

Preparing for the next steps in my career pathway

Despite the COVID-19 outbreak making changes to our daily lives, one thing that remains the same is the importance of career support and guidance to enhance a students' life outcomes and future options.

How can I boost my CV?

Whilst you have time on your hands, use this time positively to write a winning CV application. When creating a CV, you should tailor it to the job description. Normally, the employer will list the skills they are looking for, so you should make sure to include these in your CV.

You should also include:

- A brief personal profile
- Education and qualifications
- Work experience (You all have this)
- Relevant skills you've gained (refer to the job description)
- Hobbies and interests (these are optional but if you think they support your application then definitely include them! An example would be, you play for a football team and have gained teamwork and communication skills)

<https://careemap.co.uk/how-to-write-the-perfect-cv/> - This link will help you to create the perfect CV.

If you've already created your CV but want to make it stand out from the crowd, look for online courses to boost your chances. Such as: Future Learn, Codecademy, there are many more available.

To support your amazing CV, you will need to create a speculative letter, the link below will help you with this process.

<https://careemap.co.uk/how-to-write-a-speculative-cover-letter/>

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Apprenticeship interview questions – What can you expect?

Below is a guide to help you take a step closer to securing your dream apprenticeship:

1. Tell me about yourself? ... Look at this question as though the employer is trying to find out more about you. Keep it short but not too short, a minute is long enough, this will stop you from cluelessly rambling.

Quick Tip

Avoid discussing topics which can be seen as disputable, such as politics etc.

2. Why do you want this apprenticeship? ... Think about all the things that drew you to the apprenticeship to begin with? Do you like the idea of being able to gain a qualification while developing work-related skills and experience? Explain why you selected this company to work for?

Quick Tip

Although earning a wage can be a big bonus to an apprenticeship, remember your employer will be much more impressed if you chose an apprenticeship due to the other benefits such as learning and working.

3. What are your strengths? ... Try to talk about your strengths and link them to past experiences. You have experiences of working to deadlines when getting homework in on time. Experiences of completing a project at school as a team. Or arriving at school on time shows you are able to be punctual. These are all skills that an employer will look for when hiring an apprentice. Many employers realise that you won't have tons of experience but that doesn't necessarily matter!

Quick Tip

Check the employer's job description on the vacancy you applied for and explain how you possess those skills. Also, don't forget you have all completed work experience, talk about what this taught you, the skills you gained, it shows commitment.

4. What are your weaknesses? ... This question is often the most dreaded question, but it's simply a way of the employer getting to know which areas you recognise that you need to improve on. Admitting a weakness shows strength, it shows that you are honest and able to reflect on your own performance. An example could be, I get nervous when speaking in front of large groups of people, this is something that I am proactively trying to improve on through practice, research and any other opportunities that arise.

Quick Tip

Never say 'I don't have any weaknesses'; we all have a weakness!

5. Why do you want to work for this company ...? Do your research on the company. Is there a value that you and the company share? Do they have charity events? Remember you're not the only person going for this interview.

Quick Tip

By doing your research and finding out more about the company you will stand out from the crowd.

6. What skills would you like to improve during this apprenticeship?... Apprenticeships are all about learning on the job, developing your skills and career. This is a common question and you need to think about where you would like to be once your apprenticeship is over.

Quick Tip

Personal skills are always a good skill to improve, this enables you to thrive in this role.

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Links to careers and Post 16 free courses

<https://careermap.co.uk/category/news/>

https://nationalcareers.service.gov.uk/?fbclid=IwAR1X-UsRKxr4csUOXWHgn3gqDxgIWuT7mZfe_yg52SggOXAr5rShb6YNV4E

<https://www.ucas.com>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749151/Careers_guidance-Guide_for_colleges.pdf

<https://www.careerpilot.org.uk/parent-zone/all-questions/what-are-the-choices-for-my-child-at-16?/parent/info/what-are-the-choices-for-my-chil/>

<https://www.careerpilot.org.uk>

<https://www.futurequest.org.uk/school-staff/my-future-quest---online-delivery/my-future-quest---taster-activities>

<https://www.futurelearn.com/courses/biochemistry>

<https://www.futurelearn.com/courses/english-academic-study>

<https://www.futurelearn.com/courses/mindfulness-wellbeing-performance>

https://www.futurelearn.com/courses/begin-programming?utm_source=FL_blog&utm_medium=Web&utm_campaign=FLChoices

https://www.futurelearn.com/courses/introduction-to-forensic-science?utm_source=FL_blog&utm_medium=Web&utm_campaign=FLChoices

https://www.futurelearn.com/courses/discover-dentistry?utm_source=FL_blog&utm_medium=Web&utm_campaign=FLChoices

https://www.futurelearn.com/courses/hadrians-wall?utm_source=FL_blog&utm_medium=Web&utm_campaign=FLChoices

https://www.futurelearn.com/courses/begin-robotics?utm_source=FL_blog&utm_medium=W

<https://www.futurelearn.com/courses/causes-of-climate-change>

<https://www.futurelearn.com/courses/exploring-our-ocean>

<https://www.coursera.org>

<https://www.findyourfuture.org.uk/choices-at-16>

<https://www.nus.org.uk/PageFiles/12238/Students%20Shaping%20Post%2016%20Skills%20.pdf>

<https://ckcareersonline.org.uk/young-people/options-after-y11>

<https://ncw2020.co.uk>

<https://nationalcareersweek.com/ncop-launch-yourself/>

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<https://www.careersinracing.com>

<http://www.careersatsea.org/careers/>

<https://www.healthcareers.nhs.uk>

<https://ncwtv.co.uk>

<https://apply.army.mod.uk/base/lessons>

<https://www.autocity.org.uk>

<https://nationalcareersweek.com/techshecan/>

<https://teachcomputing.org/careers-week>

<https://www.open.edu/openlearn/science-maths-technology/everyday-maths-1/content-section-overview?active-tab=description-tab>

<https://www.open.edu/openlearn/science-maths-technology/free-courses>

<https://www.open.edu/openlearn/free-courses/full-catalogue>

https://learndigital.withgoogle.com/digitalgarage/course/digital-marketing?utm_medium=referral&utm_campaign=2020Q2_UK_Partner&utm_content=DfE

<https://www.netacad.com/portal/web/self-enroll/c/course-1009096>

https://www.lloydsbankacademy.co.uk/course-selection/?utm_source=gov_website&utm_medium=affiliate&utm_campaign=national_careers_service

https://makeitclick.learnmyway.com/directory/search/?utm_source=skillstoolkit&utm_medium=website&utm_campaign=gov.uk

<https://www.tomorrowsengineers.org.uk/careers-resources-activities/download-activities/>

<https://www.stem.org.uk/home-learning>

https://successatschool.org/advisedetails/1221/coronavirus-gatsby-subject-guides-free-to-access-from-home?utm_source=Success+at+School+-+Newsletter+Signups&utm_campaign=0b62a88136-EMAIL_CAMPAIGN_2020_04_02_02_10&utm_medium=email&utm_term=0_65c6d67e71-0b62a88136-211851337&goal=0_65c6d67e71-0b62a88136-211851337&mc_cid=0b62a88136&mc_eid=39bf2de965

<https://futurefirst.org.uk/blog/free-resources-available-for-parents-guardians-and-carers/>

<https://www.asdan.org.uk/resources/free-resources>

<https://www.youthemployment.org.uk/free-skills-careers-activities-booklet-for-young-people/>