



My Career My Future

Post-16 Guide

DWP
South Yorkshire
Schools Team

2024/2025 Edition

"Go confidently in the direction of your dreams"

- Henry David Thoreau

Discover the path to a fulfilling career and unlock your full potential.



Find out everything you need to know about the world of work.



We want you to be prepared for what you will have to do to find work.



This guide will give you information on how to apply and sustain employment.

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Career Path Planning

Planning your career path is essential for achieving your professional goals and navigating the ever-changing job market. It involves setting clear goals, identifying skills, and developing a roadmap for your future.



What do you want to do for work?
Consider your interests, skills, and values when choosing your ideal career.



Assess where you are now in terms of your skills, education, and experience. This will help you determine the steps you need to take to reach your goals.



What education or certifications are required for your ideal career?
Research the specific requirements and start planning how to achieve them.



Gain relevant experience through internships, volunteer work, or part-time jobs related to your ideal career. This will help you build your resume and network.



How do you learn?

Discover the best way to gain skills and knowledge for your future.



UNDERTAKE AN APPRENTICESHIP

Get hands-on experience while learning theory. Build skills for specific jobs.



STUDY A-LEVELS

Develop critical thinking, research, and independent learning skills.



STUDY BTEC, NVQ OR T-LEVEL

Combine practical and theoretical learning with a focus on specific careers.



It is possible to have more than one learning style. Your style of studying could very well determine the path you decide to take towards achieving your intended career goal

Vocational Technical Qualifications

VTQs are practical qualifications designed to give you the skills and experience needed for a specific job.



BTEC Diplomas

Level 1 to 7 qualifications covering a wide range of subjects.



Cambridge Nationals

Level 1 and 2 qualifications focusing on specific job roles.



T-Levels

Level 3 qualifications providing a mix of classroom learning and work experience.



Countless individuals have already benefited from VTQs, gaining valuable skills, securing employment opportunities, and advancing their careers.

AI in the Workplace



Artificial intelligence is changing the way we work. From automating tasks to analyzing data, AI is transforming industries across the globe.

How are companies using AI



Mercedes-Benz

Mercedes

Their cars are now equipped with interlinked navigation systems and smart voice assistants. AI systems help them to maintain a safe distance from other vehicles.



Amazon

The Package Decision Engine, an AI model that Amazon designed and built, is able to determine the most efficient type of packaging for each item it learns about.



NHS

AI is currently being used to benefit people in health and care includes things like analysing X-ray images, i.e. mammograms, to support radiologists in making assessments.

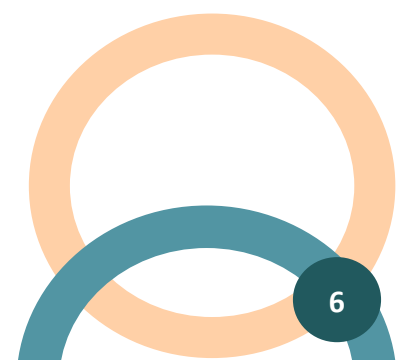
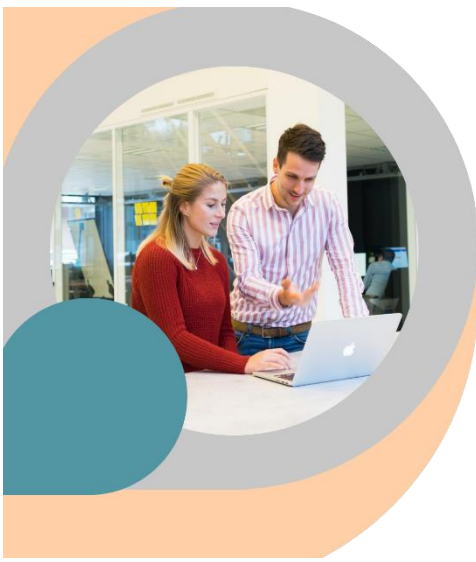


Sainsbury's

AI is used to monitor stock levels and expiry dates, stores can drop prices to shift produce that will soon expire - like an automated 'yellow sticker' system.

AI Workplace Future

AI is reshaping the workplace, creating new opportunities and challenges. By embracing AI, businesses can unlock new levels of efficiency, innovation, and productivity.





Future Jobs in the UK

The UK job market is rapidly evolving, with new industries and technologies creating exciting opportunities. This infographic explores some of the future-proof jobs that are likely to be in high demand in the UK.



Renewable Energy Engineer

With the growing focus on sustainability, renewable energy engineers design and develop sustainable energy solutions.

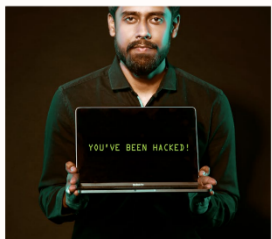
Cybersecurity Analyst

As cyber threats increase, cybersecurity analysts are needed to protect organizations from data breaches and other digital risks.



Artificial Intelligence Specialist

AI specialists develop and implement AI systems to automate tasks and enhance efficiency in various sectors.



Software Developer

Software developers are crucial in building and maintaining the software applications that power our digital world.



Green Careers

The UK is seeing a surge in demand for skilled professionals in the green sector. From renewable energy to sustainable agriculture, there are numerous opportunities available.



