

OATHALL COMMUNITY COLLEGE
Work Related Learning



Preparing for the World of Work

- Thinking Ahead
- Create the Right Impression
- Write a CV
- Write a Personal Statement
- Application Forms and Letters
- Preparing for Interviews
- Work Experience / Volunteering

THINKING AHEAD

Before you apply for anything, spend some time thinking about other factors that might affect your plans for the future.

The state of the job market

It is important to think about how changes in the job market could affect your plans. For example:

- Will the jobs that interest you now still exist in five or ten years?
- Will there be much competition for the jobs that interest you?
- Will you have the skills, experience, qualifications and attitudes that employers are looking for?

You can use Labour Market Information (LMI) to help you answer these questions. LMI describes what is happening in the world of work and how the job market might change in a few years. You can find LMI by:

- Speaking to your careers adviser
- Using newspapers and job sites to see what type of jobs are being advertised and what types of businesses are doing well or closing down
- Looking at the job market information pages in the [Careers Advice](#) section of the National Careers Service website at <https://nationalcareersservice.direct.gov.uk>.

Important trends

Think about these long-term labour market trends when you are making your decisions.

- Most people do several different jobs in their lives.
- Job opportunities keep changing . jobs come and go because of technological, economic, social and political developments.
- The number of jobs using science, technology, engineering, mathematics (STEM) and modern foreign language skills is growing.
- People with good skills and qualifications find it easier to get a job . the number of jobs for unskilled, poorly qualified people is shrinking quickly.
- Keeping a job means continuing to learn . employers need people who can keep up with changes in the workplace.

APPLYING FOR OPPORTUNITIES

CREATE THE RIGHT IMPRESSION

Whatever you decide to do after Year 11 you will have to apply for it.

Check your online presence

Before you apply for anything you should take a few minutes to check your online presence. What happens if you put your name into a search engine? Can everyone see those embarrassing holiday and party photos? Or read that comment you posted? In a world where everyone is using the internet, you need to make sure that your online presence creates the impression you want it to create. You never know who will be searching for your name!

Pay attention to detail

Do you ignore instructions? Do you skip over big blocks of writing? You could run the risk of making silly mistakes in applications . like leaving out important information, misspelling simple words and missing application deadlines. Remember that paying attention to detail can make the difference between a successful and unsuccessful application.

Take your time and aim for quality

Applications are your personal publicity documents and every word counts. Good quality ones take time and effort to prepare. They show schools, colleges, employers and others exactly how your qualifications, skills, experiences and personality fit the opportunity. Aim for quality and put enough time aside to do a good job of marketing yourself.

Know your application methods

Different opportunities ask you to apply in different ways. Be ready to make an application using one or more of the following methods:

- Provide a CV, Personal Statement and covering letter . online or on paper.
- Fill in an application form . online or on paper.
- Write an application letter . online or on paper.
- Visit in person to discuss an opportunity.
- Make a phone call.
- Attend an interview.

WRITE A CV

Once you have done a CV you can use it to help you fill in application forms, write covering letters and prepare for phone calls and interviews. You can also take it with you if you are asked to visit in person.

A CV is your personal publicity leaflet. Like all leaflets, it must be short or people will not read it. One or two sides of A4 is ideal on separate pages, not two-sided. Ideally, it should be printed on good quality paper. Use a clear and easy to read font, and make sure you proof-read and spell check.

What do you put in it?

There are no rules, but most people have the following sections:

- **Heading** . your contact details including your proper name, address, telephone number and a sensible email address.
- **Profile** . two or three sentences summarising your best points. For example, **A** hard working responsible person who **is** q
- **Education and qualifications** . the years you attended secondary school (e.g. 2009-2014), the name of your school and details of the qualifications taken with predicted or actual grades. List your subjects in grade order. (You do not need to include your primary school.)
- **Skills and experience** . a bullet point list of your skills and achievements showing what you can do and how you work. This can include evidence from voluntary work, work experience and paid activities like babysitting or dog walking that you do in your spare time. It can also include positions of responsibility in and out of school such as captaining a sports team or being a peer mediator. Mention any certificates you have gained through these activities.
- **Interests** . the top two or three plus anything like a Duke of Edinburgh Award. Your hobbies and leisure activities can highlight dedication/commitment and organisational/leadership skills.
- **References** . many people write **references** available on request **where**. Or you can provide the contact details for one or two referees who can say what you are like, including your attitude to work.
One referee can be the Headteacher, Mr Rodriguez, but it is better not to provide a teacher for your second reference because the school will provide your first reference. The second referee could be someone who has known you for a number of years, but not a close member of your family.

