MY CAREER.

MY FUTURE.
WHAT’S INSIDE?

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Introduction

In this guide you will find out about the post 16 options available to you, what you can do if you didn’t get the grades you hoped for and what you can do going forward.

You will also be able to pick up valuable advice about the employability skills you’ll need to attract and sustain employment; as well as some handy tips to help your application stand out.

EXAM DATES

A-Level: Thursday 15th August 2019
GCSE: Thursday 22nd August 2019
Where can I go?

A handy diagram showing some of the options available to you after Year 11.

Source: https://www.grows.ac.uk/resources/education-pathways/post-16-pathways
What’s your style?

Your style of studying could very well determine the path you decide to take towards achieving your intended career goal. The table below displays some of the skills and behaviours that could be useful to you in an Apprenticeship or whilst studying A-Levels/Vocational courses.

<table>
<thead>
<tr>
<th>POSSIBLE SKILLS AND QUALITIES FOR DIFFERENT PATHWAYS</th>
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<tbody>
<tr>
<td><strong>Undertake an Apprenticeship</strong></td>
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<tr>
<td>Fast learner</td>
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<tr>
<td>Enthusiasm</td>
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<td>Interpersonal skills</td>
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<td>Work ethic</td>
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**ACADEMIC ROUTE**

“Jamie Bradford, school and college liaison manager at De Montfort University. “A-levels are exam-focused, and the benefit is that you pick three or four different subjects in your first year, so you don’t need to commit to studying just one area.” These are well established, have an academic focus and are recognised by all universities across the country, he adds.

Two years is a long time to do a subject, so it’s important that you have the drive and passion to succeed. BTEC, on the other hand, tend to be more vocational and coursework-focused. They’re an increasingly popular option for students who want to go to university – last year; one in four people starting a degree course had one. They tend to be in subjects such as business, media or performing arts and normally students take just one, which is equivalent to three A-levels.

**APPRENTICESHIPS**

“It’s often difficult for school-leavers applying for apprenticeships as they may not have a wealth of work experience or previous jobs. While recruiters will certainly bear this in mind, there are other skills and personal characteristics you can highlight to wow them in your application and at the interview. “We give many young people their first taste of work, so we understand that what they may lack in specific skills, they more than make up for in enthusiasm and an appetite to learn,” says Jez Langhorn, senior vice president and chief people officer at McDonald's UK.”

Source: [https://www.theguardian.com/careers/what-employers-look-for-apprentices](https://www.theguardian.com/careers/what-employers-look-for-apprentices)
Your Journey

Take a few moments to consider how you will achieve your ideal career. What qualifications will you need? Will you need relevant experience along the way? Start by filling in the box at the top titled ‘Where do I want to get to?’ and then work your way up from the bottom to see how much you know about your intended career path.

In the Where am I now box located at the bottom of the page, you could for instance write ‘apply for work experience at a local art studio’ or even write down the results you received e.g. 5 GCSEs 4-9 including Maths & English or the course(s) you are due to begin.

Work Experience

“How do I get work experience without a job?” – That is an all too common phrase voiced by many young people looking for work. Below are five reasons for why work experience is important.

1. Decisions
You’ll get a taste of what a job or workplace is like, so you can figure out if you’re interested in that kind of career.

2. Self-confidence
Working with other people and doing your tasks well helps you build your confidence.

3. It looks good
On your CV, UCAS form, or college application. Work experience shows you’re enthusiastic and ready to work hard. You can pick out particular achievements to show off.

4. New skills
Working with other people helps you build the skills employers love to see on your CV.

5. Networking
You’ll meet people at work and might attend meetings or events. You’ll make contacts that could provide a reference or help you in the future.

A report published by UKCES shows that employers rate Work Experience as the biggest deciding factor when assessing potential new recruits. The Employer Perspectives Survey asked the views of 18,000 employers across the country.

There are several types of work experience available to young people including:

- **Work shadowing** - Shadowing someone at work to understand what they do and how they do it. It gives you a taste of what a job is like. Work shadowing is usually unpaid and lasts no more than two weeks.

- **Work placements** - This can mean any formal work experience scheme. It usually runs for a set period of time and includes specific tasks and training.

- **Sandwich placements (for college and university students)** - Some courses include a year-long placement with an employer. The placement forms part of your course work and you will generally be paid a wage. It gives you a chance to learn on the job.

- **Volunteering** - You can pick a project you care about and give as little or as much time as you can. While it’s unpaid, volunteering can help you develop your skills, learn new things and meet lots of people.

- **Internships (for college and university students, and recent graduates)** - Lots of companies offer summer internships to college and university students. Many also offer graduate internship schemes.

- **Extracurricular activities** - Being part of a sports team or another club or group such as a theatre group or choir. Involvement in the Scouts or Guides, or Duke of Edinburgh award scheme.

- **Personal projects** - If you’ve designed and made something under your own steam, such as a DIY or craft project, a website or a blog, you may well have developed the problem-solving and creative skills that employers look for.

Source: [https://www.myworldofwork.co.uk/getting-job/work-experience](https://www.myworldofwork.co.uk/getting-job/work-experience)
Volunteering

Young people who volunteer can gain a lot of benefits from the experience; including the chance to meet new people and satisfaction from helping others. There are a lot of volunteering opportunities out there for you to develop the skills you need for a job in the ‘real world’.

**NADFAS**
It is a national organisation that supports local fine arts and decorative societies. If you are committed to arts, you are the right candidate to join. Visit [https://theartssociety.org/young-arts](https://theartssociety.org/young-arts)

**Jo’s Cervical Cancer Trust**
The charity is dedicated to helping women who have been affected by cervical cancer as well as providing support to their families and loved ones. Visit [www.jostrust.org.uk/get-involved](http://www.jostrust.org.uk/get-involved)

**National Citizen Service**
A great opportunity for 16 to 17 year olds. NCS is a three-part programme for 15-17 year olds. It’s perfect for boosting CV experience, personal statements, and UCAS forms. Visit [http://www.ncsthechallenge.org/jobs/](http://www.ncsthechallenge.org/jobs/)

**ReVitalise**
It is a London-based organisation that provides breaks and holidays for disabled and visually impaired since the early 1960s. They welcome anyone who would like to help with personal support to their guests at their Centre, providing them companionship, and help organise activities, entertainment and excursions. Visit [http://revitalise.org.uk/volunteer/](http://revitalise.org.uk/volunteer/)

**Brixton Inclusive**
The Lambeth based organisation provides performing arts workshops for children and young adults. Visit [http://brixtoninclusive.org/how-to-get-involved/volunteer](http://brixtoninclusive.org/how-to-get-involved/volunteer)

**PDSA Vet Care**
PDSA Vet care helps pets of the people in need and promotes responsible pet ownership. Visit [https://www.pdsa.org.uk/get-involved/volunteer-for-pdsa](https://www.pdsa.org.uk/get-involved/volunteer-for-pdsa)

