



connexions

i4U

Planner 2010/11



# Welcome To Your i4u Action Planner

## What is it?

- » It's 'Information for you' or i4u!
- » A source of information
- » A guide to your post 16 options
- » A chance to think about you and what you want to do

## What's inside?

- » Discover your Learning Style
- » Information on all the options open to you
- » Advice on making applications and job interviews
- » Quizzes and activities
- » Links to useful websites

## Remember

“ i4u is designed to help you, but don't forget to talk to people who know you such as your family, teachers and tutors, and also your Connexions Adviser. ”



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# What Type of Learner are You?

When you're choosing what to do after year 11 knowing how you learn might help you to decide what's best for you.

The majority of people - around 65% - are visual learners. Auditory learners make up 30% of the population, while kinaesthetic learners make up the remaining 5%.

## I learn and revise best if:

- I use diagrams, pictures or handouts to help me explain ideas.
- I use highlighter pens and markers to draw attention to important points
- I write things down to remember

You could be a Visual Learner

## I learn and revise best if:

- I can work in a group to discuss ideas
- I can talk things through with my friends in and out of school
- I can read written information out loud

You could be an Auditory Learner

## I learn and revise best if:

- I can see practical examples of how things work
- I can try things out myself
- I can move around and relax when I am trying to revise

You could be a Kinaesthetic Learner

Remember 'practical' subjects like art, design, dance and drama have more opportunities for the visual and kinaesthetic learner even though they are 'academic'.

If you really like the hands on approach to learning and you know what you want to do and where you want to go in your career, then the apprenticeship option might be good for you.

If you really enjoy writing and talking and discussing ideas, then an academic course at college or sixth form would be worth a look.

If you like a mixture of both, then a vocational course with more practical or work related experience would be a good choice.

## Discover Your Learning Style

Try the Brain Box website to discover more about learning styles: [www.brainboxx.co.uk](http://www.brainboxx.co.uk)  
Use the A-Z index to find these pages.



## Action Point

Try the Rough and Ready Reckoner Learner Styles Questionnaire and the Learning with Style Questionnaire. Both will help you to discover your learning style.



“It's important to remember that although most people have one strong learning style, you can improve your learning by using a combination of all these styles. You can also discuss learning styles with your Connexions Adviser.”

# What Do You Like To Do?

It is important to choose options that interest and motivate you.

- » What interests you?
- » What makes you work hard?
- » Do the quiz to find out.



## Action Point

Tick anything that you enjoy doing or think that you would enjoy doing.

A

- building things
- being active and working outdoors
- making and fixing things
- using tools and machines
- solving problems

B

- designing and displaying things
- being on television
- writing a book
- playing in a band
- doing a makeover

C

- helping people
- sorting out arguments
- showing people what to do
- looking after people
- doing voluntary work

D

- finding out how things work
- doing experiments
- researching and testing ideas
- designing a new computer game
- doing calculations

E

- organising parties and other social events
- buying and selling things
- running a business
- entering competitions
- campaigning for change

F

- making plans
- using a computer and calculator
- arranging things over the phone
- putting CDs/DVDs into the right order
- organising your money

## Check out your scores

How many ticks did you get in each section?

Write your score in the boxes below. Most people have more than one interest so check out any score of three or over.

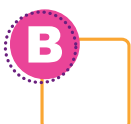


### Mostly As

You seem to like practical work. Look for options where you can use your practical skills, do something active and work on different types of project.

#### Subject ideas:

Construction and the built environment, design and technology, food technology, hair and beauty, manufacturing, physical education, public services, sport and active leisure.

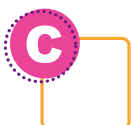


### Mostly Bs

You sound creative. Look for options where you can express yourself and work on new ideas.

#### Subject ideas:

Art, catering, creative and media, dance, drama, hair and beauty, hospitality, music, photography, textiles.

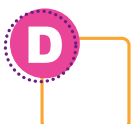


### Mostly Cs

You seem to be a sociable person. Look for options where you can work with other people and find out more about how society works.

#### Subject ideas:

Citizenship studies, creative and media, health and social care, hospitality, psychology, religious studies, retail business, society health and development, sociology, travel and tourism.



### Mostly Ds

It seems that you like investigating things. Look for options where you can use your number and thinking skills to find out more about why things are the way they are.

#### Subject ideas:

Biology, environmental and land-based studies, chemistry, geography, history, mathematics, physics, science and statistics.



### Mostly Es

You sound like an enterprising person. Look for options where you can use your energy, communication, number and thinking skills to test your ideas about how to improve your world.

#### Subject ideas:

Business studies, citizenship studies, economics, information technology (IT), modern foreign languages, psychology, retail business, sociology.



### Mostly Fs

Being well organised seems important to you. Look for options where you can use your planning, communication and computer skills to find out more about the systems and structures that keep the world working properly.

#### Subject ideas:

Business administration and finance, business studies, catering, economics, history, hospitality, information and communication technology (ICT), law.

# What Are Your Options?

Hopefully you will now have discovered your learning style; your next discovery is what options are available to you.

Have a look at the list of options below:

## Academic

- Subject related qualifications: e.g. Maths, Chemistry, French, History
- Usual entry requirements are 5 GCSEs at grades A\* - C or equivalent (Some colleges may ask for English and Maths)
- Involves background reading and research
- Project and theory work
- Mostly classroom based learning
- Ability to work independently
- Disciplined approach to work and able to meet deadlines

To find out more about different qualifications, have a look at the table of qualification levels on 10.

## Apprenticeships

- Job Specific
- Achieved through a mixture of on and off the job training
- Leads to NVQs, Key Skills and in, most cases, a technical certificate
- Either employed and receiving a wage from the employer or linked to an employer through a learning provider
- Choices may be limited by the availability of vacancies in particular occupations
- More information about apprenticeships is available: National Vacancies go to weblink

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

or for Local Vacancies across the Humber Region go to

[www.cflhumber.org.uk/apprenticeships](http://www.cflhumber.org.uk/apprenticeships)

## Foundation Learning

- Includes subject, vocational or work related qualifications
- Includes Functional skills (English, Maths and ICT)
- Personal and social development
- Initial assessment and ongoing review
- Made up of units
- Work towards useful and realistic targets
- Supported by an individual learning plan

## Case Study



### 18 Year Old

### 'A' Levels

### Wyke College

#### *Why did you choose your course?*

I thought A Levels would be useful for university if I decided to go. I enjoyed the subjects. I wanted to get higher qualifications to give me a better chance of getting a job. I didn't have any particular job ideas in mind at the time. It seemed the best option for me. I wanted a change from school so I studied 'A' levels at college.