Further information on CVs is available in the **Careers Advice** pages of the National Careers Service website at <https://nationalcareersservice.direct.gov.uk> . Use the CV Builder in the **Career Tools** section to practise writing a CV.

An example of a student CV can be found on the following page.

Joe Bloggs

14 Any Road
Haywards Heath
West Sussex RH16 2AB

01444 123456 / 07701 234567
jb@hotmail.co.uk

Personal Profile

I am a well organised and enthusiastic person with good communication skills. I am adaptable and keen to learn new skills. I have excellent time management skills as demonstrated by my paper round combined with school work. I achieved a Gold Award certificate for my work experience placement.

Education

Oathall Community College

2009 - 2014

GCSEs to be taken with predicted grades:

Geography (A)	English Language (B)
Photography (A)	English Literature (B)
Art (A)	Maths (B)
French (B)	Science (B)

Skills & Achievements

- Good IT skills including Word and Excel.
- Flexible and quick to learn new skills.
- Able to work in a team or on my own initiative.
- An understanding and caring person. I really enjoy working with people.
- Through my work experience at the rescue centre, I have proved that I am hardworking and good at practical tasks.
- I have completed the Duke of Edinburgh Bronze Award.
- I am a Senior Prefect and Peer Mediator.

Voluntary Work / Work Experience

ABC Newsagents, Haywards Heath

July 2013 . present

- Responsible for delivering papers Monday-Friday, whatever the weather.
- Commended for good time keeping.

Koalas Playgroup, Haywards Heath

September 2013 . present

- Volunteer fortnightly on a Saturday morning at this special needs playgroup.
- Responsible for setting up activities and playing/interacting with the children.

Haywards Heath Dog Rescue Centre

June 2013

- Work experience placement at this busy rescue centre.
- Duties included cleaning out cages, exercising dogs, helping with feeding and grooming.
- Gained a Gold Award certificate.

Interests

I play for a local football team and go to the gym regularly. I also enjoy walking my dog.

References available on request

WRITE A PERSONAL STATEMENT

A Personal Statement is a chance to reflect on what you have achieved and learnt . to say what is special about you. You can include more details about yourself, e.g. what you have achieved so far, what you are most proud of, etc. It can be used on applications to college and employment. A Personal Statement should cover five main areas. Here are examples of statements you could use for these sections.

- **Introduction - A brief background about yourself**

*E.g. I am in year 11 at Oathall Community College and my target grades for GCSEs are all As and A*s. I am hoping to go on to do A levels in possibly Art, Music, English and Geography. I am hardworking, well organised and able to meet deadlines.*

E.g. I am a student in year 11 at Oathall Community College and my target grades for GCSEs are mainly Cs and Ds. I am hoping to go on to do a course in hair and beauty. I am sociable, have a good sense of humour and like to help others.

- **Involvement in school life / Positions of responsibility**

E.g. I am a member of the school football and rugby teams, and I play saxophone in the school jazz band.

E.g. I love drama and took part in the recent school production of Fiddler on the Roof. I help at open evenings and enjoy organising fundraising events.

E.g. I am captain of the football team. I am also a senior prefect and peer mediator and believe I am a good role model to other students.

E.g. I am a sports leader and organise and lead events for primary school children. This has enabled me to develop my communication and organisation skills.

- **Interests and hobbies**

E.g. I enjoy playing netball at the weekends for a local team. I play the violin and am working towards grade 6. I also attend a local dance school and have grade 5 in ballet.

E.g. I like to keep fit and have joined a local gym. When I'm not playing or watching sport, I like to play computer games.

E.g. I am involved in the Duke of Edinburgh's Award Scheme and as part of this I use my organisational skills as a helper at Beavers and organise games and activity weeks.

- **Work experience / Part time work**

E.g. My work experience last year was in the marketing department of a local company where I really enjoyed using my creative skills. I was awarded a Gold certificate.

E.g. I babysit for several families in my village and believe I am a reliable and responsible person.

E.g. My part time job involves pricing stock and selling gifts. I have to handle money and take orders and add up quickly in my head. This has helped me to gain confidence in dealing with figures and with people.