**CharityJOB**
CharityJOB is the UK’s busiest site for charity jobs and volunteering opportunities. They regularly have more than 1000 voluntary, internship and trustee positions available across 27 job categories. Visit [http://www.charityjob.co.uk/Volunteer-Jobs](http://www.charityjob.co.uk/Volunteer-Jobs)

**Hands on London**
Our goal at Hands on London is to bring a variety of volunteering opportunities for local charities and community partners to as many busy Londoners as possible, in a flexible and manageable way. Visit [http://www.handsonlondon.org.uk/volunteer/](http://www.handsonlondon.org.uk/volunteer/)

**vInspired**
vInspired is the UK’s leading youth volunteering charity providing 14-30 year olds with volunteering and social action. Visit [https://vinspired.com](https://vinspired.com)

**Internships**
- [www.creativeaccess.org.uk/](http://www.creativeaccess.org.uk/)
- [www.gov.uk/find-internship](http://www.gov.uk/find-internship)
- [www.e4s.co.uk/docs/internships.htm](http://www.e4s.co.uk/docs/internships.htm)
- [www.studentjob.co.uk/internship](http://www.studentjob.co.uk/internship)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
Traineeships

Traineeships are short periods of training and work experience designed for learners who aren’t ready to take an Apprenticeship or start work.

Traineeships are an ideal opportunity for young people, aged 16-24, who are motivated to get a job but lack the skills and experience that employers are looking for and is for those who have not achieved a GCSE Grade A* – C/9 – 4 or equivalent.

Traineeships are made up of the following elements:

- English or English for speakers of other languages (ESOL)
- Maths
- Work placements (minimum of 100 hours)
- Work preparation and training

Traineeships ensure employers have the talented workforce required for business success:

- According to UKCES, just 24% of employers recruited young people directly from education in the past 2-3 years.
- More than half of employers are aware of weaknesses in the core skills of at least some of their employees in literacy (55%) and numeracy (51%), with a third (35%) reporting that they have had to provide remedial training for young people joining them from school or college.
- Mid-sized employers (25-199 staff) have reported an increase in skill shortage vacancies since 2009.
- Traineeships will help combat this problem by providing young people with the skills businesses need.

What will I do on my Traineeship?

- Your Traineeship is made up of time spent learning with a provider and the opportunity to get work experience with a local employer.
- The learning you’ll receive will really help you to develop the skills that will prepare you for the workplace.
- Your work placement is a great opportunity for you to get practical work experience. You’ll understand what it’s like to be in a work environment and gain the confidence and skills that you can take into any job.

Apply now at www.gov.uk/find-traineeship

Source: https://ngtc.co.uk/traineeships/
Apprenticeships

An apprenticeship is a real job with training so you can earn while you learn and pick up some nationally recognised qualifications as you go. They take between one and four years to complete and cover over 1,500 job roles in a wide range of industries, from things like engineering to financial advice, veterinary nursing to accountancy.

Eligibility - Anyone living in England, over 16 years old and not in full-time education can apply to be an apprentice.

Wages - The national minimum wage (NMW) for apprentices is £3.90 per hour as from April 2019. However, wages can go up very quickly. Some of the UK’s top employers in banking, accounting, engineering and law offer very well paid apprenticeships. Below are some of the highest paid UK apprenticeships in 2018/19 by industry.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>INDUSTRY</th>
<th>AVERAGE SALARY</th>
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<tbody>
<tr>
<td>1</td>
<td>Accountancy</td>
<td>£17,988</td>
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<tr>
<td>2</td>
<td>Government / Not for Profit</td>
<td>£17,472</td>
</tr>
<tr>
<td>3</td>
<td>Banking / Finance</td>
<td>£20,218</td>
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<tr>
<td>4</td>
<td>Energy / Utilities</td>
<td>£15,995</td>
</tr>
<tr>
<td>5</td>
<td>Insurance, Asset and Investment Management</td>
<td>£19,034</td>
</tr>
<tr>
<td>6</td>
<td>IT &amp; Consultancy</td>
<td>£18,331</td>
</tr>
<tr>
<td>7</td>
<td>Engineering</td>
<td>£17,440</td>
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<tr>
<td>8</td>
<td>Business</td>
<td>£17,563</td>
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<tr>
<td>9</td>
<td>Construction, Real Estate and Property</td>
<td>£16,703</td>
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<tr>
<td>10</td>
<td>Retail / FMCG</td>
<td>£15,441</td>
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<tr>
<td>11</td>
<td>Science &amp; Pharmaceuticals</td>
<td>£15,437</td>
</tr>
<tr>
<td>12</td>
<td>Recruitment</td>
<td>£10,660</td>
</tr>
</tbody>
</table>

Working hours - The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake. However, this does not apply in every circumstance. For example, people with caring responsibilities or people with a disability may work reduced weekly hours.

Apply now
[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
### Higher Apprenticeship Universities and Professions

#### At a glance: higher and degree apprenticeship sectors

<table>
<thead>
<tr>
<th>Agriculture, Horticulture and Animal Care</th>
<th>Engineering and Manufacturing Technologies</th>
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<tbody>
<tr>
<td>Arts, Media and Publishing</td>
<td>Health, Public Services and Care</td>
</tr>
<tr>
<td>Business, Administration and Law</td>
<td>Information and Communication Technology</td>
</tr>
<tr>
<td>Construction, Planning and the Built Environment</td>
<td>Retail and Commercial Enterprise</td>
</tr>
<tr>
<td>Education and Training</td>
<td>Science and Mathematics</td>
</tr>
</tbody>
</table>

#### In detail: subjects and professions

| Accounting                               | Facilities Management                      |
| Actuarial Technician                     | Financial Adviser                         |
| Advanced Dairy Technologist              | Financial Services Professional           |
| Aerospace Engineer                       | Food Industry Technical Professional      |
| Aerospace Software Development Engineer   | Healthcare Assistant Practitioner         |
| Agriculture                              | Healthcare Science Associate              |
| Aircraft Maintenance Certifying Engineer | Healthcare Science Practitioner           |
| Assistant Technical Director (Visual Effects) | High Speed Rail & Infrastructure Technician |
| Associate Ambulance Practitioner          | Hospitality Manager                       |
| Associate Project Manager                | HR Consultant / Partner                   |
| Aviation Operations Manager              | Human Resource Management                 |
| Bespoke Tailor And Cutter                | Insurance Professional                    |
| Broadcasting Technology                  | Intelligence Operations                   |
| Building Services Design Engineer        | Investment Operations Specialist          |
| Business And Professional Administration | IS Business Analyst                       |
| Care Leadership And Management           | IT, Software, Web & Telecoms Professionals|
| Chartered Legal Executive                | Junior 2D Artist (Visual Effects)         |
| Chartered Manager                        | Junior Management Consultant              |
| Chartered Surveyor                       | Laboratory Scientist                      |
| Civil Engineer                           | Laboratory Scientist                      |
| Commercial Procurement And Supply        | Legal Services                            |
| Construction Management                  | Licensed Conveyancer                      |
| Control / Technical Support Engineer     | Life Sciences And Chemical Science Professionals |
| Conveyancing Technician                  | Management                                |
| Creative And Digital Media               | Manufacturing Engineer                    |
| Cyber Intrusion Analyst                  | Manufacturing Engineering                 |
| Cyber Security Technologist              | Mineral Products Technology               |
| Data Analyst                             | Network Engineer                          |
| Dental Practice Manager                  | Non-Destructive Testing Engineer          |
| Dental Technician                        | Nuclear Scientist And Nuclear Engineer    |
| Digital And Technology Solutions Professional | Nuclear Technician                     |
| Digital Learning Design                  | Nuclear Welding Inspection Technician     |
| Electrical / Electronic Technical Support Engineer | Nursing Associate |
| Electrical Power Networks Engineer       | Operations / Departmental Manager         |
| Electrical Power Protection And Plant Commissioning Engineer | Outside Broadcasting Engineer |
| Embedded Electronic Systems Design And Development Engineer | Paraplanner |

