

Career Pathways,
Apprenticeships &
Employment
Getting you ready!

Y12 Almost Completed – **well done!**
Don't know what you want to do? Neither did I!



Support & Advice

Post-A Levels:

- **What I did know – I didn't want to go to Uni (then)**
I wanted my own money, car, clothes, go out etc
- **I didn't have the support you do.** There were no computers, phones or Unifrog (or supportive teachers that have worked in other industries)
- Did a questionnaire @ Sixth Form that said I was a **"people person"** Dr T – **"an antique dealer"**!
- Careers office had a folder of jobs – one was in "personnel" - (which means people) I applied for and got it!

*****TIP: USE THE SUPPORT YOU GET HERE WHILE YOU ARE HERE! Y13 IS A SHORT YEAR, THAT'S WHY WE START PROGRESSION OFF NOW*****



The world of work...



1st job: Graduate Recruitment Co-ordinator at Unilever, Head Office Blackfriars,

- Got promoted to **Assistant Manager** running the Final Round Assessment Centres
 - **Chip on shoulder** about undergrads coming in and being as bright as them but earning half the money!
 - **Gained lots of skills**, time management, organisation, people management – **shaped my career**
 - **Left after 4.5 years** to go to back to education – to University (on my terms – when I was ready to learn)



Keep your options open, search out opportunities, gain skills: University here I come....(better late than never)!

- Went to **University of Hertfordshire** to read English Literature and Spanish
- Spent 2nd year in Spain at the **Universidad de Granada** – ran a bar in the Costa del Sol!
- Secured a place at the **University of Bath** to do PGCE in Secondary English teaching
- **Skills: Teacher training:** Marlborough in Wiltshire similar to SW - a market town – by far the hardest thing I have ever done (before or since)! Qualified as a Teacher of English (11-18 yrs)
- **Opportunities: Travelled the world** – India, Singapore, Thailand, Australia, New Zealand, South Pacific Islands of Fiji, Cook Islands and Tahiti
- **Accrued lots of skills but also a huge debt...so back to reality!**
- **GET A JOB to pay it off! Banking here I come....(20 years)**
- **Return to teaching SWCHS (5.5 years so far)**

University of
Hertfordshire **UH**



UNIVERSIDAD
DE GRANADA



UNIVERSITY OF
BATH

Career Paths: Not a straight line...Graduate Recruitment , Teaching, full circle from City to 6th Form!



