**Destinations: Alternatives to University**

**Student Pack**

The timely and proper organisation of student destinations following College is of the utmost importance in order to guarantee all pupils leave school with a viable pathway of employment ahead of them.

**Name: …………………………………………………………………**

**Tutor group: ………………………………………………………..**

**Main alternatives to university:**

1. Apprenticeships
2. Employment

**Main advantages / disadvantages of choosing an alternative course to university:**

|  |  |
| --- | --- |
| **Benefits** | **Disadvantages** |
| * Usually paid while you train * Avoid the cost of university fees * Work experience straight away * Many more widely available * Diverse range of apprenticeships in all areas at all levels * You can apply to university later in life – there is no age limit or deadline | * Many jobs require a degree * For an apprenticeship you already need a good idea of what you want to do as a job in the long-term * Apprenticeships are becoming increasingly competitive * While increasing, they are still not as wide and diverse as the range of university courses |

**What are Apprenticeships?**

An Apprenticeship is a real job with training so you can earn while you learn and get recognised qualifications as you go. If you live in England, are over 16 and not in full-time education, you can apply. They take between one and four years to complete and cover 1,200 job roles, in a range of industries, from engineering to financial advice, veterinary nursing to accountancy.

**What are Higher Apprenticeship?**

A Higher Apprenticeship incorporates a work-based learning programme and leads to a nationally recognised qualification at Level 4 and above.

* a Level 4 and 5 is equivalent to a higher education certificate, higher education diploma or a foundation degree
* a Level 6 is equivalent to a bachelor degree
* a Level 7 is equivalent to a master’s degree

They offer a new work-based route into professions which have traditionally been the preserve of graduates. Over 40 different subjects are currently covered, ranging from commercial airline piloting to legal services, representing hundreds of job roles.

**What are Traineeships?**

If you're interested in an Apprenticeship but need more skills and experience in order to get onto one, a Traineeship could be for you. A Traineeship can last anything from six weeks to six months and is a work placement that combines work experience with skills training.

**Where can I find Apprenticeships?**

* [**http://www.apprenticeships.org.uk**](http://www.apprenticeships.org.uk/)
* The above website will automatically take you here once you start searching for vacancies/applying: [(**https://apprenticeshipvacancymatchingservice.lsc.gov.uk**](https://apprenticeshipvacancymatchingservice.lsc.gov.uk/)**)**
* [www.indeed.co.uk](http://www.indeed.co.uk)

🡪 What: Apprenticeships

🡪 Where: ‘Bingham’?

**What next?**

1. Research – find apprenticeships / jobs that you want to apply for.
2. Up-to-date Curriculum Vitae
3. Up-to-date cover letter (most jobs will require these to be sent with the CV)
4. Preparation for interview

**Step 1: Research**

1. What are your academic qualifications?

Task 1: Complete the tables below

|  |  |
| --- | --- |
| **GCSEs** | |
| **Subject** | **Grade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **AS Level results / predicted grades** | |
| **Subject** | **Grade** |
|  |  |
|  |  |
|  |  |
|  |  |

1. What do I want to apply for?

**Remember! Even if you cannot apply for the apprenticeship or jobs right now, researching NOW what is available is crucial because:**

* **Research is the best way to get to know a job market and what jobs are even available (most job titles are unknown by the majority of people)**
* **It is also the best way to find inspiration for what you want to do if you don’t know**
* **It means you will know where and what to look for in the future.**

**How do I search for apprenticeships?**

* Home: [www.apprenticeship.org](http://www.apprenticeship.org)
* ‘Apprenticeships’

‘Get more information’

* + ‘Apply for vacancies’

Enter: Keyword (e.g. sports, journalism, accounting, social work)

Location (e.g. Nottingham / Nottinghamshire)

**How do I search for higher apprenticeships?**

* Home: [www.apprenticeship.org](http://www.apprenticeship.org)
* Apprenticeships’

‘Get more information’

* + ‘Apply for vacancies’

**Enter: Keyword = ‘Higher’**

**Then filter through the results looking for those that state they are ‘higher apprenticeships’**

**How do I search for a job?**

* There are **many** job websites.
* The best ones to start with are those that target school leavers and don’t already require professional qualifications:
* [www.indeed.co.uk/School-Leaver-jobs](http://www.indeed.co.uk/School-Leaver-jobs)
* [www.indeed.co.uk/School-Leaver-Programme-jobs](http://www.indeed.co.uk/School-Leaver-Programme-jobs)
* [www.schoolleaverjobs.co.uk](http://www.schoolleaverjobs.co.uk)
* [www.thebigchoice.com/School\_College\_Leavers](http://www.thebigchoice.com/School_College_Leavers)
* [www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)
* [www.studentladder.co.uk/School-Leaver-Programmes/school-leaver-programmes.html](http://www.studentladder.co.uk/School-Leaver-Programmes/school-leaver-programmes.html)
* Some School Leaver programmes offer incredibly prestigious career opportunities with high profile companies:
* **In fact, if you know a company you would like to work for – they probably offer a School Leaver programme:**

