

# CHOICES

KEEP IN TOUCH:   



**HELP YOUR CHILD MAKE  
INFORMED CAREERS CHOICES**

**EXPLORE THEIR PATHWAY OPTIONS**

**SUPPORT THEM TO APPLY  
FOR OPPORTUNITIES**

**USEFUL HINTS AND TIPS**

**COMPLETE CAREERS  
ACTIVITIES TOGETHER**

**INSIDE:**

# WELCOME TO CHOICES

## HELPING WORCESTERSHIRE PARENTS SUPPORT THEIR CHILDREN IN UNDERSTANDING THEIR CAREERS CHOICES

WELCOME TO CHOICES, THIS BOOKLET WILL HELP YOU, AS A PARENT OR CARER, UNDERSTAND MANY OF THE CAREER OPPORTUNITIES AND PATHWAY OPTIONS AVAILABLE TO YOUR SON / DAUGHTER AND SUPPORT YOU IN PLANNING THEIR FUTURE.

DECIDING WHICH PATHWAY, THEY SHOULD FOLLOW IN THE FUTURE MAY FEEL LIKE A DAUNTING PROCESS AND IT CAN BE CHALLENGING TO KNOW HOW TO OFFER THE RIGHT SUPPORT WITHOUT PROJECTING OUR OWN CAREER ASPIRATIONS ONTO OUR CHILDREN.

THIS BOOKLET SHOULD GIVE YOU THE HELPING HAND YOU NEED TO BEGIN TO UNDERSTAND THE RIGHT PATHWAY FOR YOUR CHILD.

BROUGHT TO YOU BY THE  
INSPIRING WORCESTERSHIRE CAREERS HUB  
[WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)



@INSPIRING\_WORCS



INSPIRING\_WORCS



INSPIRING WORCESTERSHIRE

# CONTENTS

<b>WHERE TO START</b> .....	<b>5 - 7</b>
<b>UNDERSTANDING THEIR OPTIONS YEAR 11</b> .....	<b>8 - 14</b>
<b>UNDERSTANDING THEIR OPTIONS YEAR 13</b> .....	<b>16 - 26</b>
<b>LABOUR MARKET INFORMATION</b> .....	<b>27 - 30</b>
<b>EMPLOYABILITY SKILLS</b> .....	<b>32 - 36</b>
<b>WORK EXPERIENCE AND VOLUNTEERING</b> .....	<b>37 - 43</b>
<b>PREPARING FOR EMPLOYMENT</b> .....	<b>44 - 54</b>
<b>EXAMS</b> .....	<b>55 - 71</b>

# ABOUT US...

## WHO ARE WE?

The Inspiring Worcestershire Careers Hub is part of a national initiative led by the Careers and Enterprise Company to support the delivery of high-quality careers education within educational establishments across Worcestershire.

## WHAT DO WE DO?

Our aim is to ensure that through our work with educational establishments across Worcestershire that every young person receives the information, advice and guidance they need to ensure they are fully prepared to enter the world of work.

## WHY DO WE DO IT?

If young people across Worcestershire fail to receive high-quality careers guidance it is highly likely they will not undertake a career pathway that is right for them.

Failure to provide young people with high-quality careers guidance will also have a negative impact on the future workforce available to Worcestershire employers.

If Worcestershire's economy is to continue to grow then it is vital that they have a pipeline of young people who hold the right skills, qualifications and experience that employers are looking for. Providing this pipeline of young people to employers will ensure that they are able to replace employees quickly and efficiently but also ensures that young people do not feel the need to travel outside of Worcestershire to secure employment.

# WHERE TO START?

Many parents are not sure exactly where to start when considering which options, they should be exploring for their son / daughter as they finish their GCSE's or Sixth Form.

We often ask our children what they want to be when they grow up and many will reply by simply saying "I don't know!"

Always remember..... there is an option to suit everyone, we just need find it.

All young people are different, they learn in different ways and not every type of future learning opportunity will suit their specific needs.

If your child learns best on the go, through practical experience, then they may not do as well with academic or classroom-led learning. Similarly, if they enjoy quiet, lecture-led lessons, getting an apprenticeship and learning on the job would probably not suit them.

As you explore this booklet you will learn more about the different options open to them.

## WHAT DO YOU NEED TO KNOW?

The law has now changed, this means that your child must participate in further education or training until they are 18 years old

They have three main options to consider:

- to study full-time within a School, College or University
- to do an apprenticeship or traineeship
- to get into full-time employment or volunteering (more than 20 hours a week) but this must be combined with part-time study or training.

Don't forget that there are a lot of people around you who can help support you and your child to make these choices, talk to extended family, friends or teachers and ask for their advice.

Your child's school will also have a designated Careers team, if you don't already know, find out who these people are and ask them for some additional support.

The advice you give will steer the direction of your son / daughter's future career. However, a career is a lifelong journey and it is likely that during their working life they will experience many different job roles.

If they have their heart set on a specific job role right now, that's great! But the world of work is always changing and the choices they make now, do not mean that they won't be able to change their career direction in the future, so don't put too much pressure on them to get it perfect straight away... hardly anybody does!

# FINDING THEIR FUTURE CAREER...

Developing and discussing a solid careers plan with your son / daughter is very important.

**This plan will provide them with a roadmap for their future, giving them something to look forward to and work towards. This plan will then help you all make informed choices that will benefit their future career and keep them inspired throughout their time in education.**

**But how can you ask them to make choices about their future career when they have no idea what they want to do?**

**Don't worry! It is common for young people to be unsure about where they see themselves in the future, especially when asked what job they see themselves doing. You are not on your own in feeling confused. Luckily, there are lots of useful websites that can help them to decide what their dream career may be.**

## WHY NOT TRY A CAREERS QUIZ TOGETHER?

Careers quizzes can be fun to complete and can get your son / daughter thinking about job roles which they may have never even considered before; they will provide you with ideas that you can explore further together.

The buzz quiz is a fun, short quiz which analyses personalities to see which job roles and industries might suit your son / daughter. Make this activity fun by having a go yourself and compare the outcomes with those of your son / daughter.

**BUZZ QUIZ** <https://icould.com/buzz-quiz/>

Once you have an idea of the type of job they could see themselves doing in the future, it is important for them to understand how the subjects they study at school link to the skills required to pursue their chosen career.

Understanding this link will help you to decide together which options they should take and make the right decisions throughout their journey through education. The Brighter Futures website can provide them with an insight into how school subjects link directly to different industries.

School Subjects Document <https://www.myworldofwork.co.uk/my-career-options/where-can-subject-choices-take-you>

Options After Year 11 <https://ckcareersonline.org.uk/young-people/options-after-y11>

Options After 6th Form <https://www.adviza.org.uk/who-am-i/young-person/options-after-6th-form/>

**TOP TIP:**

Careers quizzes can be fun to complete and get you thinking about job roles you may never have even considered before; they will provide you with ideas that you can explore further.

The buzz quiz is a fun, short quiz which analyses your personality to see which job roles and industries might suit you.

[Buzz quiz](#)

**SO, WHAT KIND OF RESEARCH SHOULD YOU BE DOING?**

Well, this is really going to depend on what it is that interests you, what you like doing and what motivates you. Use the following activity to begin thinking about this, then move onto the research section of the magazine.



# WHO AM I?

Answer the questions below in the boxes provided.

**I LIKE DOING:**

**I AM GOOD AT:**

**MY FAVOURITE LESSONS ARE:**

**I LEARN BEST BY:**

**I DO NOT LIKE:**

**THE SKILLS I HAVE ARE:**

**MY DREAM CAREER IS:**

**IN 5 YEARS, I WOULD LIKE TO BE:**

**I SHOULD RESEARCH OPPORTUNITIES THAT:**

# UNDERSTANDING THEIR OPTIONS – YEAR 11

Choosing what to do when a student finishes year 11 means they need to think about what they would like to study when they leave school. It can be confusing to make this decision if they aren't sure what all the different qualifications and levels available to them mean.

Up until now, they will have mainly taken qualifications chosen for them by their school.

Now they have more choice — they can make choices about their own learning and the qualifications that go with it. This can influence their options for future education or employment.

## WHY ARE QUALIFICATIONS IMPORTANT?

Qualifications are their way of gaining more opportunities in education and work. You should encourage them to take their qualifications seriously because:

1. Qualifications can give them a greater choice of jobs to choose from (some jobs require certain levels of qualifications; this is important to consider when deciding on their future career and making their post 16 choices).
2. People with qualifications earn more in their lifetime than those who don't have qualifications.
3. Qualifications prove to potential employers that they have what it takes to do the job and are willing to learn.
4. Gaining qualifications boosts confidence and gives them the motivation to continue learning and studying.

## WHAT ARE YOUR QUALIFICATION OPTIONS?

- **Academic** – studied at school/college and can lead to university, an apprenticeship or a job.
- **Applied General** – studied at college/school and can lead to university, an apprenticeship or a job.
- **Tech levels** – studied at college or in an apprenticeship and can make you job ready or lead to university.
- **Occupational** – taken in an apprenticeship or work and can be described as on the job training.

# UNDERSTANDING THEIR OPTIONS - YEAR 11

## SO, YOU NOW KNOW WHAT QUALIFICATION OPTIONS ARE, BUT, WHAT ARE THE LEVELS?

There are not only different qualification options which your son / daughter can choose to take but there are also different levels of qualifications.

These qualifications relate to how hard that qualification is to complete. The higher the level, the harder the qualification will be to complete.

In total, there are nine levels of qualifications. When they finish school, it is important that they work to a level that best suits them, trying to achieve too much too soon is likely to make it harder for them and de-motivate them from completing their studies. Once they have gained a certain level of qualification, they can then move on to the next level.



### TOP TIP:

When deciding what level to study after year 11, make sure they consider what level they are currently working at, the requirements of the job they want to do and how long it will take them to complete that level of qualification.

If they aren't sure what the different levels mean, here is a handy overview of the first 4 levels. They will begin to study one of these levels when they leave Year 11 and this overview will help them to understand which level they are currently studying at.

## QUALIFICATION LEVELS EXPLAINED:

### LEVEL 4:

#### LEVEL 4 QUALIFICATION

Degree, Foundation Degree, HNC or HND, NVQ Level 4/5

### FULL LEVEL 3:

#### MINIMUM 2 X A-LEVELS

NVQ Level 3, BTEC Awards, Certificates & Diplomas at Level 3, BTEC Extended Diplomas, OCR Nationals, Cambridge Technicals Level 3

### FULL LEVEL 2:

#### 5 X GCSE'S A\*-C OR GRADE 4-9

NVQ Level 2, BTEC First Diploma, Functional Skills Level 2, OCR Nationals, Cambridge Technicals Level 2

### LEVEL 1:

#### GCSE'S D-G

NVQ Level 1, Introduction Diploma, Certificate, Cache Diploma, Skills for Working Life, Functional Skills Level 1, OCR Nationals/Foundation

### ENTRY LEVEL:

#### 1, 2 OR 3

Entry Level Awards, Certificates and Diplomas, Functional Skills at Entry Level

# UNDERSTANDING PATHWAYS

EACH POST 16 EDUCATION PROVIDER OFFERS A DIFFERENT TYPE OF LEARNING EXPERIENCE AND A VARIETY OF DIFFERENT QUALIFICATIONS. THEREFORE, IT IS IMPORTANT YOUR SON / DAUGHTER UNDERSTANDS ALL THE DIFFERENT PATHWAYS AND WHAT THEY ENTAIL TO ENSURE THEY PICK THE ROUTE THAT IS BEST FOR THEM.

## FULL-TIME EDUCATION OPTIONS FOR WHEN YOU LEAVE YEAR 11...

### SCHOOL SIXTH FORM

If your child attends a school that has a sixth form, they should consider this as an option, as they already know the place, the people and the teachers, so it can be a lot less daunting. However, they can also apply to sixth forms at different schools. Make sure they speak to the head of sixth form at the school they currently attend, as well as attending open days for others so they can make an accurate decision based on what they can offer.

### SIXTH FORM COLLEGE

Enrolling at a sixth form college gives them the opportunity to have a fresh start, meet new people, experience a different environment and meet new teachers and support systems. Sixth form colleges are usually bigger than school sixth forms, so the choice of subjects and courses is usually greater too.

To find out more about the sixth form in Worcestershire, [click here](#).

