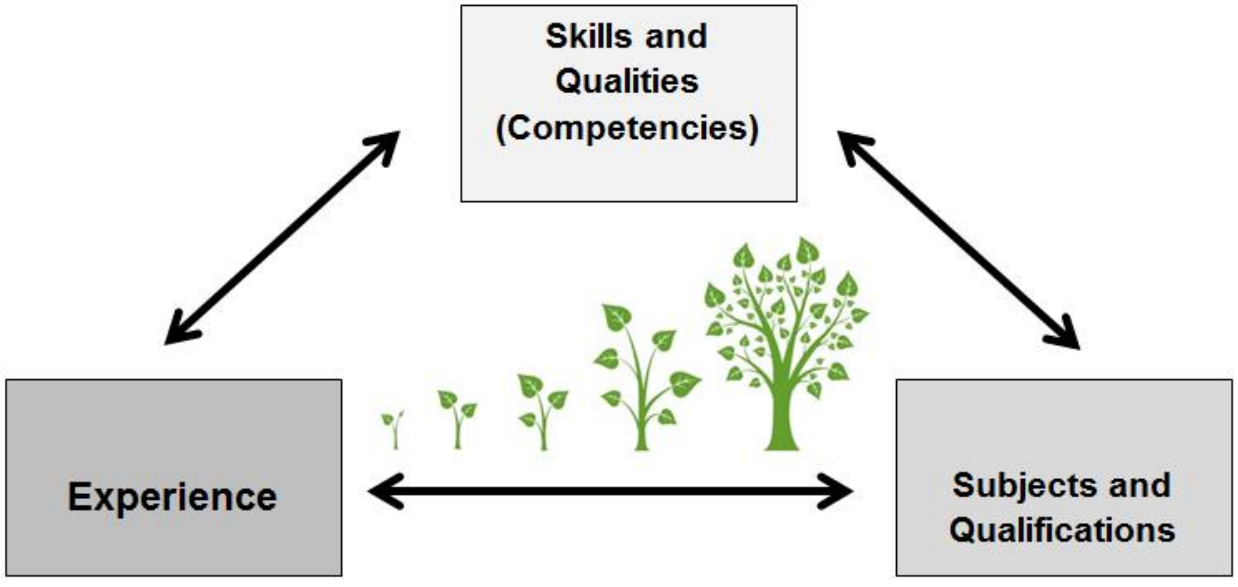
Plymstock School Careers

Year 11 – Next Steps



Dear Year 11 Student and Year 11 Parent/Carer,

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

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

Your options are:

- Stay in full time education at any sixth form provider
- Enrol in a course at a college or training provider
- Secure a full time apprenticeship or complete a pre-apprenticeship training scheme

Secondly, during Year 11 you will continue your careers journey at Plymstock School by attending the Futures Event in November. Here, you will have the final opportunity to meet with and discuss your career options with a range of colleges, training providers and employers. Additionally, throughout the year, there will be a number of career focused activities including CV Workshops and Mock Interviews to prepare you for your Post 16 Choices.

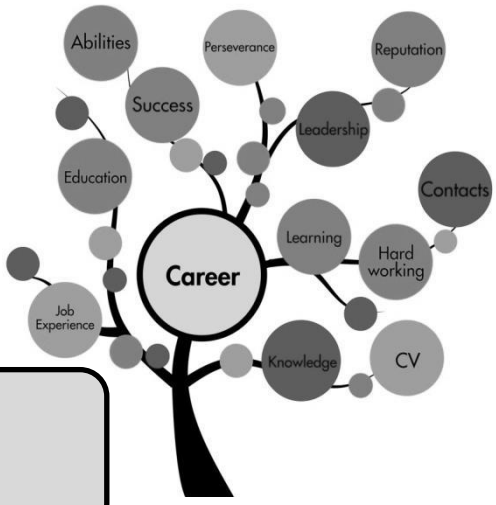
You will all have a further appointment with our careers advisor and follow up sessions as required.

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

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

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

Guide to Next Steps



What happens in Year 11?

You will have a one to one Careers Appointment with our in house Careers Advisor - Tiff Linzell to discuss Post 16 Options and Careers.

You will attend the Futures Event that takes place at Plymstock School in November. Students have the opportunity to meet with employers, training providers and local colleges.