- **Your hopes and plans for the future**

E.g. I would like to go on to university to possibly study English as I hope to be a journalist.

E.g. I am not sure yet whether I want to go to university. I would like to get a job with good career prospects where I can use my creative skills.

E.g. I am very interested in computing so when I leave school I am either going to college or will undertake an Apprenticeship in this field.

Here is an example of a Personal Statement.

Personal Statement

Roy Bean

I am in year 11 at Oathall Community College and studying GCSEs in Triple Science, English Language, English Literature, Mathematics, History, French, Business & Communication Systems and Computer Studies. I hope to achieve good grades in all subjects but I hope to do particularly well in Maths, Science and History.

At school I am a Senior Prefect and amongst other duties I have helped at several school open evenings. I have enjoyed being a prefect because it has given me more responsibility and has provided me with a new challenge.

I am an enthusiastic sportsman and participate in cricket, badminton and squash. At Burgess Hill Cricket Club I play in both the adult and junior teams and I am mainly a bowler. Playing as part of a cricket team has given me valuable leadership and team building skills. I play badminton for St Paul's Badminton Club's junior and adult sections. I have represented the school many times in both cricket and badminton and for a number of years I have been competing in badminton tournaments and currently I am U16 Mid Sussex doubles champion. As well as competing in tournaments I am also a member of the Mid Sussex badminton squad and team.

Out of school I am a member of my local Scout and Explorer Scout troop. With Scouts I have taken part in a wide range of activities such as caving, sailing and endurance hiking. Being a member of the Scouts involves a lot of commitment but is very rewarding and enjoyable. I have learnt how to manage my time efficiently, work as part of a team and to use my initiative in a variety of different situations. Whilst I have been at Scouts I have helped out and contributed towards many charities and voluntary organisations.

For the last two years I have done a weekly paper round. I do not particularly enjoy this job but I have stuck with it. In the near future I hope to get a Saturday job which will give me added responsibility and bring me into contact with the public more than my current job.

Recently I completed a very successful work experience week at EDS which is a worldwide computer systems management company. I enjoyed the week very much as I have a keen interest in computers and IT which was one of the reasons I chose Computer Studies at GCSE. The week also gave me valuable experience of what the real world of work is like and what I may want to do in the future.

When I leave Oathall I intend to go to college and study Maths, Science, Business and Computing. I am not sure what career I wish to go into but after college I hope to go onto university.

APPLICATION FORMS

Application forms make it easy for recruiters and admissions staff to compare applications and spot the people who fit their requirements.

You should:

- Read all the instructions carefully before you start and make a note of anything you might forget. For example, do they want you to write in black ink and block capitals? Do any sections have a word limit?
- Remember that an application form is a formal document and you are trying to make a good impression. Do not use text speak, slang or abbreviations that the reader might not understand.
- Make a copy of the form and practise completing it so that you can correct any mistakes and add anything you may have missed out.
- Ask someone you trust to check your draft.
- Fill in the form carefully. Answer every question, do not leave any sections blank unless told to do so. If a section does not apply to you then put N/A (not applicable); do not leave it blank as the employer may think you have missed the question or cannot follow instructions. If you are working online, save your work at regular intervals so that you don't lose it.
- Keep a copy of your completed form so that you don't forget what you said.

APPLICATION / COVERING LETTERS

These are formal letters. Even more so than a CV, a covering letter needs to be tailored to each job that you apply for. It must be short (four or five paragraphs), to the point and show why you are right for the job. Use a standard letter layout whether you are applying online or sending your letter through the post. Word process it unless asked for a handwritten one. Include your CV (and Personal Statement) with your letter. Attach it as a separate document if using email, making sure it has a sensible filename.

What do you put in it?

Always try to use a person's name. ~~Dear Mrs Jones~~ looks better than ~~Dear Sir/Madam~~

Start with the reason for writing. Usually you will be:

- applying for an advertised job vacancy or other opportunity. Make sure you include the reference number and description given in the advert.
- asking if someone can offer you a job or another opportunity such as a work placement.

Follow this with one or two paragraphs that say why you are a good candidate. Do not repeat what is in your CV. Give new or extra details about the skills, qualities and achievements that you think fit particularly well with what you are applying for.