[www.kpmgcareers.co.uk/school-leavers](http://www.kpmgcareers.co.uk/school-leavers)

[www.nestlecareers.co.uk/academy/content/school-leavers](http://www.nestlecareers.co.uk/academy/content/school-leavers)

[www.accenture.com/horizons](http://www.accenture.com/horizons)

[www.rbsbankyoubuild.com/school-leavers](http://www.rbsbankyoubuild.com/school-leavers)

[www.allianz.co.uk/schoolleaver](http://www.allianz.co.uk/schoolleaver)

<http://careers.marksandspencer.com/school-leavers>

[www.ey.com](http://www.ey.com)

* Click ‘Home’
  + Click ‘Careers’
    - Click ‘Students’
      * Click ‘Schools Programme’

[www.deloitte.com](http://www.deloitte.com)

* Click ‘careers’
  + Click ‘School leavers’
* There are also many organisations with excellent advice and links to follow for school leavers. Try the following:

[www.totaljobs.com](http://www.totaljobs.com)

* Career Advice
  + Unemployment advice (don’t worry – it’s just a link)
    - Scroll down to: ‘Jobs for School Leavers’ for some job ideas.

[www.allaboutschoolleavers.co.uk/employer-rankings](http://www.allaboutschoolleavers.co.uk/employer-rankings)

* List of top 5 rated school leaver employers 2014 – 15

[www.office-angels.com](http://www.office-angels.com)

* Click ‘Help and Advice’
  + Click ‘News and Opinion’
    - Click ‘Blog’
      * Scroll down to find: ‘Jobs for 16-18 year olds & school leaver programmes’

1. I still don’t know where to start! What should I do?

Try to find out at least which job sector you are interested in. Here are a few of the most common:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accountancy. Banking and Finance | Business, consulting and management | Charity and voluntary work | Creative arts and design | Sales |
| Energy and utilities | Engineering and manufacture | Environment and agriculture | Healthcare | Science and pharmaceuticals |
| Hospitality | Information technology | Law | Law enforcement and security | Social care |
| Media and publishing | Property and construction | Recruitment and HR | Retail | Teaching and education |

You can find more out about different job sectors from these websites:

<http://www.prospects.ac.uk/sectors.htm>

<http://www.totalprofessions.com/profession-finder/sector-summaries>

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

* Click ‘career tools’
  + Click ‘job profiles’
    - Have a look through the alphabet of jobs and read a bit about each!

If you are still totally stuck – go back to the Apprenticeships website and type in the subjects at school you are studying:

**How do I search for apprenticeships?**

* Home: [www.apprenticeship.org](http://www.apprenticeship.org)
* ‘Apprenticeships’

‘Get more information’

* + ‘Apply for vacancies’

Enter: Keyword **(Enter one of the subjects you are currently studying e.g. Business, IT, Sport**)

Location (e.g. Nottingham / Nottinghamshire)

**Student Destinations Profile:**

**Job sectors or jobs I am interested in are:**

**Three apprenticeships / jobs I have seen today that I am interested in applying for are:**

1.

2.

3.

**Step 2: Up-to-date Curriculum Vitae**

* Type up and print out a copy of your CV for your file:

**How to write a CV:**

**Full Name** (Date of Birth)

Contact details: Address, phone number, email

Personal Profile: Write 2 – 3 sentences briefly introducing who you are. *E.g. I am a full-time post-16 student at Toot Hill College, Nottinghamshire. I am currently studying …, … , … I am (choose 2-3 adjectives to describe yourself) and am committed to working as (what job or sector are you interested in/applying for?).*

Education: Put the dates you attended the school/College and its address. List your GCSE qualifications and your AS qualifications/predicted grades. Put them in alphabetical order *E.g. …:*

*2012 – 2014: Toot Hill College, Bingham, Nottinghamshire, NG13 8BL*

*AS Levels:*

*Art – B*

*Geography – C*

*Product Design – C*

*GCSEs:*

*Art - A*

*English - C*

*Maths – C*

*Physics - D*

*Etc.*

Other qualifications: If you have completed any other qualifications / awards include these too. E.g. Duke of Edinburgh, Sports Leader Award, First Aid awards etc.

