



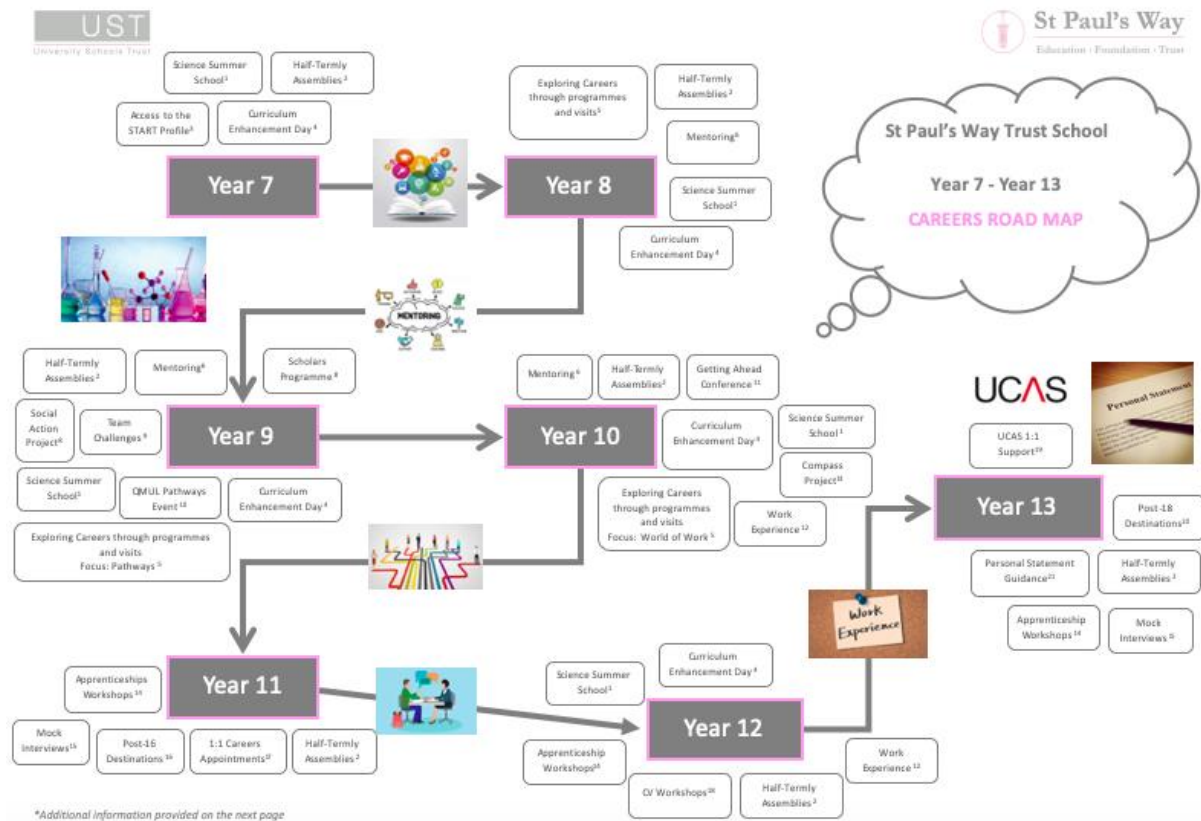
Post-16 Careers Personal Handbook



Name:

Form:

Introduction: What Next?



This handbook has been designed especially for you to help you make informed decisions about your future.

Whatever path you choose to take, this handbook includes a range of useful information and beneficial activities that will give you an insight into what to expect during Year 11.

Use this handbook wisely and take the opportunity to explore your options and ask any questions you may have before it is too late.

Wishing you all the best on your upcoming year!

Ms Kawtar (Careers Hub 1.24)
careers@spwt.net

Initial Reflections:

In your handbook, make note of 2-3 questions that you have relating to your time in Year 10. In the final session, you will look back at these questions and see whether they have been answered.

1.

2.

3.

My Post-16 Options

In the UK, you must stay in education or training until you are 18-years-old. The most common routes for students leaving Year 11 are:

- **College/Sixth Form**
- **Apprenticeship**

You are encouraged to explore all the several different options available before deciding which you would like to apply to. You can apply to different colleges at the same time, and you are also encouraged to do so as this gives you more choice to make a final decision on results day. You can also apply for the college/sixth form route and at the same time explore the apprenticeship route. When you receive your GCSE results, you can make your final decision and confirm the place you would like to take while withdraw from the others.