RENEWABLE ENERGY

With the UK aiming for net-zero emissions, the renewable energy sector is booming. Jobs in wind, solar, and hydropower are in high demand.



HIRING AND TRAINING

Almost a fifth (18%) of businesses are hiring for green roles and skills. Simultaneously 54% of jobseekers do not know where to find green jobs.



GREEN BUILDING

Professionals in energy-efficient design, sustainable materials, and eco-friendly construction are sought after.



The UK's green career landscape is expanding rapidly. From renewable energy to sustainable agriculture, these roles offer both personal fulfilment and a chance to contribute to the future of the country.

Social Media Recruiting

Social media has become a vital tool for recruitment, impacting how companies find and hire employees. It has transformed the recruitment landscape, offering a new platform for connecting with potential candidates.



Job Search Success

Half of UK office workers credit social media with helping them find their last job, highlighting its significant role in career advancement.



Millennial Job Hunting

A large majority (73%) of millennials found their last job through social media, revealing a generational shift in job hunting practices.



Social Media Screening

A concerning 21% of recruiters admit to rejecting candidates after checking their Facebook profiles, emphasizing the importance of online presence.



Social Media Hiring

UK companies use social media to fill a quarter of their open positions, demonstrating the growing reliance on these platforms for recruitment.



Social Media's Impact

Social media has revolutionized recruitment, influencing job search strategies and hiring practices. Companies and job seekers alike are leveraging its power to connect and find out about each other.

Khaby Lame: TikTok Star

Khaby Lame is a comedian on TikTok known for his unique comedic style and silent reactions to bizarre life hack videos. He gained immense popularity...



1 Silent Reactions

Khaby Lame's comedic style revolves around silent reactions to strange and often ineffective life hacks, often demonstrating a simpler and more effective way.

2 Viral Success

His videos consistently garner millions of views, solidifying his position as a top content creator on TikTok and achieving widespread recognition.



3 Massive Following

As of December 2023, Khaby Lame boasts a staggering 161.8 million followers on TikTok, making him one of the most followed accounts.



4 Film Cameo

Khaby Lame made a brief appearance in the 2024 action comedy movie *Bad Boys: Ride or Die*, further expanding his reach beyond TikTok.



Khaby's Rise to Fame

Khaby Lame has become a global phenomenon thanks to his unique, silent comedic style on TikTok. His videos, reacting to strange life hacks, have garnered millions of views and followers, establishing him as a top content creator.



Essential Skills

These skills are fundamental for success in any career or life situation. They help individuals navigate challenges, collaborate effectively, and make a positive impact.



COMMUNICATION

To be a strong communicator means speaking in a clear, direct manner, using easily understood language.

TEAMWORK

Open communication and mutual support are two key descriptions of good teamwork that contribute to increased job fulfilment.



PROBLEM SOLVING

Good problem-solving skills require critical thinking, creativity, decision-making, planning and organisation.

LEADERSHIP

As well as providing direction, vision and guidance, good leaders show courage, passion, confidence, commitment and ambition.



INITIATIVE

The ability to assess and initiate things independently. This demonstrates confidence and a willingness to work hard.

DIGITAL

Employers are more likely to consider your job application if you have the relevant digital skills necessary for the job role.



Mastering these core skills empowers individuals to thrive in the modern workplace, enabling them to adapt to change, solve problems effectively, and build successful careers.

No Work Experience? No Problem!

Focus on showcasing your skills and achievements instead. It would be good to include awards that highlight your skills and abilities related to the job.



Showcase your skills and abilities through awards and recognitions.



Emphasize relevant achievements, even if they weren't formal awards.



Focus on demonstrating your potential and transferable skills.

 Think about any volunteering, school or project work you have done in/outside of school

Work Experience: Discover Your Path

Explore a variety of work experiences that can boost your career and open doors to new opportunities.



Work Experience

Younger students get a feel for an industry they're interested in working in.

Internships

An internship (paid/unpaid) can help you gain skills that can be applied to future jobs.

Work Shadowing

Shadowing in the workplace to understand what an employer does and how they do it.

Work Placement

Students apply their classroom learnt industry skills, in a real work environment.

Volunteering

You can pick a project you care about and give it as much time as you can.

Extracurricular Activities

Being part of a sports team, club or group such as a theatre group or choir.

Work Experience Letter

(Date)
(Employer's Name)
(Full Address)
(Postcode)

(Your name)
(Email Address)
(Contact telephone number)

Date

To whom it may concern,
I am a Year *(state year)* student, and I am currently seeking a placement for work experience from the *(insert dates)*.

I am interested in a career in *(insert what career you are interested in)* because *(give a reason why)*.

I would be very grateful if you were able to offer me a placement at your business. I feel that carrying out my work experience with your company I would be able to learn a great deal from you and gain some valuable skills and experience that will help me in the future.

In my spare time I enjoy *(give some relevant examples and why)*. I understand that my working hours would not be the same as my school hours and that I would need to follow your rules and procedures.

If you have any questions with regards to work experience, please contact *(input teachers contact details)*.

If you would like to meet me before offering a place, then please contact me on the details above.

Yours sincerely

Sign your name here

A work experience letter is a document that summarizes your professional experiences and skills, showcasing your qualifications for a specific role or industry.