NOMURA



HSBC



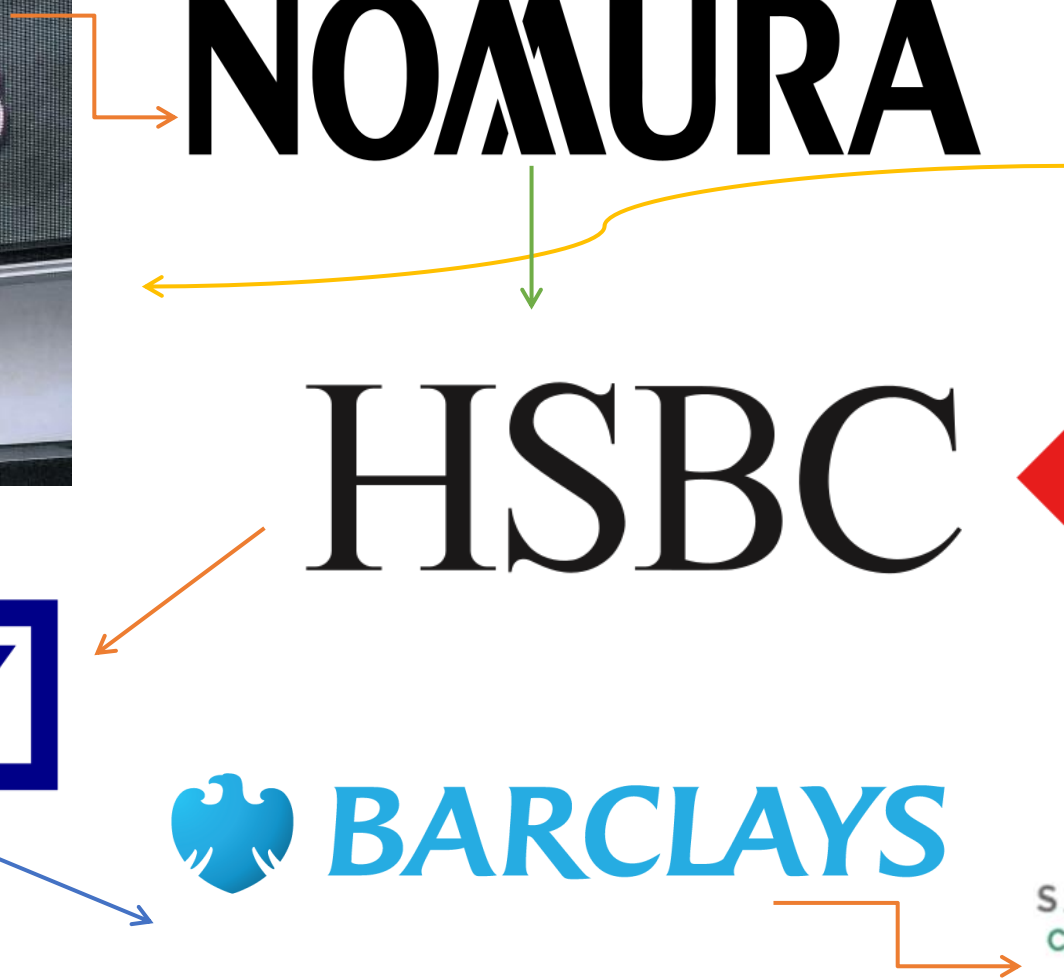
Deutsche Bank



BARCLAYS



SAFFRON WALDEN
COUNTY HIGH SCHOOL



Here to help you!

Ms Bertie, Careers & Employability

Joined the Sixth Form Collegiate Team to help coach and guide you in your approach to study, employment, apprenticeship applications, preparation for interviews and the world of work.



Share knowledge and skills from the corporate world to help you make successful choices.



Please find me on LinkedIn for more details. Most recent role before SWCHS was as Global Head of Graduate Recruitment for Barclays Investment Bank in Canary Wharf.





So, which way now...?

(and it doesn't matter if you
don't quite know yet...)

If it is Employment / Apprenticeship:

- What industry or type of organisation are you interested in?
- Do you want to work locally in **Saffron Walden, Cambridge, Bishops Stortford etc**, or **London**?
- Consider commute/pay/pace of work
- What training do employers offer?
- **What skills do they look for** – do they match the skills you currently have or could develop?
- How could you **find out more** about what such work would be like?
- Is your CV up-to-date?
- Do you know where to look?
- How should you prepare for an interview?



What can you do an apprenticeship in?

Plumbing and heating
Care worker
Chef
Paralegal
Midwife
Civil engineer
Paramedic
Border forces
Beauty Therapist
Recruitment
Software developer
Tree surgeon
Accounting
Actuary
Social worker
Estate Agent
Mortgage Advisor
Tax
Gas Engineer
Solicitor
Digital marketer
Dental nurse
Journalism
Sports coach
Veterinary Nurse
Hospitality manager
Fashion
Chartered surveyor
Laboratory Scientist
Watchmaking
Train driver
Butcher
Cabin Crew
Digital Engineering technician
Audit

Almost anything!!

What have students at SWCHS gone on to do?

Students at SWCHS have successfully secured apprenticeships in the following:

JP Morgan – Investment Banking apprenticeship (higher level apprenticeship)

HSBC – Business Banking (degree level apprenticeship)

Bank of Australia (advanced level apprenticeship)

Grant Thornton – Tax & Audit (degree level apprenticeship)

NHS – Occupational Therapy (higher level apprenticeship), nuclear medicine (degree level apprenticeship)

Hertfordshire Football Association – Coaching (degree level apprenticeship)

AstraZeneca – Bio-Analysis (degree level apprenticeship)

Armed Forces – Army, Navy and RAF – (higher and degree level apprenticeships)

Police Force – Metropolitan Police Force and Cambridge Constabulary -(degree level)

MOD – Defence, Equipment & Support Advanced Engineering (foundation degree level)

Amazon – Project Management (degree level apprenticeship)