Qualifications Explained

Qualification	Level	Description
GCSEs (Retake)	2	If you do not have a grade C/4 or above in GCSE English and Maths and are studying at school or college, you may need to retake these subjects to get grades A* to C/9 to 4 (or equivalent).
A-Levels at College/Sixth Form	3	Subject-based qualifications taken at college/sixth form where you will study three or more A-Levels over a duration of two years. This can lead to university, further study, training or employment.
Extended Project Qualification (EPQ)	3	An independent research project which you can take alongside your A-Levels (but not alone). The EPQ can teach you some key skills and boost your future higher education and/or employment applications.
BTEC/ CTEC Diplomas at College/Sixth Form	1, 2 or 3	BTEC/CTEC Diplomas give you greater insight into a particular sector or industry. They are a range of options available and they can be equivalent to either one, two, or three A levels. They can also be chosen in combination with other qualifications e.g. BTEC and A-Level.
National Vocational Qualification (NVQ)	1, 2 or 3	NVQs provide you with skills to do a specific job ranging from hairdressing to plumbing. They are usually taken if you have a full-time job, or are on a course with a work placement that requires you to develop appropriate skills.
T-Levels		T-Levels are new courses which are equivalent to 3 A levels. They are 2-year courses which launched in September 2020 and have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study. T Levels offer a mixture of classroom learning and 'on-the-job' experience during an industry placement.
Intermediate Apprenticeship (GCSE Equivalent)	2	An apprentice earns while they learn. You would be employed by an organisation that will train you with the necessary skills while also gain a recognised qualification.
Advanced Apprenticeship (A-Level Equivalent)	3	

Making an Application

When you are making an application, you will need a range of information, ranging from your personal details to your predicted grades. This section gives you the opportunity to make note of and identify important information about you that you can later use when writing your personal statement and CV so, try to complete it as much as you can.

When I leave St Paul's Way Trust School... (tick as appropriate)

- I would like to study A-Levels/ BTEC/ CTEC/ T-Levels at College/Sixth Form
(complete box A)
- I would like to complete an Apprenticeship
(complete box B)

(A)
Subjects I am interested in are...

(B)
Occupations/Apprenticeships I am interested in are...

Personal Details

Full Name	
Date of Birth	
Address	
Postcode	
Contact (Home)	
Contact (Mobile)	
Email Address	
Parents' Name/Address (if different)	
Parents' Contact	

Emergency Contact Details

Full Name	
Relationship	
Contact Number	

Subjects and Predicted/Actual Grades

Type of Qualification	Subject	Predicted Grade	Actual Grade (if applicable)
GCSE	Mathematics		
GCSE	English Language		
GCSE	English Literature		

Work Experience

Date From:	To:
I completed my work experience at (insert employer name):	
Job Title:	
Description of Duties:	

Personal Qualities and Skills

When you write your personal statement or attend an interview you will have to demonstrate your personal qualities and skills. The grid below lists some common personal qualities and skills that can be used in personal statements and CVs.

Colour in the ones that you believe apply to you.

Teamwork	Communication	Good Listener	Organisation	Time Management
Leadership	Planning	Analysing	Problem Solving	Decision Making
Creative	Evaluating	Co-operative	Negotiating	Designing
Punctual	Confident	Supportive	Dedication	Honest
Responsible	Proactive	Ambitious	Flexible	Caring
ICT Skills	Researching	Hardworking	Reliable	Positive Thinking
Presenting	Thinking	Practical	Adaptable	Aiming High

<p>My personal qualities and skills are...</p> <p><i>(Make sure you give examples to demonstrate how you have the skills and qualities you have chosen)</i></p>	
<p>My proudest achievement is...</p> <p><i>(Mention why it is your proudest achievement)</i></p>	
<p>My interests include...</p> <p><i>(Mention what your interests are and why)</i></p>	
<p>Extra-curricular activities I take part in at school and outside of school include...</p>	

Personal Statement

Your personal statement is a way of conveying your reasons for wanting to study at a particular college, do a particular course, and to demonstrate your ability to complete the course. The college application process can be very competitive and a strong personal statement is crucial to ensure your chances of success. There is no single, right way of writing a personal statement, however, below is a suggested template with how to structure your personal statement and what you could include.

