

BHASVIC

Employability and Enterprise-Guide

PROGRESSION WEEK 2020 GUIDE

EMPLOYABILITY AND ENTERPRISE PATHWAY

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Introduction and instructions

The purpose of Progression Week is to spend time researching your options for life after BHASVIC.

We expect that you will spend at least 10-12 hours on this during the course of the week.

This Guide contains links relevant to your chosen A2 tutorial pathway, which is

❑ Employability and Enterprise (E&E)

Students who have chosen the pathways for UCAS, Oxbridge, Medics (early applications), or Visual Arts pathways have separate instructions.

You will therefore follow a programme of events and activities during Progression Week, based on helping you to **understand the process of applying for an apprenticeship, employment or further training once you leave BHASVIC** and to help you to complete further detailed research into different career pathways, including becoming an entrepreneur or setting up your own business.

The focus of the Employability & Enterprise tutorial pathway is to ensure that you have been able to prepare for the world of work. We place an emphasis on improving and updating your CV, and thinking carefully about your personal 'brand' to be able to market your individual skills and qualities to a potential employer.

How will we communicate?

In advance of Progression Week, you will be invited to become part of the A2 tutorial Employability & Enterprise 'TEAM' which is run by Mandy Brindle (Guidance Manager who leads on Employability) and is also monitored by our careers team (Lynne Trower, Adele Fox and Sam Davey), and the Employability & Enterprise tutor team (Alison Cousens and Corin D'Enno).

We have scheduled an **Introduction to Employability & Enterprise** webinar, accessed via this TEAM, on **Tuesday 2 June (10.15-11.00am)** which you are expected to attend.

At the end of the online presentation there will be a short Q&A session on apprenticeships, portfolio choices linked to this pathway and work experience. *To help us prepare this it will be useful if you could e-mail us in advance with any specific questions to c.abbott@bhasvic.ac.uk. You should have done this by Friday 29 May.* There will also be an opportunity to post 'live' questions on the day or to post follow-up questions on the Employability & Enterprise TEAM.

Further information will be posted on the Employability & Enterprise Team and you will be able to ask questions on the forum. **Please switch on your notifications for this Team, so you can keep up-to-date.**

The week as a whole needs to be a personal journey based on your own career ideas and aspirations. A full schedule of additional suggestions and research links will be published on BHASVLE under [A1 Tutorial/5.Progression and wellbeing](#) and will also be posted on the Employability and Enterprise Team. There is a separate **Progression Week Diary** which you should complete and upload to Teams. Please download the Diary from BHASVLE or Teams. Detailed instructions are in the Diary.

Career Research

If you would like a 40 minute guidance session to explore your career ideas, please email careers@bhasvic.ac.uk. There are lots of online resources on the [Careers VLE page](#) and we encourage you to look at these before arranging an appointment.

Activities and timetable

To start with, you need to download and save this Progression Week E&E Guide, and the Progression Week E&E Diary.

There is a huge amount of information and guidance. Where you focus your attention during this week will partly depend on how much you know already, and what decisions (if any) you have already made. The structure below is suggested as a good way to spend your time this week. However, apart from the compulsory webinar, you can flex it depending on your existing knowledge and your priorities.

- **Introduction to Employability & Enterprise webinar (1 hour - compulsory)**
- **What could my future be? (2 hours)**
- **Research into apprenticeships, employment, careers (4-6 hours)**
- **Creating or upgrading my CV (1 -2 hours)**
- **What are my skills and interests? (1-2 hours)**
- **Complete my Progression Week Diary and upload to Teams (1 hour)**

Suggested use of your time but - apart from the webinar - it's up to you how you allocate your 10-12 hours (or more if you like)

Introduction to Employability & Enterprise webinar (1 hour – compulsory)

We have scheduled an **Introduction to Employability & Enterprise** webinar, accessed via the A2 tutorial Employability & Enterprise Team on **Tuesday 2 June (10.15-11.00am)** which you are expected to attend.

What could my future be? (1-2 hours)

Complete the SACU test (see page 3) to get good ideas of potential careers and apprenticeships. If you have done this before, please have another go (as your preferences are likely to have changed).

Research into apprenticeships, employment, careers (4-6 hours)

There are lots of links and resources to explore in this Guide.