#### *Now you've finished your A levels what do you think about your choice?*

I have no regrets I enjoyed my time at college. I enjoyed the subjects though there were some aspects of each subject I liked less. I enjoyed learning new things even though it was quite hard at times.

**Subjects:** PE, Geography, English Literature, English Language and French.

## Case Study



### Craig

#### David Lister School, Hull

I achieved 7 C's and 4B's. I didn't want to stay in Education so I opted for an Apprenticeship in Sign Making as I like a hands on approach. I did 4 days at a placement and 1 day at Hull ITEC my training provider and completed my apprenticeship within 13 months. I have now been working at Signs Display for the past 4 years and I love it.

My advice to you would be to:

- Keep your options open
- Make sure you have a back up
- Look into everything
- Go to open evening, inductions
- Do research
- Don't jump in and get as much info as possible

### Diplomas

- Lines of learning offered: e.g. Engineering, Creative and Media, IT. Check with your Connexions Adviser to find out about all Diploma subjects available in your area.
- Combines theoretical study with practical experience
- Based in 'home' school but also working in other locations such as colleges or with an employer
- Guaranteed work experience
- Assessment through practical activities, written work project work and exams
- Includes functional skills in English, Maths and ICT
- Develops personal learning and thinking skills like team working
- More information available:

<http://yp.direct.gov.uk/diplomas/>

### Stand Alone Qualifications

- Any approved qualification available to 14-19 year olds outside of the four national routes
- You can currently take stand alone qualifications alongside your main choice. For example you can do a BTEC National Certificate (equivalent to 2 A levels) alongside an A level
- There are specialist colleges that offer courses in areas like horticulture, agriculture, art and design or music
- The online prospectus shows what courses are available, entry requirements and how to apply for them
- Some of these qualifications may not be available in the future so it is very important to talk to your Connexions Adviser or teachers about your preferred option

### Vocational Qualifications

- They range from general qualifications where you learn skills relevant to a variety of jobs, to specialist qualifications designed for a particular sector.
- The qualifications offer a mix of theory and practice, and can also include an element of work experience.
- They can take the form of (or be part of) a technical certificate, one of the key components of an Apprenticeship.
- BTECs and OCR Nationals are available in a wide range of subjects, including art and design, business, health and social care, information technology, media, public services, science & sport.

## Employment

- Moving straight into employment in Year 11 may be difficult in your area, as there are few vacancies
- Specific to a job. Have a look at the jobs 4u weblink:

[www.connexions-direct.com](http://www.connexions-direct.com)

to discover more about different job areas and what entry requirements apply

- Different jobs pay different rates, but you are entitled to the national minimum wage for your age group. For the current National Minimum Wage rate, follow the weblink:

[www.hmrc.gov.uk/nmw](http://www.hmrc.gov.uk/nmw)

- Labour Market Information (LMI) shows you what sort of employment opportunities exist in your area and which sectors are growing and can help you decide on a career path.

LMI can tell you:

- » How many jobs there are
- » Where the jobs are
- » Which skills employers are wanting now
- » What skills are needed for the future
- » Which jobs are on the up and which are declining

If you live in the East Riding of Yorkshire, Hull, North Lincolnshire North East Lincolnshire, LMI information is available at:

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

Check with your Connexions Adviser regarding any vacancies

For current job vacancies, go to the weblink:

[www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/index.htm)

