

your route

to success >>

reigate•college

Alternatives to Higher Education

Section 1: Alternatives to University - What are your Options?

A Sponsored Degree

Sponsored degrees are an employer led scheme with learning that is linked to a specific university. The student will be employed by the organisation and whilst working they will study part-time for a degree. Most schemes offer the student a very competitive salary.

How the learning element is structured will vary from organisation to organisation. For some it will be day release – one day a week will be at university. Others will be blocks of study. Assessment may be in the form of projects, work based assessment, assessed essays and exams.

Competition for places is extremely fierce and the demands of working in a professional environment whilst studying for a degree should not be underestimated.

Not all employer work based/sponsored degree programmes are called sponsored degrees, some are advertised as Higher Apprenticeships or School Leaver Schemes. If you are uncertain, the level of qualification offered should be a level 6 and should be accredited by a UK university

A Higher or Advanced Apprenticeship

An apprenticeship is essentially a paid job that includes a formal learning provision. Apprenticeships have changed enormously over the last few years and are offered across a diverse range of employment sectors. Apprenticeships are categorised by the same levels as formal qualifications ie a Level 2 is the equivalent to GCSEs, a Level 3 is equivalent to A Levels and Levels 4-6 will take your studies all the way to degree level.

By training staff themselves in-house through an Apprenticeship Programme, employers can make sure that their workforce has the skills to work more effectively and profitably. Legislation came in in 2012 to say that all apprenticeships must last a minimum of 12 months, but they can last up to 4 years. Salaries will vary – some are very competitive and the companies will offer clear progression routes within their organisations.

Details of apprenticeships can be found on the Government Apprenticeship website:

You do not need an account to search for apprenticeships:

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

You need to create an account to:

- apply for apprenticeships
- get email and text alerts about new apprenticeships and your applications
- track your applications

<https://www.gov.uk/apply-apprenticeship>

Examples of Sponsored Degrees and Apprenticeships can be found in Appendix B.

Degree Apprenticeships

They are similar to a higher apprenticeship but differ in that they provide an opportunity to gain a full bachelor's (Level 6) or master's degree (Level 7). The courses are designed in partnership with employers, with part-time study taking place at a university or college. They can take between three to six years to complete, depending on the level of the course. At the moment, the scheme only operates across England and Wales, although applications may be made from all parts of the UK.

Degree apprenticeships are new, so there are only a limited number of vacancies available at the moment. It is anticipated that the number of vacancies will grow over the next year or two, so if you decide a degree apprenticeship is the right choice for you, here are some tips to help you do your research:

- Check out the range and number of vacancies being advertised in the area(s) you're interested in. Check the government apprenticeship website on a regular basis so you can get an idea of the availability of opportunities relevant to your interests.
- What is the timeframe from the vacancy being advertised to the application deadline and apprenticeship start date? This will give you an idea of how you need to prepare, and how quickly you will need to apply.

Competition for degree apprenticeships can be tough — partly because there are often only a limited number of vacancies available, but also because school/college leavers and adults already in employment will be able to apply to them too. Employers may also be considering applications from existing employees, who may be applying for apprenticeships for the career progression opportunities they can offer.

The complete guide to higher and degree apprenticeships

Which? University, in conjunction with the National Apprenticeship Service, has published a new guide to higher and degree apprenticeships:

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

Direct Employment

Direct employment opportunities do not guarantee a structured training or progression path, but they are a legitimate option if you are unsure about what you would like to do. It enables you to earn some money, expand on your employability skills and give you time to think about the next step.

If you are having problems securing a job or a place on an apprenticeship scheme then think about registering with an employment agency for temporary work. This will expand your CV, build your confidence and give you an insight into many businesses and job roles.

Direct employment opportunities can be found on websites such as www.indeed.com, and in local and national newspapers

Section 2: Applying for Opportunities

Curriculum Vitae – ‘the course of my life’

Your CV is often the first chance to make a good impression – take the time to get it right. Keep it to the point and focus on employment and skills that focus on the job specification of the position for which you are applying.