- ✓ **STEP 1: Briefly introduce yourself and why you are applying**
 - Who are you and where do you currently study? (No need to write your name)
e.g. A dedicated Year 11 student at St Paul's Way Trust School...
 - What subject(s)/qualification are you applying for?
e.g. A-Level Maths, Physics and Spanish / BTEC Level 3 Health & Social Care
 - Why have you chosen to study at this particular college/sixth form?
 - What are the subjects you are currently studying?

 - ✓ **STEP 2: Discussing your chosen course**
 - Why are you applying for your chosen course?
 - Why does the course interest you?
 - Why do you think you are suitable for the course?
 - What is your favourite subject and why?
 - How do your current studies relate to the course you have studied?
- Colleges/Sixth Forms look for:**
1. Enthusiasm and seriousness from you for the subjects you have chosen
 2. Good subject-knowledge and an understanding of the course you have applied to
 3. A personalised statement to their college/sixth form and course
- ✓ **STEP 4: Work experience and volunteering opportunities**
 - Mention your work experience in Year 10
 - If you have a part-time job, volunteer or support a family business, mention this
 - Have you ever volunteered to support your teachers during parents' evening, been a student leader or even a student receptionist?

 - ✓ **STEP 5: Hobbies, interests and extra-curricular activities**
 - Which activities are you interested in?
 - Have you engaged in any extra-curricular activities in school?
 - What do you like to do in your spare time, outside of school?
 - Have you received a special award? e.g. Duke of Edinburgh, Sports or Music Awards

 - ✓ **STEP 6: Your future career plans**
 - What is your goal and plan for the future? Why?
 - How can your chosen subject and college help you to achieve this future career goal?

 - ✓ **THROUGHOUT YOUR STATEMENT** you will be demonstrating your skills, qualities and achievements e.g. subject strengths, skills you have developed in lesson, personal qualities you have demonstrated during your work experience/volunteering opportunity, skills you have demonstrated during extra-curricular activities and more...

Useful Sentence Starters

I am a Year 11 students at St Paul's Way Trust School studying GCSE ...	My favourite subjects are ...	Currently ...
I have demonstrated ...	My greatest achievement(s) is / are ...	To develop my skills ...
During my time at school ...	Furthermore ...	I believe ...
Outside of school ...	Last summer ...	In addition ...
As well as this ...	Alongside my studies ...	I plan to ...

3 Top Tips

1. Make sure you adapt your personal statement for each college/sixth form application as each college/sixth form will be looking for different things depending on the course you have chosen.
2. Ask for advice – once you have written your draft personal statement, share it with your friends and teachers to get a second opinion and improve it.
3. Be confident and be yourself! During your time at St Paul's Way Trust School you will have been involved in a range of activities and programmes that you can use in your personal statement.

Write Your Draft Personal Statement

A large, rounded rectangular box with a purple border, containing 25 horizontal black lines for writing a draft personal statement.

Lined writing area with 20 horizontal lines inside a rounded purple border.

Self-Assessment	Peer Assessment	Teacher Assessment
Tick when complete		

CV Example

FULL NAME

079 xxxx xxxx

Address

name@gmail.com

Personal Statement

A highly motivated, form representative, who is currently working towards their GCSEs and predicted to achieve excellent grades in English, Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a mechanical engineer.

Key Skills

- Problem solving and numeracy skills.
- Full proficiency in Microsoft Office (Word, Excel & PowerPoint).
- Communication skills, both written and verbal, developed through numerous essays and presentations given during my time at school.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project.

Education

St Paul's Way Trust School

September 2017 - July 2020

Predicted 8 GCSEs, grade 9-6

English Language (8), English Literature (7), Maths (9), Double Science (8), Geography (6), RE (7), Spanish (8), Photography (9)

Work Experience

Shop Assistant

11th November 2019 - 15th November 2019

Name Supermarket

Duties and responsibilities:

- Served customers at the till.
- Assisted with stock renewal.
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding.
- Gained knowledge of key health and safety standards.

Hobbies & Interests

During my time at school, I took advantage of the opportunity to become a form representative. This opportunity actively involved attending Year Council Meetings once every half term to discuss issues concerning our year group.

Over the last two summers, I have helped a family friend restore a classic sports car. This has triggered an interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

References

Mr McDonald

Head of Year

email@spwt.net

02079871883

CV Template (for you to complete)

Personal Statement

Key Skills

Education

Work Experience

Hobbies & Interests

References

Interviews

Common College Interview Questions

Tell me about yourself

Why have you chosen our college/sixth form?

