

WHAT NEXT?

TERMLY CAREERS NEWSLETTER



CAREERSINC
WEBSITE

Whether you are a student, parent or carer, or a teacher working with us, you will find information and resources here to help you. This includes information about what's available in your local area and the support available in school

www.careersinc.uk/schools-and-academies

Welcome to your new termly careers newsletter!

If you aren't feeling informed and full of all things careers this term, then where have you been?! This term has seen two major events taking place across all schools Nationwide. What are those events? They're the National Apprenticeship Week and National Careers Week 2020.

This month's termly newsletter has a focus on Apprenticeships and writing a CV. Also, check out the last page to see what your school has been up to during NAW2020 and NCW2020

KEY INFORMATION THIS TERM

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Brief insight into various careers within a sector / industry

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CAREERS IN SCHOOL

A review of all the careers in your school

CAREER SECTOR OF THE TERM

If you enjoy learning how things work and improving them, there is a wide range of potential careers options in this sector. Whether you are building new machines, conducting experiments, or analysing the science behind it all, you will need to be creative, methodical and organised.

ENGINEERING AND MANUFACTURING

CIVIL ENGINEER

By drawing up and following construction designs, civil engineers shape our environment. They oversee and deliver buildings projects on time and to budget.

£24,000 - £80,000

DRILLING ENGINEER

At the cutting edge of fossil fuel exploration and extraction on land and sea, drilling engineers design and install the wells that open up oil and gas fields.

£22,000 - £60,000

CHEMICAL ENGINEER

Researching ways of using raw materials through new chemical processes, chemical engineers develop new substances and products for commercial profit

£29,000 - £60,000

AEROSPACE ENGINEER

Specialising in aircraft and space technology, aerospace engineers design, build, test and maintain the vehicles that fly in - and beyond - our skies.

£20,000 - £60,000

MECHANICAL ENGINEER

Anything with moving parts - from a watch to a train - has been designed by a mechanical engineer, making this the broadest of all the engineering disciplines.

£22,000 - £55,000

TELECOMS ENGINEER

Working with telephones, mobiles networks, radio, and the Internet, telecoms engineers ensure that telecommunications networks stay connected across the globe

£16,000 - £30,000

ELECTRICAL ENGINEER

Designing, building and maintaining a range of electrical systems and components, electrical engineers are the specialists whose job it is to keep the power on.

£20,000 - £60,000

MOTOR VEHICLE TECHNICIAN

Using their practical skills and knowledge, motor vehicle technicians diagnose and fix problems, and replace worn parts to keep our vehicles on the road

£18,000 - £35,000

APPRENTICESHIPS

HOW DO THEY WORK?

On an apprenticeship, you're employed to do a real job while studying for a formal qualification, usually for one day a week either at a college or training centre.

By the end of your apprenticeship, you'll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level. What you'll learn depends on the role that you're training for. However, apprentices in every role follow an approved study programme, which means you'll gain a nationally recognised qualification at the end of your apprenticeship.

You'll also be constantly developing your transferable skills, otherwise known as soft skills, which are highly valued by employers. These include communication, teamwork and problem solving, as well as knowledge of IT and the application of numbers.

APPRENTICESHIP LEVELS

There are four different levels of apprenticeship:

- **Intermediate** - equivalent to five good GCSE passes.
- **Advanced** - equivalent to two A-level passes.
- **Higher** - equivalent to the first stages of higher education, such as a foundation degree.
- **Degree** - comparable to a Bachelors or Masters degree.

Apprenticeship level structures vary across different countries in the UK.

TYPES OF APPRENTICESHIP

Most job sectors offer apprenticeship opportunities in the UK, with a wide range of specific roles on offer within each. These include:

- **Accounting apprenticeships** in roles focused on bills and expenses, payroll and taxes.
- **Business apprenticeships** in roles such as business administration, business development, consultancy and leadership.
- **Construction apprenticeships** in roles such as building, plumbing and quantity surveying.
- **Engineering apprenticeships** in roles such as civil engineering, mechanical engineering and electrical engineering.
- Apprenticeships in **Healthcare**, such as dental and nursing apprenticeships.
- **IT apprenticeships** in roles such as information security and software development.
- **Law apprenticeships** offered at paralegal, legal executive or solicitor level.
- **Marketing apprenticeships** in roles such as digital marketing, social media and public relations (PR).

You'll be able to enter your chosen sector at an apprenticeship level that reflects your previous qualifications and the demands of the role.

HOW TO FIND AN APPRENTICESHIP?

