

Support for students looking for employment or Gap Year Work



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(Careers & Employability)



What type of job are you looking for?

If you're unsure of the type of employment you're looking for, the best starting point is to take an employability personality test.

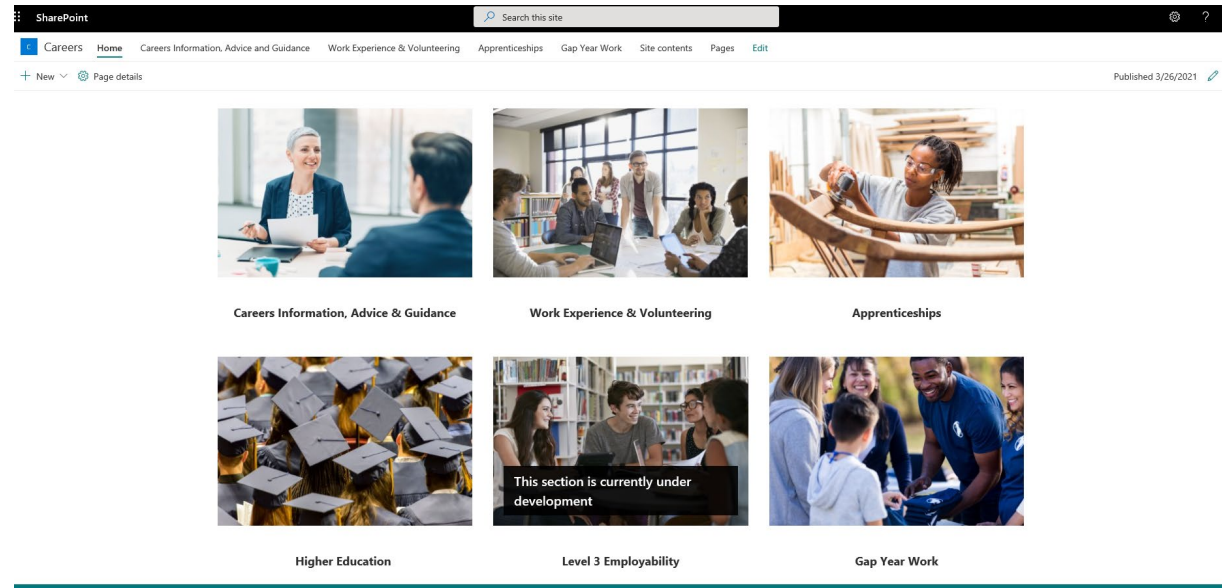
- [Unifrog](#) gives you access to a Personality Profile quiz. Once you've taken the short quiz, it will tell you what your employment personality is like, which types of jobs you are suited to and then detailed information regarding how to progress into specific career pathways.
- [Fast Tomato](#) does a similar job. Sign up using the Collyer's registration code **QAHL** (capital letters). Your year group is 12/13. The 'virtual' careers advisor will ask you a range of questions before it generates a personalised list of possible careers directions for you. From there, you can then research specific jobs and progression routes.

Careers & Employability

Where can you start looking for advice and guidance?

[Collyer's Careers SharePoint site](#) has dedicated sections for:

- Careers Information, Advice & Guidance
- Work Experience & Volunteering
- Apprenticeships
- Gap Year Work



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Where can you start looking for advice and guidance?

The [National Careers Service](#) has tools to help you:

- Assess your skills
- Explore careers
- Find online learning opportunities and local training courses

[TargetCareers](#) can help you ‘Start your journey’ with advice on:

- Job applications and interviews
- Deciding between university and starting work
- Ideas for careers you might enjoy

National Careers Service

We provide information, advice and guidance to help you make decisions on learning, training and work.

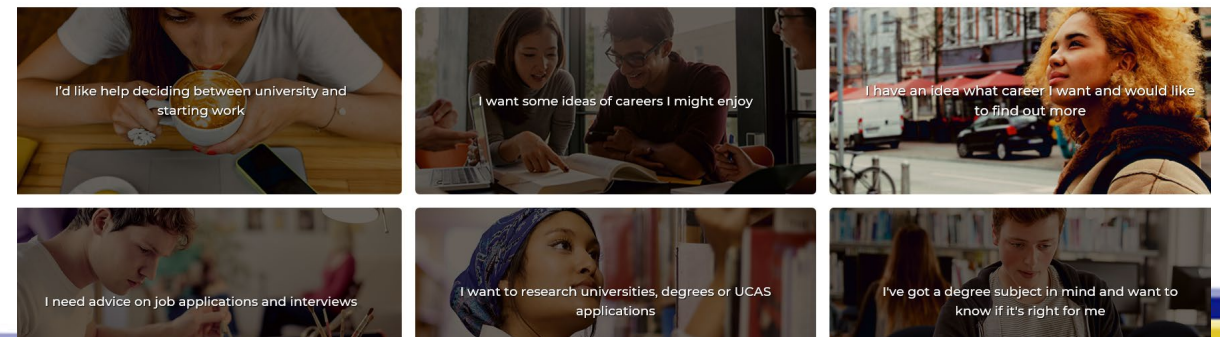
This service is available to people who live in England.

Skills assessment Learn more about your skills and match them to potential new careers. Assess your skills	Explore careers Choose from over 800 career profiles to discover what each job involves. Search job profiles	Find a course Look for online learning opportunities and training courses local to you. Look for courses
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Careers advice

Making career choices Whether starting your career, changing job or if you have been affected by COVID-19, understand and make the right choice for you.	Getting a job Be successful in the recruitment process with tips on great CVs, interviews and graduate scheme applications.	Progressing your career Move up in your career by developing new skills. Find opportunities like volunteering and online learning.
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[Start your journey](#)



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Where can you start looking for advice and guidance?