### FURTHER EDUCATION COLLEGE (FE COLLEGE)

Moving away from their current school and studying at a college is a completely different experience. Further education colleges are very large with lots of students of all different ages studying full and part-time courses. Colleges offer a wide range of subjects, courses and facilities, so if they are interested in attending college, they should attend their open days to find out more about what is on offer and view the environment they would be working in.

To find out more about the colleges in Worcestershire (Heart of Worcestershire College, Kidderminster College, WCG) [click here](#).



### TOP TIP:

If you are looking to go to university in the future, check the entry requirements of the course you would like to study before you make your post-16 option [UCAS](#)

# UNDERSTANDING PATHWAYS

## SPECIALIST COLLEGE

Some students attend specialist colleges. These are colleges usually outside of the local area and may mean moving away from home. Specialist colleges offer a range of courses, including courses for young people with disabilities or learning difficulties.

To find out more about specialist colleges, [click here](#).

## T LEVELS

T Levels are new courses which follow GCSEs and are equivalent to 3 'A' levels. These 2-year courses, which launched in September 2020, have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepare students for work, further training or study.

T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). [There are a range of different subjects that T Levels can be studied in](#), but these courses will become available at different times over the next few years. If you would like to find your nearest T Level educational provider, [click here](#).

## APPRENTICESHIPS

If your son / daughter chooses to take the apprenticeship option, they will work and earn money at the same time as they are learning and gaining a formal qualification.

An apprenticeship combines hands-on training in the workplace with off-the-job training at a local college or training provider. They must be over 16, living in England and have finished school to be able to start an apprenticeship. There are different levels of apprenticeships and the entry requirements vary depending on the vacancy they are apply for. There are 100's of different types of apprenticeship vacancies in almost every type of industry and job role and all pay at least the [national minimum wage for apprentices](#).

In Worcestershire we have an apprenticeship service (Worcestershire Apprenticeships) which can provide them with free information and support and which can also help them find and apply for a vacancy.

Visit: [www.worcsapprenticeships.org.uk](http://www.worcsapprenticeships.org.uk)

Don't forget- it is advisable that if they want to do an apprenticeship that they start looking and applying for vacancies in the spring term of year 11, even though they can't officially start until they finish school in June.

# REVIEWING THEIR OPTIONS: YEAR 11



## WHAT ARE THEY THINKING?

Work through these statements with your son / daughter and record their answers

The career I would like to undertake is:

I am now interested in studying:

What is the best pathway option for me?

6th Form     College     Apprenticeship

I am definitely not interested in studying:

I don't think this pathway option is for me:

6th Form     College     Apprenticeship

I need to obtain the following qualifications:

Please use the page below to log any activities your son / daughter may need to complete and any help they may need



# REVIEWING THEIR OPTIONS: YEAR 11

USING THIS PAGE, WE SUGGEST YOU MAKE SOME LISTS HIGHLIGHTING THE THINGS THAT WILL HELP YOU REMAIN FOCUSED ON YOUR CAREER GOALS.

THESE LISTS WILL HELP YOU REMEMBER THE THINGS YOU NEED TO DO, WHEN YOU NEED TO DO THEM BY AND IF YOU NEED TO SEEK ANY FURTHER ADVICE OR GUIDANCE REGARDING THE THINGS YOU STILL AREN'T SURE ABOUT.

IF YOU RUN OUT OF ROOM THEN CREATE YOUR OWN LIST AND ADD THIS

## MY TO DO LIST...

ACTIVITY NAME

WHAT DO I NEED TO DO?

DATE NEEDED


# REVIEWING THEIR OPTIONS: YEAR 11

ACTIVITY NAME	WHAT DO I NEED TO DO?	DATE NEEDED

## THINGS I NEED HELP WITH

CONCERN/CHALLENGE	WHO SHOULD I SPEAK TO?	DATE NEEDED

# CAREERS WORCS

**ARE YOU AGED 16 - 24?  
AND NOT SECURED A PLACE IN EDUCATION,  
TRAINING OR APPRENTICESHIPS FOR SEPTEMBER?  
NEED HELP TO UNDERSTAND YOUR NEXT STEPS?**

- > Support for 16 - 24 year olds looking for education or training choices
- > Information on next steps in sixth form and sixth form colleges in Worcestershire
- > Information on Apprenticeships and support with applications
- > Information on finding and accessing full time courses at colleges
- > Information about University choices and the process for year 13s
- > Support to access English and maths support

Supporting Worcestershire's young people aged 16 - 24 to understand their next steps in light of the Coronavirus Covid 19. Helping them to make informed careers decisions about education next steps for September, including current year 11 and year 13 students. This new service has been launched to respond to the Covid 19 outbreak and closures of education settings and to support the young people of Worcestershire.

**CONTACT THE TEAM OF QUALIFIED ADVISORS NOW**

**CALL 0300 666 3 666 OR EMAIL [CAREERSWORCS@WORCESTERSHIRE.GOV.UK](mailto:CAREERSWORCS@WORCESTERSHIRE.GOV.UK) TO START YOUR JOURNEY.**

**FOR MORE CAREERS INFO VISIT [WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)**



# UNDERSTANDING THEIR OPTIONS: YEAR 13

## KEEPING UP WITH YOUR STUDIES

This is the most important thing to do while your son / daughter decides about their future.

Ensure they keep on top of all their homework and coursework for their subjects / courses and submit this work on time. Make sure they begin to test their knowledge to ensure they really know these subject(s) well.



# UNDERSTANDING THEIR OPTIONS: YEAR 13

## CHOOSE THEIR PLAN



Is your son / daughter still unsure about what career they want?

Ask them to take the buzz quiz to see what sort of careers would suit them best: <https://icould.com/buzz-quiz/>

Then look at the job profiles on the Prospects website. There are hundreds of different job profiles for them to look at with details of the qualifications they may need plus career prospects and salaries.

To help them consider the pros and cons of University vs Apprenticeship take a look at [www.whatcareerlive.co.uk/parents](http://www.whatcareerlive.co.uk/parents)

**SPEAK** to their school/college careers lead or adviser. They have a huge amount of knowledge and will be able to give them lots of information which will help them decide what they want to do. They will have up to date information about the current pandemic and how this is affecting University visits, apprenticeship applications etc.

**RESEARCH** whichever option(s) they are thinking about research is key. Knowledge is power. The more they find out about their options the more informed their final decision will be.

## AND PLAN



# UNDERSTANDING THEIR OPTIONS: YEAR 13

## UNIVERSITY

Higher education is study after the successful completion of level 3 qualifications, usually 'A' levels leading to higher national diplomas, foundation degrees, undergraduate or post graduate degrees. This is usually undertaken at a University.

Make sure your son / daughter finds out as much information as possible. This could include attending virtual Open Days, asking questions, emailing the University or speaking to students who are already there. Get them to find out as much information as they can about the course they would like to undertake and the city they could potentially be living in.

[Start with the complete University Guide](#)

Then look at the [UCAS website](#) where you will find out all you need to know about applying for University.

You can find a list of University and college virtual open days on the following websites:

- > [UCAS](#)
- > [Open Days](#)
- > [WhatUni?](#)

Ask your son / daughter to start thinking about their personal statement. If they need support then they can receive additional help from their teachers/tutors or school careers advisers. Don't forget to get them to refer to past work experience/ Duke of Edinburgh Award/volunteering/clubs and societies. This is their chance to stand out from the rest. Help on how to write their personal statement can be found on the [UCAS website](#).

## COLLEGE OF FURTHER EDUCATION

Further education includes any study after secondary education that's not part of higher education (that is, not taken as part of an undergraduate or graduate degree). This includes vocational qualifications.

Colleges of Further Education have OPEN Days during the autumn term. These may be virtual events this year. Make sure that your son / daughter attends these events to find out more about the course/s that they may wish to study. Course information will be on the college's website. Get your son / daughter to ask the lecturers questions, speak to other students to get a good feel for what the course will be like on a day to day basis. Always consider what your son / daughter intends do after they finish their course when considering these options.

Visit the [Skills4Worcestershire website](#) to find out more information about local colleges and what sectors are growing in Worcestershire.

# UNDERSTANDING THEIR OPTIONS: YEAR 13

## APPRENTICESHIPS

If your son / daughter chooses to take the apprenticeship route, they will work and earn money at the same time as they are learning and gaining a formal qualification. An apprenticeship combines hands-on training in the workplace with off-the-job training at a local college or training provider. You must be over 16, living in England and have finished school to be able to start an apprenticeship. There are different levels of an apprenticeship and the entry requirements vary depending on the vacancy you apply for. There are 100's of different types of apprenticeship vacancies in almost every type of industry and job role and all pay at least the [national minimum wage for apprentices](#).

Apprenticeship levels are set and equivalent to as follows:

**2 (INTERMEDIATE) : GCSES**

**3 (ADVANCED) : A-LEVELS**

**4 (HIGHER) : FOUNDATION DEGREE**

**5 (HIGHER) : FOUNDATION DEGREE/  
FIRST YEAR OF BACHELOR'S DEGREE**

**6 (DEGREE) : BACHELOR'S DEGREE**

**7 (DEGREE) : MASTER'S DEGREE**

Research the apprenticeship opportunities available in Worcestershire and find out more about apprenticeships from the one-stop [Worcestershire Apprenticeships website](#).

What level of apprenticeship do they want to go for? If they are thinking of University or an apprenticeship then it is likely to be level 4, 5 or 6.

## INTERNSHIP

An internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment, often within a [specific industry](#), which relates to their field of study. They can be paid or unpaid.

Full details and information about Internships both in the UK and abroad can be found on the [Prospects website](#). Some internships are paid whilst others are not. Take this into consideration when making this decision. If you are going to move away from home, you should look to undertake a paid internship.

# UNDERSTANDING THEIR OPTIONS: YEAR 13

## WORK

When they leave school after year 13 they can apply for a job without any training. However, you will often find that there will be training and courses for them to complete to help them become proficient in their role. Use the [Skills4Worcestershire website](#) to find out about jobs in Worcestershire.

If your son / daughter would like to be a fisherman – there may not be much of a need locally! Look at search engines like [Indeed](#) and [Monster jobs](#) to get a feel for what sort of employment prospects there are locally. Think about the difference between an apprenticeship and a job without training.

Ask your son / daughter where they would you like to be in five years' time?

The apprenticeship role may not pay as well in the beginning but in five years' time they could be earning a lot more than the job without training and have a great future career ahead of them.

## STARTING YOUR OWN BUSINESS

Your son / daughter may already have ideas about a business opportunity. Perhaps it is something they have been doing in the evenings and at weekends, but they now want to take it that stage further. They will need help starting their own business.

Tips about starting your own business, including help and funding can be found at: <https://www.youthemployment.org.uk/employment-help-young-people/choices/starting-your-own-business/>

## GAP YEAR

Your son / daughter may wish to travel abroad. This can be combined with work or volunteering in some places. They may just want or need to work to save some money to help fund their journey through University. Gap year experiences can also enhance their CV.

If you want to find out more information about Gap Years, the pros and cons, current government guidelines, companies offering gap year experiences etc. visit the [UCAS website](#).

## CHECK FOR ANY DEADLINES

If they are applying for University, keep in touch with your son / daughter's Careers Adviser, Careers Lead or Tutor. Check on the [UCAS website](#). Deadlines for certain degree courses are before Christmas. In order to avoid disappointment, make sure they do not miss these application deadlines.

## START TO FORM YOUR PERSONAL STATEMENT

All the information your son / daughter needs to develop a great personal statement can be found on the UCAS website. They can speak to tutors, careers adviser etc. What will make them stand out from the crowd?