Remember to tailor your CV for each position.

An Example CV can be found in Appendix A.

Application Forms

Most vacancies are now managed online. This has resulted in an increase of online application forms. These can be lengthy to complete so allow plenty of time and check and re-check for spelling and grammar mistakes.

Each application form will be different, but it can be helpful to work from your CV so keep this updated and relevant to the positions that you are applying for. Make sure you answer the questions that you are actually being asked and be able to illustrate the points you make with examples

Before completing any application form check the Job Description and Personal Specification carefully – they show you all the skills that the company is looking for. Candidates that are shortlisted for interview will be those that score highly against the skills highlighted.

Example Personal Specification

If you do not address all of the skills that are listed on the personal specification and marked A below it is unlikely that you will be invited to interview.

Key: A = Application Form, C=Certificate, I = Interview, P = Presentation, T=Tes

| | | E=Essential D=Desirable | How Tested |
|----------------------------|--|------------------------------------|-----------------------|
| Qualifications & Education | • GCSE or equivalent English and Maths (or equivalent) | E | A |
| | • Proven broad based educational achievement | E | A |
| Skills / Abilities | Able to communicate effectively | E | A, |

| | | | |
|--|--|---|------|
| | with colleagues, clinical staff, managers and patients and carers of all ages and social backgrounds | | |
| | • Ability to motivate patients and self | E | I A, |
| | • Ability to work within agreed competency framework | E | I |
| | • Ability to work as part of a team | D | I |
| | • Ability to prioritise and organise own workload | E | I |
| | • Flexible approach to work | E | A |
| | • Proactive and interactive | E | I |
| | • Good problem solving skills | E | AI |

What the shortlisters say...

‘Good applicants have well written application forms where they have taken the time to give examples of their skills and have a good balance between academic achievement and enthusiasm for the job/industry that they are applying for.’

‘Avoid poor spelling, grammar and punctuation. This is critical if you want to be taken seriously in your application. Ask someone else with a good eye for detail to proofread your application before you submit it.’

‘Your application needs to sell you, be engaging, show your interest and enthusiasm and give an insight into your personality. Avoid humour though, as this is still a professional document.’

‘Your application needs to show that you have thought about why you are applying for the job.’

‘Remember to tailor your application for the job that you are applying for.’

If you are thinking about applying for an Apprenticeship, we would recommend completing the application form on the Government apprenticeship website:

<https://www.gov.uk/apply-apprenticeship>

Interviews

Your CV or application form has got you an interview – what can you expect?

Face-to-face

An interview with just one person. If you know in advance who your interviewer will be, do some research on their background. Have some questions prepared.

Panel

A panel interview is the same as face-to-face but will include more than one interviewer. The panel is usually made up of employees from different areas of the company. They may take it in turn to ask questions, if so, when responding ensure you address your answer to whoever asked the question but glance, from time to time, at the other members of the panel.

Group

A group interview involves several candidates who will be asked questions in turn. They may ask you to engage in a group discussion on a certain topic or pose questions to other candidates or the panel. Here are some tips for group interviews:

- Practise an introduction – it is likely all candidates will be asked to introduce themselves.
- Arrive early and introduce yourself to other candidates. Use people's names during the interview.
- Try to build a rapport and see yourself as part of a group, rather than seeing them as your competition.
- Listen to the other candidates and acknowledge their comments. It is likely the employer will be judging how you interact with others.

Video interviews

Video interviews are an efficient and cost effective stage in the application process for both the employer and candidates. Many different employers are using this method as it provides a quick and efficient way of filtering applications. The usual process is for the student to book a time slot, at any hour. You will be given guidelines on how to prepare, with regard to lighting and screen resolution. Unlike a Skype interview, you are not communicating with another person; instead you are answering pre-recorded questions that appear on the screen. Typically, you will have a short time to prepare your answer. You then have a set time to answer.

