



## **Year 12 Destinations Day – Summer Term**

### **Learning Objectives**

To know key resources available to me to research future career and destination pathways, including PLOTR, the National Careers Service, TCAS and Apprenticeship Providers.

To understand how to write about myself for personal statements and/or CVs and cover letters.

To be able to begin to write the first draft of my personal statement and/or CV and cover letter.

### **Outline of the day:**

<b><u>Period</u></b>	<b><u>Activity</u></b>
<b>1</b>	<b>Overview of main pathways and destinations after College. Focus on factors to consider when choosing pathways (ultimately a career).</b>
<b>2</b>	<b>1. Fully complete Destinations Booklets.</b>
<b>3</b>	<b>2. Career quiz – complete PLOTR quiz to help choose a career. 3. Research recommended careers/resources on National Careers Service.</b>
<b>4</b>	<b>University applicants: How to log on to TCAS Apprenticeship applicants: How to sign up to Apprenticeship providers How to write about yourself – personal statements and cover letters</b>
<b>5</b>	<b>1. Log on to TCAS and/or to sign up to Apprenticeship providers 2. Begin completing personal writing ideas generator</b>
<b>6</b>	<b>Lunch</b>
<b>7</b>	<b>Ms. Farmer on Higher Apprenticeships and Mr. Waterland on interviews. Further detail: How to write about yourself – detailed examples and exemplars</b>
<b>8</b>	<b>1. To complete personal writing ideas generator</b>
<b>9</b>	<b>2. To write personal statements/cover letter outlines</b>





## **Year 12 Destinations Day Resources:**

### **Periods 2-3**

## Year 12 PHSE Day

### Periods 2 – 3: Researching Career and Destinations Pathways

#### PLOTR Careers Quiz Worksheet

- Go to [www.plotr.co.uk](http://www.plotr.co.uk) and complete the online careers quiz.

Name: .....

Tutor: .....

- My top 20 careers matches are:

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

- My top 5 career matches have the following characteristics:

- Click on career choice and read through 'overview':

<b><u>Career Match</u></b>	<b><u>What is it?</u></b> <i>(Brief notes)</i>	<b><u>What does it do?</u></b> <i>(Brief notes)</i>	<b><u>What skills are important?</u></b>	<b><u>How much could I earn?</u></b>	<b><u>How do I become one?</u></b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					

## The National Careers Service Website

1. What is the exact website address for the National Careers Service? **Go there.**
2. What are the five different sections of the National Careers Service website?
3. **Click on job profiles.** How many different job profiles are available on the NCS website?
4. Each job profile includes information on:
  - Expected salary
  - The sort of work you will be doing
  - What career progression is like
  - **And which other key area?**
5. Find the job profile for a 'Secondary School Teacher'.
  - What is the salary range for this profession?
6. Find the job profile for a 'Civil Engineer'.
  - What are the entry requirements for this profession?
7. Find the job profile for a 'Psychologist'.
  - Under the 'What you'll do' heading, what are the seven different areas psychologists can work in?
8. Find the job profile for a 'Management Consultant'.
  - What are the two skill sets required?
9. Find the job profile for a 'Police Officer'.

How many years do you need to be a 'police officer' before you can apply to become a 'police constable'?
10. Click on 'Contact us'.
  - When can you webchat with an adviser for free?

11. What is the phone number you can also use?
12. How much does it cost to phone?
13. When can you phone?
14. How many other ways can you get in contact with an adviser? List them.
15. Can you meet someone face-to-face? How?
16. Click on 'Help to get a job'.
  - What are the six main ways it suggests (and includes instructions on) how to find jobs that are advertised?
17. What is 'networking'? Why is it so important?
18. Why might people find 'networking' difficult to begin with?
19. What advice does the website offer on this?
20. What are the 7 sections the website recommends should be included on a CV?
21. Read the section on Top Tips for CVs. Write two tips you read that you think were the most helpful below.
22. What is a covering letter?
23. What should a covering letter definitely not contain?
24. Should it be long?
25. Is it better to handwrite or write on a computer?
26. What sorts of things should you make sure are explained in your covering letter?
27. Who should you address your covering letter to?
28. Will many employers skim-read letters? So which paragraph is the most important?
29. Which three questions does the website recommend you should ask yourself in order to 'take the employer's point of view'?
30. At the end when you 'sign off', what 4 things does the website advise you must do?

31. Click on 'Interview advice'.

- What is a competency-based interview?
- What does face-to-face mean?
- What is a panel interview?
- What does an 'informal chat' mean?
- Which other two types of interview are there?

32. What four things does it recommend doing the night before the interview?

33. What should you wear (summarise)?

34. During the interview – read this section and write 5 tips you would pass on to a friend.

1.	
2.	
3.	
4.	
5.	

35. Difficult questions – what situations does it list that someone may find it difficult to explain?  
What advice does it give in these situations?