End politely and assertively. For example, ~~I~~ look forward to hearing from you ~~I~~ am available for interview ~~or I~~ would be grateful if you could keep my name on file in case any opportunities arise in the future

Sign off properly: ~~Dear Mrs Jones~~ ends with ~~Yours sincerely~~ ~~Dear Sir/Madam~~ ends with ~~Yours faithfully~~

An example of a covering letter for a job vacancy

14 Any Road
Haywards Heath
West Sussex
RH16 2AB

01444 123456
07701 234567

1 September 2013

Mrs J Jones
Curl Up and Dye
The Orchards
Haywards Heath
West Sussex
RH16 2AA

Dear Mrs Jones

Further to your advert in the Mid Sussex Times this week, I would like to apply for the position of Saturday Hairdressing Assistant.

I have recently started a hair and beauty course at Central Sussex College and am looking for a job to support my study. I am a bright and enthusiastic individual with excellent interpersonal skills, who is keen to learn and become a fully qualified hairdresser.

I enclose my CV and look forward to hearing from you.

Yours sincerely

Josephine Bloggs

An example of a covering letter to enquire about possible vacancies

14 Any Road
Haywards Heath
West Sussex
RH16 2AB

01444 123456
07701 234567

1 September 2013

Mrs J Jones
Curl Up and Dye
The Orchards
Haywards Heath
West Sussex
RH16 2AA

Dear Mrs Jones

I am writing to enquire if you have any vacancies for a Junior Hairdresser.

As you will see from my attached CV, I am currently studying towards a level 3 diploma in hairdressing at Central Sussex College and have one year's experience of working in a salon through my Saturday job. I believe that the knowledge I have gained during my course together with my employment experience, excellent interpersonal skills and drive to succeed would make me an asset to your company.

Your company offers excellent customer service and is well known for its employee development and desire to maintain its successful reputation. I would like to develop my career with a company such as yours and be part of its continued success.

I would welcome the opportunity to discuss any vacancies you may have at a time convenient to you. Should you require any further information, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely

Josephine Bloggs

PLAN HOW TO MAKE AND TAKE PHONE CALLS

You might have to ring someone to apply for an opportunity or to ask if they have any opportunities available. You need to prepare for it.

- List the things you want to say and have your CV and any other paperwork handy.
- Practise how you will start the conversation and what you will say if the call goes through to voicemail.
- If using your mobile, charge it and find a quiet place with a good signal before you make your call.
- Have pen and paper ready to make notes.
- Before you end the call, make sure you know exactly what you have to do next, and you know the name of the person you spoke to.
- End the call by saying thank you for your help or something similar.

You may receive a phone call to let you know the result of your request, to tell you how you did in an interview or to arrange a time for a telephone interview. You never know when this will happen so check for messages and answer your phone sensibly and politely if you do not recognise the number.

GET READY FOR INTERVIEWS

Preparation and planning

Before any interview, you should:

- research the organisation as well as the opportunity
- look at the organisation's website and read all the information you receive
- read through your application again
- think about what questions they might ask you and how you could reply
- share your ideas and practise your answers with friends and family
- make a list of questions to ask.

Depending on the type of interview, you may be asked to do a test, assessment or group activity, or pass a telephone interview before being called to a face-to-face interview. Try to find out as much as you can about what the interview procedure involves.

There is further information on Interviews in the Careers Advice pages of the National Careers Service website at <https://nationalcareersservice.direct.gov.uk>.

Make sure you take everything you need with you, e.g. your CV (and Personal Statement), application form, pen. Plan how you will get there, so that you arrive in plenty of time.

Presentation

First impressions count so make an effort to look smart. Just before the interview remember to turn off your mobile phone, put your chewing gum in the bin and check your appearance.

When you get into the interview:

- only sit down when invited to do so
- make eye contact with the interviewer
- smile and be polite
- listen carefully to the questions and think before you speak . ask for more detail if you are unsure what they are asking
- speak clearly without using any slang or bad language
- be honest

WORK EXPERIENCE / VOLUNTEERING

- rewarding and valuable

Doing unpaid work experience, also known as volunteering, can bring you great rewards. Work experience gives you the chance to learn new skills and improve those you already have. You will be helping others at the same time...and helping yourself build a better future.

Each year hundreds of young people volunteer for many reasons: whether it's to gain new experiences, meet new friends, improve your communication and inter-personal skills, enhance your CV and help you when filling in the UCAS form for University. Maybe you just want to give something back to your communities and join the 'Big Society'. Very importantly it can give you valuable experience for the future. For those looking to a career in medicine, nursing and the caring professions, psychology and sociology students or teaching, volunteering will give you invaluable insight and the relevant experience which will help you secure that University place.

