



ADMIRAL LORD  
NELSON SCHOOL

# WHAT CAN I DO AFTER YEAR 11?



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# WHAT'S NEXT?

## ASK YOURSELF:

1

**"Where am I now?"**

What qualifications,  
skills and interests  
do I have?

2

**"Where do I want  
to get to?"**

What would I like  
to be doing in 5  
years time?

3

**"How will I get  
there?"**

What course,  
training or future  
job is likely to get me  
to where I want  
to go?

### DID YOU KNOW...?



You have to say in  
learning until  
you're at least 18.  
This is called  
Further Education.



Education is **free**  
for people aged  
16-19.



This guide will help  
you **discover your**  
**options.**



# WHAT ARE MY OPTIONS?



## Post-16



College



Apprenticeships:  
On the job training

A-Levels:  
Academic Study

Vocational Courses:  
Teaching you how to do a  
specific job role  
(BTECs, NVQs, WALS, etc.)

T-Levels:  
A mix of both



## WHICH COURSE?

- ▶ **A-Levels** - If you like academic study in a similar style to GCSEs.
- ▶ **T-Levels** - Technical education with a classroom and employer placement.
- ▶ **Vocational** - Teaching you how to do a specific job role.

\*Why not Google 'the difference between A-Levels, T-Levels and Vocational courses?' to find out more!

## A-Levels @ College or Sixth Form College

- ▶ Entry levels vary for each subject, but you tend to need at least five GCSEs grade 4-9, including English and Maths.
- ▶ There are a wide range of subjects on offer covering everything from Art to Statistics.
- ▶ A-Levels can be a mixture of academic and practical study, depending on the subject. You can choose new subjects or study ones you already know.
- ▶ The assessment is usually more exam based than assignments or coursework.
- ▶ You could progress onto a higher level or degree apprenticeship, full time higher education or employment.

## Technical & Vocational Qualifications @ College

- ▶ You would develop your knowledge and practical skills in a broad job area like business, or in a job specific role like hairdressing.
- ▶ There are a wide range of job areas available.
- ▶ The length of your course would depend on the subject and the level but is generally between 1-3 years.
- ▶ The level you start from depends on your GCSE results and course. However, you would usually start on a course between Entry Level/Level 1 to Level 3 (Level 3 being equivalent to A-Level)
- ▶ Courses available at Entry Level such as Skills for Independence & Work, could help you with the knowledge, understanding and skills to be able to live a more independent life and prepare you for your next steps.
- ▶ You can sometimes mix a technical & vocational qualification with A-Levels but you will need to check with the colleges you are applying to.
- ▶ Your assessment is usually through coursework, practical exams and some work experience.
- ▶ You could progress onto the next level course, an apprenticeship or higher education course.

## T-Levels @ College

- ▶ A full-time two-year course, where you would study one subject which is equal to three A-Levels.
- ▶ You would attend a full-time college course but also take part in lots of work experience.
- ▶ They are available in a range of job areas including Design, Surveying & Planning, Digital Production, Design & Development and Education & Childcare.
- ▶ The entry requirements you usually need are five GCSEs grade 4-9, including Maths and English.
- ▶ If you do not need the entry requirements, check if your local colleges offer a T-Level Transition course.
- ▶ Your assessment is usually through exams, coursework and work observations.
- ▶ You could progress onto a higher level or degree apprenticeship, full time higher education or employment.

## Apprenticeships @ Workplace + 1 day @ College

- ▶ You will receive practical training in a job whilst earning a wage, alongside studying qualifications.
- ▶ They are offered in most job areas and roles.
- ▶ Length from one to five years depending on the level. You can start straight from school or after a college course.
- ▶ Levels are available from Intermediate (Level 2) to Degree Level (Level 6/7)
- ▶ Your practical skills and knowledge are assessed at the end of the apprenticeship.
- ▶ Apprenticeships are like jobs - You will need to find it and apply for it.

