



# St Joseph's 6th Form

## World of Work Programme

NAME \_\_\_\_\_

TUTOR GROUP \_\_\_\_\_

## **Introduction to the World of Work Log Book**

This log book has been developed to ensure that you prepare yourself for leaving St Joseph's Sixth Form. There are many fantastic prospects for students choosing not to attend University and it is up to you to take the lead on exploring these and securing yourself a job or opportunity that will set you up for the rest of your future career paths.

This log book must be bought to every session. These will cover:

- ✓ CV and Covering Letter support
- ✓ Finding a job or further training
- ✓ Interview Practice and feedback
- ✓ Your digital footprint
- ✓ Personal Development
- ✓ Making you employable in a competitive market
- ✓

### **What do I want to do next year? (Please Fill This In)**

## **What Are My Options?**

The following section lists common Post 18 paths and links to sources to help you.

### **Apprenticeships:**

The following links provide information on various different apprenticeships and on-the-job training schemes. On most apprenticeships, you get paid a wage **and** get training and qualifications while you work. The links below represent just a handful of the thousands of apprenticeships available, so if these don't interest you, get Googling. Pick one you think might be interesting – we won't hold you to it! – and find out what the scheme involves

- what you'd do as an apprentice / trainee
- the qualifications you can gain
- the qualifications you need to get in

1. NotGoingToUni - [www.notgoingtouni.co.uk/advice/subjects/4/Apprenticeships](http://www.notgoingtouni.co.uk/advice/subjects/4/Apprenticeships)

A website dedicated to students who think university is not the answer to all life's problems and possibilities. This page is a hub for apprenticeship information and advice, including why they're worth considering and how to get started. The homepage also features a search engine for currently available apprenticeships and college options.

2. Apprenticeships.org.uk - [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Government-run website providing information about the official apprenticeships scheme, explaining how they work, and how to apply.

3. Weir Training - [www.weirtraining.co.uk](http://www.weirtraining.co.uk)

A Chertsey-based training organisation, coordinating apprenticeships with local businesses. A former Salesian student has just gained an IT position through them, so they're worth checking out!

4. BT Apprenticeship - [www.btplc.com/careercentre/careerstart-apprentices/index.htm](http://www.btplc.com/careercentre/careerstart-apprentices/index.htm)

Learn about Customer Service, IT or Telecoms with one of the biggest communications companies in the world.

5. John Lewis Partnership - [www.jlpjobs.com](http://www.jlpjobs.com)

One of the biggest retail businesses in the UK (including Waitrose), with lots of information on vacancies etc.

6. London Underground - [www.tfl.gov.uk/corporate/jobs/17128.aspx](http://www.tfl.gov.uk/corporate/jobs/17128.aspx)

Ever fancy yourself as a train driver? London Underground has a range of apprenticeship scheme for school leavers, and the travel perks are great if you want to spend free time in London! These opportunities open and close at different times, so keep checking back if the one you're interested in isn't available right now.

7. Summit Skills - [www.summitskills.org.uk](http://www.summitskills.org.uk) or <http://www.goodday.org.uk>

This should be your first stop for investigating careers in building services, like plumbing or electrical training, for examples. There are a lot of training courses out there, but some are not worth the money. This website is run by the building trade's own organisation, the *Alliance of Sector Skills Councils*, so you can trust what you find here.

## **Going Straight into Work:**

If you just can't wait to get your hands on a regular job – and regular cash, try out the links below. Be aware, though, that the jobs market is not as lively as it used to be, and there's a lot to be said for earning qualifications and learning skills while you wait for the economy to pick up!

1. DirectGov – National Careers Service -

Not sure where to start? DirectGov's careers advice website includes helplines for personalised advice, and guides to writing CVs, application forms etc.

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

2. DirectGov – Jobseekers

Government website packed full of advice on how to look for your first full time job, plus a vacancies search engine so you can find a local job right now.

[www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm)

3. LocalRecruit.co.uk

A web portal – like this – for finding jobs in the South East. Pick your town and start hunting. [www.localrecruit.co.uk/south-east-jobs/](http://www.localrecruit.co.uk/south-east-jobs/)

4. JobsRock.com - [www.jobsrock.com](http://www.jobsrock.com)

Search engine for job vacancies – lists thousands of jobs by location and industry sector.

5. Career Coaching

Life Coach Directory provides a huge coaching support network, enabling visitors to find a coach close to them and appropriate for their needs. <http://www.lifecoach-directory.org.uk/articles/career.html>

6. Careersbox - <http://www.careersbox.co.uk/>

A free online library of careers related film, news and information. As the preferred digital media partners of the Institute of Career Guidance, the largest careers body in the UK, Careersbox aims to deliver the right information at the right time to careers advisers and job seekers.