Personal Information

Includes your name, contact details, and the date the letter is written. This helps the recipient identify and reach you.



Achievements

Talk about school, volunteering and hobbies, so long as you demonstrate transferable skills and prove you are the best person for the job.



Skills & Expertise

Highlight relevant skills and expertise you have developed during your life, such as web design, coding, marketing, communication, or teamwork.



Contact Information

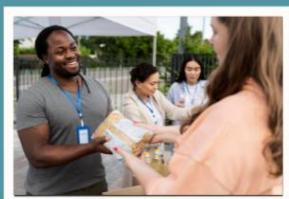
Provide contact information for your previous supervisor or a point of contact for verification purposes. This demonstrates professionalism.

Volunteer... Make a Difference

Find your passion, connect with your community, and create positive change, all while gaining valuable skills and experiences.



Volunteering offers opportunities for personal growth, allowing individuals to develop new skills, gain valuable experience, and build confidence.



Volunteering creates positive change within communities by addressing various needs, such as poverty, hunger, homelessness, and environmental protection.



It provides a platform to network with like-minded individuals, build professional connections, and gain valuable skills that can be applied in various settings.

A few volunteering websites below



<https://doit.life/discover>



www.redcross.org



<http://revitalise.org.uk>



www.jotrust.org.uk/get-involved



www.charityjob.co.uk



www.london.gov.uk

"Your Network is your net worth"



Discover effective strategies to make connections and stand out in the competitive UK job market.



Reach out to individuals in your desired field through casual conversations, learning about their career path and seeking advice.



Connect with recruiters and hiring managers on professional platforms like LinkedIn, showcasing your skills and experience.



Pay attention to the social media feeds of organisations that you are interested in working for. They will often post about events



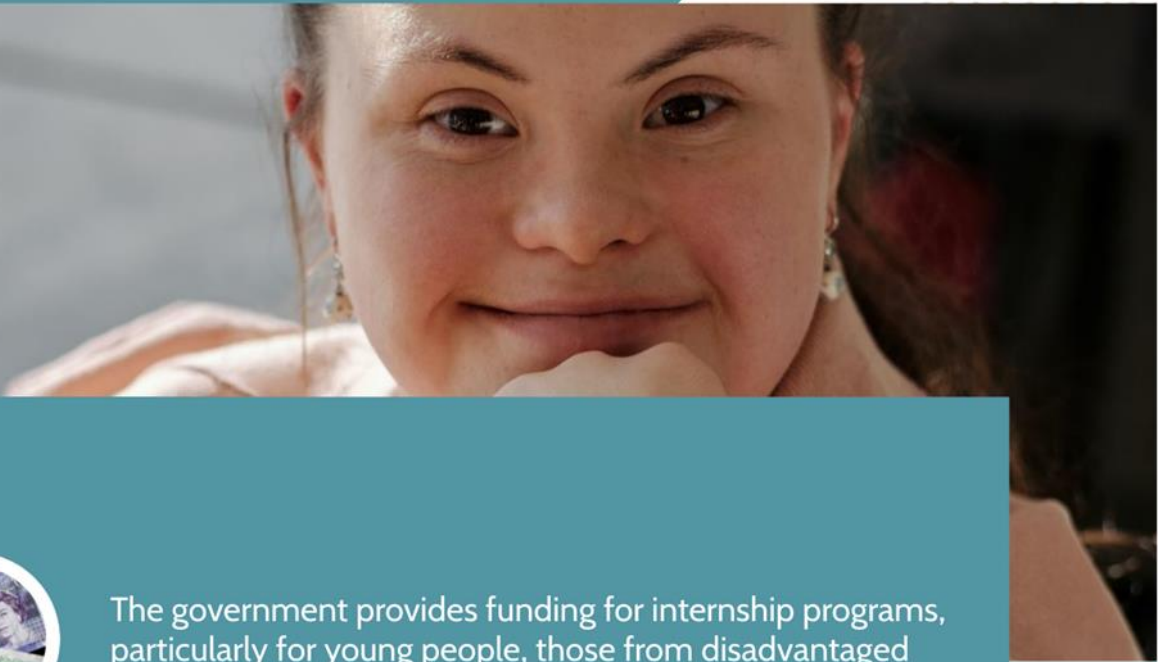
Attend industry events and conferences to meet potential employers and expand your professional network.



For more information, please visit: <https://nationalcareers.service.gov.uk/careers-advice/networking>

Supported Internships: Your Launchpad to Success

Gain real-world experience, build valuable skills, and kickstart your career with a supported internship.



The government provides funding for internship programs, particularly for young people, those from disadvantaged backgrounds, and those with disabilities.



Many companies offer paid internships as part of their recruitment and development strategies, providing valuable experience and potential career paths.



Non-profit organizations often offer internships in areas like social work, environmental protection, and community development.



The UK offers a rich ecosystem of supported internships, providing various pathways for individuals to gain practical experience, enhance skills, and build their career prospects.



Access to Work

Making work possible



Access to Work can help you get or stay in work if you:

- have a disability or health condition,
- live in England, Scotland or Wales
- aged 16 and over.

It provides financial assistance and support to help you succeed in your career.