## Case Study



### Victoria

### BTEC National Award/Certificate/ Diploma in Construction

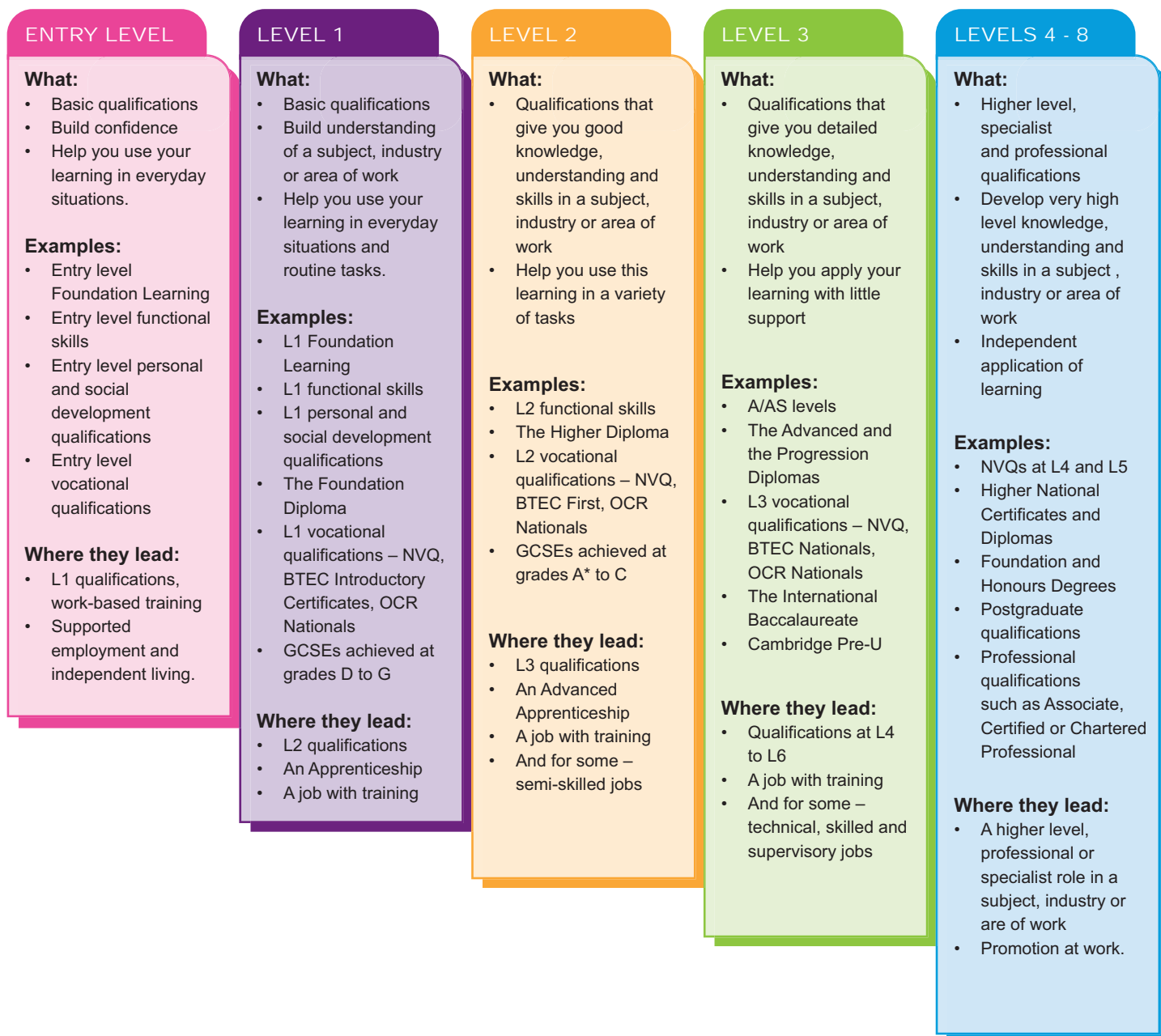
### North Lindsey College

I am currently studying a BTEC National Diploma in Building Studies. I'm hoping to complete this course and gain employment as an estimator and progress from their upwards. The course tutor is extremely supportive and I find his method of teaching very easy to understand.

# Qualification levels

All qualifications fit into a national framework which is divided into nine levels. These range from 'entry level' qualifications that develop basic knowledge and skills to specialist and professional qualifications at level 8. The higher the level, the greater the depth of knowledge, skills and understanding needed for the qualification.

The table below is based on the National Qualification Framework. You can use it to see how you can move up the levels and do different qualifications as you progress through learning and work.



“When you are deciding what courses and qualifications to take, it is useful to know whether the levels on offer match your ability.”

# What is the Area Prospectus?

The online 14-19 area prospectus lets you find out what opportunities are available at schools, colleges, sixth forms and training providers in your area.

## You can:

- Find out about opportunities including 'A' Levels, Diplomas, Foundation Learning and Apprenticeships.
- Information is also available for Parents and Carers.
- Also find lots of information about other topics such as financial support, travel, volunteering, work experience, what do if you are being unfairly treated.

## How do I access the Area Prospectus?

- » If you live in the East Riding of Yorkshire or Hull, go to the following weblink:

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

- » If you live in North Lincolnshire or North East Lincolnshire go to the following weblink:

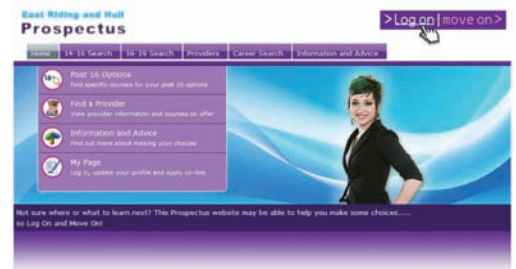
[www.lincs2.co.uk](http://www.lincs2.co.uk)

“What do I do now?”

## Use the online prospectus to:

- Find out about your option choices;
- Find out about courses at schools, colleges, sixth forms and training providers in your area;
- Don't forget to find out about any parent evenings, open evenings, and taster days.
- Check the internet for more information. You can find a list of useful websites at the end of [i4u](http://i4u).
- When you are ready to apply, check with your school or college as there will be lots of help available to help you complete your application.

“If you want to discuss your options further, contact your Connexions Adviser who will be pleased to help you.”



## Other Sources of Information

There are many online packages that may help you with your decision making. Check with your Careers Teacher to see if any of the packages listed below are available for you to use in your school, college or academy.

### Fast Tomato

Fast Tomato includes the very latest careers and course information, and also makes suggestions that are tailored to your interests, learning and social styles and expectations. This enables you to use the personal insights and the relevant information to guide you to your future education and career pathways. You can login at the following weblink: [www.fasttomato.com](http://www.fasttomato.com)

### Job Explorer Database (JED)

JED has loads of information on jobs and careers, and it can help you think about what will and won't suit you. Information on JED is suitable for a wide range of abilities, including anyone with additional needs.

### Jobs4U

In order to help you research your options, try using Jobs4U to research your job ideas: click on the Jobs4U link at: [www.connexions-direct.com](http://www.connexions-direct.com)

### Kudos

If you have no idea what career you want to choose, Kudos is the package for you. All you need to do is answer some questions and Kudos will produce a personalised list of career suggestions for you.

### U-Explore

Is an interactive online multimedia resource which can help you decide:

- where you might want to work when you leave school
- what skills and qualities you might need to work in a particular role
- what types of businesses you might like to work for

“Your Connexions Adviser will be able to advise you which online guidance packages are available for you to use at your school, college, academy or at a Connexions centre.”

## Wordsearch 1

M Y I S N A T I O N A L E P I D  
C N Q U A L I F I C A T I O N T  
F O U N D A T I O N A H I P T U  
E L J O B E R N O C S O A A E V  
G E V M U Y N I I E Y S V C R X  
E A T I V E T F C D T J D K M Z  
L R H T X A I I I U W E S U E I  
L N Y I C T T N R C S A L E D M  
O I O O R N T E I A C U E M I L  
C N V E E E E M B T C H V P A Q  
S G C R R R E K I I V Y E L T U  
E O P V A D R O R O M H L O E O  
T P I C A O N R C N G Z Y Y N B  
A E G C W E U P R O V I D E R A  
W G A D E C N A V D A R Z R V L  
V A S M A I M H I G H E R D Q R

ACADEMIC  
ACTION  
ADVANCED  
APPRENTICESHIP  
AIMHIGHER  
CAREER  
CERTIFICATE  
COLLEGE  
CONNEXIONS  
CURRICULUM  
EDUCATION  
EMPLOYER  
FOUNDATION  
INTERMEDIATE  
INTERVIEW  
LEARNING  
LEVELS  
LMI  
JOB  
NATIONAL  
PACK  
PROVIDER  
QUALIFICATION  
VITAE  
VOCATIONAL  
WORKBASED