# FINDING OPPORTUNITIES

**FOR ANY YOUNG PERSON FINDING AN OPPORTUNITY CAN SEEM LIKE A DIFFICULT PROCESS, BUT IT DOESN'T HAVE TO BE!**

**DISCUSS THESE HINTS AND TIPS WITH YOUR SON / DAUGHTER TO HELP THEM GET STARTED.**

**HOPEFULLY THEY WILL HAVE AN IDEA NOW OF WHAT THEY WANT TO STUDY, WHAT TYPE OF JOB THEY CAN SEE THEMSELVES DOING AND THE QUALIFICATIONS THEY MAY NEED. THE NEXT STEP IS FINDING THE EDUCATIONAL PROVIDER WHO OFFERS WHAT THEY ARE LOOKING FOR.**

**WHEN THEY ARE LOOKING FOR OPPORTUNITIES, BEAR IN MIND WHETHER THEY WOULD LIKE TO STAY LOCAL TO WHERE YOU CURRENTLY LIVE OR WHETHER THEY WOULD PREFER TO MOVE AND/OR TRAVEL, THIS WILL HELP THEM SLIM DOWN THE OPTIONS OF WHERE THEY WOULD LIKE TO STUDY.**

## **Finding full and part-time education:**

- Look at school and college prospectuses and websites
- Attend open days / evenings
- Ask your son/daughter to speak to their careers adviser
- Use personal networks, family, friends, teachers
- Contact Careers Worcs for free 0300 666 3 666

## **Finding apprenticeships and traineeships:**

- Speak to Worcestershire Apprenticeships <https://worcsapprenticeships.org.uk> [info@worcsapprenticeships.org.uk](mailto:info@worcsapprenticeships.org.uk)
- View all of the vacancies in Worcestershire [worcsapprenticeships.org.uk/wtpa\\_vacancy/](https://worcsapprenticeships.org.uk/wtpa_vacancy/) or the national vacancies [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- Ask your son/daughter to speak to their careers adviser
- Use personal networks, family, friends, teachers

## **Finding full and part-time jobs:**

- Look for job vacancies online and in newspapers
- Visit local recruitment agencies
- Contact local businesses in person and ask them if they have any opportunities
- Ask your son/daughter to speak to their careers adviser
- Use personal networks, family, friends, teachers and ask if they know of any businesses in the industry in which you are interested

# PLANNING YOUR OPPORTUNITIES

## THINGS TO CONSIDER:

- > Will you have to pay anything towards your next step, travel costs? Uniform? How will you do this?
- > Are you eligible for any financial support? <https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students> can help you find out.
- > Are you doing an apprenticeship and are going to be earning a wage? If so, do you have a bank account for your wage to be paid into?



Please discuss with your son / daughter the list of “Things to consider” and then use the free text boxes below to create a list of the activities and information which will help them remain focussed on achieving their career goals.

### What help do you need to find the right opportunity and ensure you meet any deadlines?

### Do you have any useful contacts?

Who are they?

When will you need to contact them?

### What should you do next?

When do you need to complete this activity by?

# PLANNING YOUR OPPORTUNITIES



## APPLYING FOR OPPORTUNITIES

Your son / daughter should now have researched their options, they should know what they want to do and know where they want to do it. Now all that is left is to apply for that opportunity. Our tips and hints can support them to make sure they are making the right first impression.



## CHECK THEIR ONLINE PRESENCE

Before your son / daughter applies for anything make sure you check their current online presence. What happens if you search their name? Are you happy with what comes up? Are you happy with all the pictures and posts that are being displayed on social media?

Remember, if it is online, anyone will be able to access it and view it. It is quite common for future employers to search candidate names beforehand, so make sure you are happy with their online presence and that it creates the right impression of them.



## ATTENTION TO DETAIL

Does your son / daughter focus so much on the big things that they forget about the little things? Well, they are just as important! Silly mistakes are often made when attention to detail is lacking and those "little" mistakes could potentially become a bigger problem. Always make sure they are checking, checking

and checking again any applications they are looking to submit to ensure that no "little" mistakes have been made. The difference between being successful and unsuccessful could all come down to their attention to detail.



## TAKE YOUR TIME

Even for adults applying for opportunities can always be a little bit stressful, but it can be made so much worse if your son / daughter doesn't allocate enough time to complete the process. Good quality applications take time and effort to prepare, these applications will show schools, colleges and employers exactly how your son / daughters' skills, qualifications and personality fit the opportunity they are applying for. Always make sure they put enough time aside to market themselves really well.



## KNOW WHAT YOU NEED TO DO

Different opportunities will have different application methods and will ask for your son / daughter to apply in different ways. Before they start, make sure they read the application process thoroughly and fully understand what is being asked of them. The most common methods you will see are:

- > Provide a CV and covering letter
- > Complete an application form
- > Visit in person to discuss an opportunity
- > Make a phone call
- > Attend an interview

# REVIEWING THEIR OPTIONS: YEAR 13

## REVIEW QUESTIONS:

Your son / daughter should now have a much clearer picture of the different pathways available to them when they leave school. They should also have a good idea about the qualifications they may wish to study and where they would like to study them. Before you move on to the next section it would be useful to review their options and discuss what they are thinking.

These questions may help you ensure they are clear on their next steps.

### 1. Accessibility:

- What do I want to study?
- Where can I study this?
- When can I apply?
- When is the closing date?

### 2. Entry Requirements:

- What qualifications, skills and experiences do I need to be able to do this?
- Are there any limitations?

### 3. Time:

- How long will this take me to complete?
- How many hours a week will this take?
- Am I committed to achieving this qualification?

### 4. Money:

- Will I need to pay for anything?
- Will I need to travel?
- Can I get any financial support?

### 5. Outcomes:

- What qualifications and skills will I gain from doing this?
- Does this help me move closer to my career goal?
- Is this definitely the right option for me?

### 6. You:

- Am I doing this because it is what I want?
- Will I have fun and enjoy doing this?

Please use the page below to log any activities your son / daughter may need to complete and any help they may need



# REVIEWING THEIR OPTIONS: YEAR 13

USING THIS PAGE, WE SUGGEST YOU MAKE SOME LISTS HIGHLIGHTING THE THINGS THAT WILL HELP YOU REMAIN FOCUSED ON YOUR CAREER GOALS.

THESE LISTS WILL HELP YOU REMEMBER THE THINGS YOU NEED TO DO, WHEN YOU NEED TO DO THEM BY AND IF YOU NEED TO SEEK ANY FURTHER ADVICE OR GUIDANCE REGARDING THE THINGS YOU STILL AREN'T SURE ABOUT.

IF YOU RUN OUT OF ROOM THEN CREATE YOUR OWN LIST AND ADD THIS

## MY TO DO LIST...

ACTIVITY NAME

WHAT DO I NEED TO DO?

DATE NEEDED


# REVIEWING THEIR OPTIONS: YEAR 13

ACTIVITY NAME	WHAT DO I NEED TO DO?	DATE NEEDED

## THINGS I NEED HELP WITH

CONCERN/CHALLENGE	WHO SHOULD I SPEAK TO?	DATE NEEDED

# THE WORCESTERSHIRE APPRENTICESHIP HUB

LOOKING FOR A GREAT WAY TO START YOUR CAREER?

WANT TO LEARN ON THE JOB, GAIN EXPERIENCE AND QUALIFICATIONS WHILST ALSO EARNING MONEY?

THE ANSWER MAY BE AN APPRENTICESHIP...

## HOW WE CAN HELP...

- One to one advice and guidance
- Explaining all about how apprenticeships work
- Help in producing a CV
- Support in searching for vacancies and completing the online application
- Applying for vacancies and setting up alerts
- Preparing for the interview
- Understanding the role of the training provider and employer
- Other options if you can't get an apprenticeship just yet

## GET IN TOUCH...

 [worcsapprenticeships.org.uk](mailto:worcsapprenticeships.org.uk)

 @worcsapprentice

 /worcsapprenticeships

 0300 666 3 666



# UNDERSTANDING THE LOCAL LABOUR MARKET

**THE PEOPLE.**  
**THE CAREERS.**  
**THE WORKFORCE.**

## LABOUR MARKET INFORMATION (LMI)

Labour Market Information (LMI) is useful data that your son / daughter should use to help them make choices about their future.

They may have heard the term LMI before, but what does it mean? And how do they use it?

Labour Market Information is data that is collected both nationally and locally. The data identifies important facts and figures about the world of work across the UK, in individual cities and even in individual local districts.

For example, if you live in Worcestershire and would like to continue to live and work in Worcestershire, Labour Market Information can let your son / daughter know how many jobs are available in different industries, the type of pay they will receive and even who the local businesses are offering these types of roles / careers.

This information can then support them in choosing their next steps for when they leave school and help them determine the right route to take to achieve their long-term career aspirations.

Find out more about the Labour Market in Worcestershire [here](#):

Top Tip- Things to consider:

- Will the job that interests them still exist in 10 years' time?
- The number of jobs available in science, technology, engineering, mathematics (STEM) is constantly growing, meaning opportunities are greater in these industries
- Most people undertake several different jobs throughout their career, so explain to your son / daughter that they don't have to get it spot on straight away

# UNDERSTANDING THE LOCAL LABOUR MARKET

## WORCESTERSHIRE'S KEY GROWTH SECTORS

In every county across the UK, there are Key Growth Sectors, this means that there are certain industries where job growth is expected to be much greater than other industries.

If your son / daughter is interested in a career within one of these sectors, their chances of finding a job are a lot higher.



### ADVANCED MANUFACTURING

Worcestershire benefits from a strong automotive supply chain, linking with Jaguar Land Rover and other first tier car manufacturers. The county also has a strong manufacturing base in traditional industries such as carpet weaving, needles and textile manufacture. In Worcestershire machine manufacturing and engineering employment is 85% above the England average.



### CYBER SECURITY AND DEFENCE

Worcestershire is home to specialist communications agency QinetiQ in Malvern. The Malvern Hills Science Park in the south of the county is now the site of a growing number of spin-out companies as well as home to the National Cyber Skills Centre.



### AGRI-FOOD/AGRI TECH SECTOR

Worcestershire contains rural areas with many successful businesses focused on agriculture, horticulture and food production across the UK "field-to-fork" supply chain. Companies are increasingly pioneering innovative technology in their growing and production practices.



### VISITOR & DESTINATION ECONOMY

An economic impact assessment found the direct value of tourism in Worcestershire to be £638 million, with over 6% of Worcestershire's employees working in the sector.

# UNDERSTANDING THE LOCAL LABOUR MARKET

## LOOK BEYOND WHAT THEY THINK THEY KNOW.

### DID YOU KNOW THAT AN ENGINEERING COMPANY DOESN'T JUST EMPLOY ENGINEERS?

There are lots of different departments behind any company or organisation. This can include Human Resources, Finance, Marketing, I.T., Sales and many more! It is important to remember that every company has a supply chain, and this will be made up of lots of different people, doing lots of different jobs.

Engineering companies have opportunities in engineering, research and development, finance, logistics, sales, I.T., administration, marketing and customer service.

Hotels recruit for roles such as chef, receptionist, administrator, general manager, event planner and director of marketing and sales.

The NHS need qualified doctors and nurses, but they also need physiotherapists, radiographers, porters, social workers, receptionists, G.P. practice managers, paramedics, clerks, accountants and I.T. specialists.

Don't ever take a company at face value! Always explore further to find out what other opportunities are available.

Remember, to explain to your son / daughter that they will need to work hard in all of their subjects and when it comes to making careers / pathway choices – they will always do well at something that they enjoy doing!

If your son / daughter would like to find out more information about careers and education, labour market information, job sectors, and businesses in Worcestershire.

Visit Skills4Worcestershire [www.skills4worcestershire.co.uk](http://www.skills4worcestershire.co.uk)



# VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL



**INFORMATION  
ABOUT EMPLOYERS  
IN WORCESTERSHIRE**



**SUPPORT FOR  
SCHOOLS**



**WORCESTERSHIRE'S  
LABOUR MARKET  
INFORMATION**



**SUPPORT FOR  
YOUNG PEOPLE**



**CAREERS ADVICE**



**CAREERS EVENTS**



**INTERVIEW TIPS**



**SUPPORT FOR  
PARENTS**



**CAREER PATHWAYS**



**[WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)**

# UNDERSTANDING SKILLS

## EMPLOYABILITY SKILLS...

The world of work is a constantly changing place and employers want people who can add value to their business and contribute towards its growth. Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered BUT, qualifications are not the only thing employers want to see. Employers are looking for individuals who have employability skills.

What are employability skills?

Well, the good news is, your son / daughter probably already has more of the skills employers look for than they realise.

There are 10 important personal skills and qualities that your son / daughter may well recognise in themselves that employers look for when they are recruiting. They are core personal qualities and skills that any employer in the world would recognise and value. Think of them as 'portable skills.' They are, quite simply, skills which your son / daughter can apply throughout their life and to many different job roles. The more of these they have, or can acquire, the better their chances of finding work and being employable.

**Working with your son / daughter try and list 10 skills which they think any of their future employers might wish them to have.**

1

2

3

4

5

6

7

8

9

10

# UNDERSTANDING SKILLS

## HOW MANY SKILLS DO YOU HOLD?



THE FOLLOWING PAGES LIST THE 10 “SKILLS” EMPLOYERS ARE LOOKING FOR. REVIEW EACH OF THESE SKILLS WITH YOUR SON / DAUGHTER AND THEN ASK THEM TO TICK THE BOX IF THEY FEEL THEY ALREADY HOLD THAT SKILL.