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

This must be completed by February 2020 and returned to Tutor.

You will have a meeting with a member of the Senior Leadership Team to discuss progress, revision and Post 16 Choices.

Apprenticeship Applicants - What happens next?

• Employer Apprenticeships E.g. Babcock, Princess Yachts

1. • Explore all opportunities - Search Online
2. • Have you created a CV? Do you need a covering letter?
3. • Complete the application, make sure you attach your CV if required.
4. • The **Employer** will contact you directly to arrange an interview. Some employers will require you to complete assessments/team building exercises etc.
5. • After interview, if successful, you will receive a **conditional offer** (pending GCSE results)

• Training Provider Apprenticeships E.g. SkillsGroup, Achievement Training

1. • Explore all opportunities - Search Online
2. • Have you created a CV? Do you need a covering letter?
3. • Complete the application, make sure you attach your CV if required
4. • The **Training Provider** will contact you to arrange an interview. This will not be with the employer. You will be assessed to see if you are suitable for the role you have applied for.
5. • If the training provider believes you are suitable for the role you will be asked to attend an interview with the employer directly. If not, they should discuss other potential opportunities that would be more suitable for you.

The importance of a Back Up Plan!

All students applying for an Apprenticeship should have a 'Back Up Plan' in place. Apprenticeships are often very hard to secure therefore we insist that all students also apply for a college course.

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

College Applicants - What happens next?

Go Online

https://www.cityplym.ac.uk/
https://www.cornwall.ac.uk/
https://www.plymouthart.ac.uk/

Find your course

Submit your application

Wait for Interview Date

Check E-mails and the post regularly

Inform Tiff Linzell of interview date in order to arrange the necessary Interview Preparation

You have received an offer for your college course.

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

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

Think about your attitude to your future

Complete GCSE examinations to achieve the highest grade possible.

Information will be sent to you by the college regarding a start date. Contact the college directly if you do not receive this in August.

Confirm your Post 16 Option with Tiff Linzell.

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

"I only need…."

Making things happen

All of the Post 16 Options will require action; you may think about attending a Sixth form opening evening, exploring college courses online or working on your interview skills for an Apprenticeship.

Plymstock School:

Post 16 Choices Evening: Wednesday 22nd January – 6:30pm – 8:30pm

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

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

City College Plymouth:

Year 11 & 12 Taster Sessions: October half term / February half term

BOOK ONLINE: www.cityplym.ac.uk/event/year-11-taster-sessions-october/

Would you like to find out what life at College is really like? Want to see which course you most enjoy and are most suited to? Subject taster sessions during October half term are the perfect opportunity for Year 11 and 12 students to get hands-on experience in a range of subjects, from bricklaying, sport or perhaps you'd like to try hairdressing. Contact the college directly to book if the online booking has closed.

Course information drop in:
Wednesday 9th October – 4:30pm – 6:30pm
Wednesday 4th December - 4:30pm – 6:30pm

Plymouth College of Art:

Open days:

BOOK ONLINE – www.plymouthart.ac.uk/open-days/

Saturday 28th September 2019 - 12:00pm - 4:00pm
Saturday 12th October 2019 - 12:00pm - 4:00pm
Saturday 9th November 2019 - 10:00am - 4:00pm

Scott College:

Open Evening For Joining Year 12 in 2020

Date: Thu 21st Nov, 2019
Time: 6:30pm

DUCHY COLLEGE STOKE CLIMSLAND

October Half Term taster sessions:

Tuesday 22nd October - 9:00 am - 5:00 pm

BICTON COLLEGE

October Half Term taster sessions:

Wednesday 23rd October 2019 - 9:30am - 3:15pm

Taster sessions available in many courses such as Adventure Sport, Agriculture, Animal Management, Horticulture, Gamekeeping plus many more!

