



# CAREERS BULLETIN

Welcome Year 11 and Year 10 and Happy New Year to you all!

Hope you have all had a lovely safe Christmas break?

I will continue to provide careers advice and guidance during the days I am designated as the Independent Careers Adviser for the school.



I have listed below the days from January until this spring term, where I will be available and working from 8.00am to 2.00pm, so please get in touch.

<b>January 2022</b>	Wednesday 5 <sup>th</sup> January 2022 Wednesday 12 <sup>th</sup> January 2022 Wednesday 19 <sup>th</sup> January 2022 Wednesday 26 <sup>th</sup> January 2022
<b>February 2022</b>	Wednesday 2 <sup>nd</sup> February 2022 Wednesday 9 <sup>th</sup> February 2022 Wednesday 23 <sup>rd</sup> February 2022
<b>March 2022</b>	Wednesday 2 <sup>nd</sup> March 2022 Wednesday 9 <sup>th</sup> March 2022 Wednesday 16 <sup>th</sup> March 2022 Wednesday 23 <sup>rd</sup> March 2022 Wednesday 30 <sup>th</sup> March 2022

[careers@penworthamgirls.lancs.sch.uk](mailto:careers@penworthamgirls.lancs.sch.uk)



This terms careers bulletin is jammed packed with lots of useful information about careers, progression routes and much more...enjoy the read!

Many of you may be anxious about how COVID/Omicron could affect your career opportunities.

Here are some things that you can do to make sure you are prepared for your next move:

## [1] Apprenticeships

If you are considering in applying for an apprenticeship, carry out your searches on:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>



Please ensure if you are applying for an apprenticeship, please ensure you have registered on the following website: <https://www.findapprenticeship.service.gov.uk/signin>

## [2] Colleges/Sixth Form









Some of you may be worrying about your college applications, please do not as I have been in touch with the local colleges and have been informed that some are continuing to accept course applications as normal.

If you have not made a college application and would still like to do so, please complete the application online as soon as possible.

Most colleges will contact you remotely via telephone/skype to discuss your application.

I have listed below college contact details should you need to get in touch:

<b>Cardinal Newman College</b> 	<b>Email Contact:</b> <a href="mailto:admissions@cardinalnewman.ac.uk">admissions@cardinalnewman.ac.uk</a> <b>Online Application Link:</b> <a href="https://www.cardinalnewman.ac.uk/apply/">https://www.cardinalnewman.ac.uk/apply/</a>	<b>01772 460181</b> <a href="http://www.cardinalnewman.ac.uk">www.cardinalnewman.ac.uk</a>
<b>Runshaw College</b> 	<b>Email Contact:</b> <a href="mailto:www.admissions@runshaw.ac.uk">www.admissions@runshaw.ac.uk</a> <b>Online Application Link:</b> <a href="http://www.runshaw.ac.uk/study-at-runshaw/apply/">www.runshaw.ac.uk/study-at-runshaw/apply/</a>	<b>01772 622677</b> <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a>
<b>Preston College</b> 	<b>Email Contact:</b> <a href="mailto:guidance@preston.ac.uk">guidance@preston.ac.uk</a> <b>Online Application Link:</b> <a href="https://www.preston.ac.uk/online-application/">https://www.preston.ac.uk/online-application/</a>	<b>01772 225522</b> <a href="http://www.preston.ac.uk">www.preston.ac.uk</a>
<b>Myerscough College</b> 	<b>Email Contact:</b> <a href="https://admissionsonline.myerscough.ac.uk">https://admissionsonline.myerscough.ac.uk</a> <b>Online Application Link:</b> <a href="http://www.myerscough.ac.uk/news/applications-for-2020-entry/">www.myerscough.ac.uk/news/applications-for-2020-entry/</a>	<b>01995 642222</b> <a href="http://www.myerscough.ac.uk">www.myerscough.ac.uk</a>
<b>QEGS</b> 	<b>Email Contact:</b> <a href="mailto:admissions@qegsblackburn.com">admissions@qegsblackburn.com</a> <b>Online Application Link:</b> <a href="https://www.qegsblackburn.com/admissions/">https://www.qegsblackburn.com/admissions/</a>	<b>01254 686300</b> <a href="http://www.qegsblackburn.com">www.qegsblackburn.com</a>
<b>Hutton Sixth Form Grammar</b> 	<b>Email Contact:</b> <a href="https://www.huttongrammar.org/sixth-form/admissions-2/">https://www.huttongrammar.org/sixth-form/admissions-2/</a> <b>Online Application Link:</b> <a href="http://www.huttongrammar.org/sixth-form/admissions-2/">www.huttongrammar.org/sixth-form/admissions-2/</a>	<b>01772 613112</b> <a href="http://www.huttongrammar.org">www.huttongrammar.org</a>