Get a grant to cover costs related to your work, such as equipment, adaptations, or travel expenses. This helps you overcome barriers and thrive in your role.



Access support services to manage your mental health effectively at work. This can include counseling, coaching, or other resources tailored to your needs.



Get financial assistance for support during job interviews. This could include help with travel, childcare, or adjustments to the interview process.



Job Application Etiquette



Making a good impression during your job search is crucial. Learn essential etiquette for a successful application process.

Did you know?



"Nearly half of all CVs that are more than two pages long are discarded."

"On average, recruiters will spend no more than 5-8 seconds looking at your CV."

"76% of CV's are ignored if you have an unprofessional email."

"98% of large organisations use automated systems to scan CVs."

"92% of employers use social media platforms to research candidates before an interview. "

"Around 45% of people do not include a Cover Letter when applying for a job."

"51% of CVs and covers letters have grammatical errors."

Different CV Types

CVs come in several formats, each suited to different purposes and career stages.



Chronological

Purpose: Best for showing your career progression.

Format: Lists work experience and education in reverse chronological order starting with the most recent.

Functional

Purpose: Highlights skills and experiences rather than job titles.

Format: Organised by key skills and accomplishments rather than chronological job listings.

Combination

Purpose: Combines elements of both chronological and functional CVs.

Format: Begins with a skills section, followed by a chronological work history.

Academic

Purpose: Used for academic, research or educational positions.

Format: Includes detailed sections on education, research, publications, awards and professional affiliations.

Creative

Purpose: Showcases creative work and design skills.

Format: Visually distinctive, often incorporating design elements like graphics, colour and non-traditional layouts.



Discover the different types of CVs to craft the perfect CV that highlights your skills and experience, making you stand out from the competition.

JB

JOE BLOGGS

name@email.com | 01234 567 890
1 Street Avenue, Town, County A12 B34

PROFESSIONAL SUMMARY

I am a hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position within your company. I am a good listener and learner, able to communicate well with a group and on an individual level. I seek to achieve a high standard in whatever work I undertake.

WORK HISTORY

Sales Assistant | Employer Name - Town, County 07/2023 - 07/2023

- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Maintained impeccably high standards store presentation and hygiene through cleaning.

SKILLS

- Time Management
- Communication
- Problem Solving
- Digital Skills
- Leadership
- Team Working

EDUCATION

School/College, City 09/2023 – Current

A-Levels: State the subjects you studied

School/College, Town 09/2018 – 06/2023

GCSEs: 10 GCSEs grades 4-9

- Received (write any awards you may have won/earned)
- Member of (Student Organisation or Club)
- Awarded (Award Name e.g. Jack Petchey, Duke of Edinburgh)

HOBBIES AND INTERESTS

You **should** include hobbies and other interests, especially if they involve social and community activities. These activities are important – cover membership of societies, sports clubs/teams, etc. All these activities and the extent of your involvement gives the employer information about you and your interests.

Is your CV sorted?

A well-crafted CV is your key to unlocking opportunities and showcasing your skills and experiences in a compelling way.



Make sure you include the essentials: contact information, (telephone and professional email), personal profile, work experience, education and skills.



Think about how your skills and experience can match what the employer is looking for and gather the information you will need.



It is good to include extracurricular activities, projects, awards, training, hobbies and interests and volunteering experience.



Your CV is the first piece of information a potential employer has about you, so it's best to be honest and accurate

STAND OUT from the crowd



Your personal profile sits at the top of your CV, just underneath your name and contact details. Essentially, it's your introduction, explaining who you are, your skills and strengths and your career ambitions. First impressions count, so you should sell yourself in those initial five or six lines.



Personal Profile Example

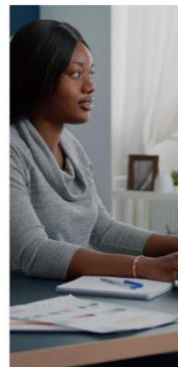
"I am an ambitious school leaver with eight strong GCSE passes and a commitment to pursuing a career in retail. Completed an enjoyable period of work experience at John Lewis, demonstrating a natural aptitude for interacting with customers and providing service with a smile. I have played a key role in the school's successful netball and hockey teams. I am keen to secure an entry-level role with a fashion retailer, which will provide opportunities for further development and progression."



You must ask yourself the following:
Who am I? What do I have to offer?
What am I aiming for in my career?

Try and provide detailed examples where possible.

Remember generic personal statements can prompt a CV to fall at the first hurdle.



Top tips

No more than 6 lines
Use real life examples and achievements
Make it relevant to the job

I've got the POWER!



TEAMWORK

Assisted
Inspired
Shared
Coached
Collaborated



COMMUNICATION

Addressed
Dedicated
Consulted
Emphasized
Negotiated



ACHIEVEMENTS

Awarded
Gained
Delivered
Showcased
Succeeded



Make your CV stand out by highlighting your strengths and capturing the employer's attention



Hobbies & Interests: CV Power-Ups

Your hobbies and interests can add personality to your CV, showcasing your passions and skills. These can be valuable additions, especially when they align with the job you're applying for.



Highlight hobbies that demonstrate relevant skills for the job. If applying for a marketing role, mention your experience with social media or graphic design.