Creating or upgrading my CV (1-2 hours)

During Progression Week you should put together a CV. You may be able to update one which you prepared at school, but if you don't already have a CV (or you would prefer to create a brand new one), then our careers team has put together a pack of resources to get you started, including a template CV, 'how to' guide and videos. This will be posted in the Employability & Enterprise TEAM after the introduction session.

What are my skills and interests? (1-2 hours)

This is about starting the process of developing a personal statement based on your current skills and interests.

Complete my Progression Week Diary and upload to Teams (1 hour)

At the end of the week, upload your completed Progression Week Diary to the Assignment which your tutor will set up in your tutor group TEAM.

Introduction to Employability and Enterprise. Webinar (1 hour - compulsory)

This event takes place on **Tuesday 2 June (10:15-11:00)**.

Progression Week Guide E&E

In advance of Progression Week you will be invited on Teams to become part of the A2 tutorial Employability & Enterprise Team. **Please switch on your notifications for this Team, so you can keep up-to-date. Be ready to join the webinar just before 10:15**

At the end of the online presentation there will be a short Q&A session on apprenticeships, portfolio choices linked to this pathway and work experience. *To help us prepare this it will be useful if you could e-mail us in advance with any specific questions to c.abbott@bhasvic.ac.uk. You should have done this by Friday 29 May.* There will also be an opportunity to post 'live' questions on the day or to post follow-up questions on the Employability & Enterprise TEAM.

What could my future be?

Not Going to Uni, SACU test (2 hours)

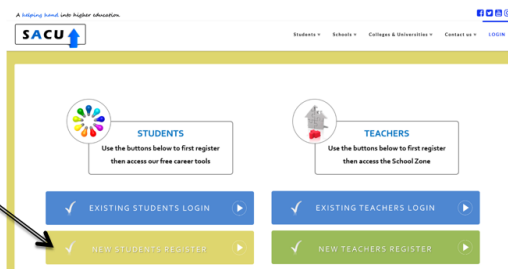
This website is a good source of ideas for students who are looking for alternatives to going to Uni – take a look

<http://www.notgoingtouni.co.uk/>

The SACU Spartan test is an excellent starting point for looking at your own strengths and skills. It is a great way to generate ideas about

- Career paths, apprenticeships and employment ideas

Google SACU Test. You will need to register – here's how you do it

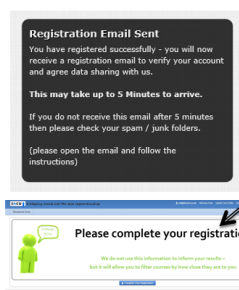


Register as a new student – this means you can save your tests

Write the log in details later in your booklet so you don't forget them

When you are registering please register using **Brighton Hove and Sussex Sixth Form College** from the drop down menu

If you don't choose this option it might block you!



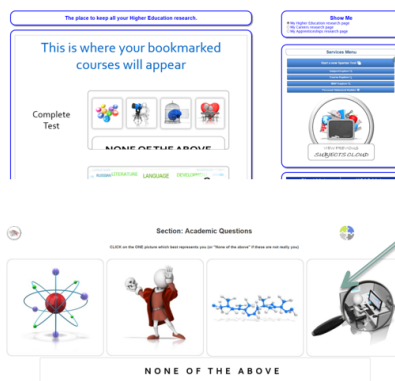
It will send you a registration email.

While you are waiting take a look through the workbook and make sure you have saved it.

Check your email, agree to share information and complete your registration.

When you are registering please register using **Brighton Hove and Sussex Sixth Form College** from the drop down menu

If you don't choose this option it might block you!




Start a new Test

Click on the boxes...or none of the above...