BOOK ONLINE: www.duchy.ac.uk/events/

Skills Group:

October Half Term taster sessions:

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

Monday 21st and Wednesday 23rd October 10am – 2.30pm
Construction Skills Group - Construction Training Centre, Western Wood Way, Plympton, PL7 5BG
Automotive and Engineering Skills Group - Engineering and Automotive Training Centre, Drakes Court, Plympton, PL7 5JY

Thursday 24th and Friday 25th October 10am – 2pm
Hairdressing, Child Care and Health & Social Care Skills Group - Training Academy, 8-9 Derry's Cross, Plymouth, PL1 2SG

Useful contacts:

Achievement Training	01752202266 or 01752202269	info@achievementtraining.com
Bicton College	0330 123 4782	Customer.services@bicton.ac.uk
City College Plymouth	01752 305300	info@cityplym.ac.uk
Cornwall College, Saltash	0330 123 2523	info@saltash.ac.uk
Discovery College YMCA	01752 7610120	enquiries@discoverycollege.org.uk
Duchy College	0330 123 4784	stoke.enquiries@duchy.ac.uk rosewarne.enquiries@duchy.ac.uk
Focus/DCET Training	01752 348980	
Plymouth College of Art	01752 203434	enquiries@pca.ac.uk
Skills Group Training Centre	01752 332 442	info@skillsgroupuk.com

For Careers Information:

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

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

PERSONAL PROFILE

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

KEY SKILLS AND ABILITIES

Example:

- ***Time management - Timekeeping is one of my strengths; I always ensure I am punctual and I possess a strong attendance record at school.***

- ***Creativity – I have experience using various IT packages including photo shop, which has given me the opportunity to develop my creative skills and present unique ideas.***

- ***Interpersonal skills both written and verbal - As shown though my cadet role experience and volunteering as a reading mentor to the younger children within my school.***

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

EDUCATION

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

WORK EXPERIENCE

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

ACHIEVEMENTS & ADDITIONAL INFORMATION

Example:

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

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

HOBBIES & INTERESTS

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

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

REFERENCES - Always ask first!

1. Reference from School i.e. tutor, subject teacher, head of year.

2. Reference from someone who knows you well, i.e., employer reference, family friend – not direct family members.

Now, It's YOUR Turn...

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

PERSONAL PROFILE

KEY SKILLS AND ABILITIES

EDUCATION

WORK EXPERIENCE

ACHIEVEMENTS & ADDITIONAL INFORMATION

HOBBIES & INTERESTS

REFERENCES

Typical interview questions

Example questions to help to prepare for your apprenticeship interview.

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

Questions about yourself

What are your strengths and weaknesses?

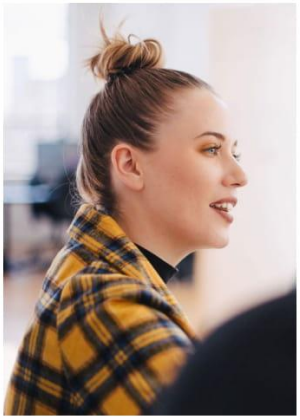
How would you best describe yourself?

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

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

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

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



Questions about the employer

What research have you carried out about our company?

Why do you want to work here?

What do you know about our products or services?

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

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

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

Questions about the job

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

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

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

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

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

Interview tips

Get ready to impress.

Apprenticeships

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

BE EARLY

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

DOUBLE CHECK WHAT YOU ARE ASKED TO BRING

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

GO OVER THE APPLICATION AND PREPARE SOME NOTES

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

CHECK THE DRESS CODE

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

PREPARE SOME EXAMPLES

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

BE PASSIONATE AND ENTHUSIASTIC

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

PREPARE SOME QUESTIONS

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

Apprenticeships and Careers Information Drop-In Sessions

In partnership with Heart of the South West Careers Hub

Monday 4th November 2019
9.30am - 12.00pm

Monday 23rd March 2020
12.00pm - 2.30pm

Monday 22nd June 2020
2.30pm - 5.00pm

An ideal opportunity for potential apprentices, parents and employers to find out more about our apprenticeship provision.

Sherford Training Centre, PL7 5AE

Turn right off Plympton Hill, PL7 5AE. This postcode will bring you through from the Plympton/A38 side of the development.

This entrance is signposted as 'Works Traffic', but is appropriate for visitors to use. As you enter the development there are manned security gates where you will be directed to the centre. Sherford is approximately 200m to your right after the gated entrance.

South Devon College
APPRENTICESHIPS

SHERFORD

@apprenticeSDC
southdevon.ac.uk | apprenticeships@southdevon.ac.uk