Hobbies can showcase your ability to learn new things and develop skills. Mention hobbies that involve teamwork, problem-solving, or creativity.



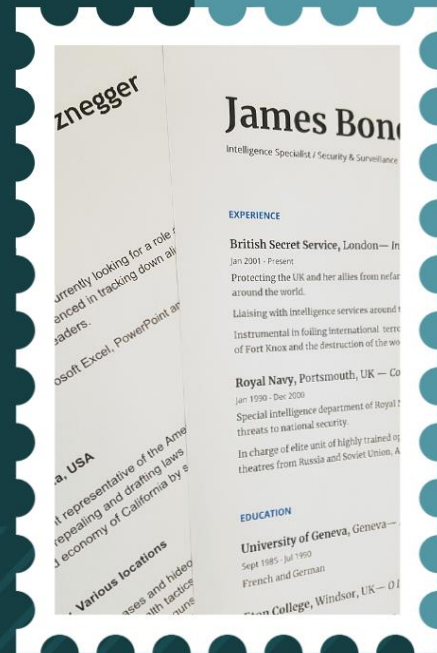
Hobbies provide insights into your personality and passions. Sharing your interests can create a connection with the employer, making you stand out.



By carefully selecting and showcasing your hobbies, you can create a CV that is not only informative but also engaging and memorable to potential employers.

CV Mistakes: Don't Let Them Sink Your Job Search

Common CV errors can cost you valuable interview opportunities. Learn how to avoid them and make your CV stand out.



Typos and grammatical errors make you look unprofessional. Proofread carefully, and consider a second opinion.



Using generic descriptions makes your CV blend in. Tailor each one to the specific job requirements.



Lacking keywords means your resume might not be found. Include relevant terms from the job description.



By avoiding these common CV mistakes, you can increase your chances of getting noticed by potential employers and land your dream job.

CV Cover Letter

Joe Bloggs
joebloggs@email.com
Tel: 011 2222 3333

Ms Jones
Company
Street Name
Town
County
Postcode

Dear Ms Jones,

My name is Joe Bloggs, and I am writing to submit my application for the position of junior accountant at Fernsby Accountants. I am a student at the University of Manchester, and due to graduate in two months.

I have managed to get consistently high grades in all of my university courses, which included financial reporting, financial statement analysis, management accounting and financial engineering. I have also worked in my university's accounting department over the summer. This granted me hands-on experience with the day-to-day work of accounting and helped me to develop good teamwork and communication skills.

Together with my keen eye for detail and organisational and time management skills, I believe I would be a valuable addition to Fernsby Accountants.

Thank you for taking the time to read and consider my application, and I look forward to hearing from you soon.

Sincerely,

Joe Bloggs

joebloggs@email.com
011 2222 3333

A CV cover letter is a crucial document that accompanies your CV, providing a personalized introduction and highlighting your skills and experiences relevant to the specific job you're applying for.



Tailor Your Letter

Customize your letter to each job application, demonstrating how your skills and experience align with the specific requirements and responsibilities listed in the job description.



Highlight Achievements

Showcase quantifiable results and accomplishments from your previous roles, demonstrating the value you can bring to the company and how you can contribute to their success.



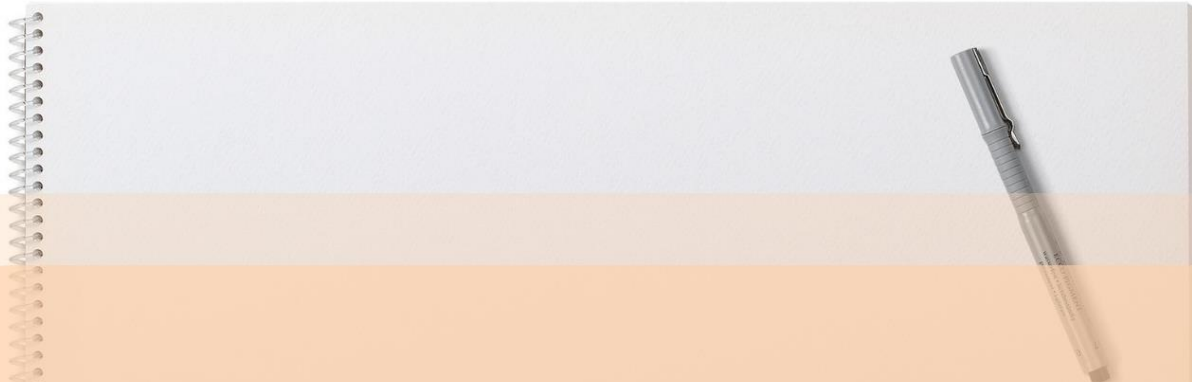
Write Clearly & Concisely

Use strong action verbs, maintain a professional tone, and keep your language clear and concise. Avoid using jargon or overly complex sentences.



Cover Letter Power

A well-crafted cover letter can make your CV stand out and increase your chances of landing an interview.



Craft Your Winning Supporting Statement

A supporting statement is a document you submit alongside your CV, providing detailed information about your skills and experience, demonstrating your suitability for a specific role. The number of words requested usually range between 250 to 1500 words.



Highlight Skills

Use specific examples to showcase your skills and how they align with the job requirements. Quantify your achievements whenever possible.