Username	Password

Complete these boxes so you can remember how to log in next time


TEST COMPLETED!
VIEW YOUR **PERSONALISED** CLOUDS NOW




Your answers generate three word clouds



CLICK TO SEE YOUR
CAREERS CLOUD



CLICK TO SEE YOUR
SUBJECTS CLOUD



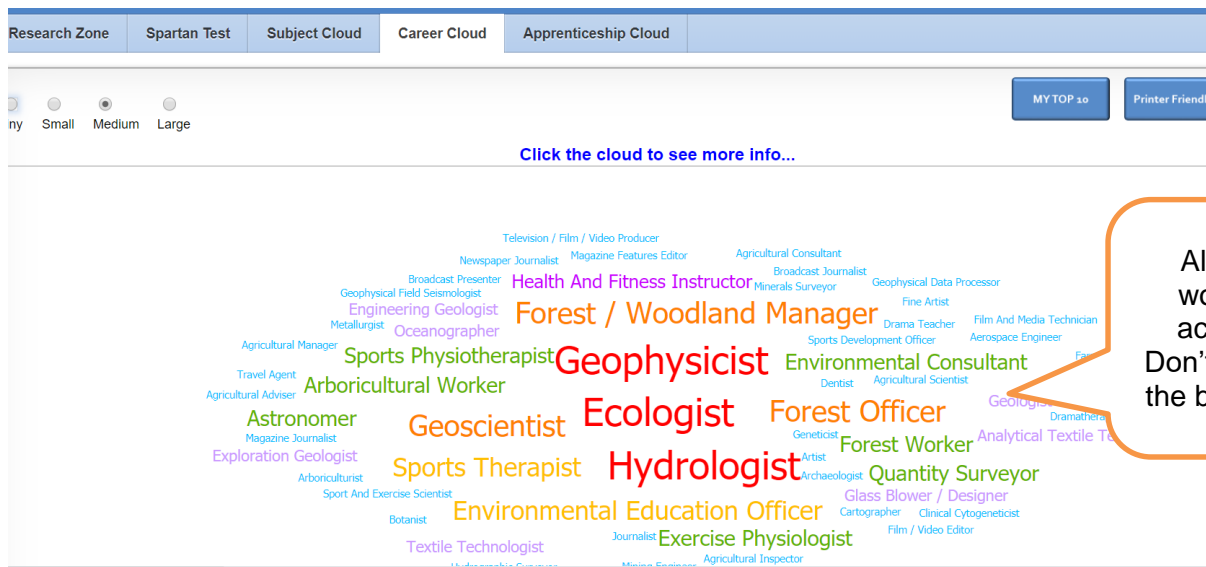
CLICK TO SEE YOUR
APPRENTICESHIP CLOUD

If you want to remember the outcomes take screenshots of your wordclouds and paste them here

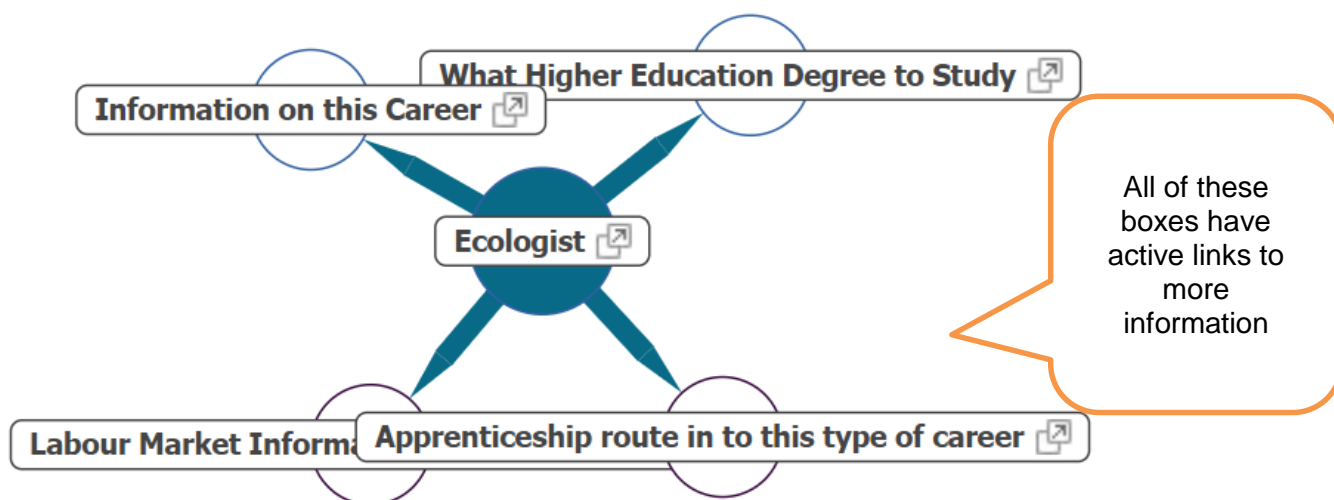
When you have generated your word clouds, spend some time investigating the different links

Your Career cloud will look something like this

Progression Week Guide E&E



Clicking on one of the words will give you more information (like this)



It also shows you real-time Labour Market information*



You also get an Apprenticeship cloud like this

Research Zone

Spartan Test

Subject Cloud

Career Cloud

Apprenticeship Cloud

ny

Small

Medium

Large

[Click the cloud to see more info...](#)

What do you do?