## Wordsearch 2

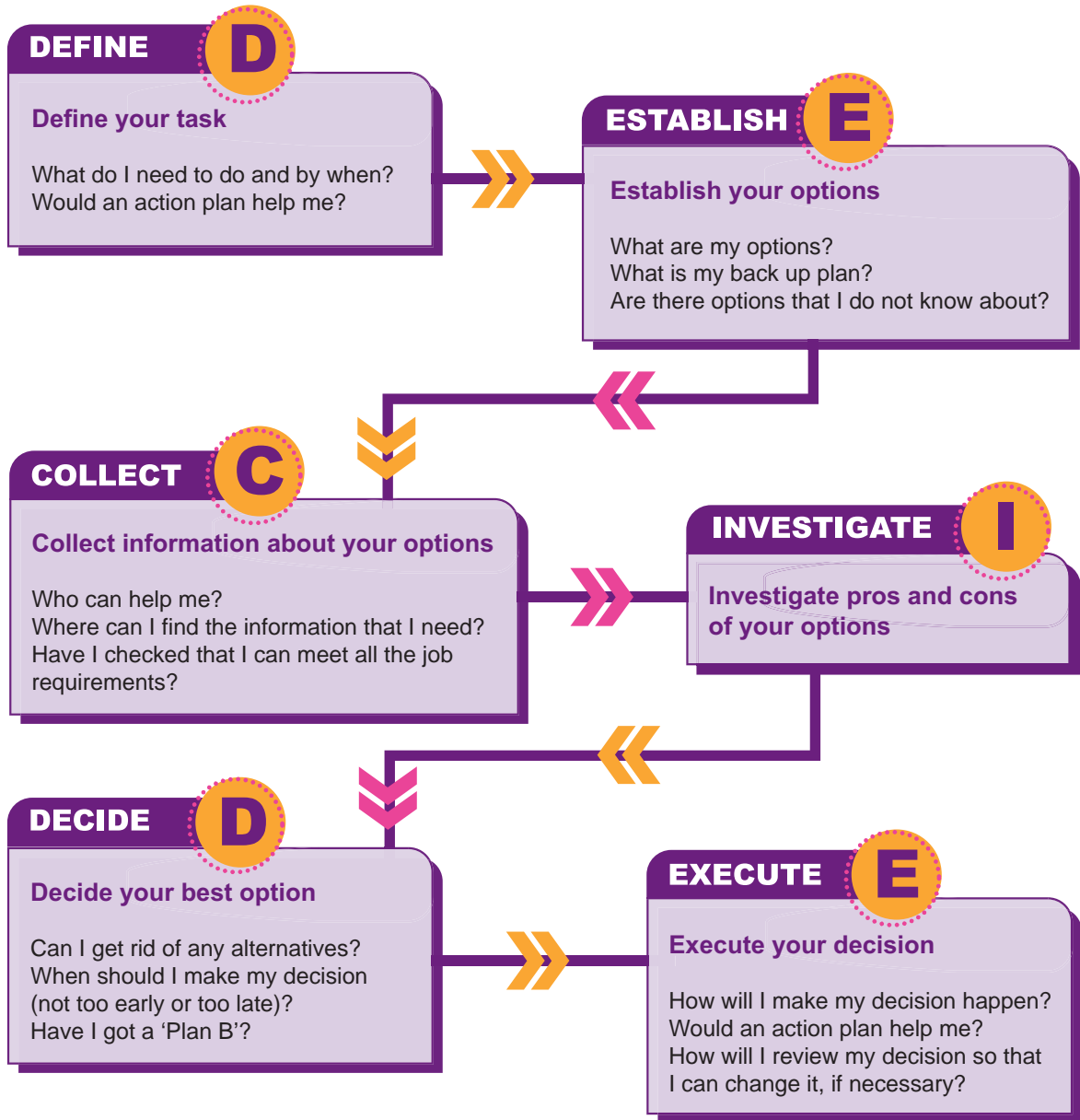
S N G L R N R C D C I Y H N O  
E O D N Z E H E H N R X O S C  
I I O G I O C E Y T E I L E C  
T T O L I R M R S O T R H C U  
I A F C E I U U U C L T T T P  
N C E Y C V D T U I W P C O A  
U O U A P N A R C O T T M R T  
T L L H I U T R R A D M L E I  
R S X I K S B G T I F R E J O  
O H P R N I H L B G Q U I N N  
P N O O D E C L I N E Z N N T  
P W C R E E R A C C S T Z A K  
O E N G I N E E R I N G N M M  
S S C I T S I G O L P O R T S  
R D I P L O M A P L A U Q E A

CAREER  
CHEMICALS  
CHOICE  
CONSTRUCTION  
DECLINE  
DIPLOMA  
DRINK  
EMPLOYER  
ENGINEERING  
EQUAL  
FOOD  
GROWTH  
INDUSTRY  
LOCATION  
LOGISTICS  
MANUFACTURING  
OCCUPATION  
OPPORTUNITIES  
PORTS  
PUBLIC  
RECRUITMENT  
SECTOR  
TRAVEL  
TREND  
WORK

# How to Make Decisions

Sometimes the options available to you might seem a bit bewildering. The DECIDE model is a way of giving you a path through these options. Have a look - it might help you!

## The Decide Model



“ Don't forget to talk to people who know you such as your family, learning mentors, teachers and tutors, and also your Connexions Adviser. They can help you make the right decision for you! ”

# Questions About Money

“Start finding out about money as soon as you can. There may be financial help available to you, so don't wait until you have received a firm offer - for example a college place or an apprenticeship.”

## What is EMA?

- EMA stands for 'Education Maintenance Allowance'.
- If you're eligible for EMA, you may receive up to £30 a week during term time.

## What makes you eligible to get EMA?

- If you're eligible for EMA, the amount you receive is calculated by looking at your household personal income. It isn't affected by any money you earn from part-time work, and won't make any difference to any benefits your parents get.
- However, you will only get your money if you regularly attend, have a good attitude and work hard on your course.

For more information about EMA, follow the weblink: <http://ema.direct.gov.uk/>

Any questions you have about EMA, you can also contact the Learner Support helpline:

**0800 121 8989**

## Do I need a bank account?

Yes. If you receive any wages, benefits such as EMA, you will need to open a bank account.

You will need to complete an application form and provide certain personal information:

- prove who you are
- prove where you live
- prove student status, if relevant
- fill in an application form
- in some cases pay some money into your account

For more information about managing money and opening a bank account, follow the link under Young People at: [www.direct.gov.uk](http://www.direct.gov.uk)

## If I do an apprenticeship how much will I get?

All employed apprentices must receive at least a wage of £2.50 per hour.