Whatever your reasons for getting involved there will be something for you. Choose the organisation or group you wish to help carefully. Make sure it does something you feel is important, something you feel passionately about.

What you can offer, what you can learn

Don't underestimate yourself or your ability - even if you don't have any formal qualifications, you will still have personal skills to offer the right organisation. Take the time to write down the things you are good at and the things you enjoy doing. Perhaps you are good with your hands or you might like caring for others who need help.

You've so much to gain....

The rewards and benefits of work experience are real. Besides the skills you bring to an organisation, you will find that you will learn more skills through your work with other people and benefit from their experience. The organisation or group might also be able to help you to improve and develop your talents, too. Work experience builds self-esteem, makes you a valued person in the community. If you feel passionate about something, work experience could be the right path for you to follow.

You will have the chance to understand how organisations work; at the same time you will be developing your own confidence and ability to work with others. Your work experience could also make you think about a career path for your future.

National Citizenship Service

NCS is a government-run personal and social development programme for young people. It invites all Year 11 and Year 12 students, and 16 and 17 year olds not in education, to be the best they can be, whatever their background and ambition. NCS takes place over several weeks (out of school time) in spring, summer or autumn. It features a short time away from home and a team project in the local community.

Along with thousands of other young people, you will take part in different outdoor activities, develop skills you didn't even know you had, learn new things, help your local community and best of all make a load of new friends. You will also be given the opportunity to create a project you really care about and bring it to life in your local area.

Further information can be found on the NCS website: www.ncsyes.co.uk .
You can phone 0800 027 9111 to find out about opportunities in the South-East.

Here are the details of two voluntary organisations in our area:

- **Mid Sussex South Council for Voluntary Service (MSSCVS) - www.msscvs.org.uk**

To find out more about volunteering, contact the local volunteer centre:

Address: 38 Church Road, Burgess Hill, RH15 9AE **Opening times:** Monday to Thursday, 10.00am to 1.00pm. **Telephone:** 01444 870711 (answerphone outside of opening hours)
Email: vc@msscvs.org.uk

You are welcome to phone, email or drop in to book an appointment. Volunteering advice sessions are held in Burgess Hill or Haywards Heath where you can see a Volunteer Co-ordinator who can help you with finding out more about volunteering and choosing a volunteer role based on your availability, skills, abilities and interests.

Burgess Hill: Monday-Thursday, 10am-1pm 38 Church Road, RH15 9AE

Haywards Heath: Tuesday, 10am-12noon, Friday, 1pm-3pm Haywards Heath Town Council, 40 Boltro Road, RH16 1BA

- **Outset Youth Action - www.outsetyouth.org.uk**

**Contact the Mid Sussex South Youth Volunteer Adviser –
email: caroline.halpin@outsetyouth.org.uk / tel: 07779 223421**

Outset offers opportunities in all sections of the local community. Whether you have a free extra-curricular lesson at college, two hours spare on a Wednesday evening or are able to give all day Saturday, Outset Youth Advisors will help you find an opportunity that is right for you. Or you may wish to create and develop a project of your own.

Across Mid Sussex there are a huge variety of opportunities which include:

- “ Hospitals
- “ Day Care Centres for the elderly
- “ Residential/Nursing homes
- “ Hospices
- “ Special Needs Sports Clubs for adults & children
- “ Buddying - Social outings for special needs children & teenagers
- “ Schools for children with special needs
- “ Libraries - Summer Reading Challenge
- “ Charity Shops
- “ Youth Councils & Youth Advisory Centres
- “ Youth Clubs
- “ Junior Schools
- “ Playgroups & Nurseries
- “ Environmental/Conservation Projects
- “ Sports Clubs - Coaching
- “ Children/Family Centres Outreach Bus . Rural Stay & Playqsessions in village halls

When and for how long you give your time depends on you, and for those that don't have the time for a weekly commitment you could become an Outset 'task force volunteer' and help at 'one off' events or use some of your holiday time to get involved.

At the end of your commitment to volunteering you will receive an Outset certificate detailing your hours and what you have been doing.

Volunteering opportunities can also be found on the national database **www.do-it.org.uk**. Here you can search over one million opportunities and apply online.