Supporting Teaching and Learning in Schools

Construction Management

Surveying

Horticulture

Travel Services

Trees and Timber

Environmental Conservation

Creative and Digital Media

Photo Imaging

IT Application Specialist

Social media and digital marketing

Sporting Excellence

Activity Leadership

Sports Development

Glass Industry

Advanced Manufacturing Engineering

Physical and Terrestrial Geographical and Environmental Sciences

Sports Science

Forestry

Ocean Sciences

Ecology

Agricultural Sciences

Materials Technology not otherwise specified

Drama

Aerospace Engineering

Polymers and Textiles

Geology

Teaching

Landscape Design

Archaeology

American studies

Japanese studies

Industrial Biotechnology

Lithology

Chemistry

Materials Science

Planning (Urban, Rural and Regional)

Complementary Medicine

Portuguese studies

Pre-clinical Dentistry

Materials Technology - Mining

Minerals Technology

Others in Technology

Tourism, Transport and Travel

Microbiology

Media studies

Pre-clinical Veterinary Medicine

Clinical Veterinary Medicine and Dentistry

Australian studies

Spanish studies

Russian and East European studies

Animal studies

Modern Middle Eastern studies

Food and Beverage Production

Mulberry

French studies

Italian studies

South Asian studies

Maritime Technology

Physical

Nursing

Human and Social Geography

African studies

Ceramics and Glasses

Genetics

German studies

Chinese studies

Fine Art

Metallurgy

Zoology

Astronomy

Rural Estate Management

Rural studies

Cinematics and Photography

***IMPORTANT:** SACU takes its information and data from a wide range of real time government, HE and careers sources. The information during lockdown may well be different than in a usual economic situation – check back if you are in doubt.

Research into careers, apprenticeships, employment (4-6 hours)

Careers

Use these resources to follow up ideas from your SACU word clouds

Consider any potential career path in your research but remember your future job might not have been invented yet!

If you would like a 40 minute guidance session to explore your career ideas, please email careers@bhasvic.ac.uk. There are lots of online resources on the [Careers VLE page](#) and we encourage you to look at these before arranging an appointment.

Careers Advice	This guide provides a good overview of how to support young people making career choices http://www.careersadviceforparents.org/p/choosing-career-paths.html
National Careers Service	The National Careers Service has a good overview of different job profiles which includes their entry requirements and training paths, duties and hours of work: https://nationalcareersservice.direct.gov.uk/home
Career Videos	Explore career videos: http://icould.com/
Career Planner	Career Planner Questionnaire: https://www.prospects.ac.uk/planner
Career Sectors	Target Careers has information by sector and a parents section https://targetcareers.co.uk/
Careers	Plotr has information on a wide range of careers http://www.plotr.co.uk/
Range of options if you are not going to Uni	http://www.notgoingtouni.co.uk/
Exploring options	https://successatschool.org/

There is a lot to learn about apprenticeships. What career areas are included? What are the different levels? How long do they take? How do I get one?

Apprenticeships

Increasing numbers of BHASVIC students are choosing to do an apprenticeship after College. Consider researching apprenticeships, higher apprenticeships and degree apprenticeships.

[Interactive Student Apprenticeship Guide](#)



This website contains self-directed learning activities, with everything you need to know about apprenticeships

Here are some other sites where you can find answers to key questions

What are the benefits of an apprenticeship?

http://www.thebigchoice.com/School_College_Leavers/Advice/Benefits_Of_An_Apprenticeship.htm

- 1.
- 2.
- 3.
- 4.

Can you find four benefits of doing an apprenticeship?

What qualifications can you gain through an apprenticeship?

They generally fall into four categories. What are they?

<https://www.ucas.com/ucas/16-18-choices/search-and-apply/post-16-apprenticeships>

- 1.
- 2.
- 3.
- 4.

