



Student Careers Pack



November 2019

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Section 1

Believing in yourself is the first step to success

Buy a book or create a file – call it 'Career Ideas', 'My Career Dreams', or something similar. In it - begin to brainstorm - list what makes you, you – your abilities, skills, strengths...

Abilities / Hard Skills:

A definition of ability – “talent, skill, or proficiency in a particular area”

A definition of hard skills – “**Hard skills** are teachable abilities or **skill** sets that are easy to quantify”. You typically learn them through the classroom, at work or through studying training/teaching resources.

List the abilities/hard skills, soft and transferable skills you have...

A few examples:

Subjects you are good at in school –

- where you achieve *your* best grades
- when you have achieved a clear outcome – won a prize or commendation for a piece of work / artwork / written work, etc.
- ability to communicate in another language

A skill you have acquired in your spare time – at a club, or at home –

- learning a musical instrument
- achieving a badge as part of a Uniformed organisation, e.g. Scouts, Girls'/Boys' Brigade, Guides, Air Cadets, Sea Cadets, Army Cadets, Volunteer Police Cadets etc.
- Others tell you they love a particular dish you make
- You are able to fix and mend things – bikes, computers, clothes
- Success within a sport – within a team, competitively, or achieving a certain level e.g. different belts within Judo, School or Local Team etc

Can you think of any more examples? Write them down.

Don't worry if you are unable to think of many examples right now, your abilities and hard skills will grow as you go through life and acquire more ☺

Soft and Transferable Skills

A definition of a Soft Skill – Wikipedia describe skills as:

“...a combination of people **skills**, social **skills**, **communication skills**, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve.”

A definition of Transferable Skills – Indeed.co.uk describe them as follows:

“...**Transferable skills**, also known as “portable skills,” are qualities that can be transferred from one job to another. You are likely already possess many transferable skills employers want, like organisation or strong communication. You can strengthen those skills and develop new ones that employers value across industries and jobs.”

Soft and Transferable skills are highly sort after by employers. Research the words below. Write down the ones you already have, and give examples. Also write those you would like to work toward or improve upon:

Adaptability

Analytical Skills

Commercial awareness

Communication

Decision making

Flexibility

Initiative

Innovation

IT Skills

Leadership

Negotiation

Networking

Numeracy Skills

Organisation

Problem solving

Research

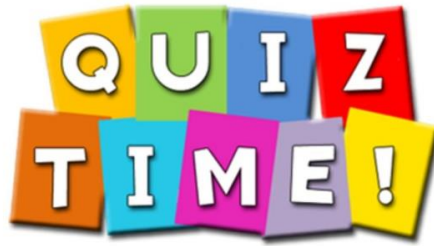
Teamwork

Time management

Weaknesses: It is good to be self-aware. While we do not need to focus on our weaknesses all the time, it is important to be aware of areas you need to work on – is it *time management*? Or *Teamwork*? How can you improve on yours? Employers will be keen to know how you are working on your weaknesses too.

A common interview question – Tell us about your strengths and weaknesses! Start preparing now, it will definitely help you 😊.

Careers Quizzes / Websites



Complete a careers quiz at:

- www.icould.com or www.ucas.com (Buzz Quiz – short Personality and careers matching test)
- www.prospects.ac.uk (You will need to register online)
- www.sacu-student.com (You will need to register online)



Research careers, find job profiles and related information at:

- <https://www.adviza.org.uk/>
- <https://www.allaboutcareers.com/>
- www.careersbox.co.uk
- www.icould.com (includes videos of people talking about their Job roles)
- <https://nationalcareers.service.gov.uk/>
- <https://www.studentladder.co.uk/>

Section 2

National Qualifications Framework

LEVEL 8	Doctorate PhD				
LEVEL 7	Masters Degree MS, MSc, MPhil			Masters Degree Apprenticeship	
LEVEL 6	Bachelor Degree BA,BSc			Undergraduate Degree Apprenticeship	
LEVEL 5		Foundation Degree FdA, FdSc	HND	Higher Apprenticeship	
LEVEL 4			HNC		
LEVEL 3	A-Level	A2	L3 Diploma (National)	L3 Certificate (National)	Advanced Apprenticeship
		A1 (AS Level)			
LEVEL 2	GCSE Grades A*-C New grades 9-4	L2 Award/Certificate/Diploma (First)			Intermediate Apprenticeship
LEVEL 1	GCSE Grades D-G New grades 3-1	L1 Award/Certificate/Diploma (Foundation)			
	ENTRY LEVEL				