#### Universities

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<tr>
<th>University of Bedfordshire</th>
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<tr>
<td>Anglia Ruskin University</td>
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<td>Aston University</td>
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<td>Bath Spa University</td>
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<tr>
<td>Birkbeck College</td>
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<td>Birmingham City University</td>
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<td>Bournemouth University</td>
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<td>BPP University</td>
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<td>Brunel University London</td>
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<tr>
<td>Buckinghamshire New University</td>
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<td>Canterbury Christ Church University</td>
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<tr>
<td>City, University Of London</td>
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<tr>
<td>Coventry University</td>
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<td>Cranfield University</td>
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<td>De Montfort University</td>
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<tr>
<td>Edge Hill University</td>
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<tr>
<td>Harper Adams University</td>
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<tr>
<td>Imperial College Of Science, Technology And Medicine</td>
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<tr>
<td>Kingston University</td>
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<tr>
<td>Leeds Beckett University</td>
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<tr>
<td>Leeds Trinity University</td>
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<tr>
<td>Liverpool John Moores University</td>
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<tr>
<td>London Business School</td>
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<td>London Metropolitan University</td>
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<td>London South Bank University</td>
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<td>Loughborough University</td>
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<td>Manchester Metropolitan University</td>
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<td>Middlesex University</td>
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<td>Nottingham Trent University</td>
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<tr>
<td>The Open University</td>
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<td>Oxford Brookes University</td>
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<tr>
<td>Plymouth College Of Art</td>
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<tr>
<td>Queen Mary University Of London</td>
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<tr>
<td>Ravensbourne Limited</td>
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<tr>
<td>Sheffield Hallam University</td>
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<tr>
<td>Southampton Solent University</td>
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<tr>
<td>Staffordshire University</td>
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<td>Teesside University</td>
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<tr>
<td>The Royal Agricultural University Of The West Of England, Bristol</td>
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<td>University Of Bath</td>
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<td>University Of Bedfordshire</td>
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<td>University Of Birmingham</td>
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<tr>
<td>University Of Bolton</td>
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<tr>
<td>Writtle College</td>
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Source: [https://university.which.co.uk/teachers/introduce-higher-education-options/higher-and-degree-apprenticeships-guide-downloadingoptions](https://university.which.co.uk/teachers/introduce-higher-education-options/higher-and-degree-apprenticeships-guide-downloadingoptions)
A week in the life of…

As one of the first degree apprentices, Tom Sherlock gives us an insight into the combination balancing work and study.

“Hi, my name’s Tom Sherlock, and I’m one of four IBM Degree Apprentices, in partnership with Queen Mary University London (QMUL). This means I work for IBM three days a week, and study for a BSc in Digital and Technical Solutions at QMUL the other two. It’s financed one third by IBM and two thirds by the government. My role is primarily analysing and organising data for ATMs (cash machines) in TSS, IBM’s maintenance business. It’s a busy time for us, as we’ve just taken on two more contracts with high street banks.”

“Today, Monday I’m in IBM Southbank”

Working on organising engineers and keys to access banks at night to allow for 24/7 maintenance. Other times I’m at the client’s head offices, or working from home if I don’t have meetings.

“Tuesday is a uni day for me.”

I’m in lectures/labs from 10am-4pm. This really gives me a chance to get stuck into the technical side of things, but without being at university full time. Three years of full time study had no appeal to me, so I applied for an IBM apprenticeship and was selected for this scheme! The choice of modules also complements my work well, they’re data/information focused rather than more business focused – we chose from IT consultant, data analyst or business analyst streams, each with different modules to allow for the best flexibility for us.

“Wednesday meeting with my mentor”

It’s a quieter day in my department as the volume of calls from the weekend have been dealt with, so I can catch up on admin and meet with my Early Professionals Manager – someone unrelated my team that’s with me throughout my degree. Here to provide help and management with my personal development, placements, and university.

I first applied for the Level 4 Apprenticeship scheme, and was then invited to be a part of the Degree Apprentice pilot. I think it’s a lesser-known scheme, and something that was never mentioned by my college, but is definitely something that anyone wanting a degree and real world experience should look further into.

“Thursday I’m working from home today”

Continuing to assist in helping engineers to fix ATMs. This means I have the flexibility to work on my university work based project, a module which integrates most with our work. We take one work-based module each semester which sees us relating a theoretical model or process to our line of business, allowing us to see real world results from our studies. Both IBM and QMUL are keen to support us as much as possible, with the university offering Skype sessions and lecture recordings, and IBM offering monthly calls and access to data/models they use.

“Friday back at university for more lectures”

The modules this term have been more focused on the business, which gives us help at university as we’re getting experience from our business areas at IBM too. I chose to do a degree apprenticeship for this very reason – it’s a technical role that complements a technical degree, but there’s also more management/business options we can take too.

University highlights so far have involved coding a game and building a blog from scratch, whilst IBM highlights include assisting in fitting anti-fraud devices and working with predictive analytics. Although it’s hard work and not for the faint hearted, I’d highly recommend it to anyone looking for a good mix of work and study, with the benefits of not having to pay for it.”

Source: https://www.universitiuk.ac.uk/blog/Pages/a-week-in-the-life-of-a-degree-apprentice.aspx
What do Employers think?

There are a huge variety of apprenticeships available across England offered by leading businesses of all sizes, including Lloyds Banking Group, Rolls Royce, BBC, IBM, Unilever and Airbus. Below are just a few of the many companies that appreciate how beneficial apprentices are to their business.