36. After the interview, if you were successful what should you do next?

37. After the interview, if you were not successful what should you do next?

38. Click on 'Top 10 questions'. Complete the table below.

<u>Main areas (1-10)</u>	<u>Example question</u>	<u>How you might answer it?</u>

- Go to the National Careers Website (<https://nationalcareersservice.direct.gov.uk/>) and click on 'Job Profiles'.
- Use your results from the PLOTR quiz (or any other ideas you have) and research five careers you may be interested in the long-term.

<u>Job Profile</u>	<u>Entry requirements and skills required</u>	<u>What you'll do</u>	<u>Salary</u>	<u>Working hours</u>	<u>What you like about the job?</u>	<u>What you don't like about the job?</u>
1.						
2.						
3.						
4.						
5.						



**Year 12 Destinations Day Resources:**

**Periods 5, 8 and 9**

## Year 12 PHSE Day

### Period 5: Logging on to TCAS and/or Apprenticeship providers

#### INSTRUCTIONS SHEET

#### TCAS:

##### How to log on to TCAS:

1. Go to <http://tcas.toothillschool.co.uk/>
2. Enter your full school email address ([sgraham@toothillschool.co.uk](mailto:sgraham@toothillschool.co.uk)) as username
3. Enter your normal school password as password

##### What to do on TCAS today:

<u>TASK</u>	<u>How to do it</u>	<u>Done?</u>
1. Sign up to the correct group	Select mentor from the drop-down list, check the other box has 'application cycle 2015/16' selected, click 'save'.	
2. Add in your College subjects	Check you are 'My College subjects' tab, add all subjects studied in Year 12 – select all as A2 and Dip., click 'I have entered all my College subjects' (this makes 'My College subjects' tab in top right hand corner turn green)	
3. Enter your University courses choices	Click on 'My University Courses' tab, enter 5 universities and courses (Course Title, University, Requirements), click 'I have entered all my university courses' (this makes 'My University Choices' tab in top right hand corner turn green)	
4. Request subject references from teachers	Click 'My subject references' tab, for each teacher, click 'Add teacher' tab, select subject and select teacher, click 'I have requested all my subject references' (this makes the 'My subject references' tab in the top right hand corner turn green)	

#### Apprenticeship Providers

##### How to sign up to three local apprenticeship/employment agencies today:

<u>Apprenticeship Provider</u>	<u>How to sign up</u>	<u>Done?</u>
1. Access Training	<ul style="list-style-type: none"><li>• Go to website <a href="http://www.atem.co.uk">www.atem.co.uk</a></li><li>• Click 'Application Form'</li><li>• Click 'Application Form' again</li><li>• Complete form</li><li>• Upload CV</li></ul>	
2. Prostart	<ul style="list-style-type: none"><li>• Go to website <a href="http://www.prostartuk.co.uk">www.prostartuk.co.uk</a></li><li>• Click 'Looking to Learn'</li><li>• Select 'Initial interest form'</li><li>• Complete the form and submit</li></ul>	
3. 3AAA	<ul style="list-style-type: none"><li>• Go to website <a href="http://www.3aa.co.uk">www.3aa.co.uk</a></li><li>• Scroll down the homepage until 'Become part of something special'.</li><li>• Click 'Apply now'</li><li>• Click 'Sign up now'</li><li>• Complete form to register</li></ul>	

## Personal Statement – Ideas Generator

**Research ALL the courses you are applying for in detail on the university websites**

*What exactly is the entry requirement? Do they mention any specific skills they are looking for? Which topics specifically will your course look at? Which are optional/compulsory? How are they all assessed? What more can you find out?*

**A strong opening sentence, making it clear why you have applied to study a particular course. (Hardest – often better to leave until last)**

*Is there a particular moment / topic that inspired you? Which? When? How?  
What specific skills / insights does this subject / course give you?  
(In a nutshell) Why do you 'love' it / want to spend three years of your life doing it?*

**What is it you enjoy / love about your chosen subject / course? Try to be specific:**

*Skills? Approach? Insight into life?*

**What topics you have studied in AS/A2 in your chosen subject:**

*Which of these have you been particular good at? What evidence do you have?*

*Which of these have you particularly enjoyed? Why (be as specific as you can)?*

*Which of these are most relevant to your course?*

**What additional work have you done related to your subject / course outside of the classroom – that your teacher did not ask you to do?**

*Additional books? Trips? Conferences? Museums / exhibitions / displays? Famous people?*

*TV programmes / documentaries / channels? Newspaper articles / magazines / internet web pages?*

**What experience have you had of independent study?**

*EPQ? Coursework / Personal Study / Experiment? Any other situation where YOU decided what you would study and not your teacher?*

**Are there any academic achievements you can mention?**

*Academic prizes / competitions? Top marks / full marks in any of your pieces of work?  
Have you ever been put in a position where you need to teach other students?*

**What other subjects are you studying at school?**

*Which skills / topics in these subjects might be relevant to your chosen course?*

**What additional enrichment activities do you do / have you done recently?**

## How to write/update your Curriculum Vitae

- Your Curriculum Vitae is a list of your achievement and experiences to date. It is essential when applying for jobs.