What is your favourite subject at school and why?

Why have you chosen to study this course?

What kind of activities do you enjoy and take part in?

Tell me about a challenge you faced and how you overcome it

Who is your role model and why?

How will you contribute to our college/sixth form?

Where do you see yourself in 5 years?

Tip: In pairs, with your friends, complete a mock college interview where they ask you these questions to prepare you for your interviews.

Interview Dos and Don'ts

DO	DON'T
<p>Arrive at least 10 minutes early to avoid transport disruptions and have enough time to find the interview location</p>	<p>Forget your documents – The college/sixth form would usually let you know what documents you are required to take with you</p>
<p>Dress smart – business/casual. If the interview is during school time, your school uniform is fine. First impressions count!</p>	<p>Use slang - you must be formal and clear</p>
<p>Do your research - it is important that you are informed and aware about the subject of study you have applied for and the college/sixth form</p>	<p>Be unprepared – research common asked questions at college interviews and prepare some answers but do not memorise them as this will look very unnatural</p>
<p>Prepare questions that you would like to ask the interviewer</p>	<p>Leave your phone on – make sure it is turned off or silent to avoid any disruptions</p>
<p>Be yourself!</p>	<p>Be shy – you have chosen the course and college/sixth form for a reason and the purpose of the interview is just to determine these reasons and get to know you. So, as in the other column, be yourself.</p>

Action Plan



MY GOAL IS...

MY GOAL IS...			
(WHAT) The actions I will take to achieve my goal are...	(WHAT) The resources that I will need are...	(WHO) Who can help me achieve this?	(WHEN) Deadline: I will complete this by...

Student Entitlement Statement

All students at St Paul's Way Trust School are entitled to high quality careers education, information, advice and guidance. In school, we will provide you with a range of opportunities to:

- **Develop aspirations** through internal and external programmes and in-class learning.
- **Be inspired** through mentoring and engagement with external providers in the form of conferences, workshops and workplace visits.
- **Succeed** through work experience and preparation for your future beyond school.

Students are to develop and reflect on their goals and use information obtained through the careers programme to help them make decisions about their future pathways and destinations.

All	At the end of your time at St Paul's Way Trust School, you will have:	<ul style="list-style-type: none"> • Had access to the Careers Hub for impartial information, advice and guidance from the school's Careers Education and Guidance Manager • Had access to the Careers Library • Attended regular half-termly careers assemblies • Had the opportunity to participate in a careers-related session or workshop, either in-school or during an external visit
KS3	At the end of Year 7, you will have:	<ul style="list-style-type: none"> • Identified their personal qualities, interests and strengths • Engaged in either Science Summer School or Curriculum Enhancement Day
	At the end of Year 8, you will have:	<ul style="list-style-type: none"> • Identified the skills that employers look for and understand the world of work • Engaged in 2 Science Summer Schools or Curriculum Enhancement Days
	At the end of Year 9, you will have:	<ul style="list-style-type: none"> • Engaged in 3 Science Summer Schools or Curriculum Enhancement Days • Attended the QMUL Pathways event • Attended Parents Evening to help inform decisions on GCSE options • Been provided with additional support on GCSE options through parents' evening, career talks and a pathways assembly • Made an informed decision about your GCSE options
KS4	At the end of Year 10, you will have:	<ul style="list-style-type: none"> • Completed a formal work experience placement to gain first-hand experience of the world of work • Engaged in 4 Science Summer Schools or Curriculum Enhancement Days
	At the end of Year 11, you will have:	<ul style="list-style-type: none"> • Had the opportunity to attend careers talks delivered by external speakers • Produced a CV and personal statement • Visited at least 1 college/sixth form open day or explored other Post-16 options • Had the opportunity to participate in a practice mock interview • Explored available Vocational Courses, T-Levels, A-Levels and Apprenticeships • Received a SPWT Post-16 Careers Guidance Handbook and Action Plan • Attended intervention classes set up by subject teachers • Attended parents' evening to help inform post-16 decisions

Useful Websites

These useful websites range from specialist websites to careers platforms for you to explore. These websites are here for you to find out more about the choices available to you in order to help you make better decisions regarding your post-16 destination.