For more information about apprenticeships, follow the weblinks:

<http://apprenticeships.org.uk>  
[www.cflhumber.org.uk/apprenticeships](http://www.cflhumber.org.uk/apprenticeships)

## Will I get paid weekly for a job?

When you start work your employer should tell you:

- The day or date when you'll be paid - for example, each Friday, or the last working day of the month.
- How you will be paid, for example in cash, by cheque or directly to your bank.

If you are an employee, you must be given a document which tells you how much you'll be paid, and at what intervals, within two months of starting work. This is normally contained in your contract of employment.

Different jobs pay different rates but, unless you are an Apprentice aged 19 or under, you are entitled to the national minimum wage for your age group. For the current rates for the National Minimum Wage, go to the following weblink: [www.hmrc.gov.uk/nmw](http://www.hmrc.gov.uk/nmw)

### Money for your Parents or Carers

Financial help and support may also be available to your parents or carers such as Child Benefit and Tax Credits. Ask your Connexions Adviser about any benefits or funding that your parents or carers may be able to apply for.

### Any Other Help?

Other help such as Hardship Loans may available to you, and it is reviewed on your personal circumstances. To find out more, speak to your school, college, academy or training provider.

Don't forget that your Connexions Adviser can help you with more information about what financial help may be available to you.



Hopefully you are now feeling more confident about making decisions! This calendar will help you plan for important deadlines throughout the academic year. Now you can get really organised!

## Autumn Term 2010

- Find out as much as you can about careers that interest you.
- Use the Area Prospectus to research post 16 options and local opportunities.
- Attend open days and collect information on the options that interest you.
- Check deadlines for options that interest you (some may be this term).
- Talk to your Connexions Adviser about your plans and next steps.
- Create a revision plan that works for you.
- Consider a back up plan – your grades may go up or down.
- If your closing date is before the end of term, use the Area Prospectus online application to apply for your chosen post 16 options (Check the deadline date for applications).

## Spring Term 2011

- Use the Area Prospectus online application to apply for your chosen post 16 options (don't forget your back up plan).
- Make sure you complete course work and assignments.
- Find out about EMA (Education Maintenance Allowance) and apply if you can.

## Summer Term 2011

- Make sure you have received and confirmed any offer of a place in education or training.
- If you still haven't applied it's not too late to do so.
- If your results are better or worse than expected talk to your Connexions adviser as soon as possible.
- If you still have no plans or if you're looking for a job with training, see your Connexions Adviser.

# Writing A Personal Statement

You will be filling in application forms for courses, training and jobs. As part of an application, you will need to complete a Personal Statement. This is an opportunity to make yourself sound as good as you can be - but be honest at the same time!

You need to:

- » say something about what you do in your spare time
- » say something about your successes
- » say something about your skills and abilities
- » say something about what you are like as a person

You need to:

- » think about your hobbies
- » think about how you have done in school
- » think about your work experience
- » think about your responsibilities

Remember that all these things say something about you. Employers want people who are good at timekeeping, have good communication skills, are enthusiastic and have a willingness to learn.

You should write in sentences using positive words.



## Action Point

Check out the examples of positive words on the next page and have a go at writing a personal statement.

“ Ask your family and friends what makes you interesting and unique. ”



## Examples Of Positive Words

Able

Accurate

Adventurous

Alert

Ambitious

Articulate

Bright

Capable

Co-operative

Competent

Conscientious

Commercially minded

Confident

Consistent

Creative

Decisive

Dedicated

Enjoy

Efficient

Energetic

Enthusiastic

Experienced

Fast

Fit

Friendly

Good Humoured

Hardworking

Healthy

Honest

Imaginative

Independent

Informed

Ingenious

Keen

Knowledgeable

Literate

Logical

Loyal

Leader

Mature

Motivated

Organised

Outgoing

Outstanding

Patient

Persistent

Practical

Punctual

Quick

Rational

Reliable

Responsible

Self-confident

Self-motivated

Sensible

Sensitive

Serious

Shrewd

Skilled

Smart

Strong

Tactful

Talented

Thorough

Thoughtful

Trustworthy


Willing

Vigorous

It may sound obvious, but not all of these words will be relevant to the types of jobs you want to apply for, so make sure you are confident with the meaning of a word before you include it!

### Example: Describing your work experience:

 “ I went to work at Wilkinsons. ”

 “ I spent my work experience at Wilkinsons where I worked on the tills for part of the time. I enjoyed this because I had contact with a lot of different people. ”

If you want to discuss your application further, contact your Connexions Adviser who will be able to help you.



## Action Point

You could also try drawing a spider-diagram - see example below.

Keep it, and a pen with you at all times. Then if you get any ideas when you're out and about, sitting on a bus for example, you can write them down immediately. When it comes to actually writing your statement you'll have plenty of notes to start from.

### Spider-diagram



“ Add sub-headings, notes, ideas, and experiences. ”



# How To Approach Employers

Whether you are looking for part-time, full-time or casual work, you will need to contact employers yourself.

“Put some effort into your job search. Finding a job can feel like a job in itself!”

## You should:

- » Look at the vacancies notice board in schools, colleges, academies or Connexions centres.
- » Look in local shop windows.
- » Make copies of your CV to give to local businesses.
- » Read local newspapers and magazines.
- » Look at websites of companies that you would like to work for to see if they have any vacancies.
- » Use your personal network - family, friends, neighbours, etc.
- » Write to companies that you would like to work for asking if they have any opportunities available.

## Do some research - find out as much as you can about:

- » what the company does;
- » what the employer wants;  
and what the job involves.

## Then work out how your interests, abilities, experiences and achievements match this job.

Finding out about the types of jobs that people do, where these jobs are located and how many people are employed in different types of jobs is called Labour Market Information (or LMI).