- General careers advice on UCAS can be found here: [Careers | Get Careers Advice Here | UCAS](#) - you don't have to be applying to university to use this facility.
- [Unifrog](#) has a wide range of tools to support employment research, including: a Careers Library and Know-how guides

ACCESS ALL THE TOOLS BELOW
Exploring pathways

Interests profile ✗ Quiz not taken Start >	Personality profile ✓ Quiz completed: ISFJ Start >	Careers library ✓ Careers favourited Go to tool >
Subjects library ✓ Subjects favourited Go to tool >	Know-how library ✓ Guides favourited Go to tool >	MOOC Make your first shortlist Start >

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Jobs for the future

When you're looking for careers options, it's important that you find out as much as you can about the industry that you'd like to work in, as well as how sustainable that career is likely to be in the future.

For example, did you know:

- *One in five jobs coming up in the next five years are predicted to be in engineering industries?* (Source: [Engineering UK](#))
- *Your salary is likely to be £10,000 a year more as a nutritionist than as a sports coach?* (Source: [Moving On Magazine](#))

Information like this can be found in Labour Market Information (LMI). A good website to research LMI is [SuccessatSchool.org](#). Knowing how much you'll be paid; how competitive the job market is and where most jobs are based can influence your decision in pursuing a career.

So be prepared and do some research!

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Where to look for jobs

- Regularly check your college emails for employment opportunity updates
- Look on [Collyer's Careers SharePoint](#)
- Look for job adverts on social media
- Consider starting a LinkedIn account
- Check out local newspapers & media
- Use job search platforms & recruitment agencies
- Go to Jobs & Careers Fairs*
- Contact companies directly via email
- Talk to friends and family

There's lots of advice online from popular recruitment agencies:

- [Reed](#)
- [Indeed](#)
- [Total Jobs](#)

* [Horsham District Jobs & Skills Fair](#) is taking place online on Wednesday 28th April. Register using the link [here](#).

Applications - Top Tips

- Research thoroughly using all sources recommended in this presentation and on the Employment Information & Guidance document.
- Take your time to consider what's available and how far you are prepared to travel.
- Prioritise the jobs you're interested in but keep an open mind on others you see.
- Create a timeline of individual deadlines and make sure you meet these (some employers will close applications as soon as they have sufficient to select from).
- Prepare for each step of the process – applications, assessments, ability tests & interview. Your preparation needs to be as thorough as your exam prep!

CVs and application letters

- [Unifrog](#) has a 'CV tool' - essential as a starting point!
- It helps you build the evidence you need in sections: contact details, personal introduction, your skills, work experience, education & qualifications, interests and references.
- It's important to remember that you will need to adapt your CV for different applications to ensure you cover the skills, qualities and competencies each employer is looking for.
- It's not uncommon to have multiple versions of your CV on the go at any one time!

Drafting application materials

The screenshot displays a dashboard with several tool cards for drafting application materials. A red arrow points from the text 'essential as a starting point!' in the list to the 'CV / Resumé' card.

Tool Name	Status	Action
UK Personal Statement	Subject added	Go to tool >
Classes	No Classes selected	Locked 🔒
Subject References	1 References, 1 missing	Locked 🔒
CV / Resumé	Write CVs tailored for each roles	Start >
Writing tool	0 writing items added	Start >
Common App Essay	Prompt chosen	Go to tool >
US recommenders	No recommender selected	Go to tool >
Notes for Reference writers	1 notes missing	Go to tool >

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Interviews – Preparation is the key to success!

- Plan your journey and arrive early
- Dress smartly
- Research the company and job role thoroughly
- Know how your skills and experiences fit the job description
- Practice answering questions beforehand
- Compile a list of your own questions to ask at interview.

- Switch off your mobile phone!
- Set a good first impression – be confident, clear and focused in your answers
- Ask for clarification if you don't understand a question
- **Be the best version of YOURSELF!**

There's lots of advice online to help you prepare for interviews. Here's a selection of the most helpful:

- [Reed School Leavers Advice](#)
- [Fledglink Interview Tips for School Leavers](#)
- ['All About School Leavers' Interview Tips](#)

Also look on Collyer's Careers SharePoint for the Interview Advice Document here.

Gap Year Jobs

If you're thinking of taking a gap year job, a great starting point for your research will be the Collyer's Careers SharePoint, [Gap Year section](#).

You may also find inspiration in the [Work Experience section](#).

It's important that you consider the pros and cons of a gap year. [Prospects website](#) identifies some important considerations, such as: when to take a gap year, financial implications, benefits in the short and long term, current Government advice on travel and COVID-19 updates.

[Target Careers](#) has a Gap Year section.

Some students use a gap year to gain professional development by working in industry for a year. This type of opportunity can strongly support UCAS or Apprenticeship applications for the following year. [YINI \(Year IN Industry\)](#) has links to current programmes and tips on the process of applying.

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Any further questions?

If you'd like further advice or information, please contact me – rja@collyers.ac.uk

You can also find advice on Collyer's Careers SharePoint site, the Careers Information & Guidance document and [Interview Advice document](#).

For information on work experience opportunities, look on the Work Experience section of our Careers SharePoint or contact our Work Experience Co-ordinator, Sarah Tillier (slt@collyers.ac.uk).

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