START – Explore your choices at 16 and 18 / Career planning
<https://www.startprofile.com/>



National Careers Service
www.nationalcareersservice.direct.gov.uk

National Careers Service

We provide information, advice and guidance to help you make decisions on learning, training and work.

Apprenticeships
<https://www.apprenticeships.gov.uk/real-stories/apprentice>



Prospects – General career information
<http://prospects.co.uk/>



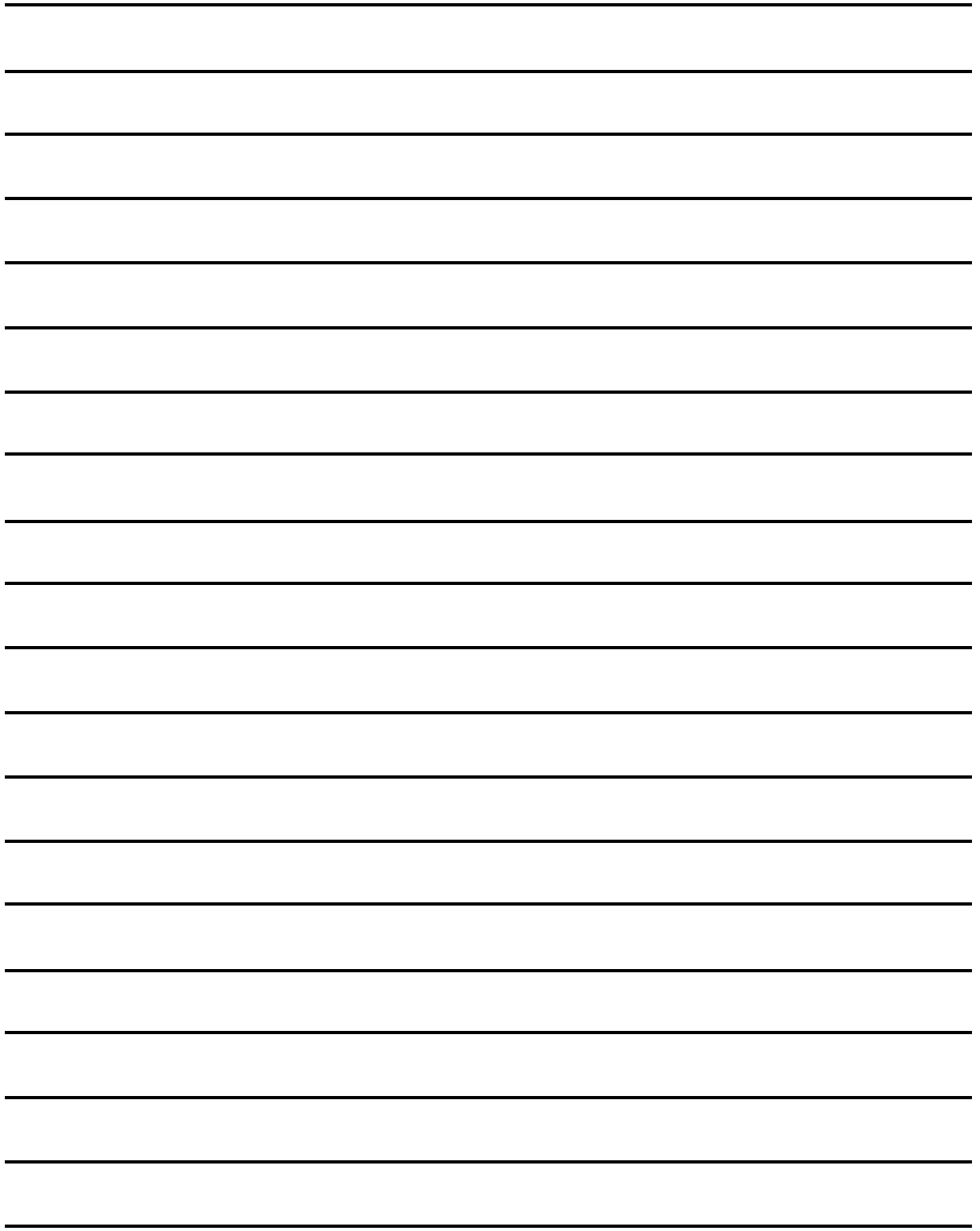
CV Plus – CV builder for students
<https://www.cvplus.co.uk/>



The Prince's Trust
<https://www.princes-trust.org.uk/>



My Notes



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