If you live in the East Riding of Yorkshire, Hull, North Lincolnshire or North East Lincolnshire, you can find out lots of useful labour market information at weblink: [www.lmihumber.co.uk](http://www.lmihumber.co.uk)

## What the Law says about Young People and Work

- Even if you are 16, you cannot start a full time job until after the last Friday in June in Year 11 - this is the official school leaving date and you cannot work full time before then.
- Different jobs pay different rates but, unless you are an Apprentice aged 19 or under, you are entitled to the national minimum wage for your age group. For the current rates for the National Minimum Wage, go to the following weblink: [www.hmrc.gov.uk/nmw](http://www.hmrc.gov.uk/nmw)
- The law stops you from doing some jobs – for example, you cannot work in a bar during opening time unless the work you do is part of an approved training scheme. Under 18s cannot do some jobs for health and safety reasons.
- Have a look at the Law Stuff website: [www.lawstuff.org.uk](http://www.lawstuff.org.uk) This site will give you information about your rights, At what age can you? discrimination, housing, if you are in care, your education and also if you are not from the UK.
- Your Connexions Adviser will be able to tell you about any local byelaws that may also affect your job application.

If you want any help with applying for jobs, contact your Connexions Adviser who will be able to help you.

Some employers will ask you to telephone for an appointment, or may even carry out a brief interview over the phone. Other companies will ask you to send an email to apply for a job.

## Remember when emailing or phoning:

- Always end your email or phone call on a friendly and positive note
- Always thank people for their time

## Personal Details

School	
School	St Jude's Secondary School
Cohort	10/11
Tutor Group	HWd11

Personal Details	
Unique Learner Number	13c9a046
Title	Miss
First name	Jade
Surname	Johnson
Date of Birth	23/03/1995
Ethnicity	White
Gender	Female
House Name or Number	27
Street	James Street
Town	Leyston
Post Code	LE9 1EW
Phone Number	01173 234765
Mobile Telephone Number	07724 432765
Email Address	jadejo@freemail.co.uk
National Insurance	XK871226B

Additional Information	
Actual Year Group	Year 11
CCIS Number	4146069
UPN	J7013700016
Criminal Convictions	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
British/EU Citizen	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Residential Details	
Nationality	British
In Uk Over 3 Years?	Yes
Residential Status	UK Resident

## Health Issues

Welcome to the Health Issue page. Please tick any of the following which you think may apply to you.

Learner Health Issues	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Autism	<input type="checkbox"/> Hay Fever
<input type="checkbox"/> Chronic Skin Condition	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Colour Blindness	<input type="checkbox"/> Heart Condition
<input checked="" type="checkbox"/> Diabetes	<input type="checkbox"/> Mobility
<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Physical Difficulties
<input type="checkbox"/> Eczema	<input type="checkbox"/> Visual Impairment

Additional Health Issues and Learning Support

## Add a Qualification

Please complete the qualification type, subject, completion date, predicted grade and actual grade for each qualification.

Qualification Type	GCSE	GCSE	GCSE	GCSE	GCSE	GCSE
Subject	Maths	English	Science	Graphics	History	French
Completion Date						
Predicted Grade	B	C	C	B	D	C
Actual Grade						


## Add Your Work History

Please complete each of the sections. To help you do this you could refer to your Work Experience Journal.

Employer	GenPower
Role	Clerical Assistant
Start Date	05/07/2010
End Date	16/07/2010
Duration	2 weeks (Work Experience)
Main Duties	<p>My main duties included typing, filing, photocopying and general office duties. I also worked as part of a team using my communication skills to cover reception duty and deal with telephone calls.</p>

## Personal Statement

Please use the box below to describe your relevant skills, knowledge and experience. This could include work experience, extra school activities or voluntary work. This box should also be used to describe your interests such as music, sports, reading and socialising.



## Action Point

See the section on Writing A Personal Statement on page 18. Then fill in your personal details on the blank form on the next page. You can then transfer this information to a real application form, or your on-line application (see page 11).

## Add a Referee

Please make sure each of the sections are completed, because the provider receiving your application will wish to contact your referee.

Title	Mrs
Full Name	Barbara
Relationship to You	Smith
Name of Organisation	GenPower
Property Name of Number	GenePower House
Street	Thorpe Road
Town	Leyston
Postcode	LE3 3HD
Telephone Number	01173 820820
Email Address	Barbara.Smith@GenPower.co.uk

# Application Form

## Personal Details

School
School
Cohort
Tutor Group

Personal Details
Unique Learner Number
Title
First name
Surname
Date of Birth
Ethnicity
Gender
House Name or Number
Street
Town
Post Code
Phone Number
Mobile Telephone Number
Email Address
National Insurance

Additional Information
Actual Year Group
CCIS Number
UPN
Criminal Convictions    Yes <input type="checkbox"/> No <input type="checkbox"/>
British/EU Citizen        Yes <input type="checkbox"/> No <input type="checkbox"/>

Residential Details
Nationality
In Uk Over 3 Years?
Residential Status

## Health Issues

Welcome to the Health Issue page. Please tick any of the following which you think may apply to you.

Learner Health Issues	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Autism	<input type="checkbox"/> Hay Fever
<input type="checkbox"/> Chronic Skin Condition	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Colour Blindness	<input type="checkbox"/> Heart Condition
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Mobility
<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Physical Difficulties
<input type="checkbox"/> Eczema	<input type="checkbox"/> Visual Impairment

Additional Health Issues and Learning Support

## Add a Qualification

Please complete the qualification type, subject, completion date, predicted grade and actual grade for each qualification.

Qualification Type						
Subject						
Completion Date						
Predicted Grade						
Actual Grade						

## Add Your Work History

Please complete each of the sections. To help you do this you could refer to your Work Experience Journal.

Employer
Role
Start Date
End Date
Duration
Main Duties

## Personal Statement

Please use the box below to describe your relevant skills, knowledge and experience. This could include work experience, extra school activities or voluntary work. This box should also be used to describe your interests such as music, sports, reading and socialising.

--

## Add a Referee

Please make sure each of the sections are completed, because the provider receiving your application will wish to contact your referee.

Title
Full Name
Relationship to You
Name of Organisation
Property Name of Number
Street
Town
Postcode
Telephone Number
Email Address

# Telephone Enquiries - Hints & Tips

## Before you call:

- » Decide what you are going to say - make some notes beforehand in case you get stuck.
- » Make sure you know who you need to speak to.
- » If you're using a payphone, make sure you've got enough change.
- » Before calling with a mobile, make sure that you are somewhere private, that the mobile signal is good enough and that you've got enough credit. You don't want to break off the call for any of these reasons.
- » Make sure you have your CV in front of you, so you are prepared to answer any questions the employer might have about your work history or education.
- » Have a pen and paper ready to make notes on interview dates and times or any other important details.