7. Dayjob Ltd - <http://www.dayjob.com/>

Dayjob.com is an independent company and was originally launched in 2004 as a general jobs board. Recently in late 2010 it was re-launched as a specialist career advice site with a particular focus on providing FREE professionally written CV template examples to job seekers. Dayjob gives job seekers free access to over 250 professionally written CV and cover letter examples.

## **Work Experience**

Work experience is absolutely key to building up your experience. We can look into options whereby you are released for a day a week from sixth form to complete work experience.

Useful websites:

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

Download the directory of all businesses in Slough Trading estate and their contact details, here: <http://www.segro.com/~media/Files/S/Segro/STE/2019%20STE%20Directory%201%20Winter.pdf>

Or scan below with your device's camera:



## Writing a competitive CV

An important step in securing a job is having a CV that is competitive and stands out.

### CV template

Use the template below to form your CV.

Full Name

Address

Phone Number

Email

Personal statement (list your qualities, what are you like and how does this make you're the perfect candidate? What are your skills? What can you offer?).

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Example: I am a smart, charismatic and enthusiastic team player with the desire to begin building my career. I am extremely driven, learn quickly and have excellent communication skills. I have proven my this while completing a National Citizen Service residency over the summer, where I showed enthusiasm and willing to give everything a go during this programme. The same approach would be taken into the workplace. I am also just a comfortable working on my own which I have presented through the completion of my GCSE art project, showing that I can cope well under pressure and perform to a deadline. I have also completed my Duke of Edinburgh Bronze Award which involved volunteering and embarking on a two day, one-night, expedition with my team, this further enhanced my ability to work well in a team and to learn, adapt, problem solve and take a challenge head on and succeed.

### Key Skills (and how they link directly to the job role)

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Example:

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Fully qualified first-aider
- Organisation and time management
- Ability to work as part of a team or equally as well on my own

### Education

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School or College	Subject	Qualification Type	Qualification Achieved
	Maths	GCSE	C
	English	GCSE	A
	Science	GCSE	B
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

Additional qualifications: e.g.- B-Tech, NVQ etc.

## Employment or Work Experience History

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Job Role, Company Name, Location

(Month 20XX – Present)

Achievements and responsibilities:

- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1

Job Role, Company Name, Location

(Month 20XX – Month 20XX)

Achievements and responsibilities:

- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1
- Responsibilities 1

**Hobbies & Interests** (This is a chance to show your personality, what is special about you? Secretly, you can link it back to further qualities that would make you perfect for the job).

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Example: I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two-week production and relished the chance to take control of performances and react to a high-pressure environment.

## References

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	Name	Email Address	Contact Number	Relationship
1.				
2.				

### CV writing tips

1. **Place your contact details:** on top of your CV, not only state your contact details but also your e-mail address, your LinkedIn and Twitter account, as long as you use it professionally, or your website URL.
2. **Use a professional e-mail address:** supergirl123@hotmail.com is not very representative.

3. **Photo, yes or no?** A face is easier to remember between the pile of CV's but make sure the photo is professional, representative and clearly visible. Don't you have a picture like this, or not? Ask your closer circle what they think or just don't use it.
4. **Use hyperlinks in your text:** for example to your LinkedIn profile or to a blog or projects you have realized and have online. Select the text that you want to link, click on the right mouse button and choose "hyperlink". Then fill in the URL of the site you want to link. Note: too many hyperlinks will make your text unreadable and thus will have an adverse effect.
5. **Only include relevant working experience in your CV:** An employer in the communication sector might not be interested that you have worked as a shelf stacker. Don't you have a lot of work experience and are you afraid that your CV will be too short? Just spent more time on extra activities. Maybe you have worked for the school paper or you are very good at Photoshop?
6. **Be honest:** There is nothing wrong with over-colouring your CV but never lie. It can come out in the job interview or even after you have been hired. If you still have to apply for other jobs afterwards, this is never a good reference.
7. **Make a basic CV:** Write down everything you have done including languages, computer skills and hobbies. Then adjust your CV for every job so that it fits the function requirements in the vacancy.
8. **Do not make it too long:** Even though you have done a lot for the past few years, you cannot put everything in your cv. It has to fit on two sides.
9. **Make sure it is clearly aid out:** is everything neatly lined out? Does it look clear? Do you have the same enumerations signs everywhere? The lay-out of your CV gives the first impression even before somebody reads your CV. Do not use undue fonts because it distracts from the content.
10. **10. Put your name in the header of the document:** double click in the top of the document where you cannot write. Insert a header text and write for example curriculum vitae (your name). Handy when the HR-employee mixes up CV's
11. **Print your CV:** So that you can see if it still looks good this way.
12. **Avoid errors:** let somebody who is good at texts read your cv. Just like writing a cover letter, you have become a bit word blind in the end. Somebody else can pick the little mistakes out.
13. **Are you all ready?** Save the result as a pdf, this way nobody can change it anymore. It looks way better as well. Use a practical name.
14. **Is your LinkedIn profile still up to date?** You have sent a great CV but is it still coherent to what is on your profile? It does not have to all be the same but a future employer should be able to recognize you. Therefore, use the same photo and try to let the purpose shine through.
15. **Look at your last tweets:** just check, If you have included your twitter profile on your CV, there is a big chance that a member of HR has taken a look at it. Make sure that your last tweets do not show how big your hangover is and how hard you can curse.