### TOP TIP:

We would always suggest you apply to college whilst you are searching for an apprenticeship so you have a back-up option.

# What will doing this option be like?

Whatever you choose to do after Year 11, you will probably be doing it for at least one year, so it is important that you know that the learning environment and style of learning will be right for you. Why not...

Speak to sixth form or college staff and students at one of the many Open Days or Open Evenings that take place throughout the year - The websites for each sixth form or college will have these dates.

Research more about the sixth form, college or apprenticeship provider online to find out about what you would study as part of your qualification or what support the organisation can provide you with while you are studying e.g. help finding work experience, financial support like a free bus pass or food allowance, assistance from the Careers Team to help you move on after finishing your course etc. Sixth form and college websites have all the information you need!

## Want to get prepared?

- ▶ Search for courses you are interested in doing after Year 11 and check the entry requirements
- ▶ Search and apply for apprenticeships online
- ▶ Learn more about the options available after finishing school, including sixth form, college, apprenticeships and university -  
<https://careerspilot.org.uk> is a useful resource for this
- ▶ Read about how your subjects link to different careers -  
<https://www.myworldofwork.co.uk/my-career-options/choosing-my-subjects> can help with this
- ▶ Think about your skills and qualities, what jobs might suit you? The Buzz Quiz (<https://icould.com/buzz-quiz/>) is a good starting point for this.
- ▶ Start volunteering to gain valuable work-related skills and experience -  
<https://vinspired.com>
- ▶ Improve your employability skills and start recording your experiences in a CV - [www.barclayslifeskills.com](http://www.barclayslifeskills.com)
- ▶ Think about how you can improve your employability skills - See  
<https://luminatecareersandcoaching.co.uk/resources/>

# Level Qualification/Educational Route

8

**Doctorate (PhD)** NVQ 8

7

**Masters Degree (MA)**

6

**Bachelors Degree**  
BA or BSC

5

**Foundation Degree**  
FdA or FdSC

This is a LEVEL  
of a course,  
NOT your  
grade!

4

**Higher National  
Diploma (HND)**

Degree  
apprenticeship /  
NVQ 5, 6, 7

3

**A Levels**  
International  
Baccalaureate  
Grades A-E

Higher  
apprenticeship /  
NVQ 4

2

**GCSE**  
Grades 4-9

Advanced  
apprenticeship /  
NVQ 3

1

**GCSE**  
Grades 1-3

Intermediate  
apprenticeship /  
NVQ 2

**Academic Route**

**Vocational Route**

**Apprenticeship**

**Foundation Diploma /  
Entry Level Qualifications**

**Traineeship /  
NVQ 1**

# WHAT COULD I DO WITH MY GRADES?

College courses and apprenticeships come in different levels.

After GCSEs, you can progress onto:  
(Depending on your grades)

## YOUR GCSEs

You have 5 or more GCSEs grades at 4-9

Level 3

A-Levels

T-Levels

Level 3 Vocational Courses (NVQ, BTEC, VRQ, etc.)

You have fewer than 5 GCSEs grades at 4-9

Level 1 & 2

Level 1 Courses

Level 2 Courses

\*These will come with limited options

Level 2 Intermediate Apprenticeship

What's next after college? (Post-18)

- ▶ Gap Year
- ▶ Employment
- ▶ University
- ▶ Higher Degree/Apprenticeship





# CHOOSING THE RIGHT OPTION FOR YOU

## When deciding what to do it is important to think about:

- ▶ What grades you are likely to get.
- ▶ What job or sector you might want to work for in the future.
- ▶ Your preferred way of being assessed, for example - Do you prefer coursework or exams? If you prefer coursework then BTECs or Vocational Qualifications may be right for you.

## Thinking about going to University?

If you are thinking of going to university then you will need a Level 3 qualification and some courses may specify which subjects they accept as entry requirements.