## During the call:

- » Be confident, polite and speak clearly
- » If you know who you need to speak to, ask for them by name.
- » If you don't have a contact name to ask for, say why you are calling, for example you could say -

“Hello, could I please speak to someone about the Retail Assistant vacancy that was advertised this week?”

- » The employer may want to speak to you in detail over the phone or just arrange an interview for a later date.
- » They may ask you for some information about yourself and what you have to offer. Keep it brief and make sure it's relevant to the job you're applying for.



# Online Applications – Hints & Tips

You may be asked to apply by email, usually by sending a copy of your CV with a covering letter.

## Top 5 tips for job applications by email

1. Check you have the correct email address and type it in exactly or copy and paste it, as even the slightest difference will stop it arriving.
2. Use the subject line of your email to make it clear that your message is a job application, for example Application for Administrative Assistant post. If the job has a reference number, make sure you include that, too.
3. Make sure you have an email address that sounds professional and grown-up - not one that uses your nickname, private jokes or rude words! If you need to, start a new email account. For example, you can open a free Google Mail account at [www.google.co.uk](http://www.google.co.uk)
4. Make sure that emails are not typed all in capital letters - this can be seen as shouting.
5. Don't use slang, shortened versions of words or text speak message spellings.



# Writing a Cover Letter and Your CV

Sometimes you might have to reply to an advertisement in writing. You should always send a covering letter with a CV or application form

## Sample Cover Letter

A cover letter doesn't have to be long or done on a computer but if you decide to write one use a blue or black pen and plain paper. Include the job reference number and any other details from the advert or application form. Remember to check your spelling and keep a copy to read before the interview.

“Your covering letter should explain why you want the job and what you can offer the company - but not repeat what's in your CV.”

Your address
Date
Name and title of person you are writing to Name and address of company
Dear
Re: Trainee Sales Assistant
I would like to apply for the above position which I saw advertised in the Evening Advertiser on (date you saw vacancy).
This job is of particular interest to me because (say why you are interested, for example - your experience / have a flair for).
I enclose a copy of my CV for your consideration and would be pleased to provide any further details that you may require. I am available to come for interview at any time.
Your faithfully (if you have started the letter Dear Sir or Madam) Your sincerely (if you have started the letter Dear Mr/Mrs.Ms etc.)
Then sign the letter with your name.

## CV (Curriculum Vitae)

A CV gives details of your personal information, qualifications, skills, experience and employment history. It is one of the most important tools you can use in your job search as it tells a potential employer everything they need to know about you.

### Why you need a CV

- A well written and presented CV is a good way to show employers you've got the skills and experience they need and that you are right for the job.
- Getting an interview can often depend on how good your CV is.

### Writing your CV

There are lots of different ways of presenting a CV but here are some basic things that you should include:

- » Personal details
- » Personal profile (optional but usual on modern CVs)
- » Education and qualifications
- » Work experience/employment
- » Skills and achievements
- » Interests

“Remember you can get help on writing your CV at your local Connexions centre.”

# Sample Job Advertisements

## Client Services Support Officer

We are an online marketing company and are looking to recruit a full-time Client Services Support Officer.

You will be working as part of a team supporting clients on day-to-day online support.

Duties include taking calls for support and issues from clients, you will ensure when you cannot solve the request that it is forwarded to the appropriate person. Monitoring and reporting on all requests so they are managed within an agreed period and that the client is communicated with at all times. You will also provide support to Account Managers and Account Executives.

**Salary: £12,500 per annum. 37 hours per week**

Requirements: GCSE grades A - C (or equivalent) in Maths and English are essential. You must be confident working with Microsoft applications eg. Word and Excel. Attention to detail is vital as are excellent communication skills. In-house Training will be given.

**Please apply in writing with CV and covering letter to :**

The Manager, Q Solutions, Q-Tech Park, Carr Lane, Wilby, W12 1EG.



## Accounts Trainee

We require a full-time Accounts Trainee to work in our Accounts department. You will be trained in all aspects of accountancy in a busy office environment. You will also answer the telephone, sort the post, scan invoices, filing, faxing and photocopying and any other duties that may be required.

GCSE grades A - C in Maths and English or equivalent is essential. A GCSE A-C in Geography would be an advantage but not essential.

In-house training will be given. Further training will be discussed.

Please apply in writing with your daytime number to:

Mr S Harris  
Human Resources  
Manager  
Westley Travel  
Westerley House  
Mendham Way,  
Hessingdon  
HE3 2DN

## Junior Hairdresser

**Salary:** £120 per week  
**Hours:** 37 per week

We are looking for a Junior to join our prestigious, high profile salon.

Duties initially will include client care - greeting, making drinks, ensuring comfort during appointment. You will also shampoo clients hair, remove colours, support the stylists and keep the salon clean and tidy. Eventually, if aptitude shown, training in colouring, head massage and on to Cutting/Styling.

Applicants must have a smart appearance and be fashion conscious, yet be practical in your selection. You must also be punctual and reliable along with good communication skills.

You will attend a training college to NVQ2/3 in Hairdressing which is likely to be 1 day a week along with in-house training.

Apply in writing to:

The Manager  
Hedikutz  
2-6 The High Street,  
Grenmouth  
GR1 1HB

## GARDEN + RETAIL CENTRE General Assistant



Do you enjoy working outdoors and meeting people? Your role will be to help re-stock the retail areas and water plants. This role is of real importance so you should have any eye for detail and must be reliable and consistent.

**weekends 10am to 4 pm £6.00 per hour**

APPLY BY LETTER TO: MRS M BILLANY,  
GREENDALES CENTRE, FOREST WAY,  
UPPERMILL, UP6 9SB

## Getting There

When considering what sort of job/career you would like you will have to think about how you will get to your interview.

This may not be as easy as getting to school or college.

### Ask yourself:

- How will I get there? (Car, bus, train, bike, motorbike, moped, walking)
- How long will it take me?
- How much will it cost?

### Don't forget:

- The bus or train may not drop you off at your work place so you will need to add in extra time so you won't be late.
- Also you may have to walk from the bus station or rail station so you will need to add in extra time so you aren't late.
- Even if you have your own car - you will need to park. Not all organisations provide their staff with car parking spaces, so you may need to pay to park.
- Some towns and cities offer Park & Ride services which could save you money on all day parking.

The links overleaf provide further information to help you plan your journey to your interview. Many provide route planners and maps, fare information and allow you to book tickets online.

## Useful Websites For Getting You There

### East Midlands Trains

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

Rail services from Cleethorpes, Grimsby and Lincoln.

