncs>
- Duke of Edinburgh Scheme : <https://www.dofe.org/do/>
- Young Enterprise Programmes – Helping Young people to succeed and equipping them with work skills, knowledge and confidence : <https://www.young-enterprise.org.uk/what-we-do/>
- BBC School Report – Plan and produce your own news feature, developing presentation, research, initiative and technical skills: <https://www.bbc.co.uk/schoolreport/16223788>





## Preparing for an Interview



Parents/Carers



Schools



Teachers

## Helpful Resources

Interviews can be scary, especially if you have no experience of them, so do some mock interviews with your friends first. Think of the kind of questions you'll be asked and prepare for them. That will give you more confidence and help tackle nerves.

### **BARCLAYS | LifeSkills**

Interview resources from LifeSkills give you tips, tools and advice to help you land a place at college, university, an internship or your first job. From crafting model answers to give interviewers the detail they are looking for and knowing what to research beforehand, to simulated interview practice



#### Different types of interview and assessments

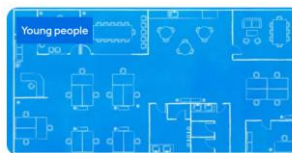
Boost your interview preparation by exploring different interview formats and online tests to help you navigate and prepare.



11-19

#### Virtual interview practice

Use the Virtual interview practice tool to choose from five different interview contexts, from first jobs to volunteering.



#### Assessment centre days: what to expect

What is an assessment centre? What happens there, and is it as scary as it sounds? No, it's not.

[Click here to view all Barclays Lifeskills resources and help For school leavers and Starting your first job](#)



**indeed**



## Interview questions fall into four main categories:

- [Questions about you](#)
- [Questions about your work experience and knowledge](#)
- [Questions about why you want THIS job](#)
- [Competency-based questions](#)

Indeed.co.uk: <https://www.indeed.com/career-advice/interviewing/interview-questions-for-student>

Target Careers: [CV, application and interview advice for school students](#) | [TARGETcareers](#)



If you get called in for an interview, prepare as you would for an exam. **Do your research on the company**, the job and also the market. Companies like – and expect – candidates to have looked into what they do, but not everyone bothers so it's a good way to stand out and impress potential employers.



Always dress appropriately/smartly for a job interview, you don't want to lose points with the employer just because you couldn't be bothered to iron your shirt.



A lot of school leavers find themselves in a catch-22 situation; they don't have any experience because they have just left school, but can't seem to get their foot in the door because they have no experience.

So you need to become your own sales person. Sit down and have a good think about what skills you've picked up and how they can be transferred to the workplace. That Saturday job you always moaned about can be transformed into a showcase of proven time management, responsibility, team work and initiative skills.



## LMI: Careerometer – A tool that helps you compare jobs

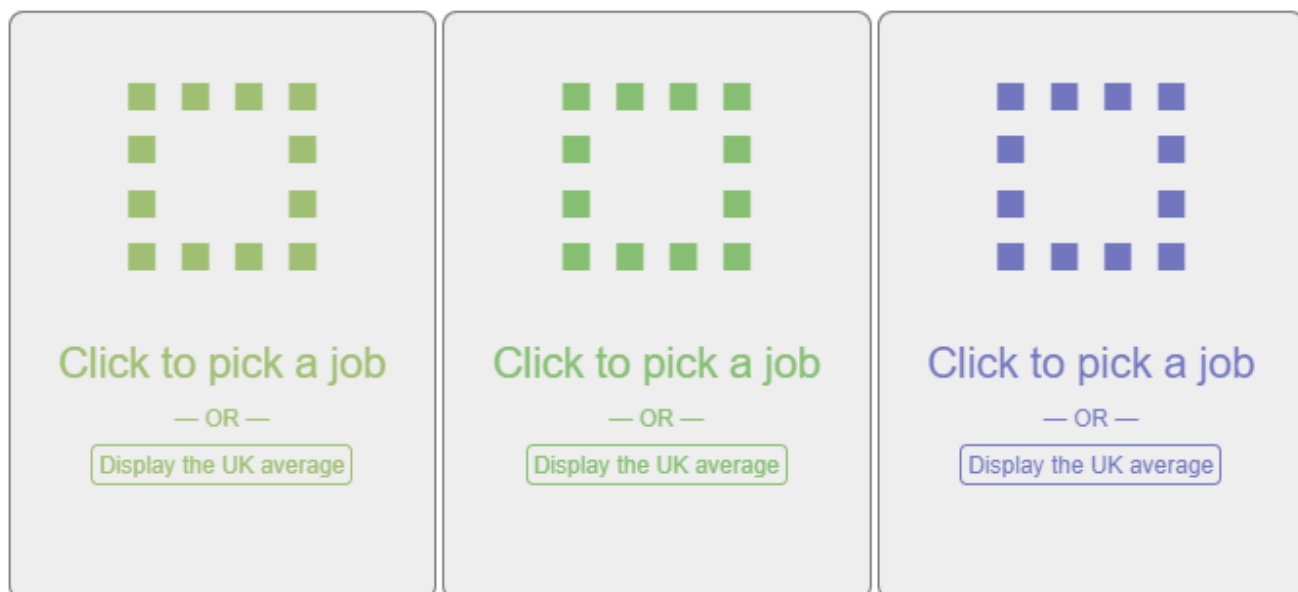
The [Careerometer](#) is a tool created by [LMI for All](#) and can be found on the Innervate website [here](#).

This useful tool allows you to compare the average wages and working hours of up to three jobs in England.

### How to use it:

Type in the first career that you're interested in and select from the drop-down list, then add your second and third choices to see the comparison.

[>> Click here or on the image below to try out the Careerometer](#)



Find out more: [lmiforall.org.uk](http://lmiforall.org.uk)