National Apprenticeship Service	The National Apprenticeship Service page is the main site for researching vacancies and making applications https://www.gov.uk/apply-apprenticeship
Apprenticeship Guide	The Apprenticeship Guide is a one-stop-shop for anyone looking to find out more about apprenticeships and offers a whole host of information to help college leavers make the right career choice. http://www.apprenticeshipguide.co.uk/

Degree Apprenticeships	<p>Earn while you learn! A great option to work and get a degree at the same time and can mean your tuition fees are paid for you. They tend to be more vocational and targeted in quite specific areas. They are well worth exploring.</p> <p>Lots of info online. UCAS is a good starting point https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/degree-apprenticeships</p>
Apprenticeship Support and Knowledge for Schools	<p>The Apprenticeship Support and Knowledge for Schools project has been commissioned by the National Apprenticeship Service, part of the Skills Funding Agency (SFA), to support the Government's target of achieving 3 million apprenticeship starts by 2020. http://amazingapprenticeships.com/</p>
Amazing Apprenticeships	<p>News Articles from Amazing Apprenticeships http://amazingapprenticeships.com/wp-content/uploads/Top-100-final-small.pdf</p>
Rate my apprenticeship	<p>Rate my apprenticeship has reviews of employers and national database of vacancies https://www.ratemyapprenticeship.co.uk/</p>

Other options to consider

Work placements	<p>https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-placements</p> <p>Work experience and internship opportunities. Some of these are aimed at graduates, but other may be relevant to you.</p>
Volunteering	<p>If you find you have time available volunteering can really help you add to your skillset. There are plenty of opportunities locally in many areas – there is likely to be something right for you so go explore.</p> <p><u>Year Out Group</u> <u>Real Gap Experience</u> <u>BUNAC</u> <u>Youth social action volunteering – #iwill</u></p> <p>https://www.ucas.com/ucas/undergraduate/getting-started/alternatives-higher-education/gap-years</p>

Earn as you learn – My Pocket Skill	<p>Tutoring, dog walking? Get some business experience while you are still at college. Register and assign up to offer a skill https://marketplace.mypocketskill.com/</p>
Barclays Life Skills	<p>There are websites that can help you can work skills. Sign up for a Barclays Work Skills account and have a browse. https://www.barclayslifeskills.com/i-want-to-gain-experience-and-build-my-network/sixth-form/</p> <p>Barclays Life Skills have put together a virtual work experience module https://www.barclayslifeskills.com/i-want-virtual-work-experience/university/virtual-work-experience/</p>

Personal Finance	Resources to help you explore your own personal finance <u>here</u>

Creating or upgrading my CV **(1-2 hours)**

During Progression Week you should put together a CV. You may be able to update one which you prepared at school. If you don't already have a CV (or you would prefer to create a brand new one), then our careers team has put together a pack of resources to get you started, including a template CV, 'how to' guide and videos. This will be posted in the Employability & Enterprise TEAM after the introductory webinar.

What are my skills and interests? (1-2 hours)

A key part of your applications for work and other opportunities it is good to reflect on your current skills and interests.

Work Skills

Use the website links at the bottom of the table to identify **10 key work skills** that are helpful to include on any CV and personal statement. Check whether you feel you have already gained these (at college or outside college) and how you might fill the gap.

Identify 10 key work skills. Check the box if you feel you can already evidence them and give a brief example.		
Skill		Evidence
Example: Teamwork	✓	Play in a football team
1.	✓	
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
4.	<input type="checkbox"/>	
5.	<input type="checkbox"/>	
6.	<input type="checkbox"/>	
7.	<input type="checkbox"/>	
8.	<input type="checkbox"/>	
9.	<input type="checkbox"/>	
10.	<input type="checkbox"/>	
<p>Need ideas?</p> <p>https://targetjobs.co.uk/careers-advice/career-planning/273051-the-top-10-skills-thatll-get-you-a-job-when-you-graduate</p> <p>https://www.monster.co.uk/career-advice/article/what-skills-should-i-include-on-my-cv</p> <p>https://www.kent.ac.uk/careers/sk/top-ten-skills.htm</p>		

How can I gain work skills?