08457 125678

### First Hull Trains

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

For information on travel routes to London from Hull, Brough, Howden and Selby (with connections at Doncaster for those travelling from south of the River Humber).

08450 710 222

### National Rail Enquiries

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

Provides information to help you plan a rail journey. You can check out train departure and arrival times and how much the journey will cost.

08457 48 49 50

### RAC

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

Use the route planner on the Home page.

01922 437000

### Stagecoach Buses in Hull

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

A national company providing coach/bus services and local bus services in the Hull area.

01482 222 222

### Transport Direct

[www.transportdirect.info](http://www.transportdirect.info)

Transport Direct is Britain's online journey planner for both car and public transport. Get directions, travel news, car parking info, bus routes, train times and much more.

### East Yorkshire Buses

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

Local bus company providing services city of Hull, East Riding, and Scarborough area.

01482 222 222

### First Transpennine Express

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

Rail services from Cleethorpes, Grimsby, Hull, Brough, Selby to Leeds, Sheffield and Manchester.

0845 600 1671

### Northern Rail

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

Rail services from and to Beverley, Bridlington, Cleethorpes, Driffield, Goole, Grimsby, Hull, Scarborough and Scunthorpe.

0845 000 0125

### Stagecoach Buses in Lincolnshire

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

A national company providing coach/bus services and local bus services across all of Lincolnshire.

0845 605 0605

### Traveline

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

Public transport information to help you use buses, trains, coaches, ferries, metro and underground, anywhere in the UK.

0871 200 2233

# How To Present Yourself At Interviews

Well done you have it made through to the interview. The charts below will give you helpful tips about how to prepare for the interview day and also the interview itself. Your Connexions Adviser and Teacher will also be able to help you with interviews.

## Before the Interview

Research about the job and the company

Be prepared to ask and also answer questions

Typical Interview questions you may be asked:

Why do you want to work here?  
Have you done this kind of work before?

What are your strengths and weaknesses?

Have a go at practising these interview questions with your friends

Being well prepared will make you feel more confident

## On the Interview Day

This is your opportunity to sell yourself and show yourself at your best!

Dress smartly

Have the telephone number and the name of person who will interview you ready

Arrive in good time

Turn your mobile phone off before you go into the interview

Greet your interviewer with a smile and try to relax

Sit up straight and maintain eye contact with the person interviewing you

Answer questions in sentences

Remember to stress your skills and achievements

At the end of interview, ask any questions you have prepared if they have not already been answered

Say "Goodbye, Thank you" and shake hands



## Good Luck for Your Future

You have now come to the end of the **i4u** pack and discovered a great deal about yourself.

### **You now know more about:**

- » your learning style
- » options that may be available to you
- » how to make decisions
- » financial help that may be available to you.
- » the online area prospectus
- » the job application process - applications and interviews

“ Always remember that your **Connexions Adviser** can also help you to choose your options and help you make the right decision for you! ”

# Good Luck

# Wordsearch Answers

## Wordsearch 1

M Y I S N A T I O N A L E P I D  
C N Q U A L I F I C A T I O N T  
F O U N D A T I O N A H I P T U  
E L J O B E R N O C S O A A E V  
G E V M U Y N I I E Y S V C R X  
E A T I V E T F C D T J D K M Z  
L R H T X A I I I U W E S U E I  
L N Y I C T T N R C S A L E D M  
O I O O R N T E I A C U E M I L  
C N V E E E E M B T C H V P A Q  
S G C R R R E K I I V Y E L T U  
E O P V A D R O R O M H L O E O  
T P I C A O N R C N G Z Y Y N B  
A E G C W E U P R O V I D E R A  
W G A D E C N A V D A R Z R V L  
V A S M A I M H I G H E R D Q R

## Wordsearch 2

S N G L R N R C D C I Y H N O  
E O D N Z E H E H N R X O S C  
I I O G I O C E Y T E I L E C  
T T O L I R M R S O T R H C U  
I A F C E I U U U C L T T T P  
N C E Y C V D T U I W P C O A  
U O U A P N A R C O T T M R T  
T L L H I U T R R A D M L E I  
R S X I K S B G T I F R E J O  
O H P R N I H L B G Q U I N N  
P N O O D E C L I N E Z N N T  
P W C R E E R A C C S T Z A K  
O E N G I N E E R I N G N M M  
S S C I T S I G O L P O R T S  
R D I P L O M A P L A U Q E A

## Useful Websites

The following websites also offer lots of helpful information for you.

**Clued Up in Hull:**

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

**Connexions Direct:**

[www.connexions-direct.com](http://www.connexions-direct.com)

**East Riding & Hull Area Prospectus:**

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

**East Riding of Yorkshire Council:**

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

**Hull City Council:**

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

**Jobs 4U:**

[www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)

**North Lincolnshire & North East Lincolnshire Area Prospectus:**

[www.lincs2.co.uk](http://www.lincs2.co.uk)

**North Lincolnshire Council:**

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

**North East Lincolnshire Council:**

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

**North Yorkshire County Council:**

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

**11-19 Stuff (NE Lincs)**

[www.11-19stuff.co.uk](http://www.11-19stuff.co.uk)

**York City Council:**

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

## Where Do I Find Out More?

Don't forget that help is always available to you from your Connexions Adviser, CareersTeacher or at your local Connexions Centre as listed below.

### **Beverley Connexions**

The Old Chapel  
10 Lord Roberts Road  
Beverley  
HU17 9BE  
Tel: 01482 **391320**

### **Hessle Connexions**

Southgate  
Hessle  
Hu13 0SN  
Tel: 01482 391340

### **Bridlington Connexions**

20 Blenheim Road  
Bridlington  
YO16 4LD  
Tel: 01482 391380

### **Pocklington Connexions**

Youth Centre  
New Street  
Pocklington  
YO42 2QA  
Tel: 07747 756602

### **Goole Connexions**

71-73 Boothferry Road  
Goole  
DN14 6BB  
Tel: 01482 391360

### **Holderness Connexions**

By Appointment Only  
To make an appointment to be seen in Hedon, Hornsea or Withernsea please call Beverley Connexions on 01482 391320

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

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

### **Connexions Direct national helpline:**

Freephone: 080 800 13 2 19

Text: 07766 4 13 2 19

or go online at:

[www.connexions-direct.com](http://www.connexions-direct.com)