‘Apprentices have added more value to our business than graduates.’
- UKFast, IT sector

‘Apprenticeships provide individuals with essential skills and education and as such it is a key part of our talent and development strategy. We are proud of our commitment to provide 1000 Apprenticeship opportunities each year.’
- Lloyds Banking Group, Finance sector

‘The structured Apprenticeship programme provided by Greene King has helped Isabelle Pearson progress from part-time bar staff to managing her own pub in just three years, proving there is an exciting and rewarding career path in hospitality.’
- Greene King, Hospitality sector

‘Apprentices can create a community of practice and we need more fresh insight from young people to question how we do things. We hire them because we know that they can help the company.’
- Unilever UK Limited, Consumer Packaged Goods

‘Ryan started at Green Lighting doing a level 2 apprenticeship, he’s since gone on to do a level 3 and 4 and is now an Operations Manager within his own team.’
- Green Lighting, Energy sector

Source: https://www.getingofar.gov.uk/parents
The Right Apprenticeship

There are many factors to consider when deciding whether an Apprenticeship is for you, have you considered any of the points below?

THE RIGHT VACANCY

- **Level**: To maximise the benefits of an apprenticeship, make sure you begin in a level that teaches you new skills.
- **Sector**: Decide which sector you want to work within, this helps you to narrow down your options.
- **Employer**: It is essential to choose an apprenticeship that satisfies your workplace environment needs and monetary expectations.
- **Training Programmes**: Evaluate the quality of training programmes when considering apprenticeships.
- **Career Path**: Look at the overall picture and ask yourself whether you believe a particular apprenticeship can help you reach your goals.

CHOOSING AN EMPLOYER

- **Work Environment**: Apprenticeships take some time to complete, so choose an employer with a work environment that you can tolerate.
- **Company Size**: Larger companies tend to hire more apprentices while smaller companies may only hire one or two.
- **Pay**: While the UK maintains a minimum wage for apprenticeships, some employers offer higher pay.
- **Progression**: It is vital to acknowledge whether a company offers progression routes after the completion of the apprenticeship.
- **Company Reputation**: Your apprenticeship carries weight on the job market, so choose a company that is respected in the field.
- **Training Pace**: Choose an employer that offers an apprenticeship that aligns with your training needs.

BEING AN APPRENTICE

- **Technical Training**: An apprenticeship equips you with the technical skills employers look for in a potential employee.
- **Financial Savings**: You earn money during an apprenticeship and do not have the high costs that accompany a traditional education.
- **Networking**: During an apprenticeship, you develop relationships with professionals in the field.
- **Study Time**: Most apprenticeships allow time for in-class study.
- **Support**: Because you work with a professional in the field, you have support throughout the learning process.
- **Career Prospects**: The completion of an apprenticeship gives you an advantage over other job seekers who have less experience.
- **Paid Holidays**: Apprentices are treated like real employees, meaning they also get paid holidays.

Source: [https://jobs.telegraph.co.uk/article/what-apprenticeship-is-right-for-me/](https://jobs.telegraph.co.uk/article/what-apprenticeship-is-right-for-me/)
The Reality

Application stage

✓ Approximately 80% of available jobs are never advertised.
✓ On average the number of people who apply for any given job is 118. Only twenty-percent of these applicants get an interview.
✓ The average time spent looking at a CV is 5-7 seconds, 1 spelling or grammar mistake and your CV will be thrown away. 76% of CV’s are ignored if your email address is unprofessional.

Assessment

✓ On average, interviews last 40 minutes (phone interviews 30 minutes),
✓ What do employees look for before making an offer?
✓ About 36% look for multitasking skills; 31% look for initiative; 21% look for creative thinking; and 12% look for something else in the candidate.

Feedback

✓ 5.5% of unsuccessful candidates were given feedback that they found even moderately useful from employers; of that, only 2.6% of candidates received “specific and valuable feedback.”
✓ Those were the lucky ones as 55.9% reported not receiving any feedback at all in the first place. Another 20% of those that did were provided “general or limited feedback.”

Sustainability

✓ In Mark Murphy’s Hire for Attitude reports he states that of the 20,000 new hires 46% of them failed within 18 months and of these 89% left because their attitudes did not align to that of the company.
✓ Only 11% failed because of a lack of skills.

Source: https://www.collingwoodsearch.co.uk/our-insights/recruiting-retaining-talent/5-interesting-recruitment-facts/
What Employability Skills do I need?

- Problem Solving
- Creativity
- Teamwork
- Communication
- Numeracy
- Digital skills
- Informed
- Self-Management
CV sorted?

Whether you’re thinking of applying for work experience, an entry-level job or a school leaver training programme, chances are you’ll need to put together a CV. This is a standard part of the application process and helps to give employers a clear idea of whether your written communication skills are up to scratch. Your CV needs to be easy to read and understand; it should cover all the necessary information and shouldn’t include any howlers, such as spelling mistakes that will put the recruiter off.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Telephone numbers including mobile contact details</strong></td>
</tr>
<tr>
<td><strong>Email address</strong></td>
</tr>
</tbody>
</table>

Do not include any further personal details including marital status, gender, and nationality as this does not add any value and may impede your application. You should use Calibri or similar business font and the size should be 10.5 or 11.

<table>
<thead>
<tr>
<th>PERSONAL PROFILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section should include a brief history of your school career and qualifications gained. This section should never be in bullet point format and should be no more than 8 to 10 sentences long. This is your opportunity to present your unique skill set and the value you can bring to an organisation; this will focus on what makes you stand out, your skill set (excellent communication and organisational skills etc.) and the value you bring to potential employers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACHIEVEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section should include a list of achievements and should be presented in bullet point format.</td>
</tr>
</tbody>
</table>

**Example:** Acted as school prefect from 2001-2005. Captain of the school rugby team. Supported fundraising initiatives within the school including organising sponsored walk.

<table>
<thead>
<tr>
<th>EMPLOYMENT EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start with most recent first and include details of any employment (even if not in your current chosen field). You should also include details of voluntary work including supporting fundraising activities or memberships of societies etc…</td>
</tr>
</tbody>
</table>

**Title held, name of company**

**Dates of employment**

Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.

**Sample duty**

X “Moving boxes all day”

✓ “Responsible for completing all paperwork involved in receiving, transferring and controlling stock levels.”

<table>
<thead>
<tr>
<th>EDUCATION &amp; TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/College</td>
</tr>
<tr>
<td><strong>Dates of attendance</strong></td>
</tr>
</tbody>
</table>

List any qualifications gained including A levels, GCSEs or BTEC qualifications. University Name, dates (if applicable)

<table>
<thead>
<tr>
<th>KEY SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include details of all skills you have to offer potential employers.</td>
</tr>
<tr>
<td>• Example: IT Skills: Bilingual, First Aid qualified, Typing speed 50WPM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOBBIES &amp; INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include brief details of interests if you have the space on your document however avoid phrases such as, ‘partying’ etc. Try to make your hobbies relevant to the role and demonstrate skills the employer is looking for.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available on request</strong></td>
</tr>
</tbody>
</table>

Use character references if you don’t have work experience. One of your references should be a current or former employer and the second referee can be any person in a professional position e.g. former co-workers, coaches, teachers etc. Using family members can present a conflict of interest due to bias.