# UNDERSTANDING SKILLS

## 1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close to and around you?

**I FEEL I HAVE THIS SKILL** ■

---

## 3. COMPASSION

Compassion is an important trait to have in the world we live in - showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others... being more compassionate.

Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

**I FEEL I HAVE THIS SKILL** ■

## 2. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment - the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

**I FEEL I HAVE THIS SKILL** ■

---

## 4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them.

We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

**I FEEL I HAVE THIS SKILL** ■

# UNDERSTANDING SKILLS

## 5. RESPONSIBILITY

Life needs us to be responsible – it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals

**I FEEL I HAVE THIS SKILL ■**

---

## 6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed or do you think to yourself that someone else can deal with it?

Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

**I FEEL I HAVE THIS SKILL ■**

---

## 7. INQUISITIVENESS

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions.

Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness. Are you an inquisitive kind of person?

**I FEEL I HAVE THIS SKILL ■**

---

## 8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends? This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

**I FEEL I HAVE THIS SKILL ■**

---

# UNDERSTANDING SKILLS

## 9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about things can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

**I FEEL I HAVE THIS SKILL ■**

---

## 10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences.

Do you have this skill?

**I FEEL I HAVE THIS SKILL ■**

## HOW MANY SKILLS DO YOU HOLD?

Now you have explored the skills employers are looking for with your son / daughter why not ask them to undertake the review task below:

**How did the skills employers are looking for compare with your own list?**

**Do you hold more of the skills than you originally thought you did?**

**Explain anything about these skills which surprised you.**

**If you don't hold all 10 of the skills, what could you do to improve these skills in the next couple of years?**

**What could you offer a potential employer right now? (This information could be included in your C.V.)**

# WORK EXPERIENCE AND VOLUNTEERING

KEEP IN TOUCH:   

## WORK EXPERIENCE

**UNDERTAKING MEANINGFUL WORK EXPERIENCE IS A GREAT WAY IN WHICH YOUR SON / DAUGHTER CAN REALLY UNDERSTAND OR DECIDE IF THEIR CHOSEN JOB ROLE OR INDUSTRY SECTOR IS REALLY THE RIGHT ONE FOR THEM.**

Work experience is a great way to work out what they enjoy doing, they may think they know what their dream job is, but if they have never experienced it, how can they be sure?

Work experience is also a great way to enhance their CV or personal statement and really make them stand out from other applicants.

Evidence of having completed different types of work experience shows employers that they are focussed, passionate and increases their chances of securing that dream job.

Even though they may have already completed work experience at school don't let that stop them doing more, the more experience of the world of work they have, the more employable they become.

**Review the 10 Reasons to do Work Experience on the following pages with your son / daughter.**

**RESEARCH SHOWS THAT YOUNG PEOPLE WHO HAVE 4 OR MORE ENCOUNTERS WITH THE WORLD OF WORK WHILE IN EDUCATION ARE 86% LESS LIKELY TO BE NOT IN EDUCATION, EMPLOYMENT OR TRAINING (NEET) AND ON AVERAGE WILL GO ON TO EARN 18%-22% MORE THAN OTHER YOUNG PEOPLE WHO DID NOT HAVE SUCH OPPORTUNITIES.**

# WORK EXPERIENCE AND VOLUNTEERING

## 10 REASONS TO DO WORK EXPERIENCE:

1.

Young people are more likely to be successful in their job hunt if they have done some good work experience. Fact.

### WANT SOME EVIDENCE?

Well over half of the graduate recruiters that took part in a recent research study said that, **“graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisation’s graduate programmes.”**

2.

If you haven’t got a clue what career you want to do, work experience is a perfect way to sample all the career options out there. It’s a way of exploring different jobs without committing to anything. You can dip your toe in the water without taking the full plunge.

3.

It’s the best way to get a real sense of your chosen industry. You’ll get to speak to employees and ask them questions. You won’t know what it’s like until you get closer to the action.

4.

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you’ve done your homework.

5.

If you’re floundering about and frankly aren’t that sure about your career, work experience might just be the incentive you need. If you do a variety of different work placements, you might find something you are passionate about and get motivated.

# WORK EXPERIENCE AND VOLUNTEERING

## 10 REASONS TO DO WORK EXPERIENCE:

6.

Work experience gently introduces you to the world of work. You get to learn the do's and don'ts, get workplace experience and learn to navigate your way through the jungle of office politics. Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.

7.

It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on. It will give you a good understanding of your strengths and weaknesses.

8.

You might impress them so much that you'll manage to secure yourself a job or an apprenticeship!

9.

It's all about networking. It'll help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.

10.

Work experience does give you something to put on your CV!

# WORK EXPERIENCE AND VOLUNTEERING

KEEP IN TOUCH:   

## HOW TO FIND A WORK EXPERIENCE PLACEMENT:

**THERE ARE FOUR MAIN WAYS TO ARRANGE A WORK EXPERIENCE. THESE ARE:**

**1.**

Speak to the Careers Lead in your school/college and ask them whether they have arrangements in place with local employers. If so, your school may help you arrange your placements or pass on useful contacts.

**3.**

Make an application to an employer which does not normally run a work experience programme. If you don't ask, you don't get!

**2.**

Apply directly to an employer for a place on a work experience programme they run. (big national companies like Tesco, Pizza Hut, HSBC, Jaguar Land Rover all run their own programmes)

**4.**

Ask your social and personal networks, do friends/family know of anyone who would be willing to offer you some work experience?

# WORK EXPERIENCE AND VOLUNTEERING

Discuss the content below with your son / daughter and perhaps agree some actions they can take in order to arrange their next work experience placement.

## **APPLYING FOR A WORK EXPERIENCE PLACEMENT ORGANISED BY YOUR SCHOOL/COLLEGE:**

Your school/college might already have strong links with local employers. If this is the case, it's worth exploring what options are available to you through this route to see if any of the placements suit you. Even if your school/college has agreements with employers, they may still expect you to apply to the employer to confirm your placement. Doing this is a good way of demonstrating your initiative and will give you valuable experience of applying for jobs. Advice on how to go about doing this can be found in the next two sections.

## **APPLYING FOR A FORMAL WORK EXPERIENCE PLACEMENT:**

It's not just commercial organisations which offer work experience. You'll also find larger charities and public sector organisations offer work experience for students.

The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words work experience. This will direct you to a page on their website, explaining how students should go about applying for a placement. As well as searching directly online, many organisations also advertise work experience placements online. On the Success at School and Student Ladder websites you'll find advertisements for placements covering every part of the country.

## **APPROACHING BUSINESSES THAT DON'T ADVERTISE WORK EXPERIENCE OPPORTUNITIES:**

Don't let the fact that a business does not advertise work experience opportunities put you off from asking if they'll take you on. For example, small and medium-sized businesses account for 60% of all private sector employment in the UK but may not have the time to formally advertise work experience placements every year. If you're interested in what a business does, it's worth contacting them to see if they'd offer you work experience. How you approach contacting a business will vary from business to business. It can be a good idea to speak to the manager or owner, either in person or by phone, before making a formal application. Speaking to a person beforehand should give you an idea of whether a business is open to offering work experience. Should your initial contact be positive, you can then ask the business whether they would like you to make a formal application.

Although it's often better to speak to a business beforehand, don't be afraid to send off speculative emails to businesses you are especially keen to work for. A brief email explaining why you want to do work experience at the business, along with your CV, demonstrates your initiative and self-motivation, two qualities employers value greatly.

# WORK EXPERIENCE AND VOLUNTEERING

KEEP IN TOUCH:   

## WHAT ABOUT VOLUNTEERING?



**VOLUNTEERING IS WHEN WORK IS UNDERTAKEN BY SOMEBODY, BUT THEY DO NOT GET PAID TO COMPLETE THIS WORK. IT COULD BE HELPING IN A CLUB SUCH AS BROWNIES OR CUBS, HELPING CHILDREN AT SPORTING CLUBS, GARDENING, BABYSITTING OR WORKING FOR A CHARITABLE ORGANISATION. THERE ARE LOTS OF OPPORTUNITIES AND VOLUNTEERING CAN REALLY HELP YOUNG PEOPLE DEVELOP THOSE ALL-IMPORTANT EMPLOYABILITY SKILLS THAT EMPLOYERS ARE LOOKING FOR.**

# WORK EXPERIENCE AND VOLUNTEERING

The types of skills that volunteering can help you develop are:

## 1. COMMUNICATION

Most volunteer roles will mean that you work with other people. Whether that be working with fellow volunteers or members of the public, you are sure to work on your communication skills. By working with other people, you are learning how to write and/or speak to other people in a clear way.

### How is this an employability skill?

Communication is key! It is important to develop this skill because many jobs require you to work with other people, give presentations, as well as express yourself in writing. This skill is applicable to practically every job – it just so happens to also be one of the most common skills that you build as a volunteer.

## 2. INTERPERSONAL SKILLS

Interpersonal skills develop alongside communication skills. By working with others and/or the public, you are learning how to work in a team, or even how to take on a leadership role.

### How is this an employability skill?

Being able to work in a team is an asset to many employers. It is important that you learn how to work in a team – whether you are a team player or playing the role of team captain.

## 3. TIME MANAGEMENT

As a volunteer, you will find that you must treat your volunteer role(s) like a job. You will need to be there on time and be reliable.

### How is this an employability skill?

Being able to manage your time is something that many employers look for. It shows that you can plan and get things done.

As well as being a great way to give something back to the community, volunteering can be a helpful way of boosting your son / daughter's chances of employment.

For instance, doing voluntary work during their free time can show potential employers that not only are they motivated but they also have initiative. Whatever they do, they will be faced with problems and challenges at some stage – all of which allow them to develop their practical skills as well as their problem-solving and creative thinking skills.

If they volunteer with an organisation that places them in direct contact with members of the public, the experience will give them plenty of opportunities to develop their communication skills. They will meet lots of new people. Working with lots of different people is a chance for them to become more flexible and adaptable, as well as helping them to improve their ability to work towards common goals. There is every chance that someone they meet while volunteering could become a future employer.

Don't forget- if they do any volunteering, make sure it is added to their CV, they may not have or need a CV at the moment but when they begin to create one, any volunteering is a great addition. They can highlight the new skills they have learnt and challenges they faced during their time volunteering; as well as how they overcame them.

Even better, point to specific events – such as the time they organised a huge fundraiser, volunteered at a soup kitchen or contacted people for donations.

After you discuss these other employability skills with your son / daughter why not visit [this website](#) for more information.

# PREPARING FOR EMPLOYMENT

## WRITING A CV

**YOUR SON / DAUGHTER'S CV IS THEIR CHANCE TO CONVINCE A POTENTIAL EMPLOYER THAT THEY ARE THE PERFECT CANDIDATE FOR THE ROLE, FOR THE COMPANY THEY ARE APPLYING TO AND TO SECURE THEM AN INTERVIEW. HOWEVER, WITH SO MANY PEOPLE APPLYING FOR THE SAME JOB HOW CAN YOU HELP THEM STAND-OUT FROM THE CROWD? HERE ARE SOME ESSENTIAL TIPS YOU COULD USE THAT WILL HELP THEM TO IMPROVE THEIR CV.**

### KEEP IT SHORT

The golden rule is that a good CV should be limited to 2 sides of A4 paper without missing out on any of their skills, experience and qualifications. Avoid long sentences – they don't want the person reading their CV to lose interest. Keep it relevant and clear remembering to use a simple, professional looking type font. Also, avoid using any informal phrases – their CV must come across as a professional looking document.

### HAVE THINGS IN THE RIGHT ORDER

What comes first – qualifications, experience, hobbies???

The employer will be looking to see how they meet the requirements to fill the vacancy on offer. Start with a strong opening statement outlining who they are, what are their skills, experience and strengths. This will be the first thing that the interviewer will read about your son / daughter so make sure it stands out and makes any potential employer interested in them. Starting with the most recent role cover their work history to date including any work experience / volunteering, then a summary of their education and qualifications plus any other training which they may have had that is relevant. Finally, add a few details about their hobbies and interests – this gives the interviewer an idea of the type of person they are outside the office.



# PREPARING FOR EMPLOYMENT

## KEEP IT RELEVANT

Does their CV match the specifications of the job they are applying for? This is their opportunity to sell themselves to the company. Ensure they highlight how they match the skills and experience that the job needs – if the employer is looking for a certain level of experience then make sure your son / daughter can illustrate exactly how they meet this requirement. Make sure every cover letter they send is tailored specifically to the job role they are applying for.

