

Year 10 CEIAG

Preparation for Post-16 education

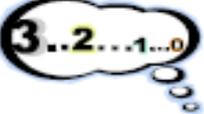
Preparing for Post-16 education

- ▶ Over the last few weeks the Year 10 face to face sessions have included lots of Careers Information Education and Guidance (CEIAG) to encourage students to begin thinking about their choices post-16
- ▶ All of the information from the last 5 sessions has been put together in this PowerPoint so that all students and parents can access it
- ▶ There are several tasks to complete and links to follow to gain inspiration and help students prepare to begin their applications in October

CEIAG - Positive thinking - What can you do?

- ▶ Can you think of any NEW skills you have learnt during lockdown?
- ▶ Are there any skills that you have really improved during lockdown?
- ▶ From October you will start to apply for colleges - it is important that you can recognise the things you CAN do and what you possibly need to improve - this will help you develop realistic ideas and aspirations about your future
- ▶ Colleges and Employers are interested in your personal skills - these are known as EMPLOYABILITY SKILLS
- ▶ The next slide explains what these are.
- ▶ You will complete two tasks that will be useful to you when you start writing your personal statements and completing applications

CBI SKILLS DEFINITIONS SHEET

	Self-management	Accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning.
	Team working	Respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others.
	Business & customer awareness	Basic understanding of key drivers for business success – including importance of innovation, taking calculated risks and profit – and the need to provide customer satisfaction and build customer loyalty.
	Problem solving	Analysing facts and situations and applying creative thinking to develop appropriate solutions.
	Communication & literacy	Application of literacy, ability to produce clear, structured written work and oral literacy, including listening and questioning.
	Application of numeracy	Manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).
	Application of IT	Basic IT skills, including familiarity with word processing, spread sheets, file management and use of internet search engines.

Assessing your employability skills

1. Complete the skills audit worksheet placing a tick or cross in the box that best describes you.

SKILLS AUDIT WORKSHEET				
		I am good at this	I am OK at this	I am not confident
Team working	Joining in discussions			
	Working in a group			
	Following others			
	Accepting the decisions of others			
Customer awareness	Learning from others			
	Learning from others			
	Dealing with complaints			
	Helping with enquiries			
Problem solving	Understanding why things go wrong			
	Working to a set of rules			
	Learning guidelines			
	Getting to places on time			
Self management	Being responsible for my belongings			
	Working to a goal			
	Not using my mobile phone for an hour			
	Asking questions			
Communication	Listening to others			
	Using accurate with my work			
	Writing clearly			
	Using computers to find and store information			
Numeracy and ICT	Speaking to people in authority			
	Using a printer			
	Using a scanner			
	Using word processing software such as Word or Excel			
	Using email software such as Outlook			
	Keeping track of what I spend			

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2. Complete the skills development worksheet by recording what skills you have already developed or could develop in other areas of your life.

SKILLS DEVELOPMENT WORKSHEET		
School	With friends	Drama, music, dance
Sport	me	Part time job
Home	Personal hobbies	Volunteering

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3. Do your skills match the subject areas/possible careers you are interested in? If not, consider how you can address this.

SKILLS AUDIT WORKSHEET

		I am good at this	I am OK at this	I am not confident
Team working	Joining in discussions			
	Working in a group			
	Influencing others			
	Accepting the opinions of others			
	Learning from others			
Customer awareness	Answering questions			
	Dealing with complaints			
	Talking to people I don't know			
	Helping with enquiries			
Problem solving	Analysing facts			
	Understanding why things go wrong			
	Finding solutions			
	Working to a set of rules			
Self-management	Meeting deadlines			
	Getting to places on time			
	Being responsible for my belongings			
	Working to a goal			
	Not using my mobile phone for an hour			
Communication	Asking questions			
	Listening to others			
	Being accurate with my work			
	Writing clearly			
	Using computers to find and store information			
	Speaking to a group			
	Speaking to people in authority			
	Using e-mail appropriately			
Numeracy and ICT	Analysing figures			
	Using standard computer packages such as Word or Excel			
	Doing basic sums without a calculator			
	Keeping track of what I spend			