You should update your CV for each job application and adapt it to show you have the qualities and qualifications the employer is looking for.

Source: https://targetcareers.co.uk/careers-advice/applications-and-interviews/198-how-to-write-a-cracking-school-leaver-cv
Food for Thought

Be clear and concise

✓ Nearly half of all CV’s that are more than two pages long are discarded.
✓ On average, recruiters will spend no more than 5-10 seconds looking at your CV.

Exude professionalism

✓ 43% of CV’s are discarded because they are written in third person and if there are any spelling or grammatical mistakes, it is very likely that your CV will get thrown away.
✓ 76% of CV’s are ignored if you have an unprofessional email address.

Be aware of your competition

✓ Did you know that for any given position there is an average of 118 people that apply for the position?
✓ Only around 35% of candidates who apply for jobs are actually qualified for the role. Make sure you are applying for jobs that are on your level; otherwise you are wasting everyone’s time.
✓ 52% of candidates believe it is necessary to lie in order to get an interview, due to high levels of competition.

Source: [https://www.twinemployment.com/](https://www.twinemployment.com/)
Types of CV

People often create one CV and then send this out regardless of the job or employer. This is a mistake and it could lead to you missing out on an interview, or even a job offer. The CV must highlight skills which match the recruiter's needs and sometimes you may need to use a different CV template to achieve this.

**Chronological CV**
Sometimes known as a traditional CV, a chronological CV is used to match your qualifications and work experience with the requirements for the job role. The CV is structured in reverse chronological order i.e. the most recent qualifications and experience are listed first.

It's important to include:
- Qualifications and work experience - match these to the role you're applying for.
- Additional skills and knowledge - cover essential criteria for the role.

**Skills-based CV**
The skills-based CV can be used if you have gaps in your employment history, have limited experience or are applying for a job which is unrelated to your current field of work. The skills-based CV allows you to focus on the skills you have developed in various areas of your life. It's important to:

- Match your skills with the role profile and use the same headings.
- Provide evidence of how you've used your skills in a real life situation.

**Academic CV**
Focused on educational achievements academic CVs are used when applying for lecturing or research-based roles.

It's important to keep your CV concise and targeted to the role's requirements, with each section in reverse chronological order. Your academic achievements, research interests and specialist skills should be placed on the first page.

Include details of your specialist skills, research outcomes, potential future developments, and any funding or grants that you've received, conferences that you've attended, professional memberships that you've gained and publications that you've been featured in.

**Hybrid CV**
A hybrid CV is a mix of the chronological and the skills-based/functional CVs - The hybrid CV can be a good option if you want to draw attention to specific skills or achievements that would help you stand out as a candidate.

- Not suitable for those with little experience or achievements.
- Not suitable for those with employment gaps.

**Technical CV**
Mostly needed for IT roles, the technical CV provides a format for highlighting specific technical skills relevant to the role (e.g. programming languages, systems, platforms) alongside the all-important ‘softer skills’ that all employers are looking for.

**Creative industries CV**
With the expansion of digital and creative industries over recent years, CV formats have become more imaginative in these sectors. A highly creative CV format can be suitable for some roles in creative and artistic sectors such as marketing, design or journalism where it could help you stand out from the crowd.

Source: [https://www.prospect.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs](https://www.prospect.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs)
Is my profile personal?

Activity

Ideally you should tailor your Profile for each employer and role, highlighting those areas of experience most relevant to the specific job and ensuring your career aspirations exactly match the role on offer.

Below are three examples of personal profiles:

**Generic**

“I am a hard working individual who is reliable, who has an excellent time keeping and attendance record. I can work as part of a team or on my own initiative I am an intelligent, trustworthy, responsible and highly motivated individual with good interpersonal skills, I am always willing to do my best in any type of work or jobs I may be asked to do.”

**School leaver**

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

**Project Manager**

“I am an energetic, ambitious person with a PRINCE2 qualification in project management who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years’ of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.”

Exercise: Stand out from the crowd

Consider your chosen industry and create a personal profile of about 4 or 5 lines.
So what?

Activity

Spend a few minutes thinking about past or present volunteer experiences, school projects or clubs/organisations you have been a part of and identify any skills you have gained from them. Areas to look for achievements include volunteering roles, sporting activities and your academic record.

But I haven’t worked, what can I say?
✓ Raising money for charity – quantify the money raised and what you did to raise it
✓ Serving on a community or student committee – what role did you play and how did you make a difference?
✓ Leading a student team on a project – what size was the team and what did it achieve under your leadership?
✓ Awards won – don’t just list the awards, elaborate on what you did to win them.

The “What? / So What?” Formula

Successfully writing the achievements section of your CV is perhaps the most difficult part of your CV. The simplest means of doing this is to employ the 'What? /So What?' formula, a two-step process that asks:
✓ What did I do?
✓ So what? What was the quantifiable result?

Examples of Achievement Statements
✓ Responded to over 85 customer calls daily and solved 90% of their concerns.
✓ Served customers in a positive way, receiving two customer service awards in the past year.

Individual vs Team Achievements

If some of your best results were achieved as part of a team you can certainly still include them, for example:

✓ ‘Member of a high-performing team which won the regional support award last year’
✓ Highlighting team performance demonstrates not only that you’re a high-achiever, but also that you’re a good team player. However, it doesn’t tell a prospective employer how you contributed to the team’s success, so for maximum impact you need to make sure that you include specific details of the role you played.
✓ Don’t leave the person reading your CV to guess what your contribution was.

Source: https://www.wikijob.co.uk/content/application-advice/cv/achievement-focused-cv

Exercise: What are my achievements?

Think about any voluntary, school or project work you have done in and outside of school. E.g. Cadets, Youth club work.

<table>
<thead>
<tr>
<th>List your achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
CVs – What not to do

While most of us have some idea of how to write a CV it’s surprisingly easy to make basic mistakes - and if you’re not aware of these errors, they could cost you your dream job.

1. Poor formatting

✓ CVs that aren't clear and easy to read are a huge turn-off for employers.
✓ Research shows that recruiters spend an average of just 8.8 seconds reviewing each CV that they receive.
✓ 'Avoid confusing layouts, and beware of using too many fonts or font sizes,' she advises.

2. Failing to tailor your application

✓ When it comes to CVs, one size doesn’t fit all.
✓ Evaluating which of your skills match the job specification to give you the best chance of success.
✓ 'Don't be afraid to remove irrelevant experiences'.

3. Spelling errors

✓ An error-free CV is vital in showcasing your precision and attention to detail.

4. Lying

✓ The facts on your CV are easy to corroborate so never assume that recruiters won’t make enquiries to do so.

5. Lack of evidence

✓ However, failing to effectively evidence your skills, achievements and experiences can be a fatal mistake.
✓ Quantify your successes whenever possible

6. Not explaining 'why'

✓ It isn't enough to just state your credentials; you need to prove them by justifying why you've chosen to undertake certain activities in terms of your personal and professional development.