## KEEP IT UP TO DATE

Make sure they keep adding to their CV as they gain more experience and qualifications.

## KEEP IT ACCURATE

If your son / daughter has achieved something make sure they can prove it. Are all the dates right, have they got their qualifications in the right order? Everything will be read from start to finish by the interviewer so make sure all the details are 100% correct.

## CHECK IT!

Once their CV is finished and ready to be sent along with an employer's application form or apprenticeship application make sure they do one last thing... read over it again and again to make sure it is well punctuated, is grammatically correct and matches the role they are applying for!

It would be advisable to get somebody else to check it for them – perhaps their careers adviser or someone you may know who works within that industry sector.

On the following pages why not ask your son / daughter to begin listing the content they could use when creating their own CV.



# THE 8 STEPS TO HELP YOU CREATE A STANDOUT CV

## 1. CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Employers need this information in order to know where you are located and if needed, confirm your identity.

## 2. PERSONAL PROFILE

Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job at hand. For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences. If you want to avoid clichés or need some fresh ideas, there are CV examples at <https://www.studentjob.co.uk/application-tips/cv-example>

## 3. KEY SKILLS

Make sure you are familiar with the position you are applying for, look through the job advertisement and write down all the skills they require.

Cross reference the skills asked for by the employer to the skills that you have and make sure they are included on your CV... BUT... don't lie! You need to be able to follow through with any statements you make.

It is also important to remember to provide evidence for any skills you have listed, give a quick example and you will really impress the employer.

## 4. EMPLOYMENT / WORK EXPERIENCE HISTORY

Knowing what to put in your Employment / Work Experience history can be challenging if you are still in education or have little employment history.

It is useful to remember that any employer you have worked for, including any work experience you have carried out or any volunteering should also be included.

Commonly, most people include their employment history in reverse chronological order, starting with the most recent first.

Keep it simple for the recruiter and layout your experience in this manner:

- > Name of company (including duration e.g. 2017-2019)
- > Name of role
- > List of achievements and duties covered (keep it relevant!)

Are you still struggling to know what to include in this section? Don't worry!

<https://www.studentjob.co.uk/application-tips/cv#cv-with-no-experience> can provide you with additional information and support.

## 5. EDUCATION

This section of your CV is the opportunity to list your grades (GCSE / A-level / Degree).

Again, keep it relevant and do not feel like it is necessary to include every single grade.

Similarly to your employment / work experience section, list your education grades in reverse chronological order.

Are you unsure what to write because you still haven't received the grades you have listed?

No need to worry, you can also put your predicted results!

## 6. ACHIEVEMENTS

You may feel as a student you don't have that many achievements you can list on a CV and therefore it isn't important. You couldn't be more wrong!

The achievements section within your CV is what will help to make you stand out against other candidates. Think back to anything you have achieved or participated in at any point throughout your education so far.

## 7. HOBBIES

Mentioning your hobbies and interests allows your personality to shine through.

As much as it is true, it's best not to put socialising with friends or spending hours playing Fortnite.

Try and avoid writing clichés like 'reading' if you are applying for a role in journalism or something similar. Perhaps highlight your passion for creative writing instead.

If you are still struggling to decide what are the best hobbies and interests to put on a CV, then maybe the list below inspires any ideas...

- > Sports
- > Volunteering
- > Learning a new skill in your spare time (e.g. coding)
- > Blog writing
- > Travelling
- > Cooking

## 8. REFERENCES

Wondering what references are?

CV references are nominated people who act as referees for you and are happy to testify about your character, attributes and confirm anything you have mentioned in your CV. Always try and steer clear of using family members as references.

Who is the best person to be a reference on your CV?

Perhaps some of these could be good people to ask.

- > Head Teacher
- > Subject Teacher
- > Former or Current Manager / Supervisor
- > Sports Coach / Team Manager

At the bottom of your CV simply write 'references are available upon request' and ensure your referees are made aware that they may be contacted.



# HOW TO WRITE A CV

KEEP IN TOUCH:   

Now you have learnt about what information you need to place within your CV why don't you start creating your own CV.

Find an example of a job description or a personal specification that directly links to a job role you are interested in and then use them to help you tailor your CV to the role you have chosen. Find some example job descriptions here - <https://targetjobs.co.uk/careers-advice/job-descriptions> or <https://www.betterteam.com/job-descriptions>

If you want to be even more creative, why not visit some employment agency websites like Hewett Recruitment and tailor your CV to some job roles which are currently available. <https://www.hewett-recruitment.co.uk/>

You could use the free text boxes below to enter the information for your CV or if you are feeling adventurous why not create you own CV using WORD.

## GOOD LUCK!

### Section 1 - Contact Details

### Section 2 - Personal Profile

### Section 3 - Key Skills

**Section 4 - Employment / Work Experience History**

**Section 5 - Education**

**Section 6 - Achievements**

**Section 7 - Hobbies**

**Section 8 - References**

# PREPARING FOR EMPLOYMENT

## COMPLETING AN APPLICATION FORM:

Application forms make it easy for recruiting teams to quickly compare applicants and spot any mistakes. Therefore, as so many will look similar, it is important for your son/daughter to get it right and make sure it stands out.

**Make sure they consider the following when completing any application form:**

- Read all the instructions carefully, have they been asked to use a specific font size, meet a word limit or write in black only? If they have, make sure they do as they are asked. Applications that don't meet these basic requirements might be rejected by the employer before they even read it.
- Remember their application form is a formal document and it is their chance to make a good impression. Make sure they do not use text speak or abbreviations.
- Make sure they draft their answers before they complete the form to ensure they don't submit a document which contains any mistakes and don't miss anything important out.
- Do not leave any of the sections of the application blank, make sure they provide all of the information they have been asked for.
- Don't forget that they need to sell themselves, use this opportunity to share their personality, their experiences and skills with the reader.
- Make sure they keep a copy of their application form, not only is it important to remember what they have said to a potential employer, but it could come in handy when they are applying for other opportunities.

### TOP TIP:

Remember they can apply for more than one opportunity at a time but remember to keep track of their applications, so they don't get confused.



# PREPARING FOR EMPLOYMENT

## GETTING READY FOR JOB INTERVIEWS

If your son / daughter has been called to attend an interview for a job or an apprenticeship, make sure that they are fully prepared for that interview.

If it is a face-to face interview, then make sure that they arrive at the venue early.

They may need to ask themselves the following:

- > How are they going to get there?
- > What bus or train will they need to catch?
- > Where will they park?

Make sure they dress professionally. Make sure they know they need to shake the interviewer's hand and keep eye contact.

If it is a virtual interview make sure that they can use the required platform detailed by the employer, make sure that the interviewers can see them on the screen (if they have a window behind them and the sun is shining they may only be able to see a bright light), and they should always login early in case there are any technical difficulties which they may need to fix.



# PREPARING FOR EMPLOYMENT

Discuss these common interview questions with your son / daughter. Perhaps you could practice a role play activity with them, so they get used to answering a variety of interview questions.

## COMMON INTERVIEW QUESTIONS:

### TELL ME ABOUT YOURSELF!

Do not recount your life story. A short summary that highlights your top achievements and relevant experience. Don't forget your work experience and hobbies. Let them know how your studies have prepared you for this role. Your CV's personal profile is a great place to start.

### WHY SHOULD WE HIRE YOU?

Take this chance to show off your strengths. Study the job description and then think of examples from your education, after school activities and work experience.

### WHAT ARE YOUR WEAKNESSES?

Keep your answer positive and upbeat. Acknowledge where you're short on skills but describe what you're doing to build on your strengths.

### WHY DO YOU WANT THIS JOB?

Do your homework for this one – browse the company's website. Take time to find out what the business does, how and where they do it and what they stand for, then explain how your own career aims and personality are a perfect fit.

### GIVE ME AN EXAMPLE OF WHEN YOU...

dealt with a difficult customer, used initiative, turned a negative into a positive. You can't predict exactly what you'll be asked, but you'll find some valuable clues in the job description. Look to your CV and prepare some ready-made responses.

# PREPARING FOR EMPLOYMENT

## GETTING READY FOR INTERVIEWS

Interviews often seem daunting for adults so you can expect your son / daughter to be nervous before the interview takes place. Explain to them that what they are feeling is completely normal.

Make sure they remember, interviews should be a two-way discussion between the candidate and the interviewer, it is an opportunity for both parties to find out more about each other.

## BE PREPARED:

Before the interview, make sure that they have:

- Researched the organisation as well as the opportunity
- Read through their application again
- Researched the types of questions they may get asked and how they intend to answer them
- Made a list of questions to ask the potential employer
- Spoken to their careers adviser for additional support and advice
- Practiced an interview (ask a family friend or careers adviser to conduct a mock interview with them)

Remind them that interviews are their chance to showcase their skills and personality, so being prepared will ensure they feel confident and will enable them to make a good first impression.

Interested in finding out the types of questions they may get asked? And tips on how to they should present themselves?

Visit: [http://www.skills4worcestershireshire.co.uk/careersportal/info/2/preparing\\_for\\_work\\_life/1/preparing\\_for\\_work\\_life\\_in\\_worcestershireshire/5](http://www.skills4worcestershireshire.co.uk/careersportal/info/2/preparing_for_work_life/1/preparing_for_work_life_in_worcestershireshire/5)

# HOW TO FIND EMPLOYMENT

**Once your child is over the age of 18, they can enter full-time employment should they decide that is the right pathway for them to take. Embarking on the search for a new job can inspire a lot of complex feelings. One minute they are excited about the possibility of fulfilling their next steps and getting a paying job at the company of their dreams. The next, they are completely overwhelmed by the whole process and wondering how they will ever get everything done or where to even start!**

The good news is: Whether your child is looking for their first job, thinking about making a major career change, or just hoping to try something different, there's a light at the end of the job search tunnel—and you can support them every step of the way!

Before job searching even begins, ask your child the following questions to ensure they are prepared for the process that lays before them:

- 1.** Do you know the type of jobs you want to apply for?
- 2.** Have you considered the distance you can travel and how you will get to and from any future jobs?
- 3.** Have you considered whether you want to work full time or part time?
- 4.** Have you researched the companies you are interested in working for?
- 5.** Is your CV up to date?

## Let the Search Begin!

So, your child is now prepared and ready to secure their dream job? The below websites can support them in both finding active job roles to apply for but also developing their own personal skills and attributes to increase their appeal to potential employers. Don't forget, the current job market is extremely competitive, and candidates need to stand out, developing their employability skills while job searching and applying can really help your child submit an application with the WOW factor!

### Job Search Engines:

[www.totaljobs.com](http://www.totaljobs.com)  
[www.gov.uk/find-a-job](http://www.gov.uk/find-a-job)  
[www.indeed.co.uk](http://www.indeed.co.uk)  
[www.wmjjobs.co.uk](http://www.wmjjobs.co.uk)  
[www.monster.co.uk](http://www.monster.co.uk)  
[www.jobs.nhs.uk](http://www.jobs.nhs.uk)  
[apply.army.mod.uk](http://apply.army.mod.uk)

### Personal Development:

[www.princes-trust.org.uk](http://www.princes-trust.org.uk)  
[www.youthemployment.org.uk](http://www.youthemployment.org.uk)  
[barclayslifeskills.com/young-people](http://barclayslifeskills.com/young-people)  
[www.catch-22.org.uk/youth-employment](http://www.catch-22.org.uk/youth-employment)  
[www.gov.uk/government/collections/helping-young-people-into-work](http://www.gov.uk/government/collections/helping-young-people-into-work)

If you or your child have any questions, or would like further advice and guidance, contact Careers Worcs for free on 0300 666 3 666 or email [careersworcs@worcestershire.gov.uk](mailto:careersworcs@worcestershire.gov.uk)



# PREPARING FOR EXAMS

## REVISION TIPS

Everyone hates revision. It is something that many young people put off for as long as possible. This often results in feelings of guilt, panic and often tears, "There's not enough time". "I wish I'd started my revision sooner."

The only solution is good planning and time management. This forward planning can help them to feel they are in control. Revision will only be possible if they ensure they make good notes and have all of the necessary books. Before they can even begin to plan what they need to revise it is important to check that they have everything they need. If they feel they are behind with their notes, have difficulty reading them or have even lost their notes they must beg, borrow or photocopy someone else's in order to catch up again.