## Your digital footprint

How are you using social media to improve your employability? The following apps and websites are very useful to sell brand 'you'.

**Twitter** – use this to connect with experts and companies in the field of work that you would like to go into. It is a good way to gather information.

**LinkedIn** – create a profile and connect with recruiters and companies and not only will you gather information on work opportunities but user will actively seek you out using this app.

## Gap Years:

A Gap Year can be a great way to see a bit of the world, have an adventure and find out a bit more about yourself. If you decide to take a year out, however, you won't want to waste it – and universities will want to know how you've used the time. "Low-paid local employment and partying" isn't what they want to see on your application, but fortunately there's an amazing array of stuff to do out there that's exciting and enriching, and needn't break the bank.

1. Gap Years: The Independent Guide

The Independent newspaper's guide to taking a year out. [www.independent.co.uk/student/gap-year/gap-year-ultimate-listings-guide-890748.html](http://www.independent.co.uk/student/gap-year/gap-year-ultimate-listings-guide-890748.html)

2. NotGoingToUni - [www.notgoingtouni.co.uk/advice/subjects/18/Gap\\_Years](http://www.notgoingtouni.co.uk/advice/subjects/18/Gap_Years)

A website dedicated to students who think university is not the answer to all life's problems and possibilities. It includes this advice hub all about Gap Years. If you type 'gap year' into the search box at the top of the page you'll get links to some current gap year opportunities, too.

3. GapYear.com - [www.gapyear.com](http://www.gapyear.com)

A commercial site, but highly regarded and full of advice and opportunities on how to make the most of your year out from education – whether you want to volunteer, see the world, get an interesting seasonal job – or all three!

4. Gap Year Jobs - [www.gapyearjobs.co.uk](http://www.gapyearjobs.co.uk)

A search engine for temporary jobs, run by Trinity Mirror (the newspaper people). A great place to pick up short term employment or volunteering opportunities during your gap year.

5. Do-it.org – Volunteering - [www.do-it.org.uk](http://www.do-it.org.uk)

The ultimate guide to getting some life experience while helping others in the UK – over a million different opportunities listed.

6. The Year in Industry - [www.yini.org.uk](http://www.yini.org.uk)

Get a formal, paid work placement in any one of a range of different industries, so you can try out a potential future and enrich your CV.

7. Deloitte - work and travel programme - <http://scholars.deloitte.co.uk/>

Deloitte's is a famous business services company that provides Gap Year students with the chance to work, earn money for travel, and get a foot in the door for possible future employment when your degree is finished.



**Session 1**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 2**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 3**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 4**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 5**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 6**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 7**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 8**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?



**Session 9**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 10**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 11**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**Session 12**

Meeting with: \_\_\_\_\_ Date: \_\_\_\_\_

Target 1:

What have I done to achieve this target? What have I found? What are the next steps?

Target 2:

What have I done to achieve this target? What have I found? What are the next steps?

Target 3:

What have I done to achieve this target? What have I found? What are the next steps?

**CV and Covering Letter Log**

	<b>CV Teacher Feedback/Targets</b>	<b>Covering Letter Teacher Feedback/Targets</b>
<b>Check 1</b>  <b>Date:</b>		
<b>Check 2</b>  <b>Date:</b>		
<b>Check 3</b>  <b>Date:</b>		
<b>Check 4</b>  <b>Date:</b>		
<b>Check 4</b>  <b>Date:</b>		
<b>Pass</b>		

<b>Interview Practice 1</b>	<b>Teacher Feedback:</b>
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<b>Date:</b>		
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**Interview Practice Log:**

<b>Date:</b> <b>Venue:</b> <b>Targets:</b>	
<b>Interview Practice 2</b> <b>Date:</b> <b>Venue:</b> <b>Targets:</b>	<b>Teacher Feedback:</b>
<b>Interview Practice 3</b> <b>Date:</b> <b>Venue:</b> <b>Targets:</b>	<b>Teacher Feedback:</b>

**Personal Development Notes:**

<b>Speakers/ Workshops Attended</b>	<b>Reflections/Actions</b>
<b>World of Work Trips</b>	<b>Reflections/Actions</b>
<b>Work Experience</b>	<b>Reflections/Actions</b>