7. Ignoring gaps in your work history

✓ Any unexplained absences of this length will be looked upon with suspicion by potential employers.
✓ Don’t be afraid to let recruiters know that you took some time out to volunteer e.g. travelled the world.
✓ Facts on your CV are easy to corroborate so never assume that recruiters won’t make enquiries to do so.

Source: https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/7-top-cv-mistakes
Using a cover letter

Writing a cover letter is more like introducing yourself. It gives you an extra chance to sell yourself and show some personality.

A good cover letter should include:
- An opening statement that briefly introduces you to the reader.
- A main body that highlights qualities and characteristics you have that are relevant to the job.
- A closing paragraph asking to arrange an interview.

Other things you can mention in your cover letter include:
- Key strengths and contributions that show you are a stand-out applicant.
- School work experience or volunteer work that demonstrates your strengths and attributes.
- Any hobbies or interests that are relevant to the job or demonstrate your professional experience.

The sample cover letter below demonstrates the kind of things you need to address.

---

Mr Allan Moyle  
Moyle Retail Solutions  
Phone: XX XXXX XXXX  
Email: enquiries@moyleretalsolutions.com.au  
23 April 2015

RE: Application for Casual Retail Sales Assistant position

Dear Mr. Moyle,

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Casual Retail Sales Assistant.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including drama eisteddfods and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

Personal attributes that I believe make me suitable for this position include:

- **Motivation**: Volunteer participation and school results demonstrate high motivation.
- **Customer Service**: Assisting with the sale of products at community events has allowed the development of customer service skills.
- **Communication**: Acting in drama performances and working as an MC for school events has allowed the development of communication skills.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint

---

Buzzwords

Employers will sometimes have to sift through dozens or even hundreds of applications and many will be very similar in appearance. Try to use language which is direct, positive and appropriate in your application.

**RESPONSIBILITIES**

“A formal account of an employee's tasks & duties”

- In charge of...
- Employed to/handle...
- Project managed...
- Supervised/delegated...

**SUCCESS**

“the accomplishment of an aim or purpose”

- Promoted to...
- Successful in/at...
- Instrumental in...
- Delivered...
- Proven track record in...

**ROLES**

“A job role" is a description of what a person does"

- Managed...
- Presented...
- Initiated...
- Analysed/evaluated...
- Established/created/designed...

**ABILITY**

“A talent, skill, or proficiency in a particular area.”

- Trained in...
- Working knowledge of...
- Coordinated...
- Organised...
- Expert at...

**PERSONAL ATTRIBUTES**

“quality or characteristic of a person”

- Enthusiastic user of...
- Committed to...
- Confident
- Thorough...
- Actively sought...

**EXPERIENCE**

“having gained knowledge or skill in a particular field over time.”

- Demonstrated skills in...
- Knowledge of/experienced as/proficient in...
- Provided assistance to...

**SUCCESS**

“the accomplishment of an aim or purpose”

- Promoted to...
- Successful in/at...
- Instrumental in...
- Delivered...
- Proven track record in...

**EXPERIENCE**

“having gained knowledge or skill in a particular field over time.”

- Demonstrated skills in...
- Knowledge of/experienced as/proficient in...
- Provided assistance to...
Applying for Work Experience

A well-written work experience letter could make all the difference when it comes to being considered for your ideal placement, not to mention help you to stand out from a number of other applicants. Below is a template you can adopt to start your journey into the world of work.

| (Your name) |
| (Address) |
| (Postcode) |

(Date)

(Employer’s Name)

(Full Address)

(Postcode)

Dear Sir/Madam (or name),

I am a (year group) student from (school/college name), studying (list of subjects).

I’d like to enquire about a potential work experience placement at (company name), which I will be available to carry for (amount of time) from (start date) to (end date).

I’m keen on gaining some practical work experience in (chosen field of work), because (reasoning for pursuing a placement with this specific company and field). I’m a (relevant skills and attributes), which can be shown in my (real-life examples that demonstrate your skills). In my spare time, I like to (list relevant hobbies and interests), also I’ve also had some experience in (list any groups/clubs/other work experience).

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at (company name).

I look forward to hearing from you soon.

Yours (sincerely/faithfully)

Opening paragraph - Always double-check to make sure you’ve got the right address and name, and don’t forget to edit it for each organisation you send your letter to.

Second paragraph - Give the employer a brief outline of who you are, what you’re doing (e.g. at school, university, or working), and explain what you’re looking for. Include relevant subjects to the sector you want to going into.

Third paragraph - This section should express a genuine interest for your chosen company and field of work, which should coincide with your career goals and ambitions. To really stand out, show you’ve done your research, and express an interest in the company’s recent developments and successes.

Fourth/fifth paragraph - This is your chance to sell yourself. List all of your relevant skills, and think of a real-life example to back each of them up. The examples can be from any area of your life (work, school, university), but it’s important that they accurately quantify your skills.

Closing the letter - Reiterate. Close the letter by summing up your suitability and interest in the field, and always express your gratitude for their consideration.

Source: [https://www.reed.co.uk/career-advice/work-experience-letter-template/](https://www.reed.co.uk/career-advice/work-experience-letter-template/)
What are your main strengths?

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

Another of my key skills is my ability to work in a team. For example, during my Business Admin course I went on a 2 day entrepreneurship course, I had to work in team of 4 for a "Dragons Den" themed project. Our task was to design our chosen product; which meant I had to be both reliable and able to listen to ideas from my colleagues.

(Shortened version) – Ideally you would add another 3 or 4 competencies/paragraphs

4000 characters remaining

What are your hobbies and interests?

Remember to include any personal achievements

My main hobby is playing football; I play once a week for a Sunday league team for whom I have been the captain for almost 2 years now. I also enjoy cooking dishes for my friends and family as it relaxes me and allows me to socialise with them.

4000 characters remaining

What personal skills would you like to improve?

I would like to have the opportunity to develop on my team working skills as I do not have much experience in that field. Whilst I was doing my course at Sample Training I had two projects to work on as part of a team. We were tasked with coming up with an idea for a Dragons Den project. So I would like to improve on my team working skills or build on it, because working in a team is just as important as working on my own.

I would like to improve leadership skills, as school prefect I was given the opportunity to gain some basic management skills. I would like to learn how to use my time more efficiently and effectively.

Using my time to the maximum capacity will enable me to improve my productivity whilst balancing a healthy lifestyle. I would also like to improve on my sales skills, upselling a product and really knowing how to sell to an audience.

4000 characters remaining

Remember...