### **Their notes need to be:**

- Arranged systematically
- In a separate file for each subject
- Labelled clearly with dividers

### **What to Revise:**

- They need to write down carefully what their teachers have told them to revise
- If they have been asked to revise everything, get your son / daughter to ask their teacher to suggest what is most important
- Get them to decide what they feel they know least about or find most difficult. Complete that revision first.
- Make sure they don't give more time to their favourite subjects and neglect those they don't like as much.
- Get them to plan a week's revision on a blank timetable, and then review it with them so you can see if they have included all of their subjects.

### **Prioritise**

- Get them to list the topics to be revised for each subject, in their study booklet
- Support them to rearrange their list of topics into an order of importance
- Don't waste time revising topics that they know really well
- Cross the weeks off to monitor the passing of time

# PREPARING FOR EXAMS

## LEARNING HOW TO STUDY BETTER

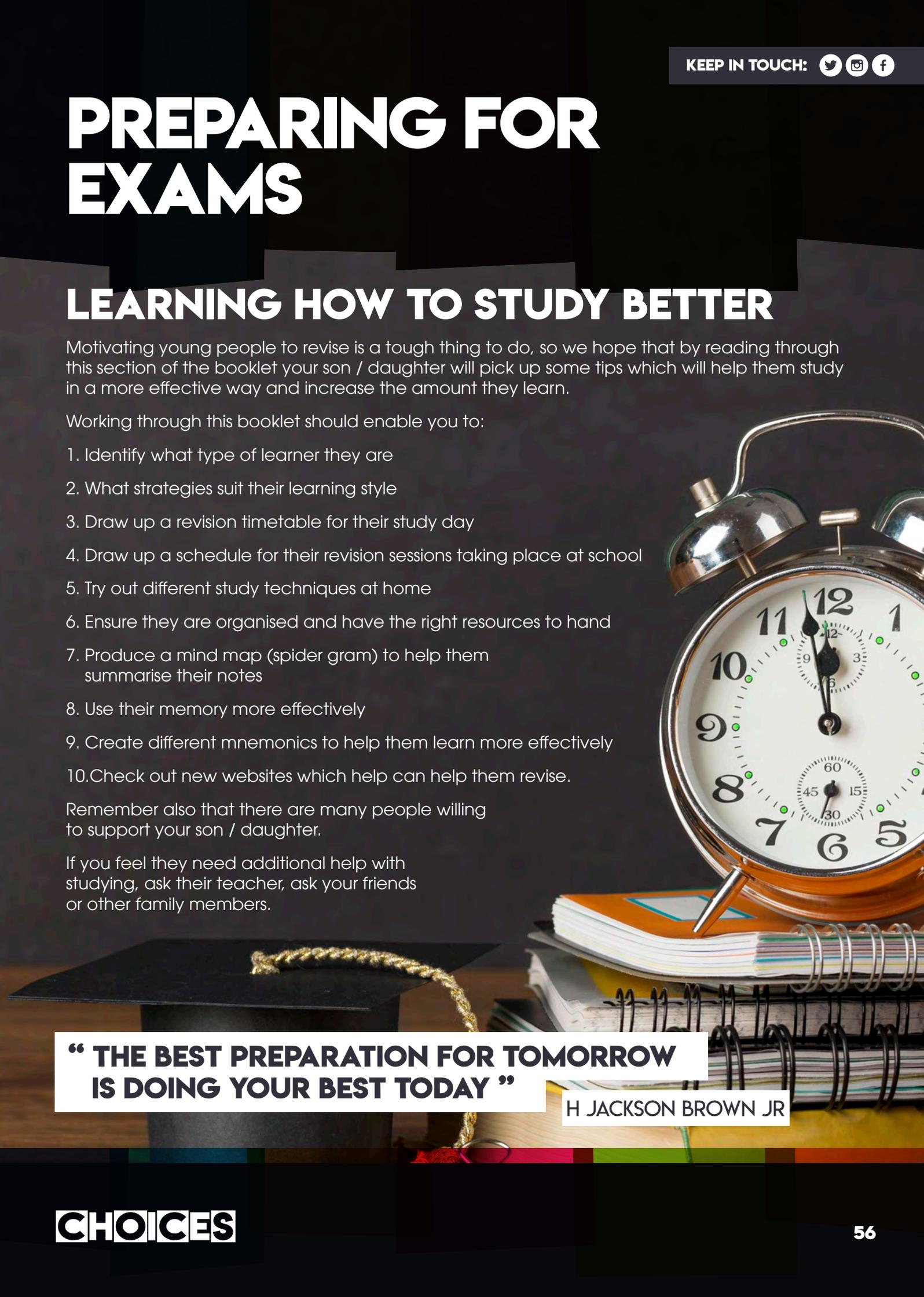
Motivating young people to revise is a tough thing to do, so we hope that by reading through this section of the booklet your son / daughter will pick up some tips which will help them study in a more effective way and increase the amount they learn.

Working through this booklet should enable you to:

1. Identify what type of learner they are
2. What strategies suit their learning style
3. Draw up a revision timetable for their study day
4. Draw up a schedule for their revision sessions taking place at school
5. Try out different study techniques at home
6. Ensure they are organised and have the right resources to hand
7. Produce a mind map (spider gram) to help them summarise their notes
8. Use their memory more effectively
9. Create different mnemonics to help them learn more effectively
10. Check out new websites which help can help them revise.

Remember also that there are many people willing to support your son / daughter.

If you feel they need additional help with studying, ask their teacher, ask your friends or other family members.



**“ THE BEST PREPARATION FOR TOMORROW IS DOING YOUR BEST TODAY ”**

H JACKSON BROWN JR

# PREPARING FOR EXAMS

## STUDY HINTS AND SHORTCUTS

SHARE AND DISCUSS THE STUDY HINTS AND SHORTCUTS OVER THE NEXT FEW PAGES WITH YOUR SON / DAUGHTER.

1. Attend revision classes
2. Schedule regular study periods
3. Be realistic with what you hope to achieve in each study session
4. Establish a regular study area at home e.g. desk, quiet area
5. Study short and often
6. Start study sessions on time
7. Study when you are wide awake (early mornings always best)
8. Set a specific goal for each subject you study – “by the end of this study session, I hope to have learnt.....in Geography”.
9. Study your most difficult subjects first.
10. Make summary notes on what you have learnt LOOK SAY COVER WRITE CHECK
11. Use diagrams and mind maps to help with learning
12. Highlight key words using highlighter pens
13. Take regular breaks
14. Vary your work e.g. make notes, draw diagrams, read, problem solve.....
15. Reward yourself!
16. Balance your time carefully between home, school and social outings.
17. Produce a revision timetable organised in advance and displayed for everyone to see.
18. Keep a stock of post-it notes, highlighter pens, and revision cards at home.



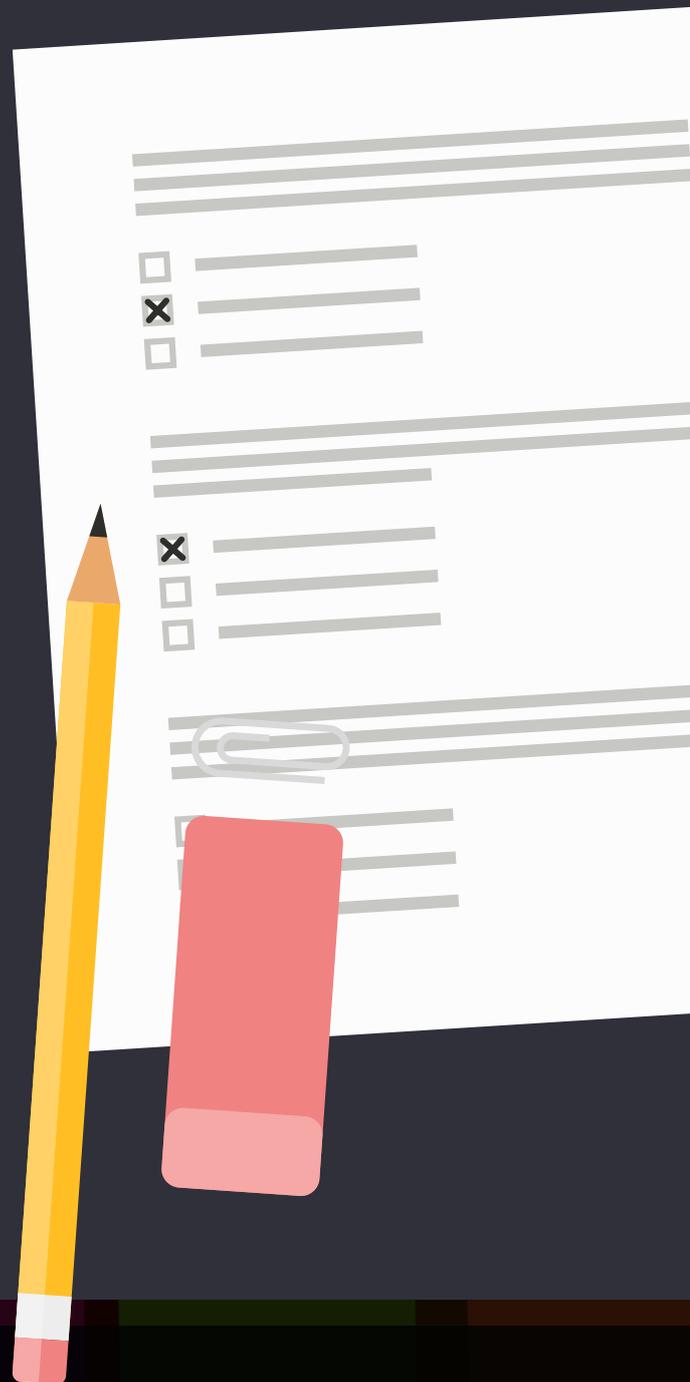
# PREPARING FOR EXAMS

## STUDY HINTS AND SHORTCUTS

Now give yourself some practice by looking at a past exam paper and answering these questions:

1. How long is the exam?
2. How many questions do you have to answer?
3. Are there any special instructions?
4. What equipment (if any) do you have to provide?
5. What equipment is provided for you?
6. Are any questions compulsory?
7. How many marks do you receive for each question?

Finally, work out how much time you can allow for reading through the paper and answering each question.



# PREPARING FOR EXAMS



# MEMORY

## CARING FOR YOUR BRAIN

- 1. Get enough sleep and exercise.** Oxygen is food for your brain
- 2. Eat right** – practice choosing food with good nutrition
- 3. Use it!** Condition your brain by doing puzzles and games, reading, solving maths problems, storytelling.
- 4. Be motivated to learn** – you must have a reason to remember
- 5. Think positive!** Use positive self-talk. This helps your attitude and openness to learning.

## MEMORY TIPS

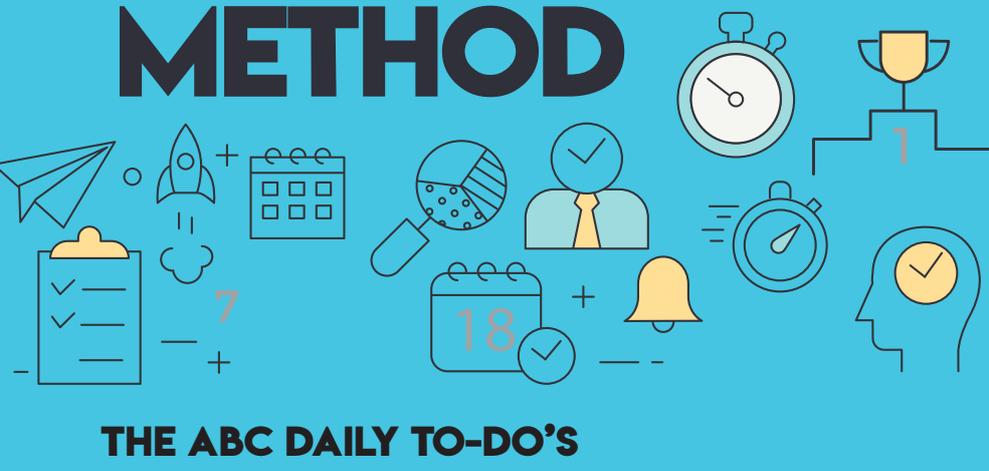
- 1. Visualise as much as possible** – use diagrams to help you summarise points.
- 2. Study in a quiet place in the house**
- 3. Recite and repeat.** Say it out loud! LOOK SAY COVER WRITE CHECK
- 4. Record** your own voice reading out notes
- 5. Spend more time** on your weakest subjects, vocabulary, mathematics, spelling
- 6. Teach it** to someone else
- 7. Use mnemonics** to help you learn:

**Mnemonics** are one way of remembering a list. A mnemonic makes a word or a phrase from a set of letters based on the list. All you must do is remember that first word or phrase and the rest should come flooding back. Mnemonics for improving your listening skills:

- L** = Look ahead
- I** = Ideas
- S** = Signs & Symbols
- T** = Take part
- E** = Explore
- N** = Notes

# PREPARING FOR EXAMS

## TIME MANAGEMENT METHOD



### THE ABC DAILY TO-DO'S

1. Write out your daily to-do list the night before. Write everything you want to accomplish
2. Label each task A, B and C
3. A's on your list are those things that you are most important – homework due in, other jobs which need to be completed
4. B's on your list are important, but less so than your A's!  
These tasks are important but not urgent
5. C's do not require immediate attention – C priorities are often small, easy jobs
6. Schedule time for all the A's. The B's and C's can be done in odd moments during the day

**Avoid C fever!! Sometimes we want to do the easier tasks first but stick to your schedule! Pin your schedule up!**

**Create a schedule of activities for the weekend and label them A, B and C**

# PREPARING FOR EXAMS

**AN IMPORTANT SKILL IS LEARNING HOW TO PRIORITISE!  
TREAT YOUR REVISION SCHEDULE LIKE THIS.**

## 1. Plan Ahead

Before you do any work, sit down and plan what you are going to do between now and the exams. It is often a good idea to revise the areas you find most difficult first – get them out of the way and build your confidence in the subject. Creating a timetable is always a very useful as your time is now precious, so make it work for you. Starting early will give you the stress free 'little and often' approach. In other words, planning not cramming.