Structure and Clarity

Organize your statement logically with a clear opening, evidence section, and conclusion. Use paragraphs and subheadings to improve readability.



Proofread Carefully

Ensure your statement is free of errors in grammar and spelling. Ask someone else to proofread it for you before submitting.

PERSONAL STATEMENT EXAMPLE

I am a reliable, self-motivated, confident person. I can relate well to both members of staff and students. I am co-operative and enthusiastic in many things I do both in and out of school. My attendance and punctuality have been of a very high standard. In Year 11 I was elected to be Prefect by both pupils and staff, this involves working in groups, co-operating with staff and attending functions both in and out of school hours.



A strong supporting statement showcases your skills, experience, and suitability for the role. It helps you stand out from other applicants and secure an interview.

Apprenticeships: All you need to know



Discover the exciting world of apprenticeships and learn how they can launch your career.



Between August 2023 and April 2024, there were 278,590 people that started an apprenticeship. 70,020 (25.1%) of them were started by students under the age of 19.

Apprenticeships:

Your Path to Success



Apprenticeships in the UK offer a practical way to gain skills and experience while earning a wage. They are available at different levels, from school leavers to career changers.

LEVELS AND OPTIONS

Apprenticeships offer various levels from entry-level to higher education, including Masters (level 7) providing diverse pathways for personal and professional development.

EARNINGS & BENEFITS

The National Apprenticeship Wage is £6.40ph as of April 2024. Those over 19 and completing their first year are entitled to the National Minimum Wage for Apprentices.

ELIGIBILITY CRITERIA

Anyone over 16 years old in England who is not in full-time education can apply to be an apprentice. Age and education requirements may vary.

INTERMEDIATE

Level 2

Equivalent to 5 GCSEs, Grade 4-9

HIGHER

Level 4/5

A foundation degree or above

ADVANCED

Level 3

Equivalent to 3 A-Levels

DEGREE

Level 6/7

A Bachelors / Masters degree

 Apprenticeships offer a pathway to a rewarding career by combining practical training with theoretical knowledge, leading to valuable skills and industry credentials.



Heard of Degree Apprenticeships?

Degree apprenticeships are primarily targeted at 18 to 19-year-old school leavers as an alternative route to gaining a degree via university. As the scope for degree apprenticeships expands, so does the range of provider universities and employers.

Below are a few examples that can provide you with a flavour of what is available right now



UNIVERSITIES

Aston University
University of Cumbria
University of West London
De Montfort University
University of Portsmouth
University of Brighton



EMPLOYERS

BT
Fujitsu
Network Rail
BAM Construct UK Ltd
Laing O'Rourke
EDF Energy



SECTORS

Project Management
Nursing
Architecture
Digital and technology solutions
Construction
Nuclear

For more information, go to:

www.ucas.com/apprenticeships/degree-apprenticeships



Employers on Apprenticeships

Get insights from employers on the value of apprenticeships for your career growth.



"Apprentices have had an amazing impact across our business and bring a fresh perspective to everything we do here at Channel 4. They really challenge the status quo, and we empower them to do just that."

Laura Boswell

Industry Talent Specialist, CHANNEL 4



"Our apprenticeships have improved productivity because they're learning on the job and they can give back more or less immediately."

Caroline Ash

**Production Director,
Fashion Enter**



"The biggest benefit that these programmes have brought to the business is that a young person comes in, they learn on the job and they have got a qualification to look forward to at the end."

Saira Hussain

Founder of HAD & CO

For more testimonials,
visit:

[www.nibusinessinfo.co.uk
/content/company-
testimonies-
apprenticeships](http://www.nibusinessinfo.co.uk/content/company-testimonies-apprenticeships)

Apprenticeships

What should I consider?



Choosing an apprenticeship can be a great way to gain practical skills and experience. But with so many options, it's important to consider these three factors to make the right decision for your future.



THE VACANCY

- Level
- Sector
- Employer
- Training Programmes
- Career Path



THE APPRENTICE

- Technical Training
- Networking
- Study Time
- Support Available
- Career Prospects



THE EMPLOYER

- Work Environment
- Company Size
- Pay
- Progression
- Company Reputation



By considering your interests, available training, and the employer culture, you can choose an apprenticeship that aligns with your goals and sets you up for success in your chosen field.

Can you read a vacancy?

East London Support for Schools [Sign out](#) [My applications](#) [Settings](#)

Business Administration Apprenticeship

FORTUS RECRUITMENT GROUP LIMITED

Fortus Recruitment Group are a innovative and forward thinking recruitment agency that operate within the built environment. As a business we specialise within the construction, FM, property services and fire safety sectors. We are a growing business who are based in Stratford, London and now looking for a business administration apprentice.

[Return to search results](#)
[☆ Save for later](#)
[Print this page](#)
[Report this vacancy](#)

Apply for apprenticeship
Closing date: 03 Jul 2024

Apprenticeship summary

Annual wage
£12,313.60
[Wages explained](#)

Working week
Monday - Thursday 0830 - 1730 and
Friday 0830 - 1330.
Total hours per week: 37.0

Expected duration
15 Months

Possible start date
04 Jul 2024

Date posted
03 Jun 2024

Distance
2.1 miles

Apprenticeship level
Advanced
Level 3 (A level)

Reference number
VAC1000254856

Positions

What you will do in your working day
Due to continued growth, we are now looking to hire a business administrator. This will be a multi disciplined role where you will work with and assist various operations across the business.