SKILLS DEVELOPMENT WORKSHEET

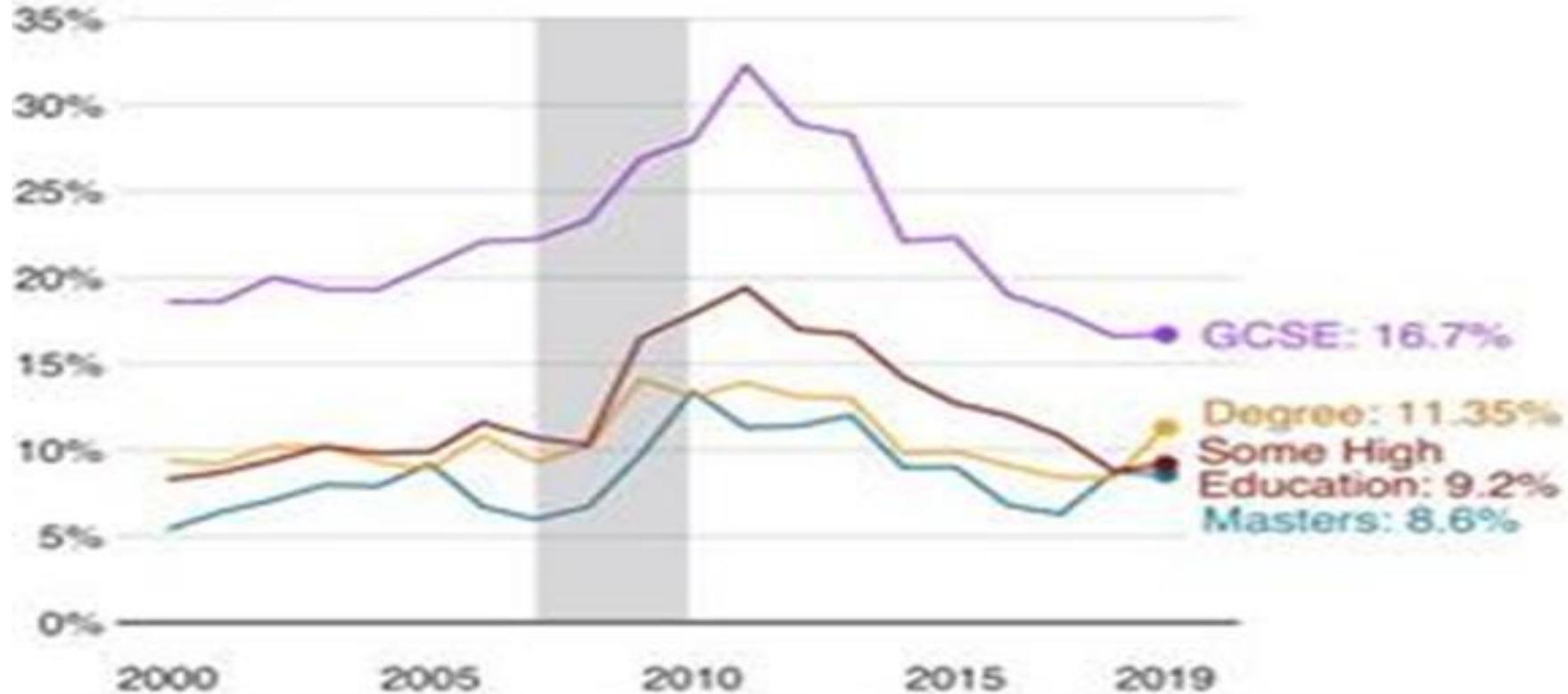
School	With friends	Drama, music, dance
Sport	me	Part time job
Home	Personal hobbies	Volunteering

CEIAG - An important infographic...

- What is this graph telling you?

The last recession hurt people with fewer qualifications hardest

Unemployment rate



Source: Office for National Statistics, Resolution Foundation



CEIAG - An important infographic...