- Research the apprenticeship thoroughly
- Make sure you tailor your application to the job you're applying for
- Talk about your skills and qualities, not just your hobbies
- Make a list of your experiences, hobbies, and interests
- You’ll need to be able to write about yourself
- The application form will be similar to a job application
Top tips for Apprenticeships

- Read the vacancy carefully
- Include relevant skills & experience
- Sell your achievements
- Back up your claims with examples
- Spend time on your answers
- Check your spelling and grammar
- Double check your application!
Supporting Statement

When applying for certain roles, employers will often request you send a ‘supporting statement’ along with a CV or application form. A supporting statement should never simply repeat information from your CV and needs to be written specifically for a job application.

You have one shot at securing yourself an interview – to convince the panel of:

- What you have done in the past
- What you are doing in your current role that is useful to them
- Your developing skill set
- Your vision for the future
- How your strengths and skills can add value to the new school
- How your experiences to date can be used in the new context

General advice:

- Carry out the instructions to the detail
- No more than 2-3 pages
- Spell check
- Ask someone else to re-read and check for errors – fresh eyes can often see better
- Do not reduce your font size below 10
- Break up with lots of paragraphs to make it easier to read

Consider a 3-part statement:

- Opening
- Evidence
- Conclusion

Include examples that will encompass a number of the identified criteria and your impact - e.g. a section from a person specification, indicating where each criteria will be assessed. Be clear, concise and direct, indicating how you have led, developed and worked through others, managed change, taken initiative and made a significant impact.

The employer will appreciate that you work as part of a team but you must tease out your individual role and impact as clearly as possible.

Below is an example of a job description detailing which competencies could be assessed during a recruitment exercise. The ‘X’ shows at which stage your abilities will be tested.

<table>
<thead>
<tr>
<th>RESPONSIBILITIES / DUTIES</th>
<th>ESSENTIAL</th>
<th>APPLICATION</th>
<th>INTERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You will be responsible for a wide range of general administrative experience</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. You must have experience of Diary Management Using Outlook</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Experience of working within a team</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Communications Skills: Written and verbal</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Source: [http://www.hays.co.uk/features/supporting-statement-advice-4446](http://www.hays.co.uk/features/supporting-statement-advice-4446)
Supporting statement example

Below is an example of correctly matching your skills to a job description.

1. A wide range of general administrative experience

I have worked in an office environment for over four years and have extensive experience in a wide range of administrative duties. The duties I have carried out in my previous and present role are carried out on either a daily or weekly basis and consist of the following:

- Answering phones, photocopying, scanning, message taking, word processing of letters and general correspondence, assisting with travel arrangements, organising and preparing the boardroom for meetings, booking restaurants, diary management to name but a few.

2. Diary Management Using Outlook

I use Outlook on a daily basis for organising and arranging meetings for the Director, which often involves many high profile civil servants. One of the recent meetings I arranged was for the Oliver Tambo event, as this is a very important event for Haringey Council and these meetings were urgent they had to take place on a weekly basis and involved up to 10 people.

3. Experience of working within a team

I have a willingness to assist and help others in the office. A most recent example of this was helping my colleague with the organisation, collating and copying of the Budget Challenge Meeting papers for the Director of Finance.

My colleague and I discussed plans before we received the papers, she did the first part of the job by organising the folders and dividers and I did the second part which was photocopying and collation of all the papers. We needed ten copies of each paper, and then my colleague, Line Manager and I inserted the paper work into the folders, in the correct order as instructed.

4. Communications Skills: Written and verbal

On a daily basis I write standard letters and emails to internal and external bodies. These letters and emails have to be accurately typed and well presented.

An example of this is customer complaints; the information taken over the phone and put in writing has to be accurate with as much attention to detail as possible. These letters and emails will be passed onto the appropriate departments for consideration and have to be clear and concise.

Self-evaluation - Ask yourself?

1. Does my application present me as a candidate who really wants to work for this company or as someone simply looking for a new job?

2. Have I discussed my key achievements?

3. Have I outlined my key strengths and illustrated them with evidence and impact?

4. Do I sound as though I actually want this job, more than any candidate?

Source: http://www.hays.co.uk/job/education-jobs/leadership/supporting-statement-advice
Assessment centres

Assessment centres are designed to allow employers to see candidates in a variety of situations. You will be measured on your performance against a set of competencies that the employer is looking for. This means that if you don’t do so well in one exercise, there are other opportunities for you to shine.

Activities that you could be presented with could be: competency based interviews, behavioural interviews, role plays, in trays, group exercises, preparing and delivering a presentation, ability tests, personality testing and the list goes on.

“75% of assessment centres use group exercises”

Assessment criteria

Group exercises typically assess a candidate’s behaviour in a group, and the overall group dynamics involved in the exercise.

Typical factors assessed in a group exercise include:

1. Team working ability.
2. Social skills, confidence and communication skills.
4. Leadership potential and influence.
5. Capacity to deal with deadlines under pressure.
6. How compatible a candidate’s skills and behaviour are for the role.
7. Interpersonal skills, i.e. Listening skills, persuasion, diplomacy, mediation, composure, patience etc.
8. Decisiveness and critical thinking ability.

- If possible, take the lead.
- Be calm and assertive not aggressive
- Listen carefully to each contribution.

Psychometric tests

If you apply for a place on a graduate scheme with a big graduate employer, chances are you'll be asked to take psychometric tests alongside a first interview, possibly with a second interview or as part of an assessment centre.

The psychometric test is a level playing field: employers value them because they are a fair way of comparing different candidates’ strengths regardless of educational background. Ability tests measure either general or particular skills, capability and acumen. This category of test can include:

- **Numerical reasoning tests**
  How well you interpret data, graphs, charts or statistics. Can test basic arithmetic.

- **Verbal reasoning tests**
  How well you understand written information and evaluate arguments and statements.

- **Abstract reasoning tests**
  How well you follow diagrammatic information or spot patterns. Can check spatial awareness. Diagrammatic or abstract reasoning tests are sometimes described as **inductive reasoning tests**.

- **Logical reasoning tests**
  How well you follow through to a conclusion given basic information, or using your current knowledge or experience. These include deductive reasoning tests; in which you are given information or rules to apply in order to arrive at an answer.

Below is a sample question from an Inductive Reasoning Test that could come your way. You can find more practice examples at [http://www.jobtestprep.co.uk](http://www.jobtestprep.co.uk)

Interview types

The more you know about the interview, the better you can prepare. Below are different types of interviews you might encounter.

**Phone Screen**
One of the initial interviews an executive will come across. If you receive a spur-of-the-moment call, ask to schedule a more appropriate time.

**Traditional**
Most executives have participated in these. Focus on highlighting how your skills, experience, and accomplishments prove you are the best candidate for the role.

**Video**
Saves the candidate and company money on travel costs, but still allows interviewers to observe the candidate’s character. Prepare for these as you would for an in-person interview.

**Group**
The hiring team interviews a number of candidates at the same time. This is not very common for most executive roles.

**Panel**
Panel interviews consist of numerous interviewers asking a candidate questions. These interviewers bring viewpoints from different departments within the company.

**Lunch or Dinner**
This interview is meant to see how you fit with the rest of the team. Not to provide you with a free meal. Eat something light and clean so that you are not distracted.

