

Welcome

Right now in Year 10 is the time to get career focused. Year 11 will be a busy year with controlled assessments and mock exams. By January 2017 students will have chosen their sixth form courses at school or college or applied for an apprenticeship.

Curriculum Vitae

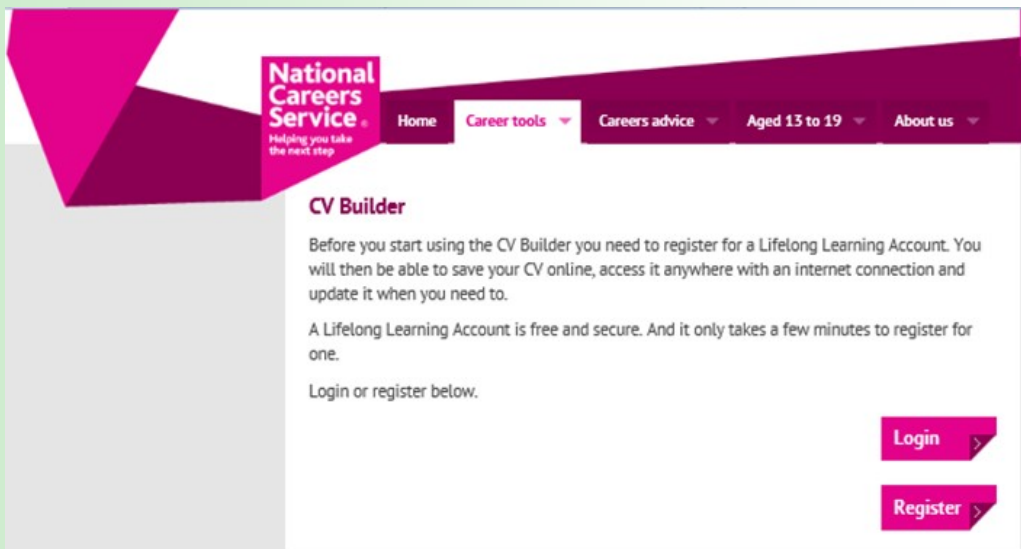
Students learn how to write a CV in Year 9 Citizenship but this should be regularly updated.

CV's should be adapted to suit the post that is being applied for.

Writing a CV

CV's should follow this basic format:

- Personal information – name, address, date of birth, phone number and e-mail address
- A short statement about you – what makes you the best candidate with the right qualifications and attributes
- Work experience – if you have some, put the most recent first. Include any volunteering you have done as well
- Qualifications and training – start with the most recent and include all grades awarded
- Club memberships, interests and hobbies – be honest and give sufficient detail
- Give a brief explanation of any gaps in your education if you have any, due to illness or a gap year
- Referees– most employers will ask for references from two people – give their names, work addresses and telephone numbers. Check that your referees are happy to provide a reference before you list them
- Students can use the CV builder tool on the National Careers Service website



The screenshot shows the National Careers Service website interface. The header includes the logo and navigation links: Home, Career tools, Careers advice, Aged 13 to 19, and About us. The main content area is titled 'CV Builder' and contains the following text:

Before you start using the CV Builder you need to register for a Lifelong Learning Account. You will then be able to save your CV online, access it anywhere with an internet connection and update it when you need to.

A Lifelong Learning Account is free and secure. And it only takes a few minutes to register for one.

Login or register below.

At the bottom right, there are two buttons: 'Login' and 'Register', both with right-pointing arrows.



A Guide to Apprenticeships

- Apprenticeships are from level 2 to level 7
- All apprenticeships are real jobs so all apprentices earn a salary
- Apprentices should work for at least 30 hours per week
- Most of the training is delivered in the workplace
- The rest of the training is given by a training organisation, either at the workplace, off-site (perhaps at college) or via e-learning
- Traineeships are the level below an apprenticeship

More information can be found on the gov.uk website



Work Experience

Year 10 students will not complete organised work experience within school this year. Students are, however, encouraged to arrange their own work experience during the school holidays. If students are able to secure a particularly useful opportunity that is only available during term time the school will consider a special leave of absence to accommodate this. Students can develop their skills and talents as well as their self-esteem and social skills. Work experience will help students to decide if their work experience placement is the right career path for them. Any work experience undertaken will be now be the responsibility of the parent/carer, rather than that of the school.

Investigating three different jobs

Students should start to narrow down their areas of interest

The information collected could include...

- Roles and Responsibilities
- Pay and conditions
- Qualification requirements
- Skills and qualities required
- Pros and cons

The best place to start the research is plotr.co.uk

Here there is an A-Z list of career options and clips about workers in that industry



Questions

If you have any questions relating to careers please contact the careers team at : info@st-peters.bournemouth.sch.uk.