- ▶ The Covid-19 pandemic is already having a massive impact on our economy
- ▶ It will bring about an inevitable recession, but you are the young people who may be in the driving seat to improve the situation in the long run
- ▶ During the last recession the people that were hit the hardest were those with a lower level of educational qualifications
- ▶ This emphasises the need to work hard to gain good grades, develop aspirations and start thinking about your next steps

Careers East Sussex - Post-16 planning

- ▶ A lot of you probably don't really know what you want to do after year 11. The Careers East Sussex website has loads of information to support you and inspire you. It is also the site that you will use to complete your applications <https://careerseastsussex.co.uk/> This is just the homepage - we will look at how to use the course searches later on
- ▶ Do you know your options post-16?
- ▶ <https://careerseastsussex.co.uk/advice/young-people-making-choices/making-your-choices-after-year-11/what-are-the-options/post-16-choices/> Which one interests you the most?
- ▶ There is also a help and guidance section that has lots of useful resources - <https://careerseastsussex.co.uk/advice/helping-your-child-make-choices/useful-resources/online-resources/> - Have a look at some of these for inspiration
- ▶ One of these is <https://beta.nationalcareers.service.gov.uk/> - Do this to find out what you may be best suited to

Personal statements - what are they?

- ▶ As part of your application to college you have to write a personal statement
- ▶ This is usually around 350 words and basically explains why you are choosing particular courses, what your interests are and what you have done to make the establishment want to accept you on your chosen pathway.
- ▶ **Why?**
- ▶ Colleges have 1000's of applications for places
- ▶ Many students will have similar grades and some courses will have competition for places
- ▶ Colleges may use your personal statement if they have to shortlist for interview
- ▶ The statements provide interviewers with a snapshot of the applicant before interview
- ▶ When you write a CV you can include a personal statement
- ▶ When you apply to University you have to write a longer (500 word) statement

Personal achievements

- ▶ Write a list of your personal achievements; including things you are proud of. This could include the following:
- ▶ Leadership eg captaining a sports team, being Head boy/Head girl or part of a student leadership team, form representative or school council
- ▶ Participation in competitions and events in and out of school
- ▶ Representing the school in activities and events
- ▶ Awards you may have received in and out of school
- ▶ Volunteering/work experience
- ▶ Personal obstacles you may have overcome

Personal qualities and strengths

- ▶ In the last couple of weeks you have looked at your employability skills
- ▶ You also need to focus on your personal qualities - these are things that make you the person you are.

- ▶ **Write a list of you personal qualities and strengths and an example next to each. For example:**
- ▶ I am a good listener - Peer mentor
- ▶ I work well as part of a team - Netball team
- ▶ I cope well in stressful situations - Up to date with work during lockdown
- ▶ I enjoy working with people - Coaching
- ▶ I am well organised - Manage to balance several after school activities with homework
- ▶ I am kind and compassionate -

How to write a personal statement

▶ **Introduce yourself**

- ▶ What are you studying? What are your favourite subjects/why? What grades are you expecting?
- ▶ Why are you applying for your chosen course(s)?
- ▶ Explain why you want to do your chosen course(s). For example, someone who wanted to work with animals might write 'I would like to study a BTEC in animal care as I am passionate about looking after animals. I already look after two dogs and it will help me in my future career plans.'
- ▶ Why does this course interest you?
- ▶ You can write about anything you've read about the course(s) that you find interesting and would like to find out more about.

▶ **Why do you think you are suitable for the course(s)?**

- ▶ In this section, you can write about any experiences you have had that are related to the course(s), or any skills you've learnt that might help you. For example, if you have done any related volunteering or work experience, or if you have a part-time job such as babysitting, which shows more general strengths such as responsibility or commitment.
- ▶ Do your current studies (e.g., GCSEs) relate to the course(s) you have chosen? If so, how?
- ▶ You can let the provider know how much you enjoy a subject by writing about a course you have already studied that you found really interesting or you were good at.