**Strength-Based**
Uncovers what the candidate “loves to do” instead of what they “can do.” Companies conducting these want to be sure the candidate is passionate about the role.

**Informational**
Investigative meetings where the candidate is not being considered for a particular role. Overprepare, keep your expectations low, and approach the conversation with gratitude.

**Behavioral**
Tests your self-awareness by focusing on what you have done in detailed scenarios. The interviewers’ main objective is to try to uncover how you solve problems.

Source: [http://onwe.biodnovate.co/types-of-interview/](http://onwe.biodnovate.co/types-of-interview/)
Star Technique

Competency questions make up a large part of most job interviews and from a business’s point of view they allow an objective assessment of a candidate’s experience, and the qualities that make them suitable for the job. The image below breaks down the ‘STAR technique’ which is a great way to answer interview questions.

A lot of interview questions will require you to think about past work experiences you’ve had. For those who are applying for internships, apprenticeships or have no previous work experience, you can talk about extra-curricular activities, what you achieved while being a member of a university society, or school projects you have been involved in.

Below is an example of how you may want to phrase a competency answer:

**SITUATION**

This is about setting the scene, giving a context to the situation

“I was working for Waterstones as a sales assistant during the Christmas holiday period while the store was going through a rebrand”

**TASK**

Build on the background you’ve given, and outline the task at hand

“As the store steadily became busier throughout the Christmas season, I was working in the children’s department. My job was to ensure smooth running of the rebrand while also providing consistently good customer service at the same time, as well as maintaining order on the shop floor.”

**ACTION**

What did you actually do to resolve the situation?

“To support the rebranding in the children’s department I had regular meetings with the store manager. This meant I was aware of when new stands or shelves were coming in and was able to manage my time effectively to help set these up in time for the reopening, while also fitting in time to work on the shop floor, manage customer service and keep the store tidy.”

**RESULT**

The result should be a positive one, and ideally one that can be quantified

“We achieved record sales during the Christmas period, a 50% increase on last year, while the rebrand continued with no issues. I was presented with employee of the quarter in recognition of how I worked with the team.”

Source: [https://www.ratemyapprenticeship.co.uk/advice/students/star-interview-technique](https://www.ratemyapprenticeship.co.uk/advice/students/star-interview-technique)
Interview preparation

Plan ahead

✔ Check where and when – sort out any travel and accommodation you need – check the company website for maps and directions.
✔ Be ready for questions – some about your application, as well as your chance to ask about the job role.
✔ Know your stuff – show you know the latest in your subject area, and keep up to date with the news – they might ask to hear your views.

Know your company

Every company wants to feel that they are the best and the company/organisation you have applied for is no different. Consider:

✔ What is the companies’ history and its values?
✔ What do they really do?
✔ How long have they been around?
✔ What additional services do they provide?

What might the employer ask me?

✔ Why do you want this job?
✔ Why are you the best person for the job?
✔ What relevant experience do you have?
✔ What do you know about this company?
✔ Why do you want to work for this company? – don’t say…MONEY!!

Questions you can ask

Most interviewers will ask whether you have any questions. It’s best to have a couple prepared but do not ask: “what is the salary?” or “how many days off will I get?” But instead:

✔ What’s the makeup of the team as far as experience?
✔ In what way will my performance be measured and reviewed?
✔ What types of training opportunities do you offer?
✔ Can you please tell me how this role relates to the overall structure of the organisation?
✔ What are the main priorities expected from the organisation?

Filler

The best way to rid yourself of filler words is to just slow your rate of speech. Allow your mind time to catch up with your dialogue. More thoughtful speech will let you clearly articulate your message and not leave you grasping for words.

Source: https://www.ucas.com/undergraduate/after-you-apply/undergraduate-interview-invitations
What not to say

What is your greatest weakness?

This is a very common question to be asked, and it doesn't take much time to prepare for it. But, you do need to be prepared! These answers are not what you want to be saying:

- I don't have any. *(Amazing and unbelievable!)*
- I have so many; it's hard to pick just one.
- I'm not a good speller. *(secretarial job)*
- I hate dealing with difficult people. *(customer service job)*
- I'm bad with maths. *(analyst job)*
- I'm not very good with the newer versions of Microsoft Office, I like Office 97 best.

Why should we hire you?

This question is an opportunity to make a personal sales pitch, focused on the benefit to the employer, not the benefit to you for having the job (the employer understands how you will benefit). Most of these answers are worrisome:

- I don't know. *(Neither will the employer.)*
- No one else will hire me.
- I'm unemployed.
- I need the money.
- I need a job.

Tell me about yourself

This question is not an invitation to confess your greatest hopes or your biggest sins. But it is another opportunity to show the employer how your skills and experience match up with the requirements of their job. Having nothing to say may be interpreted by the employer as lack of interest and/or lack of preparation.

*There's not much to tell. *(Professional spy?)*

“My real job is rock musician. I'm the drummer. But our agent quit, so we don't have any gigs scheduled the rest of the year. We're looking for a new agent, and I hope to get back to that soon. That's what I really do.”

Do you have any questions?

Applicants often shoot themselves in the foot with this question, as you'll see in these responses. Would you want to hire the people who gave any of these answers? Neither would I. Yes, you should have questions! But not these:

- Will I need to pass a drug test before I get hired? How much notice will I have?
- No.
- How often do people get salary increases here?
- Do you cover sick days? How many can I have each month?
- How much annual leave will I get?
- How big is the employee discount? Is there a limit on how much I can buy? Is it OK to resell?

Source: https://www.job-hunt.org/job_interviews/bad_job_interview_answers.shtml
Checklist: Am I job ready?

1. I can list at least 3 employability skills I possess (list below)

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<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>List your skills below</td>
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2. I can provide quality examples of my employability skills

<table>
<thead>
<tr>
<th>Skill 1</th>
<th>Skill 2</th>
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</thead>
<tbody>
<tr>
<td><strong>List skill:</strong></td>
<td><strong>List skill:</strong></td>
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<tr>
<td><strong>Write example below:</strong></td>
<td><strong>Write example below:</strong></td>
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3. I know how to create both a CV and cover letter

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident

4. I know what an apprenticeship is...

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident

5. I know the difference between apprenticeships and higher education

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident

6. I know how to effectively apply for vacancies and work experience

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident

7. I know where to find apprenticeship vacancies

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident

8. I know how to conduct myself in job interviews

- [ ] Not a clue!
- [ ] A bit worried
- [ ] Unsure
- [ ] Should be okay
- [ ] Confident
Remember

✔ Set realistic timeframes for your tasks.
✔ Be honest with yourself.
✔ Make your task specific e.g. spend 20mins extra per day revising fractions and percentages.

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<tr>
<th>Actions to be taken</th>
<th>How will I achieve this action?</th>
<th>To complete by</th>
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“Preparation is the key to success.”