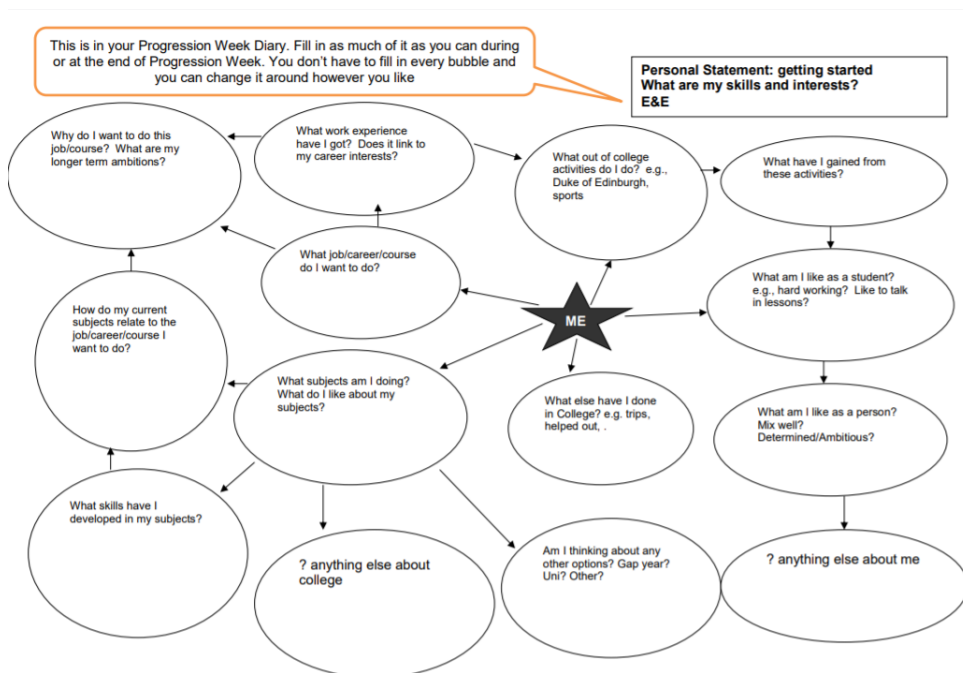
Progression Week Guide E&E

There are useful online resources to gain work and life skills. Barclays run an excellent scheme that you might want to check out.


Barclays Life Skills	<p>There are websites that can help you can work skills. Sign up for a Barclays Work Skills account and have a browse.</p> <p>https://www.barclayslifeskills.com/i-want-to-gain-experience-and-build-my-network/sixth-form/</p> <p>Barclays Life Skills have put together a virtual work experience module</p> <p>https://www.barclayslifeskills.com/i-want-virtual-work-experience/university/virtual-work-experience/</p>
Young Enterprise	https://www.young-enterprise.org.uk/about-us/young-enterprise-by-region/south-east/
Young Start-Up talent	http://youngstartuptalent.co.uk/about/

In your Progression Week Diary is a copy of this spider diagram. Please fill it in as part of your Diary before uploading it to your tutor's Assignment on Teams.

In the autumn term your personal tutor can use this spider diagram to give you more advice and guidance on your career plans



**Complete my Progression Week Diary
and upload to Teams (1 hour)**



At the end of the week, upload your
completed Progression Week Diary to the
Assignment set by your tutor in Teams

Other options

Further Education, Gap Years, Art Foundation and Visual Arts Degrees, Going to University

Further Education

You may decide that you don't want to go straight to uni but want to continue studying locally. If this is the case you could look at other local colleges or school sixth forms – remember if you have studied at BHASVIC for two years you have potentially one more year of free education. This may be useful if:

- You want a complete subject change and different pathway (although sometimes university foundation years might be a better option)
- You wish to stay local and continue studying at Level 3
- If you feel your results may not be as expected you can add a course to top up your UCAS points

Check out the full list of other colleges and providers on BHASVIC's Careers page on BHASVLE. Let your tutor know if this is your preferred option so that they can guide you through this process.

Gap Years

There is a lot of useful information out there if you are thinking of a gap year however, the landscape for gap years in the next year or two is very likely to change. Global travel may well not be possible in the same way as it has been in the past.