How to write a personal statement - continued

▶ **Skills and achievements**

- ▶ Write about anything you have done that might help with your application.
- ▶ Write about anything you are proud of passing, for example, grade 2 in piano, or being selected for a sports team.
- ▶ Include any awards you have done, such as Duke of Edinburgh, or through ASDAN, for example.
- ▶ You can add any positions of responsibility you have held, for example, being a prefect or helping with young students at school.

▶ **Hobbies and interests**

- ▶ Make a list of your hobbies, interests, and anything you do socially.
- ▶ Think about how they show your skills and ability.
- ▶ Try to link them to skills and experience you might need on your chosen course(s).

▶ **Work history**

- ▶ Include details of placements, work experience, voluntary work, or jobs, especially if it is relevant to your chosen course(s).
- ▶ Try to show how this experience gave you new skills or made you think about your future plans, for example, things you really enjoyed or were good at.
- ▶ Also include any part-time work you are still doing, like a Saturday job or babysitting.

▶ **Career plans**

- ▶ Use this section to tell the provider what you might like to do in the future as a career after completing the course. Explain how you would like to use the course(s) you have applied for to help you reach your goal.

Do's and don'ts when writing a personal statement

- ▶ Do use your best English and check your spelling and grammar are correct.
- ▶ Do be enthusiastic - if you show your interest in the course, it will help your application.
- ▶ Do ask people that you trust, like your teacher/adviser or parent/carer to read through what you have written and give you feedback.
- ▶ Don't exaggerate - you might be asked about what you have written if you attend an interview with the course provider.

Model personal statement

I attend Rye College. I am currently studying a range of GCSE's including Maths, English Language and Literature, Double Science, Geography, Engineering and Photography. I enjoy Photography because I like the creative and practical elements. My favourite subject is English as I enjoy reading, writing and using a wide range of vocabulary. I am a hard working and conscientious student and I am predicted to achieve grade 7+ in all of my subjects.

I intend to go to college to study A levels after finishing school. I would like to take English, Geography and Photography. These are the subjects I enjoy the most as I achieve well in them and they tie in with my interests outside of school.

I enjoy being involved in all aspects of school life. I have been a member of the boys' basketball, football and cricket teams and I help at the weekly Photography club. I am also part of the Student Leadership Team and have enjoyed leading student voice activities and organising events. When I was in year 9 I was involved in a mentoring transition programme with year 6 students. This helped to develop my confidence and communication skills.

I like reading, travel, taking photographs, listening to music, sport and socialising with friends and family. I recently won a photography competition in my local newspaper which I was very proud of. I help to coach a local Under 9 football team. As part of this I am paid to work on the football holiday camp, which has really improved my leadership and organisational skills. My friends and family say I am a pleasant, kind, caring, considerate and ambitious person. I would say other people see me as a kind, friendly, respectful and down to earth person.

My future plans are to go to University and eventually become a travel writer and photographer. This would bring together my favourite pastimes in the career.

I am really looking forward to the next stage of my education and all the opportunities it brings.

Over to you...

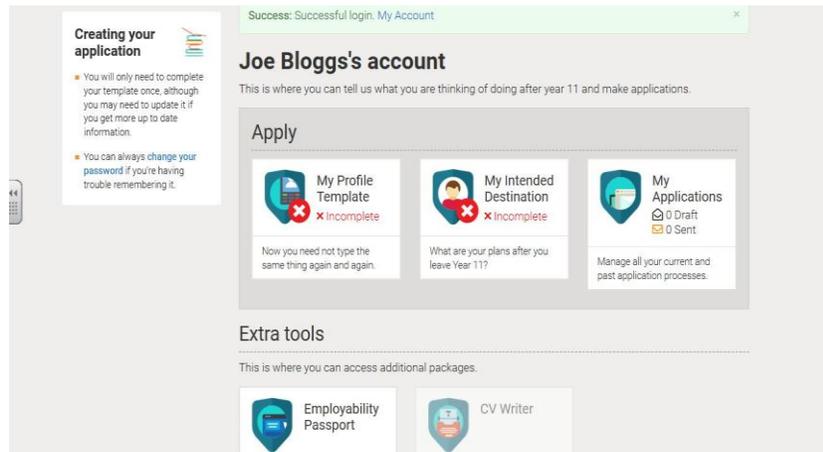
- ▶ Use your work on employability skills and the lists from today to have a go at writing your own personal statement.
- ▶ Follow the basic plan:
 1. Introduce yourself - school, subjects, grades
 2. Outline the courses you may want to study and why?
 3. Contribution to school life and achievements
 4. Hobbies and interests
 5. Future career plans
- ▶ Keep this information - you can put this into a word document at home ready to copy and paste for your application