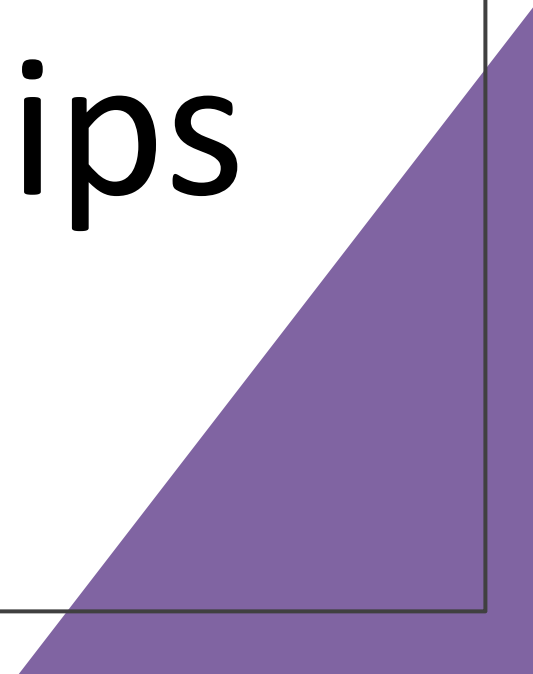
Cooper Barns – Automotive Refinish (advanced level apprenticeship)

Activity Superstore – Contracts Consultant (advanced level traineeship)

Ministry of Defence – Aero Defence Engineering (higher level apprenticeship)

Preparing for Apprenticeships

A guide for Year 12 students to get ready
for applying to apprenticeships.



Step 1: Understand What's Involved

- Split time between job and university

- Competitive application process

- Requires strong time management and commitment

- Approx 2-3 hours per week dedicated to researching, applying and interviewing for apprenticeship programmes.

What level to choose?

		LEVEL				
UNIVERSITY	8	Doctorate PhD				
	7	Master's Degree MA, MSc, MPhil			Higher Apprenticeships	Degree Apprenticeships
	6	Undergraduate Degree BA, BSc				
	5		Foundation degree FdA, FdSc	Higher National Diploma HND		
	4			Higher National Certificate HNC		
COLLEGE	3	AS / A2 / A level T Level	BTEC Nationals		Advanced Apprenticeships	
SCHOOL	2	GCSE Grades 9–4	BTEC Firsts		Intermediate Apprenticeships	
	1	GCSE Grades 3–1				

What is a degree apprenticeship?

Earn a full-time salary

Course fees are 100% paid
by your employer (no
student loans)

**Great network and
prospects in the
organisation**

At least 20% protected
learning time dedicated to
your development

Develop in-demand, job-
specific skills for the job
you're in, and soft skills



Take between 3
and 6 years to
complete

Benefits of being
a university
student

Mentor at work
and university to
support you

What Are General Apprenticeships and Jobs?

- Apprenticeships: Paid work with training, leading to a qualification (level 2-5)*

- Entry-level jobs: Roles that don't require a degree, often with on-the-job training

- Both are great alternatives to university and can lead to long-term careers

*Can move up levels including to Degree level

Step 1: Start Researching Early

Use websites like:

- Unifrog
<https://www.unifrog.org/student/know-how/featured/how-to-apply-for-an-apprenticeship>
- UCAS
- RateMyApprenticeship

Explore sectors like: Retail, Banking, Healthcare, Uniformed Services, Hospitality
Explore companies like: PwC, KPMG, BBC, NHS, BT, Amazon, Disney, Police, BAE etc.

Step 2: Choose the Right Sector

- Think about your interests and strengths

- Common areas:

- Banking, Finance or Accounting
- Engineering
- IT
- Business / Marketing
- Healthcare
- Law
- The Built Environment

Step 3. Explore Companies – Who could I work for?



Step 4: Build a Strong CV



Include work experience, achievements, and skills



Tailor your CV to each apprenticeship



Fill any gaps you have with sector related knowledge or skills ie virtual course, insight and work experiences (Springpod, Speakers for Schools, InvestIn)

What skills your Applications need to show

Key Competencies/Skills Employers/Universities want to see:

- **Leadership** – building confidence, motivation and morale - overcoming difficulty
- **Teamwork** – being a good team-mate and striving towards a common goal
- **Problem solving** – thinking on your feet, working through an issue, overcoming challenges, not giving up
- **Communication Skills** – confidence and adaptability, changing communication format for different audiences
- **Positive Role Model** – voluntary or charity work or any sports experience (coaching younger players etc)
- **Organisational Skills** – time management, reliability, punctuality, meeting deadlines, balancing study with sport or part-time work commitments etc

****HOBBIES/INTERESTS/SPORTS all give you examples of the above****



Step 5: Prepare for Applications

Applications open in Autumn of Year 13

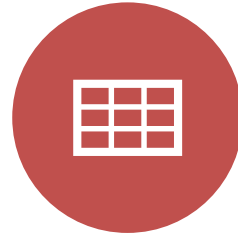
Prepare for CV, cover letter, and online forms