## 2. Make Summary Notes

Gather all your material for the topic area and reduce them into brief clear notes. Then summarise those, and then again and again until you only need a few keywords to remind you of the whole topic!! You can carry around a sheet with all the keywords wherever you go.....

## 3. Put aside specific hours in the day for revision

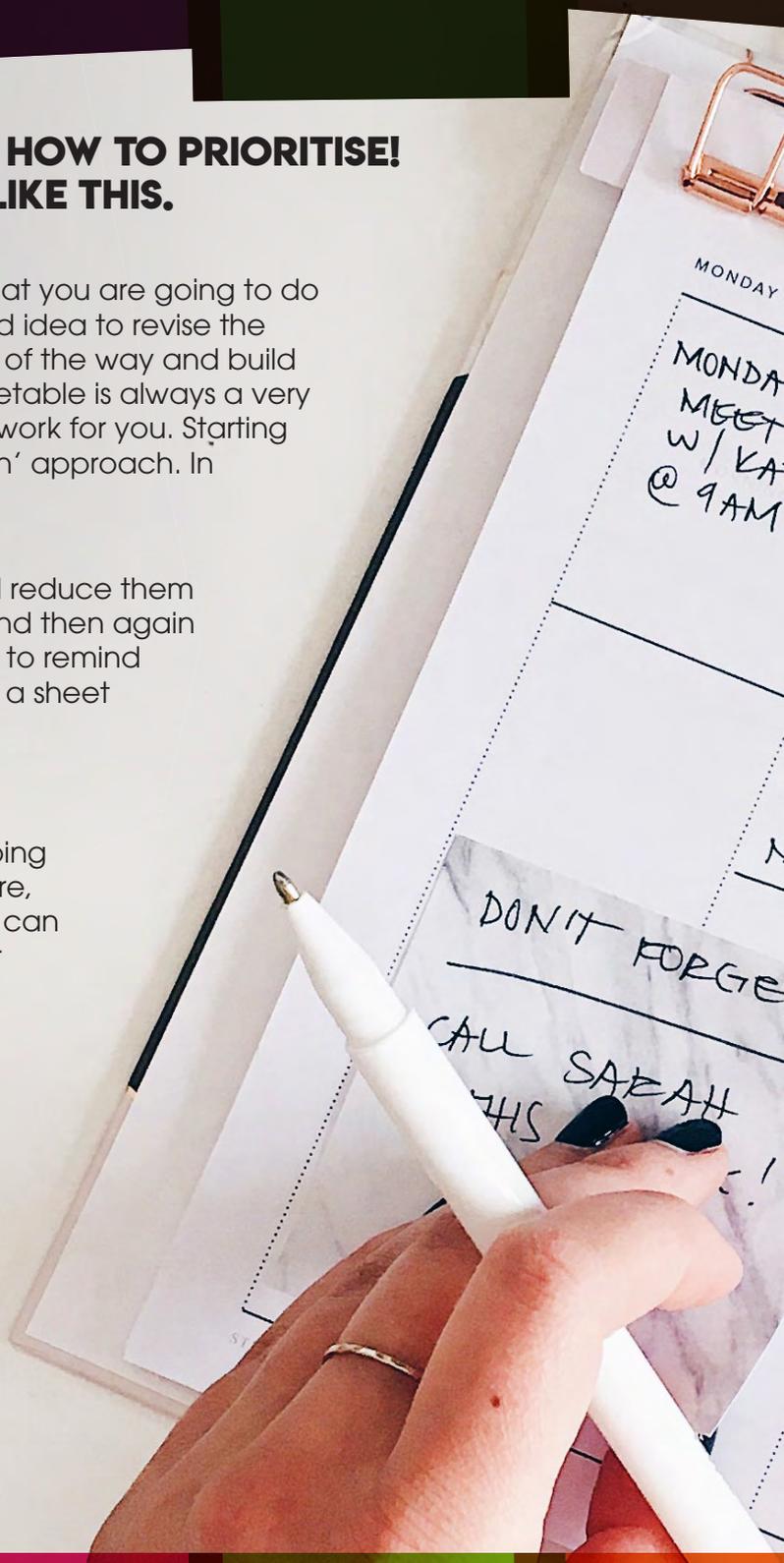
If you set aside the hours in the day you are going to revise, and let everyone know what these are, you can make sure you are not disturbed. You can then get into a 'revision package' - where your mind expects to be revising and is therefore more receptive to the material.

## 4. Try not to revise more than two subjects a day

Don't feel that you need to revise a whole topic in one go. As well as keeping a fresh head, going back the next day to finish revising the topic will renew your knowledge and hopefully help you retain the information for longer.

## 6. Menu

Make sure that you eat well. A healthy body leads to a healthy mind. Keep off highly sugared drinks and eat a balanced diet.



# PREPARING FOR EXAMS

## PLANNING THEIR WORK AND WORKING THEIR PLAN

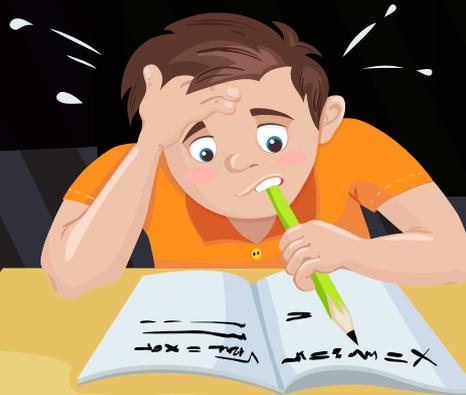
**THE KEY FOR YOUR SON / DAUGHTER BEING SUCCESSFUL IN THEIR EXAMS IS FOR THEM TO BE PREPARED!**

**MAKE SURE YOUR SON / DAUGHTER SHARES A COPY OF THEIR EXAM TIMETABLE WITH YOU SO THAT YOU CAN HELP THEM STAY FOCUSED ON WHAT ACTIVITY THEY NEED TO UNDERTAKE AND WHEN THEY NEED TO COMPLETE THIS BY.**

**ENSURE YOU WORK WITH YOUR SON / DAUGHTER TO IDENTIFY WHAT IS THE RIGHT WAY OF REVISING FOR THEM. MAKE SURE THEY START THEIR REVISION EARLY AND STICK TO THEIR PLAN.**

**SUPPORT THEM TO ENSURE THEY GET ENOUGH SLEEP, EAT WELL AND BE HEALTHY DURING THIS EXAM PERIOD. MAKE SURE THEY ALSO SET SOME TIME ASIDE FOR THEIR HOBBIES OR INTERESTS SO THAT THEY CAN TAKE A MEANINGFUL BREAK FROM REVISION WHICH WILL HELP THEM CONCENTRATE BETTER WHEN THEY DO NEED TO REVISE.**

**IF, WHEN THEIR EXAMS ARE OVER THEY CAN SAY 'I DID MY BEST'. NOBODY CAN ASK FOR ANYTHING MORE.**



## REVISION PLAN

### WHAT'S THE BEST WAY FOR THEM TO REVISE?

Different students swear by different approaches, but in every case their best bet will be to create and set out a revision plan. It's never too early to look at how much work they will be required to cover during this exam period.

Establish how much time they have available between now and when their exams are due to take place, and then draw up a realistically achievable timetable.

When working out how much time your son / daughter should devote to each subject, try to get them to concentrate on those weaker subjects without losing sight of where their strengths are.

Over the next few pages are some example revision plans you could use with your son / daughter.



# PREPARING FOR EXAMS

## REVISION PLANNER

	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK	MONTH/WEEK
TOPIC					

# PREPARING FOR EXAMS

## MY STUDY DAY

TIME	SUBJECT	TOPIC	TICK WHEN FINISHED
9.00-9.40			
10.00-10.40			
11.00-11.40			
12.00-12.40			
13.00-13.40			
14.00-14.40			
15.00-15.40			
16.00-16.40			
17.00-17.40			
18.00-18.40			
19.00-19.40			

Sometimes easier to study in 40-minute blocks but remember to include plenty of breaks in between!

# PREPARING FOR EXAMS

## REVISION TIMETABLE

### TEMPLATE

Use different colours for different topics. Remember to keep reviewing what you have revised and testing yourself at the end of the day, the next day and the end of the week - this will help you to recall the information in the exam.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM	SUBJECT 1	SUBJECT 3	SUBJECT 5	SUBJECT 3	SUBJECT 5	SUBJECT 2	SUBJECT 4
	BREAK						
10AM	SUBJECT 1	SUBJECT 4	SUBJECT 1	SUBJECT 3	SUBJECT 1	SUBJECT 3	SUBJECT 5
	BREAK						
11AM	SUBJECT 2	SUBJECT 4	SUBJECT 1	SUBJECT 4	SUBJECT 1	SUBJECT 3	SUBJECT 5
	BREAK						
1PM	SUBJECT 2	SUBJECT 4	SUBJECT 2	SUBJECT 4	SUBJECT 1	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK	FREE	FREE
2PM	SUBJECT 2	SUBJECT 5	SUBJECT 2	SUBJECT 4	SUBJECT 2	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK	FREE	FREE
3PM	SUBJECT 3	SUBJECT 5	SUBJECT 2	SUBJECT 5	SUBJECT 3	FREE	FREE
4PM	REVIEW	REVIEW	REVIEW	REVIEW	FREE	FREE	FREE

# PREPARING FOR EXAMS

## REVISION TIMETABLE

### TEMPLATE 1

You do not need to study from 8am-10pm; decide which hours of the day you can concentrate best

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8AM							
9AM							
10AM							
11AM							
12AM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

Don't be over ambitious – break work down into small chunks. Assess how familiar you are with each topic and focus on your weak areas. Take breaks, do short (45 minute) sessions often and include fun stuff / rewards – that way you are more likely to stick to your timetable.