[3] **Careers** – Unsure what you want to do? Why not try some of these Careers Software to help you decide the career interests you may have:

### National Careers Service



#### **Skills assessment**

Find out about careers that might be right for you by taking one of our assessments

#### **Discover your skills and careers**

Take a 5 to 10-minute assessment to find out what job categories, and which particular job roles, might suit you. You do not need to sign in or create an account to save your assessment. You can also complete it later and look at your results again at any time.

<https://nationalcareers.service.gov.uk/skills-assessment>

### Ucas



Find out what you like and what you could do.  
Discover your strengths and what makes you tick.

Try the Ucas buzz quiz: <https://www.ucas.com/careers/buzz-quiz>



### Prospects:



Try prospects Career Planner – It can match your skills, motivations and desires to a career that is perfect for you. Register now and take the quiz:

<https://www.prospects.ac.uk/planner>

### **[4] Devise a CV**

Now is the ideal time to create or update your CV making sure it stands out for the right reasons?

As outline on the Prospects website (2020), “***First impressions count, especially when applying for jobs***”. Below is useful information on what to include in your CV:

- **Contact details** - Include your full name, home address, mobile number and email address. Unless you're applying for an acting or modelling job you don't need to include your date of birth or a photograph.
- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length. Discover how to write a personal statement for your CV.
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first. Include specific modules only where relevant.
- **Work experience** - List your experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Do not exaggerate your abilities, as you'll need to back up your claims at interview. If you have got lots of job-specific skills you should do a skills-based CV.
- **Interests** - 'Socialising', 'going to the cinema' and 'reading' are not going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You do not need to provide the names of referees at this stage. You also do not need to say 'references available upon request' as most employers would assume this to be the case.

Source: <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

#### [4] Labour Market Information

Why don't you search for careers both locally and nationally. LMI effectively describes The World of Work – ranging from descriptions of different careers, their entry routes, salaries paid, skills and qualifications needed at national, regional, and local levels.  
<http://www.lmiforall.org.uk/>

Identifying where the jobs are now and where they could be in the future is called Labour Market Information. Researching this will help you choose your options and future career pathways.

[www.nomisweb.co.uk](http://www.nomisweb.co.uk)

[www.parentalguidance.org.uk/labour-market-information](http://www.parentalguidance.org.uk/labour-market-information)

#### Labour Market Information – What is it?

LMI includes reports, studies, statistics and other information about:



#### General Career Information:



#### STEM

The Government is encouraging more young people to study STEM (Science, Technology, Engineering and Maths) related subjects because they will give you the skills you will need for a wide range of career choices in the future. Have a look at these useful websites:

[www.stemettes.org](http://www.stemettes.org)

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

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

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

[www.sciencecareerpathways.com](http://www.sciencecareerpathways.com)

#### Virtual Work Experience



#### What is virtual work experience?

Virtual work experience, also referred to as online, remote or digital, provides young people with the opportunity to gain experience in the workplace, develop their skills, boost their employability and explore new industries and job roles.

It's a broad term and can include any opportunity which provides young people with an insight into what it's like to work in an industry or job role while at home. Most virtual work experiences range from half a day to one week, but some may last longer depending on the nature of the work experience and the age of your child.

Not all virtual work experience is the same. Some are open to everyone and provide a platform for students to discover more about the job, view pre-recorded videos on what it's like to work with the organisation, go on virtual tours and possibly take part in some live Q&A sessions. Others may require your child to go through an application process and offer regular online meetings with a supervisor, individual project work, networking sessions, training opportunities and video tutorials.