Be ready for online tests or video interviews
(you can Google these, watch youtube videos
and practice in advance)

Websites e.g. Unifrog, Indeed, Gov.uk, Not
Going to Uni

[Home - Teacher - Unifrog](#)

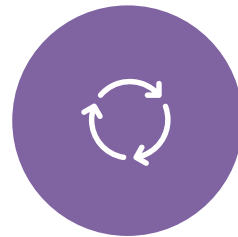
Step 6: Stay Organised



USE A SPREADSHEET
TO TRACK YOUR
APPLICATIONS



DEADLINES



APPLICATION STAGES



CONTACT DETAILS

Step 7: Get Support

- Talk to one of us

- Ask your teachers for help

- Attend apprenticeship fairs and open days

- Check company websites for application tips

Bonus Tips



Apply to university via UCAS as a backup



Follow companies on LinkedIn - NETWORK



Apply early—some close quickly – be ready!



Start researching now!

REMINDER: The Options Available Post-SWCHS

- Undergraduate Degree
- Employment
- Higher Apprenticeships (1-5 years, college or training provider alongside employer)
- Degree Apprenticeships (3-6 years, college or university alongside employer)
- Gap Year (before any of the above)

Dual Applications = Remember you can pursue more than one of these at the same time!



What support we offer you in Y13: University

UCAS - **Tutors** will help you to complete your application to university; choices, personal statement, context etc. **Mrs Bendall** – will run weekly drop-in sessions prior to the UCAS deadline (after October half term)

- **Advice on studying or working abroad (TEFL)** Mr Brown
- **Individual and group careers guidance discussions** with our external provider
- **Early Apps** - working with mentor, mock interviews, mock admissions assessments
Mr Brown
- **EPQ** – support from your supervisor and attend EPQ Taught Programme **Dr Wood**

What support we offer you in Y13: Employment & Apprenticeships

- **Careers Apps** – an online ‘Team’ providing students with targeted daily updates and opportunities, and careers advice and support.
- **Weekly support sessions** – **Wednesday Period 5**. This will focus on interview preparation, application guidance, CV support and effective job / apprenticeship research
- **Ongoing support from Ms Bertie & Mrs Simons** our Careers & Employability Experts in the Sixth Form Collegiate, who will help students prepare for interviews, submit applications, explore employment opportunities.
- **Sector specific mentors** – support from members of staff and external employer contacts who have worked in different areas, e.g banking, finance, fashion, retail, physio, electronics, marketing, drama etc.

Next steps

OVER THE SUMMER:

Ensure you complete your “Intentions Post-18” on UNIFROG so that we can *personalise your support* ie what course type, industry or career you are interested in, ie. law, maths, banking, engineering, performing arts, social care etc

- Start looking through the websites we referred to today
- **Research** courses, roles, sectors, future careers, possible apprenticeship and employment opportunities
- **Update your CV**
- **Build up your profile** – work experience, volunteer, on-line course, read a book, make some visits...

Where to start looking? Research and then vacancies

- **Unifrog** – <https://www.unifrog.org/> - highly recommended – **S & C**
- <https://successatschool.org/> – explore the Career Zones sections to find out more about particular sectors - **C**
- <https://www.findapprenticeships.co.uk/> - a search tool to help you find apprenticeships in any area or location - **S**
- <https://www.gov.uk/apply-apprenticeship> - search by keywords and radius you want to travel – live site vacancies uploaded all the time – create an account, set up alerts **S**
- <https://careerfinder.ucas.com/> **UCAS** website – a whole section dedicated to apprenticeships – find out information and opportunities - **S & C**
- Google/Jobs- [degree apprenticeships in Cambridgeshire \(google.co.uk\)](https://www.google.co.uk/search?q=degree+apprenticeships+in+Cambridgeshire) – daily searchable opportunities - **S**
- Multiverse – a portal for apprenticeships. [Multiverse | Start your career](#) - have their own degree apps – **S & C**
- <https://www.ratemyapprenticeship.co.uk> - a portal where apprenticeships have been rated by students – **S & C**
- **CAREERS APPS** – we will share opportunities about the latest vacancies in the appropriate channel in the Careers Apps Team

All will require **searching on the employers' website** – for the best, most complete information – and often to apply!

S = good for searching / **C** = good for background information