Section 3

i) Sixth Forms

Reading and Woodley:

Maiden Erlegh	https://www.maidenerleghschool.co.uk/
Bulmershe	https://www.thebulmersheschool.com/
Denefield	http://www.denefield.org.uk/
Highdown	https://www.highdown.reading.sch.uk/
Hugh Farringdon	https://www.hughfaringdon.org/
John Madejski	https://www.johnmadejskiacademy.co.uk/
Kendrick	https://www.kendrick.reading.sch.uk/ (for Girls)
Prospect	http://www.prospect.reading.sch.uk/
Reading Girls	http://www.readinggirlsschool.co.uk/
Reading Boys	https://www.reading-school.co.uk/ (for Boys)
Waingels	https://www.waingels.wokingham.sch.uk/
The Wren	https://www.wrenschool.org/

*Please note, the above list is not exhaustive. You can find details of Local Authority and Independent schools via Council/Local Authority websites, google and google maps.

****Be sure to check dates of Sixth Form Open Days / Evenings and application deadlines****



ii) Further Education Colleges

College Open Dates 2019-20

Note - Dates that have been announced to date for this academic year – additional dates for some colleges may be added later. Check websites before attending in case details have changed.

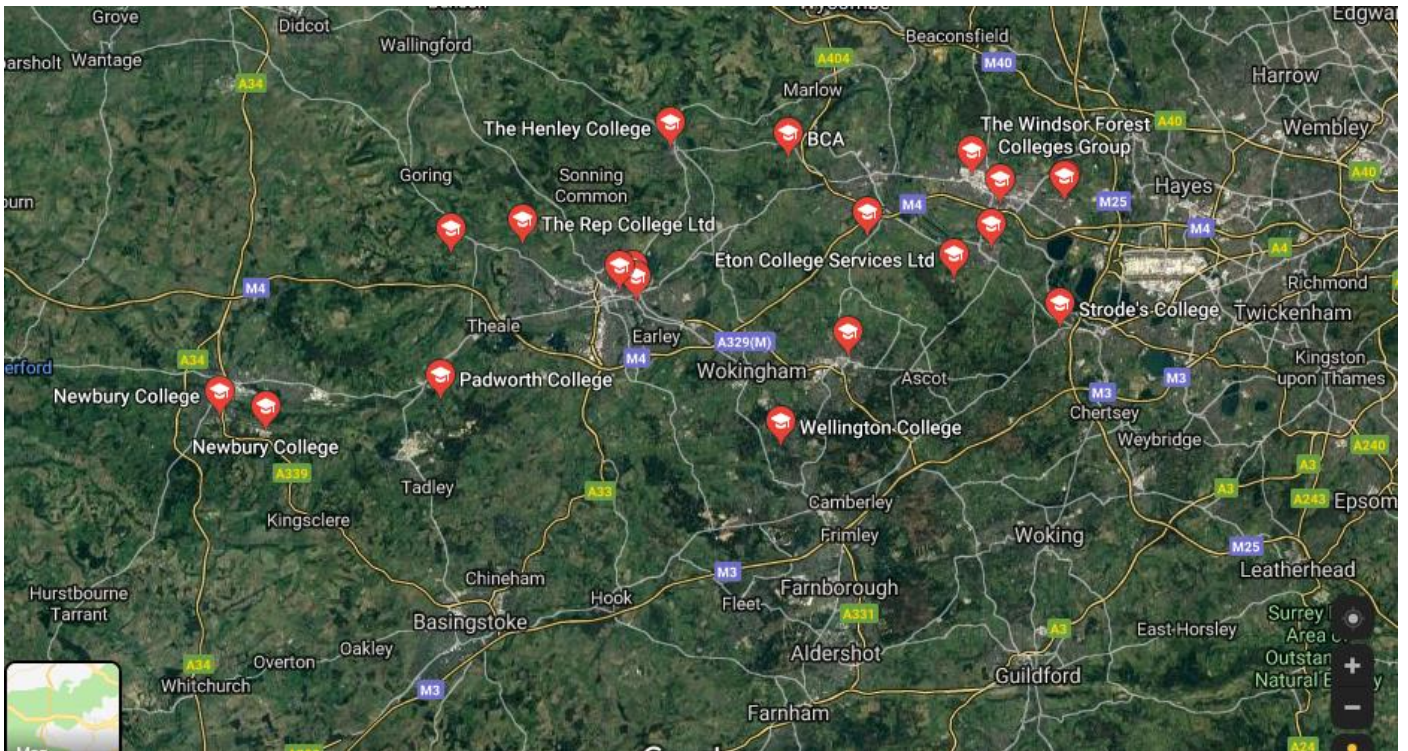
College	Contact details	Dates
BCA Hall Place Burchett's Green Maidenhead SL6 6QR	01628 824444 / 0800 071 1666 www.bca.ac.uk	Open events Saturday 5 October 2019 - 10am to 2pm Saturday 23 November 2019 - 10am to 2pm Saturday 1 February 2020 – 10am to 2pm, Wednesday 6 May 2020 – 5pm-7.30pm Taster days take place from Nov https://www.bca.ac.uk/events/
Bracknell & Wokingham College Church Road Bracknell RG12 1DJ (RG12 1EH for sat navs) (part of Activate Learning Group of Colleges)	Tel: 01344 766200 / 0800 612 6008 www.activatelearning.ac.uk	Open events Sat 12 Oct 2019 – 9.30am-12.30pm Wed 13 Nov 2019 – 4pm – 7pm Wed 12 Feb 2020 – 4pm-7pm Sat 13 Jun 2020 – 9.30am-12.30pm