I would encourage Year 11 and Year 10 students to take advantage of some of the amazing virtual work-related opportunities available. Companies are keen to open the eyes of young people to the fast moving and fascinating world of work that awaits them and have invested considerable resources in putting together well thought out and bespoke programmes.

Many opportunities are one day only providing students with a snapshot of careers and professions they might never have considered and can be hosted by national or global companies, normally inaccessible to young people. Most companies issue certificates of completion which students can add to their CV's and all will give students invaluable experience and help develop work relate

### **Which organisations offer virtual work experience?**

As social distancing seems set to remain for the foreseeable future, more and more firms are beginning to provide virtual work experience opportunities to students and young people. Placements are available across several sectors including accountancy, law, marketing and the veterinary sciences. While this is by no means an exhaustive list, here are some companies and businesses currently offering virtual work experience. *Click on the text to be taken directly to their website.*

#### **Barclays LifeSkills**

An excellent website to help young people develop the skills they need for a better future.

[Virtual Work Experience tool](#) | [Barclays LifeSkills](#)

#### **Cyber Discovery**

A chance to learn from industry experts and take part in over 200 free cyber security challenges. Registration is currently closed, but there is an opportunity to register interest for the next intake. [Cyber Discovery: HM Government's Cyber Schools Programme \(joincyberdiscovery.com\)](#)

#### **Future Learn - exploring the Veterinary profession**

A two week, six hour, course that enables students to learn more about what it takes to become a vet and whether it's the right career choice for them.

[Introduction to Studying Veterinary Medicine - Course - FutureLearn](#)

#### **Halliday Fraser Munro**

An online work experience programme for those interested in architecture and design.

[Halliday Fraser Munro - Work Experience Zone \(hfm.co.uk\)](#)

#### **InvestIn (paid)**

Aimed at students between 14 and 18 years old, InvestIn offers an impressive array of virtual work placements involving real life work and contact with professionals. This is a paid service, and placements range from one day to one week.

[InvestIn](#) | [Ambition Beyond Education](#)

#### **Leonardo – engineering placements**

A range of programmes that provide an invaluable insight into the varied career options that can be explored from studying STEM-related subjects.

[Work Experience - Leonardo in the UK \(leonardocompany.com\)](#)

#### **Speakers4Schools**

Recently launched, Speakers4schools aims to provide a level playing field by connecting young people to high quality virtual work placements. Register to stay up to date with their latest developments.

[Virtual Work Experience](#) | [VWEX](#) | [Speakers for Schools](#)



#### **Springpod**

An excellent list of free virtual work experience placement ranging from teaching to marketing.

[Virtual Work Experience Search \(springpod.com\)](#)

#### **The Lawyer Portal**

A list of law firms offering virtual work experience.

[Virtual Work Experience for Law Students](#) | [The Lawyer Portal](#)

#### **Youth Opportunities**

An online platform providing a range of virtual work experiences including workshops, fellowships and internships. External companies are free to post opportunities, so we strongly recommend you encourage you research all options thoroughly before applying.

[Explore Work Experience - Youth Employment UK](#)

## Work Experience Opportunities:

**Lancashire Teaching Hospitals Trust is one of the largest employers in Lancashire.**



NHS believe in growing healthcare workers for future generations, and so offer work experience placements to school pupils and to people who are considering a career in the NHS. Work experience is a great way for pupils to see and understand hospital care in action, and help them make decisions about their future working lives. NHS staff also benefit from providing work experience placements as this enhances teaching and training skills, and is a good opportunity to seek the views of young people or those who are new to the NHS.

Demand for placements greatly exceeds capacity, especially during the summer holidays, so applications will be considered on a first come, first served basis. Placements will only be allocated to people who live in the Chorley or Preston areas. Six weeks' notice is required for all applications. School pupils are only able to access work placements in non-clinical areas, but observational work placements may be available to adults in clinical services. Due to the nature of the service provided, and vulnerability of the patients, some departments are not able to offer work experience placements including Child Health, Clinical Psychology, Emergency Department, Physiotherapy, and Speech and Language Therapy.