- The **National Apprenticeship Service**, which has a number of apprenticeship vacancies.
- Your local jobs centre will often have details of apprenticeship vacancies in your area, or listings of companies willing to take on apprentices. Alternatively, you could get in touch with your local council for information about possible vacancies.
- Try getting in contact with your local further education college or apprenticeship training provider to find out about possible opportunities.
- If you know what industry or sector you want to get into, then you could try sector skills councils and professional associations to find out about the sorts of apprenticeships available.
- It's well worth keeping an eye on industry publications for news of companies taking on apprentices.
- Attend **apprenticeship fairs** near you. These are a great way to find out about the **types of apprenticeships** available and the **companies** offering them.

Speculative applications to companies...

Many job opportunities aren't advertised, but there is a weapon in the apprenticeship seeker's arsenal and that is the **speculative application**

If there's a company that you really want to work for, or one that you know has taken on apprentices in the past, then you can always send them a speculative application.

This involves giving them a call to find out the name and contact details of the person who handles recruitment for the company. You can then send them a **speculative cover letter** and your **CV** enquiring about possible apprenticeship vacancies.

A couple of weeks later you can follow up your email with a call to check that the person has received it. You can also send in a hard copy of your speculative application as well. Speculative applications aren't a sure-fire way of getting an apprenticeship, but they are certainly worth a shot.

WRITING A CV

What you need to include?

Curriculum Vitae (CV) is a document which tells an employer what skills, qualifications and experience you have, as well as what you are currently doing and what you hope to go on to.

There are no strict rules about how a CV should look but it should be:

- Clear and concise.
- Typed and no more than two sides of A4.
- Free of spelling mistakes and grammatical errors.
- Accurate and honest.

You will need a CV even if you are not planning to go into full time work, as you may need a part time job whilst studying or want to find a work placement.

Things to think about.

- Your CV is your sales pitch! Make sure it emphasises your good points.
- Make sure you keep your CV up to date with your latest grades, achievements and work experience.
- For every job you apply for you should adapt your CV to emphasise the things the employer is looking for. The employer will usually give this information in a job description or person specification. By doing this you are more likely to get an interview!
- Don't just send your CV when applying for a job, send a covering letter too, stating why you are applying for the job and what makes you suitable. If you are emailing your CV, you can put this information in your email.

Things to do

Use a CV template to write down all the information you need for your CV. You can find various examples with a simple google search or refer to our CareersInc website for a CV template.

Use the template and your notes to help you type the information on to a computer using word processing software

Make sure you save your CV!

TOP 3 TYPES OF CV

PERFORMANCE CV

This is the most popular CV. A performance CV highlights job titles and company names, starting with your most recent job and working backwards. It is similar to the chronological resume and CV, but has an achievements section at the top, which shows impressive achievements and makes you stand out from other candidates. Under each job title you list your responsibilities in the role. Like a functional formatted resume, performance-based CVs are used with candidates whose career history has large gaps, candidates who want to change career industries, or candidates whose relevant experience was some time ago.

Use this CV when you want to...

- Highlight your career progression.
- Show your present or last employer is well known by the company you're applying to.
- Stay in the same line of work.

FUNCTIONAL CV

Unlike the performance CV, which looks at achievements and contributions on the job, functional CVs translate experience into related skills for the career. These formats are useful if you're looking for a career change because they focus on transferable skills and experience, rather than job titles, companies, and how long ago you got the experience. These formats divide skills and achievements in three to six sections with keywords related to the job. For example, a lawyer who wants to transfer his skills to a business firm may divide his CV into these sections: leadership, organization, contracts, negotiating, mitigation, and new business structure.

Use this CV when you want to...

- Change to a broad, new area of work, and show your relevant transferable skills and experience.
- Distract from gaps in your employment.
- Highlight skills you've gained in previous jobs but that you don't use in your current or most recent job.

TARGETED CV

Targeted CVs are skills-based formats, another strategy for those looking to change career paths or industries. It's called a targeted CV because you use it to aim for a specific type of job and only include details that are relevant to the job you're applying for. Targeted CVs have only two sections: abilities and achievements. Under each section, each listing could be organized chronologically or by subsections, depending on the job targeted. A targeted CV is similar to a functional CV, in that it focusses on skills rather than job roles. This helps major strengths stand out while distracting from weaknesses.

Use this CV when you want to...

- Change care, have had a varied career, or you want to describe the experience you've gained as a whole.
- Target your CV towards one particular job and have gaps in your employment history.
- Emphasise skills you have gained in previous jobs that you don't use in your current or most recent job.

CAREERS IN SCHOOL