General Advice	Lots of general good advice and information. It is worth having a look at the costs http://gapadvice.org/
Work Opportunities	Really useful info on working through your gap year https://www.prospects.ac.uk/jobs-and-work-experience/gap-year
Government Advice	Name three issues to consider before travelling abroad on a gap year https://www.gov.uk/guidance/gap-year-foreign-travel-advice 1. 2. 3.
More useful travel advice	https://travelaware.campaign.gov.uk/
Year in Industry	Fancy a year in industry – have a look at some of the opportunities available http://www.etrust.org.uk/the-year-in-industry

Student forum	Great ideas from those who have taken a gap year, or are considering it with all the research done http://www.thestudentroom.co.uk/search-beta/?tsr-search-query=gap+year
Great advice on gap years	Including a useful section on A level retakes https://www.studential.com/gap-year-guide https://successatschool.org/advice/gap-years https://www.ucas.com/ucas/undergraduate/getting-started/alternatives-higher-education/gap-years

Art Foundation and Visual Arts degrees

There is a separate Progression Week Guide for students who are interested in Art Foundation courses or visual arts courses at university. Students in this groups should have chosen the Visual Arts tutorial pathway already. If you are just interested in this as a possibility, take a look at the Visual Arts pages on BHASVLE.

If you think you should have chosen the Visual Arts pathway, please contact your tutor urgently to let them know.

Going to university

There is a separate Progression Week Guide for students who are interested in university after BHASVIC. Students in this group should have chosen the UCAS tutorial pathway already. If you are interested in this as a possibility, take a look at the Universities pages on BHASVLE.

If you think you should have chosen the UCAS pathway, please contact your tutor urgently to let them know.

Appendix

List of useful links, Glossary of terms

List of useful links

Options & Careers

Career and Subject Explorer: https://sacu-student.com/?page_id=2850

Great careers advice: <https://www.prospects.ac.uk/postgraduate-study/professional-courses>

Choosing a career path: <http://www.careersadviceforparents.org/p/choosing-career-paths.html>

Real stories to inspire careers: <http://icould.com/>

Career Planner Questionnaire: <https://www.prospects.ac.uk/planner>

Careers and Uni advice for school leavers: <https://targetcareers.co.uk/>

Useful Careers Guidance: <http://www.plotr.co.uk/>

Lots of useful advice on life in HE: <https://www.brightknowledge.org/>

Careers advice: <https://www.careerpilot.org.uk/>

Work Placements

Why a work placement:

http://www.thebigchoice.com/Placements/Advice/Benefits_of_a_Work_Placement.html

Opportunities: <http://www.studentladder.co.uk/work-placements.html>

Info about placements: <https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-placements>

Professional Development: <http://www.etrust.org.uk/the-year-in-industry>

Gap year

Information & Advice: <https://www.prospects.ac.uk/jobs-and-work-experience/gap-year>

Information & Advice: <https://www.studential.com/gap-year-guide>

Information & Advice: <https://successatschool.org/advice/gap-years>

Safe travel abroad: <https://travelaware.campaign.gov.uk/>

Ideas and thoughts: <https://www.ucas.com/ucas/undergraduate/getting-started/alternatives-higher-education/gap-years>

Volunteering

Worldwide gap Volunteering: [BUNAC](#)

UK Volunteering: [Volunteering England](#)

University Research

Useful general resource: <https://www.ucas.com/what-are-my-options/create-your-ucas-hub-today>

Glossary of terms

Institutions

- ❑ **Higher Education** Course at an institution, which leads to a post advanced course qualification (E.g. Degree, Foundation Degree, Diploma in Higher Education, etc.)
- ❑ **College of Technology/Technical College** Further Education institutions providing mostly vocational courses for full and part-time students for diploma or other certificated qualification. Some colleges also provide degree courses validated by a local university.



- ❑ **Foundation/Access/Conversion Course** One year course for students lacking appropriate A-level qualifications (does not necessarily guarantee progression to degree study).
- ❑ **Foundation Degree** These degrees were introduced in 2001 and are learning degrees delivered by further education colleges, universities and other training institutions working in partnership. Students will often study at a further or higher education college, but their degree will be validated by a university.
- ❑ **Vocational** Directly linked to a career.
- ❑ **Sponsorship** Schemes by which some industrial and professional organisations find financial assistance for some courses. Competitive. May involve a commitment to working for the organisation