### How to write a CV:

**Full Name** (Date of Birth)

Contact details: Address, phone number, email

Personal Profile: Write 2 – 3 sentences briefly introducing who you are. *E.g. I am a full-time post-16 student at Toot Hill College, Nottinghamshire. I am currently studying ..., ... , ... I am (choose 2-3 adjectives to describe yourself) and am committed to working as (what job or sector are you interested in/applying for?).*

Education: Put the dates you attended the school/College and its address. List your GCSE qualifications and your AS qualifications/predicted grades. Put them in alphabetical order *E.g. ...:*

*2012 – 2014: Toot Hill College, Bingham, Nottinghamshire, NG13 8BL*

#### AS Levels:

*Art – B*

*Geography – C*

*Product Design – C*

#### GCSEs:

*Art - A*

*English - C*

*Maths – C*

*Physics - D*

*Etc.*

Other qualifications: If you have completed any other qualifications / awards include these too. *E.g. Duke of Edinburgh, Sports Leader Award, First Aid awards etc.*

Work experience: Put the dates of your work experience, the name of the company, and the role you had – try to include a brief description of the main tasks you undertook.

Additional information: You can include a brief description of your hobbies/interests *e.g. sport, travel, languages, reading* just to show you are also a well-rounded person.

Referees: Choose two people who are not related to you, and are not your friends. You could, for example, use someone you have worked with, or your tutor. You must ask them first. Include their full name, and contact details (address, phone number, email). They will be contacted for a reference for you.

- If you are unsure. ASK.

## **Personal Writing (e.g. Cover Letters) – Ideas Generator**

### **Research the apprenticeship/job you are interested in thoroughly.**

*What academic requirements do they want? What will the job entail – what will you actually be expected to do? What is the history of the company – when did it start, what does it do, who is in charge of it? Do they list skills/qualities in a person they are looking for – if so, what are they? What else can you find out?*

### **A strong opening paragraph (3-4 sentences maximum), summarising who you are, why you think you would be good at this job, and why you want it. (Often easiest to leave until last to write).**

*E.g. My name is ..., I am currently a full-time Year 12/13 student at Toot Hill College studying ..., ... and ... , in which I am predicted to achieve ... I am applying for this apprenticeship/job because I am (e.g. hardworking, conscientious etc.); moreover this has always been a job I have been interested in because ...*

**Why, in more detail, do you want this job?**

*What do you like about this company? What do you like about the job? What previous experience have you had that has led you to be interested in this job?*

**What subjects/topics have you studied at school that are relevant?**

*Which subjects are you currently studying at school? List all the topics you can remember studying in those subjects – **as many as you can**. Now look back at them – which are most relevant to the job? Why?*

**Are there any academic achievements you can mention?**

*Academic prizes / competitions? Top marks / full marks in any of your pieces of work? Have you ever been put in a position where you need to teach other students?*

**What work experience have you had?**

*What have you organised for Year 12 work experience? Did you complete any work experience lower down in school? Have you held additional responsibilities in school e.g. working with lower school students/prefects/ambassadors/student voice?*

**Can you think of anything else you might have done that demonstrates any of these 'transferable skills'?**

*Good communication skills, IT skills, organisation skills (e.g. meeting deadlines), teamwork/working with other people, leadership, problem solving, resilience (keeping going despite problems), personal motivation (completing work not because you are told to but because you are motivated to do so), good listener, presentation skills, research skills, commitment (following through until something is completed), self-awareness.*

**What additional enrichment activities do you do / have you done recently?**

DofE, Student Union/Student Voice, Sports team, music, drama/theatre, dance, Scouts, Guides, National Citizenship Service, Cadets, other hobbies, volunteering, World Challenge, travel – with or without school etc.?

## How to Write a Cover Letter

**Remember!** This is only really possible if you know what sort of apprenticeship or job you are interested in!

**First:** Make sure you thoroughly research the company/job/apprenticeship you are interested in:

*What sort of person are they looking for? Do they mention any key skills or qualities? What exactly will the role do? You can ring up and ask – this is usually well received. How successful is the company? What is the history of the company? What do other people say about the company (they might have a profile of someone who has done the job or a quick google search will work).*

### Example Cover Letter:

Your address

Aaa

Aaa

Their address

Aaa

Aaa

Date in full

Dear Sir/Madam,

**Job title applying for – Your name**

Paragraph 1: Brief description of who you are

Paragraph 2: Why you have applied for this job/why you want to do this job (Try to include specific information about the job to show you have researched it thoroughly)

Paragraph 3: What skills/qualifications you have that show you would be able to do the job

Paragraph 4: Briefly thank the person for taking the time to consider you, and direct them to the referees included at the bottom of your CV for further evidence of your potential to do the job.

Yours Faithfully,

Name

**How to write examples you could use in a Cover Letter** (if you are still unsure of what want to do)

- If you are still unsure of possible apprenticeships/employment, use the templates below to help you learn how to write according to ABC; when you know what you are interested in, you can then simply lift these examples from the sheet and insert them into your letter.

(Action) One thing I am proud of/have achieved/have done is:

(Benefit) This taught me:

(Consequence) This would make me a good employee because:

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(Consequence) This would make me a good employee because:



**Important contact in school:**

**Ms. Fiona Farmer – School Careers Adviser**

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