## Some points you need to take into consideration:

- ▶ You will usually be asked for 3 A-Levels or equivalent, such as a BTEC Level 3 Extended Diploma.
- ▶ Each university or college will have their own entry requirements, including the grades you will need at GCSE and Level 3 - Check out <https://digital.ucas.com/search> to find out more about entry requirements.
- ▶ Some universities will not accept BTEC qualifications for certain courses or may require at least one A-Level alongside it.
- ▶ If you are taking a BTEC qualification you may have a choice of optional units - Which units you take may impact on your choice of future course.

## Where can this option take me in the future?

If you are thinking about a destination after Post-16, such as university or higher/degree apprenticeships, it is important to know whether the qualifications you are taking from 16-18 can help you to progress on to these pathways.

Use websites such as [www.theuniguide.co.uk](http://www.theuniguide.co.uk) to find out whether the course you want to do after Year 11 will allow you to progress on to what you want to do afterwards, or speak with staff at the sixth form, college or the apprenticeship you are applying to in order to get further details!

For example - If you want to study Dentistry at university, you usually need to take A-Levels in Chemistry and Biology/Maths/Physics. Some universities do not accept BTEC Level 3 Extended Diplomas (although 95% do!) - Apprenticeships have varying entry requirements; Some ask for 5 GCSEs at Grade 4 or above while others ask for 2-3 A-Levels.



► Go to open days or open evenings - They're a great opportunity to visit schools and colleges, find out about the courses on offer and speak to staff and students.

► Get advice - from careers staff at your school or try the National Careers Service.

► Attend careers and skills fairs - These are ideal for meeting colleges, training providers, employers and careers advisors.

► Discuss your ideas - Talk to parents or carers, family and friends to get other viewpoints on your choices.

► Whatever you decide, remember: This is your life! Don't be influenced by where your friends are going. Ask yourself: What do I enjoy? What would I like to do? And what do I want to get out of my life?

► And don't forget to talk to teachers and career advisors - They have lots of knowledge and wisdom to share!

# POST-16 TOP TIPS

## TOP TIP

**PARENTS:** A huge array of choices can be very confusing for young people. Talk through what's on offer with your child in an open and honest way, without putting on too much pressure.

## HELP MAKING DECISIONS

Use these websites for information and support to help you inform your decision:

► [www.careerpilot.org.uk](http://www.careerpilot.org.uk)

Careers information and tools for 11-19 year-olds.

► [www.prospects.ac.uk](http://www.prospects.ac.uk)

The UK's biggest graduate careers website with information and advice about Post-18 options.

► [www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

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

► [www.ucas.com/further-education](http://www.ucas.com/further-education)

Universities and colleges admissions service, offering support and advice so you can make an informed decision about your future.

► [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Explore what apprenticeships are available.

► [www.bbc.co.uk/bitesize/careers](http://www.bbc.co.uk/bitesize/careers)

Watch short clips, read articles, take quizzes and much more!

Find an apprenticeship:



[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

GOV.UK

Explore all things Post-16:



[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

Careerpilot

Find out more about apprenticeships:



[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

Apprenticeships

Learn about Post-18 options:



[www.prospects.ac.uk/jobs-and-work-experience/apprenticeships](http://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships)

Prospects

Get inspired about different careers:



[www.bbc.co.uk/bitesize/careers/](http://www.bbc.co.uk/bitesize/careers/)

BBC BITESIZE

Essential University Info:



[www.ucas.com/further-education/apprenticeships-traineeships](http://www.ucas.com/further-education/apprenticeships-traineeships)

UCAS



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ALNS Careers  
Instagram!



# QUESTIONS I MAY NEED TO ASK...

If I apply, what happens next?

What is the balance between taught and independent study time e.g. lectures, classes and self-study?

Do you need GCSE grades in particular subjects and what happens if I do not achieve particular entry grades?

What help will the sixth form/college give me to find a suitable placement?

What will happen if not enough people apply for the course?

What is the usual class size for the course?

Are specific grades required to move on to the next level?

What financial help is available if I cannot meet the costs associated with the course e.g. transport, trips, uniform, equipment etc?