Some of the day to day duties will include but not limited to:

- Assisting the recruitment team with formatting CV's
- Answering inbound phone calls to the office
- Compiling and collating information for the business
- Organising company documents eg new starter packs
- Marketing & social media
- Assisting with organising company days out & events
- Updating CRM System

The training you will be getting

- Business Administrator Level 3 (A level) Apprenticeship Standard.
- Functional Skills in maths and English if required.
- Blended on/off the job training and location to be confirmed.

What to expect at the end of your apprenticeship
Potential for successful apprentices to be employed in a full-time role.

Job postings are more than just a list of requirements. They offer valuable insights into the company, the role, and what they're looking for in an ideal candidate.



Research the company

What are the company values?
Do you know the company?
What reputation do they have?



Check the criteria

Sometimes, employers will put certain criteria or use certain grades in their application.



Look for contract information

How long is the vacancy for?
What is the start date?
Does the job include benefits?



Read through the job duties

The duties can vary depending on the company, even if the job titles are the same.

What does 'good' look like?



Your apprenticeship may be your first real job and your first opportunity to earn a weekly or monthly wage. There are plenty of examples that you can include in your application that will show what a fantastic candidate you are.



What are your main strengths?

"One of my main strengths is my ability to communicate effectively.

Whilst doing my work experience placement with Barclays bank, one of my main duties was to greet customers and clients, take phone calls and book meetings for consultants."



What are your hobbies and interests?

"My main hobby is playing football; I play once a week for a Sunday league team for whom I have been the captain for almost 2 years now.

I also enjoy cooking dishes for my friends and family as it relaxes me and allows me to socialise with them."



What personal skills would you like to improve?

"I would like to have the opportunity to develop on my team working skills as I do not have much experience in that field.

Whilst I was doing my course at Sample Training, I had two projects to work on as part of a team."



"96% of employers that take on an apprentice report benefits to their business" - National Apprenticeship Service



Mastering the Interview Game

Learn essential tips and strategies for acing your next job interview.

Type text here

Assessment Centres: Unlocking Potential

Assessment centers are structured evaluations used by organisations to assess candidates for potential employment or promotion. They typically involve a variety of exercises and assessments designed to evaluate a candidate's skills, knowledge, and suitability for the role.



Group Exercises

These exercises involve working in teams to solve problems or complete tasks, allowing assessors to observe teamwork, communication, and leadership skills.

Individual Assessments

These assessments focus on individual skills and abilities, such as problem-solving, decision-making, and critical thinking. They may involve written tests and case studies.

Interviews

Structured interviews are conducted to evaluate a candidate's communication, interpersonal, and technical skills, as well as their suitability for the company culture.

Interview Types

Interviews are a crucial part of the hiring process. Different interview types help employers assess candidates in various ways, from technical skills to personality fit.



Phone Interviews

These are initial screening interviews conducted over the phone, focusing on basic qualifications and assessing communication skills.



Video Interviews

These interviews take place over video conferencing platforms, allowing for face-to-face interactions and more detailed assessments.



Panel Interviews

Multiple interviewers from different departments assess candidates simultaneously, providing a holistic perspective on their suitability.



Behavioural Interviews

These interviews focus on past experiences and behaviours to predict future performance in a similar situation, assessing problem-solving skills.



Informal Interviews

A lunch interview is when an employer asks you to discuss a job opening while the two of you have lunch/coffee.



Group Interviews

Group interviews are often more efficient than a one-on-one interview. You should be prepared, confident and a good listener.



Understanding different interview types can help you prepare effectively, tailoring your approach based on the specific type. From telephone to behavioural, each interview format has its own focus and purpose.

Prepare For Your Video Interview

Video interviews are becoming increasingly common. Prepare well to impress potential employers and make a good first impression.



Technical Setup

Ensure your internet connection is stable, camera and microphone work well, and background is neat.

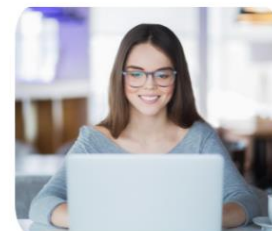


By preparing well technically, researching thoroughly, and presenting yourself professionally, you can ace your video interview.



Research and Practice

Research the company and position, practice answering common interview questions, and prepare some questions to ask.



Appearance and Body Language

Dress professionally, maintain eye contact, smile, and use clear and concise language.

STAR Method: Interview Success



This method allows you to effectively showcase your skills and experiences, leaving a lasting impression on the interviewer.

The STAR method is a powerful tool for answering interview questions by structuring your responses using a clear and concise framework.



1. Situation

Describe the context and scenario of the experience.



2. Task

Explain your role and responsibilities in the situation.



3. Action

Highlight the actions you took to address the situation.



4. Result

Share the positive outcome of your actions.



STAR Method Benefits

The STAR method helps interviewers understand your skills and experiences in a structured way, making it easier for them to evaluate your candidacy.

By following the STAR framework, you can confidently communicate your achievements and demonstrate your suitability for the role.