If you wish to apply for a work placement please contact the work experience team by email [workexperience@lthtr.nhs.uk](mailto:workexperience@lthtr.nhs.uk)

## **BAE SYSTEMS**

Work experience is a great way to consider your career choices and give you a better view of opportunities available. You will get a taster of the possibilities on offer and a chance to develop the experience, skills and behaviours employers are looking for. Work experience at BAE are available at the majority of sites and cover lots of different types of jobs including office administration as well as engineering.

*Please note in light of Covid-19, BAE systems have at present suspended their education programmes including work experience but will be reviewing the situation regularly – find out more, by*

<https://www.baesystems.com/en/careers/careers-in-the-uk/getting-ready-for-work/help-with-getting-experience>

## Upcoming Events:

### College Open Events



#### **Open Events \_ Saturday 5th February**

Registration for this event is now open! Time: 10am – 1pm

Before you join us for our open event, why not check out our Principal's Talk below, to find out why he thinks Cardinal Newman could be for you. The virtual tour and our subject videos are available for you to view at your leisure, just click on the link below.

[Open Events at Cardinal Newman College](#)



Leyland Campus – Open Event

**March 2 @ 3:30 pm - 7:30 pm**

Our last open event of the academic year. Come and explore our facilities, meet our staff and students and see what the college can offer for **school leavers**! Keep up to date by clicking here.

[Leyland Campus - Open Event — Runshaw College](#)



#### **YEAR 10 & 11 OPEN EVENT**

**WEDNESDAY 9TH MARCH, 4-7PM**

At our Open Event you can speak to our course tutors, specialist support staff, advisors and learners about the experience you'll get as a Preston College learner. You'll also have the chance to explore our industry standard facilities, Apprenticeships and learning opportunities including T-Levels and Scholarships.

**EVENT REGISTRATION - 9TH MARCH 2022**

[Year 10 & 11 Open Event - Preston College](#)





## Southport College - Open Evening Monday 7th March 2022 5.00pm-8.00pm

Tour the College and see our state-of-the-art facilities including our professional Clouds restaurant and bar along with our working Concept salon. Discover different courses, take part in subject activities and chat to staff and students about curriculum and student experience. There's so much to experience at our Open Evenings and we encourage potential students to come along and get a feel for the college. School leavers and Apprentices are all very welcome!

[Open Evening 7 March 2022 | Southport College](#)



Myerscough College are holding a Virtual Course Advice session.

The Saturday Course Advice Mornings events generally run 10 till 12.30 on site at each centre, while the Virtual Course Advice Evenings are entirely online and run from 7 till 8pm. Please check our "What's on" section for more detailed information about each individual event.

Tuesday 18th January - Virtual Advice Evening (Online) - 7pm till 8pm

Saturday 5th February - Course Advice Morning

Saturday 26th March - Course Advice Morning

[Open Mornings and Events | Myerscough College](#)

### Careers Information for Parent:

As a parent, you are incredibly influential when it comes to the decisions your child makes in all areas of their lives and that is especially true when it comes to their education and careers. We know that the choices, which are open to your child today, may be very different from when you were in their position and you may feel as if you're unsure about what advice to offer. There is a wealth of information available that can be both confusing and overwhelming so we wanted to signpost a few sources of reliable information that might help you to navigate your child's choices more easily.

- Careermap for Parents connects students and their parents to the latest career and qualification routes available. We recognise that parents are one of the biggest influences on your teenagers' early career decisions. When your teenager asks 'What should I do next?', it can be a daunting question for any parent. Careermap for Parents is here to help you understand teenagers' options as well as dispelling industry myths and misconceptions along the way. For more details and to register <https://careermap.co.uk/register-to-careermap/>
- National Careers Week have developed a resource to support parents in 'steering' their son/daughter towards the correct job/career. Follow this link for more information regarding how to obtain a copy of National Careers Week's free 12 page 'A Guide for Parents: Steering your teenager toward a job and career'. <http://win-that-job.com/parents-guide>
- The Career Writers Association have also produced a guide for parents to help navigate some of the career's choices and pathways available to their children. <https://www.parentalguidance.org.uk/help-information/getting-help-with-careers-where-to-start>



Feel free to drop me an email on:

[careers@penworthamgirls.lancs.sch.uk](mailto:careers@penworthamgirls.lancs.sch.uk)



Stay safe and stay in touch!  
**Mrs Khan**  
**Independent Careers Adviser**



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