What support is available to students with SEND?

If, once I have started the course, I feel that is not right for me, who should I speak to?

What careers guidance is available to help with my next steps?

What are the pass rates for particular courses and what are the average grades that students achieve?

Which days of the week do students attend?  
Every day or on specific days of the week?

Is transport provided by the college, sixth form or training provider and at what cost?

**How does the course timetable fit in with arrival/departure times of the transport?**

What opportunities are there for work experience as part of the course?

When will I hear whether I have an interview or are to be offered a place?

Are there extra costs for equipment, uniform, visits, text books, meals etc?

What do students typically progress on to after completing the course?

What GCSE grades do I need for the course/apprenticeship?





# HOW TO CONTACT LOCAL COLLEGES AND SIXTH FORMS

## **City of Portsmouth College**

Tangier Road Campus  
023 9266 7521  
[www.city-of-portsmouth-college.ac.uk](http://www.city-of-portsmouth-college.ac.uk)

## **City of Portsmouth College**

Highbury Campus & North Harbour Campus  
023 9238131  
[www.city-of-portsmouth-college.ac.uk](http://www.city-of-portsmouth-college.ac.uk)

## **Chichester College**

[www.chichester.ac.uk](http://www.chichester.ac.uk)  
01243 786321

## **Sparsholt College**

[www.sparsholt.ac.uk](http://www.sparsholt.ac.uk)  
01962 776441

## **Fareham College**

01329 815200  
[www.fareham.ac.uk](http://www.fareham.ac.uk)

## **St Vincent College**

[www.stvincent.ac.uk](http://www.stvincent.ac.uk)  
023 9258 8311

## **UTC Portsmouth**

023 9312 0200  
[enquiries@utcportsmouth.org](mailto:enquiries@utcportsmouth.org)

## **Havant South Downs College (HSDC)**

South Downs Campus  
Havant Campus  
023 9387 9999



# ADDITIONAL SUPPORT

If you have any additional support needs with any aspect of your Post-16 options.

## **Students with Special Educational Needs and Disabilities (SEND)**

Colleges have similar responsibilities to schools to provide reasonable support to young people with special educational needs, whether they have an education, health and care (EHC) plan or not. For example:

- ▶ Access to a specialist teacher
- ▶ Independence and life skills
- ▶ Making technology accessible by adapting it
- ▶ Exam access arrangements if needed
- ▶ Supporting pupils with emotional, social and mental health needs

## **English for Speakers of Other Languages (ESOL)**

If you need help learning or improving your English, you can take ESOL classes for free at The City of Portsmouth College. There are also community organisations that offer free and low cost ESOL classes.

**If you're concerned about a college's ability to meet your needs, contact them directly to ask about their support services for students with educational needs and disabilities.**

### **TOP TIP**

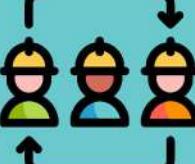
**PARENTS:** It's important to support your young person to find the right environment for them, so they end up somewhere they will thrive post-16 and beyond.

**STUDENTS:** There are a multitude of opportunities - Don't be afraid to seek advice, do some research and talk to teachers, career advisors and businesses to help you make a more informed choice together.

# I'M STILL UNSURE...

That's okay! Don't feel you have to rush to make a decision about your future, take your time exploring your options...