Henley College Deanfield Avenue Henley RG9 1UH	Tel: 01491 579988 www.henleycol.ac.uk	Open events Tue 15 Oct 2019 - 6pm- 8.30pm Sat 16 Nov 2019 – 10am-1pm Tue 26 Nov 2019- 6pm- 8.30pm Tue 28 Jan 2020 Tue 10 Mar 2020 – 6pm-8.30pm http://www.henleycol.ac.uk/apply/prspective-student-events/
Reading College Kings Road Reading RG1 4HJ (part of Activate Learning Group of Colleges)	0800 612 6008 / 0118 955 4300 www.activatelearning.ac.uk	Open events Wednesday 9 October 2019 - 4pm-7pm Wednesday 5 February 2020 – 4pm-7pm and Saturday 9 November 2019 - 9.30am-12.30pm Saturday 6 June 2020 – 9.30am-12.30pm. Taster evenings: Usually take place in December and February each year

		https://www.activatelearning.ac.uk/events
Sparsholt College Westley Lane Sparsholt Winchester SO21 2NF	Tel: 01962 776441 www.sparsholt.ac.uk	Open events Sat 12 Oct 2018, 10am – 2pm Sat 16 Nov 2018, 10am – 2pm Sat 1 Feb 2019, 10am – 2pm Sat 7 Mar 2019, 10am – 2pm Wed 1 Apr 2019, 4pm – 7pm Thu 18 Jun 2019, 4pm – 7pm https://www.sparsholt.ac.uk/opendays/
UTC Reading (IT and engineering) Crescent Road Reading RG1 5RQ	0118 938 1020 www.utcreading.co.uk	Open events Wed 25 Sep 2019 – 5.30pm-7.30pm Wed 6 Nov 2019 - 5pm-7.30pm Wed 27 Nov 2019 - 5.30pm-7.30pm Post 16 open event: Wed 22 Jan 2020 - 5.30pm-7.30pm https://www.eventbrite.co.uk/o/utc-reading-5876146093 or www.utcreading.co.uk / news and events / events

Key dates for Application Deadline submission

Highdown Sixth Form	29-Nov
Piggott Sixth Form	13-Dec
Maiden Erlegh School	15-Nov
BCA	15-Jan
Henley College	ASAP