# PREPARING FOR EXAMS

## SUBJECT PLANNER: THE BIG PICTURE

SUBJECT TITLE:

<p><b>What is the subject about?</b></p>	<p><b>What do I need to do in the exam? (Most important checklist of all)</b></p>	<p><b>What are the command words in the EXAM questions? (see past papers)</b></p>	<p><b>How do I prepare for these questions? What skills do I need for each specific paper?</b></p>	<p><b>How do I CHECK that I know and understand the information? What routines am I using to help me review constantly?</b></p>
<p>Explain what the subject is about in your own words.</p> <p>Underline most relevant for the exam.</p>	<ul style="list-style-type: none"> <li>• Specification &amp; examination board               <ul style="list-style-type: none"> <li>• Assessment Objectives for this subject (this is where you get clues as to what is expectant of you in this subject)</li> </ul> </li> <li>• Number of papers               <ul style="list-style-type: none"> <li>• Type of questions</li> </ul> </li> </ul>	<p>Choose from past papers</p>	<p>Write in examples from the specification</p> <p>Paper 1</p> <p>Paper 2</p> <p>Oral Coursework</p> <p>Practical Exam</p>	<p>Write in examples</p> <ul style="list-style-type: none"> <li>• Have I rehearsed the timings for each paper?</li> <li>• Have I used past papers to focus my learning?</li> <li>• Have I made sure that I am looking after my wellbeing during this revision period?</li> </ul>

# PREPARING FOR EXAMS

## TOPIC TITLE

### TOPIC OVERVIEW

### EXAMINATIONS TECHNIQUES SHEET

What I need to know	Notes I need to make e.g. Summary chart-grid tables	A good answer check list	Checking that I know my topic

**GOOD LUCK WITH YOUR EXAMS!**

# PREPARING FOR EXAMS

## REVISION PLAN: DONE WHAT'S NEXT?

- **Stick to it!** That way you can keep track of how much work you've done and what you have left to cover
- Choose a place in the house to revise where you won't be distracted
- Make your family aware of the fact that you need some peace and quiet during this time, so they know not to disturb you
- Switch revision between subjects to avoid becoming bored of a single topic
- Look for fresh sources of info. other than class notes. The internet, for example, offers some innovative learning resources
- Set yourself up with a 'reward' after every revision session. Nothing extravagant, just a small treat to help you get back to your books
- The most effective way to approach a revision session is to focus on understanding rather than memorising

# PREPARING FOR EXAMS

## MANAGING EXAM STRESS

**It is normal for any young person to feel a bit worried about their exams, these feelings are enhanced if they feel they are being put under extra pressure from their school and / or family members. As a parent / carer you will feel a certain amount of added pressure during this exam period as it is natural for you to want your son / daughter to succeed in their exams. Exam stress may lead your son / daughter to feel anxious or depressed and this might affect their sleeping or eating habits. If you recognise any of these signs, or are worried that exam pressure is taking over their life, there are things you can do to support them:**

- Ensure your son / daughter knows that if they are struggling with anything that they should speak to any of their trusted friends / family. Just knowing there are people out there willing to provide them with the help and support they need along with some encouragement and reassurance can make all the difference. They shouldn't feel they need to go through this alone and keeping any problems to themselves could potentially make things worse in the long run.
- Ask your son / daughter to think about any additional practical support they may need. Ask them to be honest with themselves about needing to ask for extra help. Suggest that they may wish to talk through any of their concerns with their teacher/tutor who will be sure to let them know what additional support the school can offer. Teachers / tutors will have spoken to lots of students before who are going through similar things and they are likely to know all the helpful resources or services which are available to support them.
- Your son / daughter may wish to find a study group or start their own with a few friends. Working through problems with other students can be a nice way to keep their social life going, boost their morale as well as undertaking revision activity.
- Make sure they stay positive and continue to be kind to themselves. Keep reminding them of all of the great things they have achieved so far and how proud you are of these achievements. If needed, sit together and write a list of all the things they have achieved, their strengths and all of the things other people value about them too.

### **Never forget that, it is okay for them**

- To make mistakes
- To have bad days
- To be less than perfect
- To do what's best for them
- To ask for help

# NOW IS THE TIME TO CELEBRATE

THE EXAMS ARE OVER AND THERE IS NOTHING MORE YOUR SON / DAUGHTER CAN DO NOW EXCEPT TO WAIT FOR THOSE RESULTS TO COME THROUGH LATER IN THE YEAR.

MAKE SURE THEY KNOW THAT REGARDLESS OF THE RESULTS THEY RECEIVE THERE WILL ALWAYS BE A PATHWAY OR OPPORTUNITY OPEN TO THEM AND PEOPLE WILLING TO SUPPORT THEM.

WISH THEM THE BEST OF LUCK FROM THE ENTIRE INSPIRING WORCESTERSHIRE DELIVERY TEAM.



# CHECKLIST FOR PARENTS...

Work through the list of questions below and once completed you can be confident that you have supported your child the best you can to be prepared for their future.

- 1) Does your child have an idea of what they would like to do after school and how they get there?  Yes  No
- 2) Has your child researched all the pathways available to them?  Yes  No
- 3) Does your child understand the deadlines and workload they need to meet in order to secure their pathway?  Yes  No
- 4) Does your child understand the exam grades they need in order to secure their pathway?  Yes  No
- 5) Has your child got a plan B?  Yes  No
- 6) Has your child booked to see their Careers Leader or Careers Adviser in school for more advice and support?  Yes  No
- 7) Is your child confident in writing an application and/or going for a formal interview?  Yes  No

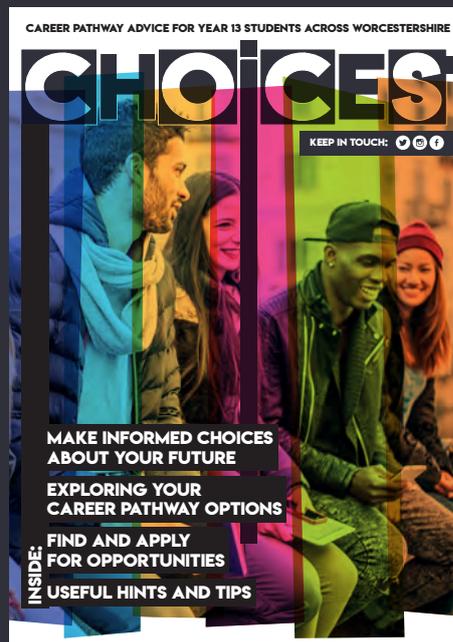
## NOTES

Under the box please add text: Should you feel you require any further help or support please visit the Skills 4 Worcestershire Signposting Website. <http://www.skills4worcestershire.co.uk>

# CHOICES TRANSITION BOOKLETS

The Inspiring Worcestershire Careers Hub delivery team have created a series of transition support documents which you may wish your son / daughter to work through in order to help prepare them for life beyond school.

These useful documents should provide your son / daughter with all of the key information advice and guidance they may need and will allow them the opportunity to work through a number of useful activities / tasks each term throughout the school academic year.



These documents are free to use and can be downloaded from the Skills 4 Worcestershire Website. Please follow the link below to access these documents:

[www.skills4worcestershire.co.uk](http://www.skills4worcestershire.co.uk)

# PARENT PLEDGE CAMPAIGN

**THE “PARENTS PLEDGE” CAMPAIGN AIMS TO GET PARENTS AND CARERS MORE ACTIVELY INVOLVED WITH THEIR LOCAL SCHOOL IN ORDER TO HELP DEVELOP AND FURTHER ENHANCE THE CAREERS PROGRAMMES ON OFFER TO STUDENTS.**

**PARENTS AND CARERS ARE WITHOUT DOUBT THE BIGGEST INFLUENCERS FOR YOUNG PEOPLE MAKING DECISIONS ABOUT THEIR FUTURE EDUCATION AND CAREERS CHOICES.**

**BY WORKING WITH YOUR LOCAL SCHOOL’S CAREERS TEAM, PARENTS AND CARERS CAN SHARE THEIR OWN KNOWLEDGE AND EXPERIENCES TO HELP STUDENTS UNDERSTAND THE SKILLS AND QUALIFICATIONS THEY NEED TO ENTER THE WORLD OF WORK.**



**HELP SUPPORT YOUR SCHOOL TO DIRECTLY LINK CURRICULUM SUBJECTS TO THE WORLD OF WORK**



**INCREASE THE NUMBER OF ENCOUNTERS WITH EMPLOYERS THAT YOUNG PEOPLE RECEIVE**



**PROVIDE ACCURATE CAREER PATHWAY INFORMATION ABOUT THE INDUSTRY SECTOR YOU WORK IN**



**HELP YOUNG PEOPLE UNDERSTAND THE SKILLS AND QUALIFICATIONS THEY NEED TO ENTER THE WORLD OF WORK**



**USE YOUR NETWORK OF FRIENDS OR COLLEAGUES TO INCREASE EMPLOYER PARTICIPATION IN YOUR CHILD’S SCHOOLS CAREERS PROGRAMMES**



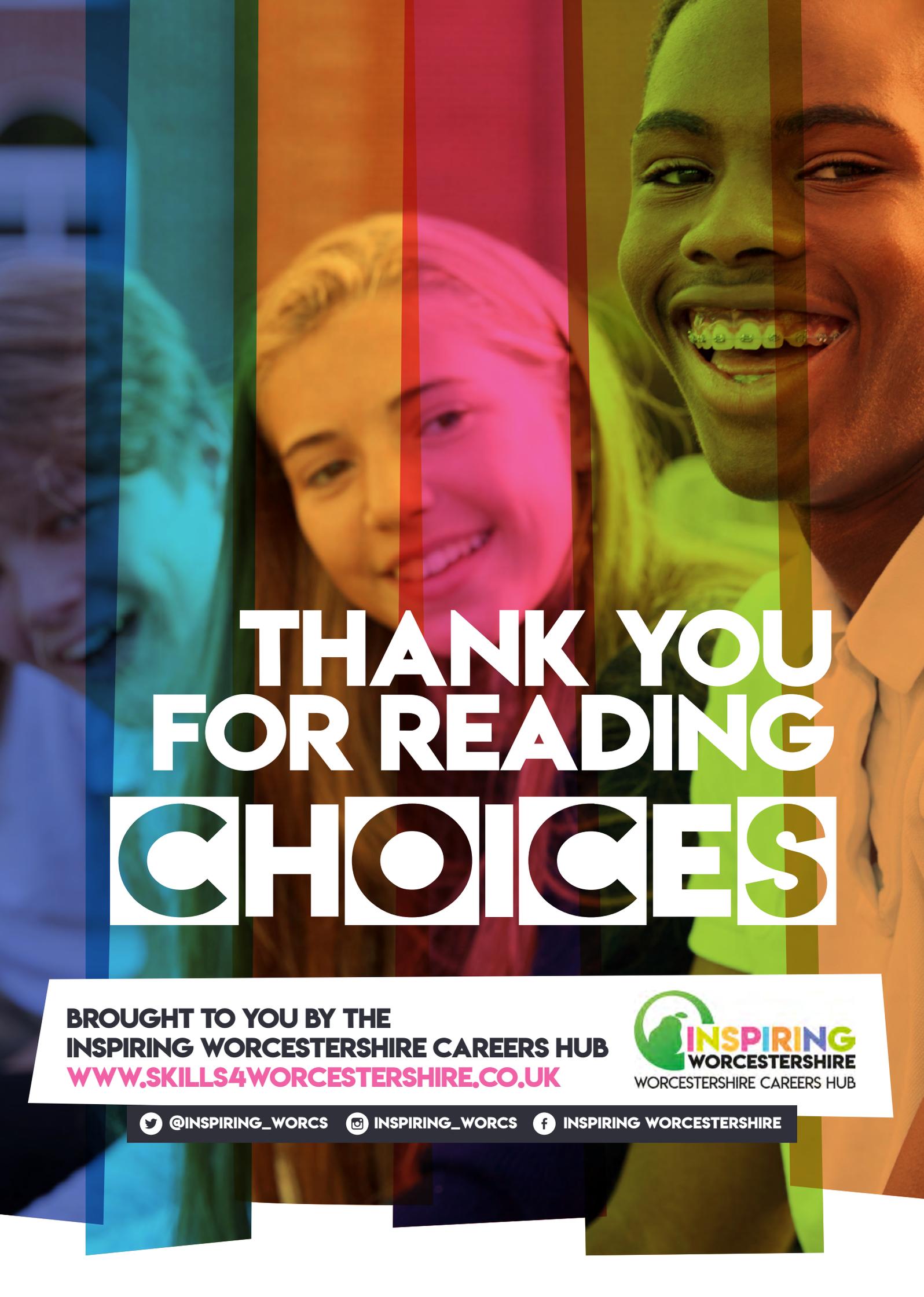
**ENCOURAGE YOUR EMPLOYER TO PROVIDE MORE YOUNG PEOPLE WITH VITAL WORK EXPERIENCES**

## DON'T DELAY, GET INVOLVED TODAY.

**CONTACT THE INSPIRING WORCESTERSHIRE DELIVERY TEAM ON [CEC@WORCESTERSHIRE.GOV.UK](mailto:CEC@WORCESTERSHIRE.GOV.UK)**

SUPPORTED BY  
PARENTS VOICE  
WORCESTERSHIRE





# THANK YOU FOR READING CHOICES

**BROUGHT TO YOU BY THE  
INSPIRING WORCESTERSHIRE CAREERS HUB**  
[WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)



 @INSPIRING\_WORCS  INSPIRING\_WORCS  INSPIRING WORCESTERSHIRE