## 16 Ways To Discover Your Future

<b>Personality Tests</b>  Take some online personality assessments such as Buzz Quiz, Myers Briggs or Redbull Wingfinder.	<b>Career Websites</b>  Visit websites such as Prospects, National Careers Service and UCAS or sector specific sites such as NHS Careers.	<b>Speak to People</b>  Connect with people you know, or ask family members to introduce you to people who do the job you are interested in.	<b>Get Thinking</b>  Reflect on what experience you already have. What skills have you got? What subjects are you interested in?
<b>Career Games or Quizzes</b>  Complete a range of tests on the Career Pilot website.	<b>Visit your Career Library</b>  Read any career leaflets or books that advise on how to get into a career.	<b>Looking at LMI</b>  Visit <a href="http://lmiforall.org.uk">lmiforall.org.uk</a> , <a href="http://nomsweb.co.uk">nomsweb.co.uk</a> or <a href="http://cpd.co.uk">cpd.co.uk</a> for current outlook on the labour market. Do a simple search on a jobsite like Indeed by typing in a career or skill.	<b>Use a Careers Platform</b>  Create your profile on Career Pilot, complete personality tests and learn about different Post-16 options.
<b>Volunteering</b>  Find opportunities near you on <a href="http://doit.life/volunteer">doit.life/volunteer</a> or <a href="https://reachvolunteering.org.uk/">https://reachvolunteering.org.uk/</a> .	<b>YouTube / Vlogs</b>  Watch videos on careers and jobs. Use platforms such as YouTube or career content on sites such as <a href="http://icould.com">icould.com</a> or <a href="http://careerpilot.org.uk">careerpilot.org.uk</a> .	<b>Reading Blogs, Newspapers or Magazines</b>  Google your industry and read any online blogs or articles to stay up-to-date on industry trends and future predictions. Sign up for regular content.	<b>Careers Appointment with Advisor</b>  Set up an appointment with a Careers Advisor to receive support and guidance on jobs and help with your career aspirations.
<b>Visits to Employers</b>  Lots of schools set up employer visits and taster days. Ask your Careers Team about these, or book your own!	<b>Visits to Education</b>  Contact your local college or university to find out about Open Days to discover more about your chosen course. Check out <a href="http://www.opendays.com">www.opendays.com</a>	<b>Work Experience</b>  Email or phone companies directly asking about Work Experience. Look for companies that offer internships, summer programmes or other opportunities.	<b>Social Media Research</b>  Follow influencers working in your chosen field of interest or join groups relating to your industry. Connect and ask questions!



# I WANT TO GET SOME WORK EXPERIENCE...

If you want to get a job and earn some money.



## TOP TIP

**PARENTS:** Voluntary and paid work experience will strengthen your child's CV and any future applications.



Getting a **part time job** can help you learn **valuable skills, meet new people, build your CV and professional experience.**

- ▶ You can work up to 20 hours a week alongside part time study or training.
- ▶ There are many entry level jobs that don't require qualifications or experience.
- ▶ Employers often offer full training.
- ▶ Work is a great way to start building your CV and professional skill set.

## DID YOU KNOW?

There are national laws that state at what age young people are allowed to start working.

In England, a young person must be in part-time education or training until they're 18. They can work up to 20 hours a week alongside education or training.

Find out more at:  
[www.gov.uk/child-employment](http://www.gov.uk/child-employment)



### National Minimum Wage Hourly Rates

Under 18 - £4.55

18-20 - £6.45

21-24 - £8.20

25 and over - £8.72



# WHAT KIND OF JOB CAN I GET?

Below are some examples of entry level jobs popular with young people and information about where to apply



## TESCO & ONE STOP - CUSTOMER SERVICE ASSISTANT

"As a customer service assistant, you will arrange services for customers, stock shelves, provide information about products and services, make sales and take payments/issue refunds, handle customer enquiries and ensure the shop is clean and tidy. Full training provided."

**£ meets National Minimum Wage**

[www.tesco-careers.com](http://www.tesco-careers.com)

## MCDONALD'S - CREW MEMBER

"As a Crew Member, you'll make it happen, whether you're preparing food, serving on the till or helping out in the dining areas. We'll train you in our high standards of customer service, food preparation, and cleanliness and hygiene."

**£ meets National Minimum Wage + Benefits**

[www.people.mcdonalds.co.uk/restaurant-opportunities/crew-member](http://www.people.mcdonalds.co.uk/restaurant-opportunities/crew-member)

### TOP TIP

Web search 'jobs in Portsmouth' to find local opportunities.