Careers East Sussex Website

- ▶ All log-in details were sent by East Sussex on Friday 10th July
- ▶ There was also an email from Mrs Starkey (Year of entry 2016 group email) with further instructions
- ▶ On this website you will do the following:
 - Complete and submit applications to all East Sussex applications eg Hastings, Eastbourne, Bexhill, ARK etc - Hopefully Kent in the near future
 - One application that is then used to apply to as many establishments as you like
 - Search courses all over East Sussex
 - Discover lots of advice and guidance for your next steps

Accessing the site

- ▶ www.careersearchsussex.co.uk
- ▶ Sign in: Use the username and password you were sent



Intended destination

- ▶ Click on box that says 'intended destination'
- ▶ Select from drop-down menu. DO NOT select 'Not set' this will flag you up with County as a potential NEET (Not in Education Employment or Training) which will be followed up.
- ▶ Select either Full time education, (if you want to go to college, regardless of where) other destination if you wish to go to Kent, or one of the work/traineeship/apprenticeship options if these are routes you wish to take

My Profile Template

- ▶ Click on 'My profile template' and work your way through each section:
- ▶ **Personal details** need to be checked and added to - addresses etc have already been uploaded for you
- ▶ **Parental details** - add all necessary information
- ▶ **Qualifications** - Leave this for now - you will receive predicted grades in yr 11 which will be used to complete this section
- ▶ **Work experience** - although you have not done a formal work experience through school, many of you have part time jobs or have done odd babysitting/dog walking/gardening jobs etc. This is all valid work experience and helps you develop employability skills. Try not to leave this blank.
- ▶ **Personal statement** - Use notes from last week (Mrs Starkey will email the PowerPoint to the year of entry 2016 group)
- ▶ **Equality and diversity** - complete as appropriate
- ▶ **Employability passport** - Optional, but useful for people to see and to help you write a CV
- ▶ **Password** - change to something memorable - Mrs Starkey and Mrs Miller will also be able to reset if you get locked out of your account
- ▶ Click save when you have done what you need to on each section - you can always go back to it

Searching for courses

- ▶ Return to the homepage and click on 'courses'
- ▶ Search for any course or establishment eg. A level History
- ▶ Click on the one that interests you eg East Sussex College Hastings and read information
- ▶ If you like the sound of that course then add to favourites
- ▶ You can add as many courses to favourites as you like. This may include different establishments and different types of qualifications
- ▶ These will be saved on your account ready for when you want to apply

Submitting the application

- ▶ Don't worry about this yet...
- ▶ Once you are ready (probably around Christmas time) you can click on 'My account' and then 'My applications'
- ▶ This will take you through to start a new application. Once you click on this, it will bring up all of the courses you have added to favourites. You would then follow the instructions to submit.
- ▶ Mrs Starkey will run sessions after school to help you with this from the end of September

What next?

- ▶ Have a play around with the site to familiarise yourself with the content - there are some really useful tools to help you and your parents
- ▶ From September you will receive the following support:
- ▶ Presentations (probably virtual) from most local establishments including some from Kent
- ▶ 1:1 interviews with a specialist careers adviser
- ▶ Hopefully an information evening in the form of a careers fair and presentation about next steps (dependent on Government advice)
- ▶ College open evenings for you to go and have a look round establishments that interest you (Mrs Starkey will publish a list)
- ▶ Deadline for submission - usually mid-January so no need to panic!
- ▶ If at any time you or your parents have any questions please email Mrs Starkey on dstarkey@ryecollege.co.uk
- ▶ You will also find support with using the application on the careers east Sussex website