Tips for a successful interview

Interviews can be nerve-wracking, but with a little preparation and confidence, you can ace your next interview and land your dream job.



Dress the Part

To impress the company you're interviewing with, you must dress accordingly. Always wear the appropriate attire.

Research the Company

Review the website for the company you're applying for and make sure to write down facts you find interesting.

Be on Time

Make sure to arrive at least 10 minutes early to the interview. Check where and when - sort out any travel and accommodation you need.

Consider the Questions

Make sure to prepare a list of questions that could possibly be asked by the interviewer. You can practice your interviewing skills with a friend or family member.

Be Respectful

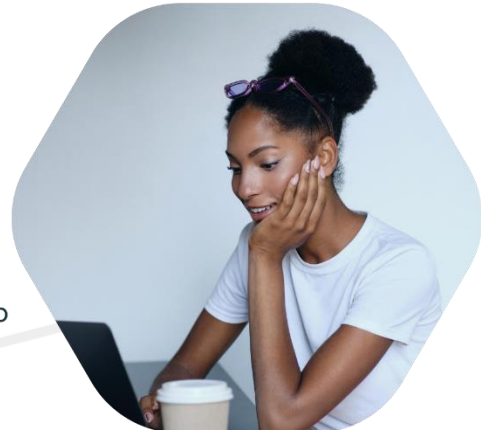
Give the utmost respect for interviewers that are conducting the interview and asking you questions. The people are always writing notes about your answers and behaviour.

Body Language

Keep eye contact with the interviewer during the interview. Make sure to always sit upright and be open with your body posture.

Interview Don'ts

Interviews are crucial for landing your dream job. To ensure a positive impression, it's vital to avoid saying certain things that can hinder your chances.



Badmouthing Past

Avoid criticizing former employers or colleagues. It portrays negativity and can raise red flags about your professionalism.



Salary Demands

Don't bring up salary expectations too early. Focus on demonstrating your value and let the employer guide the conversation.



Lack of Research

Failing to research the company and the role shows lack of interest and preparation. Demonstrate your enthusiasm by being informed.



Unprepared Answers

Stumbling over questions or giving vague answers shows a lack of thoughtfulness. Prepare beforehand and articulate your responses clearly.



Overconfidence

While confidence is key, arrogance can be off-putting. Show humility and be open to learning new things.



Lack Enthusiasm

Show genuine interest in the position and the company. Ask thoughtful questions and engage in the conversation.

Interview Success

By being aware of common interview pitfalls and practicing good etiquette, you can boost your chances of securing your desired position.





Staying the course...

Learn strategies and tactics to secure your position and thrive in the workplace.



Do not post your
discontent on Social
Media



Build strong relationships
with your colleagues and
management.



Be proactive in taking on
new challenges and
responsibilities.



Develop valuable skills
and knowledge relevant
to your industry.



Stay organised and
make sure to prioritise
your work.



Be innovative and
creative in your position,
ready with fresh ideas.



On average people under age 25, spend 3 years in a role before moving on.

Ref.	Employee Name	Process Date	N. I. Number
001	Joe Bloggs	01/04/2023	AB 11 22 33 C

Payments	Units	Rate	Amount
Basic Pay	30.00	10.18	305.40

Deductions	Amount
PAYE Tax	10.88
National Insurance	7.64
Workplace Pension	9.27

Your Employer Name		This Period	Year To Date
Tax Period	1	Total Gross Pay	305.40
Tax Code	1257L	Gross for Tax	305.40
Payment Method	BACS Transfer	Earnings for NI	305.40
Payment Period	Weekly	Employer NI	19.50
		Total Gross Pat TD	305.40
		Gross for Tax TD	305.40
		Tax Paid TD	10.88
		Earnings for NI TD	305.40
		Employer NI TD	19.50

	Net Pay	277.61
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Understanding your Payslip

If you're an employee, your employer will deduct Income Tax and National Insurance from your salary before they pay you. This is called PAYE (Pay As You Earn)



TAX CODE

A tax code is usually made up of three or four numbers and one letter, and can be found on your payslip. The numbers reflect the Personal Allowance amount that you are entitled to in that tax year.



WORKPLACE PENSIONS

A workplace pension scheme is a way of saving for your retirement through contributions deducted direct from your wages before you receive your pay.



INCOME TAX RATES

The standard Personal Allowance is (12,570 (as of April 2024), which is the amount of income you do not have to pay tax on.



Are You Job Ready?

As you go through your career journey, the considerations below will be useful for you to help you along the way.



SELF KNOWLEDGE

I have considered what is important to me in my career and life.

I have identified my strongest abilities and skills.

I am aware of the improvements I need to make.

I can articulate experiences and achievements that are relevant to my career.



EMPLOYERS AND CAREERS

I have started to develop a broad list of job titles to research.

I have crafted a career plan to support me in reaching my goal.

I have participated in activities that relate to my chosen career.

I am aware of Post-16 options that are available to me.



APPLICATION ETIQUETTE

I have written an effective CV and cover letter and asked for feedback.

I have prepared for job interviews by completing a mock interview.

I have asked individuals to be professional references.

I know how to network effectively.

Images sourced by: www.pixabay.com & www.pictochart.com



"One important key to success is self-confidence. An important key to self-confidence is preparation."

- St Francis of Assisi