Jobcentre Plus can help you look for work, and can assign you a work coach to assist in your job search.

Find your local job centre at:

[www.find-your-nearest-jobcentre.dwp.gov.uk](http://www.find-your-nearest-jobcentre.dwp.gov.uk)

## AMAZON - WAREHOUSE OPERATIVE

"As a Warehouse Operative, you will receive deliveries of goods and supplies, check for damaged or missing items, store goods, move stock around, pack orders, load and sometimes deliver goods and keep records of stock. Full training is given for entry level roles."

**£9.50 per hour (days) to £11.21 per hour (nights)**

[www.amazon.jobs/en/locations/unitedkingdom](http://www.amazon.jobs/en/locations/unitedkingdom)

## PRIMARK - RETAIL ASSISTANT

"As a retail assistant with Primark, you will give customers your time, helping them in any way you can to feel and look good - Whether that's finding the clothes they want, advising on an outfit or suggesting something else. You will assist the operational team in delivering great customer service within a fast paced environment. We offer great training to help you further your skills and personal development."

**£ meets National Minimum Wage**

[www.careers.primark.com](http://www.careers.primark.com)

# I NEED HELP WRITING A CV...



## WHAT IS A CV?

A CV (Curriculum Vitae) is a document used when applying for jobs. It allows you to summarise your education, skills and experience to successfully sell your abilities to potential employers.

## HOW LONG SHOULD A CV BE?

A standard CV should be no longer than two sides of A4.

As a school leaver, your CV may only be one page and that's okay.

## TOP TIP

**PARENTS:** Not all experience comes from a job. Think creatively when helping them with their CV. Was your child the captain of a football team? This shows leadership and teamwork. Do they care for a younger sibling or relative? This shows responsibility.

## WHAT TO INCLUDE IN YOUR CV

**Contact Details** - Include your full name, home address, mobile number and email address. You don't need to include your date of birth or a photograph.

**Personal Statement** - A short paragraph that highlights your key qualities and helps you stand out from the crowd.

**Education** - List and date all previous education, including professional qualifications. Place the most recent first.

**Work Experience** - List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. You can include volunteer work and work experience.

**Skills and achievements** - This is where you talk about the foreign languages you speak, what IT packages you can use, your time as captain of the football team, Duke of Edinburgh Awards or any other relevant skills and experiences.

**Interests** - 'Socialising', 'watching films' and 'reading' aren't going to catch a recruiter's attention. Relevant interests can provide a more complete picture of who you are. Examples could include writing your own blog or running a successful social media account, being part of a drama group or playing an instrument.

# CV EXAMPLE



JOE ADMIRAL  
FINANCE JUNIOR  
101 Portsmouth Road, PO1 1PP  
Tel: xxxxx xxxx  
Email: xxxxxxxxxx

## PERSONAL STATEMENT

'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'.

Having achieved excellent grades at GCSE level Maths, English and Science, along with an active involvement in several clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for Mathematics and have made several notable achievements in both my studies and extracurricular activities which would make me an excellent asset to any finance team or department. My part time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and teamwork.

## EDUCATION

### GCSEs - Admiral Lord Nelson School – 2024

- Maths, Science, English: 9
- Geography, Media, French: 8
- History, Sociology, 7

## Clubs and Memberships

- Lead tutor of after school Maths Club
- Captain of the Boys Football team
- After-school charity volunteer

## WORK EXPERIENCE

### SEPT 2023 - PRESENT

#### JOE'S CAFE: Dish Washer, Part Time

Working in a busy café supporting the kitchen and front of house staff to ensure a clean and healthy environment for customers.

#### Responsibilities:

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with hygiene standards to ensure they are met
- Supporting kitchen preparations during opening and closing of café

## SKILLS AND ACHIEVEMENTS

• 8 GCSE grades in 9-7	• Customer facing experience
• Mathematical aptitude	• Best Science Student Award 2020
• Charity events volunteer	• Communication
• Maths Club lead tutor	
• Customer facing experience	

## INTERESTS AND HOBBIES

- Football and team sports
- Writing fiction
- Playing guitar

I NEED HELP WITH...