Work experience: Put the dates of your work experience, the name of the company, and the role you had – try to include a brief description of the main tasks you undertook.

Additional information: You can include a brief description of your hobbies/interests e.g. sport, travel, languages, reading just to show you are also a well-rounded person.

Referees: Choose two people who are not related to you, and are not your friends. You could, for example, use someone you have worked with, or your tutor. You must ask them first. Include their full name, and contact details (address, phone number, email). They will be contacted for a reference for you.

* If you are unsure. ASK.

**Step 3: Write a Cover Letter**

**Remember! This is only really possible if you know what apprenticeship or job you are applying for!**

**First: Make sure you thoroughly research the company/job/apprenticeship you are applying to:**

*What sort of person are they looking for? Do they mention any key skills or qualities? What exactly will the role do? You can ring up and ask – this is usually well received. How successful is the company? What is the history of the company? What do other people say about the company (they might have a profile of someone who has done the job or a quick google search will work).*

**Example Cover Letter:**

Your address

Aaa

Aaa

Their address

Aaa

Aaa

Date in full

Dear Sir/Madam,

**Job title applying for – Your name**

Paragraph 1: Brief description of who you are

Paragraph 2: Why you have applied for this job/why you want to do this job (Try to include specific information about the job to show you have researched it thoroughly)

Paragraph 3: What skills/qualifications you have that show you would be able to do the job

Paragraph 4: Briefly thank the person for taking the time to consider you, and direct them to the referees included at the bottom of your CV for further evidence of your potential to do the job.

Yours Faithfully,

Name

**There are many websites to help you further with a cover letter:**

<http://www.totaljobs.com/careers-advice/cvs-and-applications/cover-letter-tips>

<http://www.goodletterwriting.com/formal-letters.html>

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/writeacoveringletter.aspx>

<http://www.myworldofwork.co.uk/content/cover-letter-guide>

**Step 4: Prepare for interviews**

* You must **always** prepare for interviews before attending:

1. Read through your CV, Cover letter and information about the job again the night before
2. Dress smartly
3. Arrive on time – carefully research where you are going and leave plenty of time
4. Take with you a copy of your CV and Cover Letter
5. Take with you any other work/evidence of your skills (e.g. a portfolio of qualifications)

* **AND … Practice, practice, practice interview questions.**

**The most common interview questions: FILL THESE IN WITH NOTES**

|  |  |
| --- | --- |
| Why do you want this job / want to work here? |  |
| What skills / personal qualities would you bring to this job? |  |
| What are your main strengths? |  |
| What are your main weaknesses? |  |
| Where do you see yourself in five years time? |  |

* What do you know about our company?
* What are your goals?
* Why did you choose the A Levels you’re doing and what do you enjoy about them?
* What skills have you gained from your extra-curricular activities / part-time job / other?
* If we asked your friends what were your good and bad points, what would they say?
* What do you think this job can offer you?
* Why should we offer you a place?
* What work experience have you done and what did you learn from it?
* What career plans do you have, if any?
* What qualities do you possess to follow your chosen career?
* Why have you decided not to take a gap year?
* What experience have you got in this area?
* What motivates you?
* What tasks do you enjoy most?
* What makes a good team?
* What makes a good team member?
* What makes a good team leader?
* What was the last film or book you read?
* How would you describe yourself?
* How would your friends describe you?
* What are your strengths and weaknesses?
* What can you do for us that other candidates can’t?
* What would your friends say were your best qualities?
* Why should we accept/hire you?
* Tell me about yourself/How would you describe yourself?
* What are you best at?
* What are your main interests?
* What courses have you taken, other than A levels, either at school or outside, and what have you gained from them?
* Tell me about a current news story.
* What are you interested in reading?
* What was the last book you read and how did you choose it?
* What is your favourite newspaper or periodical?
* Do you follow a particular columnist in a newspaper or periodical?
* Have you been abroad?
* Describe your most interesting experience abroad.
* What are your views on the funding of universities?
* How do you think universities should achieve a good social mix in their intake?
* What positions of responsibility have you held and what did you learn from them?
* What have you most enjoyed at school?
* What do you dislike about school?
* Are you good at working on your own?
* What opportunities have you had for exercising leadership?
* Describe a situation where you were put under pressure?
* What are your strengths?
* What are your weaknesses?
* Tell me an achievement you are proud of.