Map of F.E. Colleges, Berkshire



To find out where F.E. Colleges are located, you can use google maps:-

<https://www.google.com/maps/search/colleges+in+berkshire/@51.5724603,-0.9709554,10z/data=!3m1!4b1>



Section 4

Higher Education (University + some Further Education (F.E.) Colleges (levels 4-8):



Thinking about university? Useful websites:

www.ucas.com – The UK University application and information website

www.sacu-student.com – Personal Statement help and advice. Great student section

www.prospects.ac.uk – Graduate career prospects

<http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college> – help with A' level choice

www.thecompleteuniversityguide.co.uk – useful information

www.thestudentroom.co.uk – Forums on choosing universities / degrees / student life and much more!

<https://www.theguardian.com/education/ng-interactive/2019/jun/07/university-league-tables-2020> – ranks universities and university courses

*Some F.E. Colleges also offer degrees and HNC (Higher National Certificates) and HND (Higher National Diploma) courses

The Open University - <http://www.open.ac.uk/>
Offers flexible ways to study



Section 5

Apprenticeships:

If you would like to apply for apprenticeships to begin after Year 11, it is also important to apply for Sixth Form / F.E. College also, as entry to Apprenticeships can be competitive.

There are different types of Apprenticeship to consider:-

- Intermediate Apprenticeship – A range of GCSE grades required for entry
- Advanced Apprenticeship – 4+ GCSE's at 4-9 grades required for entry
- Higher Apprenticeship – 2+ 'A' levels required for entry
- Degree Apprenticeship – 2+ 'A' levels required for entry

Helpful websites:

There is not currently one, go to website for Apprenticeships, so include a wide range of websites and assistance in your search

www.getingofar.gov.uk - the government website

www.notgoingtouni.co.uk

www.thestudentladder.co.uk Excellent apprenticeship website offering placements with large high profile companies as well as advice.

www.getmyfirstjob.co.uk

www.allaboutcareers.com

[www.thebigchoice.com/School College Leavers](http://www.thebigchoice.com/School_College_Leavers)

www.gov.uk – Higher and Degree Apprenticeships

www.university.which.co.uk – Higher and Degree Apprenticeship Guide

www.careermap.co.uk

www.adviza.org.uk – young peoples' section

www.ucas.com – apprenticeship section

www.thescholarshipclub.org.uk – Degree Apprenticeships

<http://www.aimapprenticeships.co.uk/>

<https://amazingapprenticeships.com/>

www.young-professionals.uk

www.indeed.co.uk

Look at the websites of companies. They carry a huge amount of information on recruitment and opportunities

<https://amazingapprenticeships.com/resources/>



Section 6

Top Tips

- **Use** a **notebook** or create a **file** – name it 'Careers Ideas' or something similar. **Record** your ideas and research as you go along. **Invest** your time in YOU...You will not regret it!
- **Complete** Careers Quizzes
- **Explore** Job Profiles on Career websites
- **Keep** an ongoing list of your abilities/skills with examples
- **Research** your options after Year 11 – what steps will you need to take to reach your career goals?
- **Attend** your Careers meeting ☺. It will be 30 minutes long. Be as prepared as you can – complete quizzes etc. If you like, bring your research and ideas notebook or file
- **Visit** your Sixth Form, other Sixth Forms and/or F.E. Colleges (check Open Day/Evening dates and times – add them to your calendar (*book a place if necessary))
- **Explore** Apprenticeships:

If you would like to do an Apprenticeship after Year 11 – register with the government website – www.gettingofar.gov.uk

Apply for Apprenticeships via a variety of websites. Also apply for Sixth Form and/or F.E. College as back-up

- Remember – you can **apply** to as many Sixth Forms and/or F.E. College Courses as you like – you just need to confirm or decline places once you get your GCSE results in August 2020. Some courses are very popular – **apply soon**.

Always **remember**...

Believing in yourself is the first step to success

Section 7

- Inspiration -

**“HARD WORK BEATS
TALENT WHEN TALENT
DOESN'T WORK HARD”**
-TIM NOTKE



The best preparation for tomorrow is doing your best today.

H. Jackson Brown, Jr.