# JOB INTERVIEWS

## TOP TIPS

**PARENTS:** Do a no pressure mock interview and ask common questions such as 'what are your main strengths?'

**PARENTS:** Help your child feel less nervous by helping them out with simple tasks, such as preparing an outfit or planning a bus route.





An interview is a chance for an employer to see if you're the right person for the job. It's your chance to make a good impression and show what you have to offer! You can also use it to help you decide if the job and the company are right for you.

## 1 BEFORE THE INTERVIEW

- ▶ Read the job description carefully and be clear on the skills and qualities the employer is looking for
- ▶ Check the company website to find out more about it
- ▶ Go over your CV and think about things the employer may ask about
- ▶ Ask someone you trust to practise answering questions
- ▶ Write down 2 or 3 questions you can ask at the end of your interview that shows you're enthusiastic about the job
- ▶ Prepare something suitable and comfortable to wear
- ▶ Check what time you need to arrive and the name of the person you need to see
- ▶ Make sure that you know how to get to where the interview is being held

## 2 AT THE INTERVIEW

- ▶ Be on time, or five minutes early
- ▶ Make sure your phone's turned off
- ▶ Smile and greet your interviewer confidently
- ▶ Use breathing techniques to calm yourself - Try to remember, a few nerves are normal

## 3 DURING THE INTERVIEW

- ▶ Be polite and use the right language and tone for a formal situation
- ▶ Listen carefully to questions and think before you begin your answers
- ▶ If you do not understand a question, ask the interviewer to repeat it
- ▶ Be positive about your experiences - If you've faced difficult situations, show what you've learned from them
- ▶ Tell the truth - Do not exaggerate or come across as over-confident
- ▶ Ask a couple of questions when you're invited to do so
- ▶ At the end, thank the employer for their time and tell them that you are looking forward to hearing from them

## 4 AFTER THE INTERVIEW

- ▶ If you are offered the job, let the company know in good time whether you want to accept the offer. You can also agree the start date and what to bring on the first day
- ▶ If you decide not to accept the job, decline it politely, as you may want to work for them in the future

## IF YOU DO NOT GET OFFERED THE JOB

- ▶ Be positive - This is a chance to learn from your experience
- ▶ Ask for feedback from your interview
- ▶ Think about the things that did not go so well and what you could do to improve next time
- ▶ Get some interview practice - You could ask friends, family, colleagues or a careers adviser to help



### TOP TIP

**PARENTS:** These are alternative routes into employment and training can create excellent prospects comparable with university and college

## I WANT TO JOIN THE UNIFORMED SERVICES...

There are many different routes you can take into the uniformed services, if one doesn't suit you, another is sure to!



**Police, Ambulance, Fire and Rescue and Ministry of Defence. There are many different routes you can take into the uniformed services.**

## STUDY

You can study Level 2 BTEC Certificate in Preparation for Public Services at City of Portsmouth College. This will give you an overview of all the public services and prepare you for a career. This is a great option for people who know they want to work in the public services but aren't sure which service they'd like to join.

Units include:

- ▶ Teamwork and communication
- ▶ Employment in the uniformed public services
- ▶ Career planning

<https://www.city-of-portsmouth-college.ac.uk/vocational/level-2-btec-certificate-in-preparation-for-public-services-q100180/>

## CADETS

Joining one of the uniformed cadet units is a valuable experience for any young person. You will learn important skills that will benefit you for life including personal discipline, fitness and pride. The skills you will learn can be transferred to any job, and will give you the experience and knowledge to further your career in public services.

**Sea Cadets:**

[www.sea-cadets.org/portsmouth](http://www.sea-cadets.org/portsmouth)

**Air Cadets:**

[www.raf.mod.uk/aircadets/](http://www.raf.mod.uk/aircadets/)

**Army Cadets:**

[www.army.mod.uk/who-we-are/the-armys-cadets/](http://www.army.mod.uk/who-we-are/the-armys-cadets/)

**Police Cadets:**

[www.vpc.police.uk](http://www.vpc.police.uk)

## COMMUNITY UNIFORMED SERVICES

If you are interested in joining the police, fire service or becoming a paramedic you can find information about entry routes here:

**Police:**

[www.recruit.college.police.uk](http://www.recruit.college.police.uk)

**Fire & Rescue:**

[www.syfire.gov.uk/jobs](http://www.syfire.gov.uk/jobs)

**Ambulance:**

[www.yas.nhs.uk/join-our-team](http://www.yas.nhs.uk/join-our-team)

## MINISTRY OF DEFENCE (MOD)

There are various roles within the armed forces, from soldiers and pilots, to chefs, mechanics, nurses and engineers. You may find a role that surprises you.

**Army:**

[www.apply.army.mod.uk](http://www.apply.army.mod.uk)

**Air Force:**

[www.raf.mod.uk/recruitment](http://www.raf.mod.uk/recruitment)

**Navy:**

[www.royalnavy.mod.uk](http://www.royalnavy.mod.uk)

# ACTIVITY

Use the image below to help consider what skills you have

## Creative Problem Solving

- ▶ Think imaginatively
- ▶ Work to deadlines
- ▶ Organised approach
- ▶ Understand different perspectives
- ▶ Innovative

### I SHOW THIS BY:

Working out which would be the best materials to use D&T project.

## Good Work Ethic

- ▶ Organised
- ▶ Positive attitude
- ▶ Reliable
- ▶ Can take instruction
- ▶ Follow company values

### I SHOW THIS BY:

Maintaining a positive outlook even if my sports team isn't winning.

## Entrepreneurial Thinking

- ▶ Ability to take risks
- ▶ Recognise opportunity
- ▶ Determination
- ▶ Time management
- ▶ Learn from the competition

### I SHOW THIS BY:

Taking a risk by trying a new approach when presenting a piece of Art or Photography work.

## Verbal Communication

- ▶ Listen and speak effectively
- ▶ Positive body language
- ▶ Talk well on the phone
- ▶ Customer focussed
- ▶ Effective presenter

### I SHOW THIS BY:

Debating morality issues in R.E that demonstrate a clear understanding of my points.

## EMPLOYABLE ME

I'm developing the skills for my future



## Written Communication

- ▶ Correct email etiquette
- ▶ Report writing
- ▶ Presentation writing
- ▶ Use correct language
- ▶ Good spelling and grammar

### I SHOW THIS BY:

Using the key facts and links from a case study to answer the longer questions in Geography.

## Resilience

- ▶ Learn from mistakes
- ▶ Work flexibly
- ▶ Adaptable to change
- ▶ Willingness to learn
- ▶ Respond well to challenges

### I SHOW THIS BY:

Persevering to get to the right answer in a Maths problem without giving up.

## Leadership

- ▶ Self-motivated
- ▶ Lead by example
- ▶ Confident
- ▶ Show initiative
- ▶ Can influence others

### I SHOW THIS BY:

Presenting a compelling and accurate argument that changes opinions or inspires others.

## Teamwork

- ▶ Build relationships
- ▶ Trustworthy
- ▶ Respectful
- ▶ Conscientious worker
- ▶ Reliable

### I SHOW THIS BY:

Working in a group to conduct a Science experiment safely that involves all team members.

# ACTIVITY

Now you have thought about your skills, complete the boxes below to provide examples of these skills. Remember to list an example for each skill you think of. You can use the examples to help you.

Creative Problem Solving

Good Work Ethic

Entrepreneurial Thinking

Verbal Communication

**EMPLOYABLE  
ME**

Use this sheet to record examples of when you have applied or demonstrated each skill.



Written Communication

Resilience

Leadership

Teamwork