Sequential

Sequential interviews involve being interviewed more than once by different people on the same day. You may find that you are interviewed by more senior members of the organisation as you go through the day or that the questions change. For example one interview may focus on competencies and another on knowledge of the organisation and

wider industry. Be prepared for questions to become more in-depth and challenging through the day. At the initial stages, you may be assessed on whether you can do the job. At later stages, with more senior staff, you may be judged on how much you want the role and how you may fit in.

Telephone

Telephone interviews are often used at an early stage in the selection process particularly by large employers. You should prepare in the same way as for a face-to-face interview because often the questions are very similar. There are some important things to remember when preparing for a telephone interview:

- Think in advance about the time of the day and location. Try to use a quiet room with a landline.
- If you are using a mobile phone, make sure you have a good signal and your battery is fully charged.
- Sit up straight or even stand up, and remember to smile – it makes a difference to your voice!
- Dressing the part can also help you be more purposeful when answering questions.

Interview Formats

The questions asked at interview may take different formats:

- **Competency-based:** you will be asked to give evidence of the skills and competencies that are key to the job - these can usually be found in the person specification. Be prepared to support your answer using evidence from your past experience. A useful strategy for answering these questions is using the STAR (Situation, Task, Action, Result) technique.
- **Technical:** If you are applying for jobs requiring specific technical knowledge it is likely you will be asked about it in an interview or may even have a separate technical interview. Employers will be interested in your thought processes and logic as well as your specific skills and knowledge.
- **Strengths-based:** starting to be used by recruiters such as Ernst and Young, Aviva and Unilever. It differs from competency-based as instead of focussing on what you can do, it looks at what you enjoy doing therefore seeking out your natural strengths and ensuring you will be able to utilise them within the role.

Interview Preparation

Whatever type of interview you are attending make shall that you:

1. Have a thorough understanding of the role and job description.
2. Have a thorough understanding of the organisation and the industry.
3. Understand the company values. Does it have a mission statement?

4. Can speak fluently about your CV/application form
5. Prepare some question in advance to ask the Interviewer.
6. Plan your journey to the interview carefully and arrive in plenty of time.
7. Plan your interview outfit. Make sure that you are smart and presentable.

Importance of first impressions

Research suggests that the first few minutes of an interview are crucial to securing the position. Make sure that you give a good first impression:

Arrive on time, dressed smartly and be polite to the reception staff.

If you have had a difficult journey, avoid complaining about the trains/traffic.

Make eye contact when you meet the interviewer and smile!

Remember a firm, confident handshake.

Whether sitting or standing, concentrate on your posture and avoid slouching.

Speak clearly.

Appendix C has some example interview questions to practice.

Psychometric Tests

Employers use psychometric testing to analyse the ability and suitability of each candidate for the position.

There is an array of different tests, but the most common are numerical and verbal reasoning tests and situational judgement tests. Employers are happy to provide details on the tests that they use as part of their assessment process and often provide example questions on their website.

Assessments are conducted on-line, but may be repeated at assessment centre so no cheating!

Tips for Success

1. Research what tests any prospective employer might request.
2. Find a quiet space and time when you will not be interrupted to sit the test.
3. Practice before you take the real thing!

The following websites offer further information and some free practice tests.

https://www.assessmentday.co.uk/aptitudetests_numerical.htm

<http://www.psychometrictest.org.uk/numerical-reasoning/>

https://www.assessmentday.co.uk/aptitudetests_verbal.htm

<http://www.psychometrictest.org.uk/verbal-reasoning/>

<https://www.assessmentday.co.uk/situational-judgement-test.htm>

<http://www.psychometrictest.org.uk/big-five-personality/>

Many people have a fear of tests, but these are usually only part of the overall assessment procedure. Employers will use them alongside interviews, application forms, references, academic results and other selection methods, so test results won't usually be the only information looked at. No test is perfect, and some candidates such as those with disabilities, may be at a disadvantage when taking this type of test. If you have a disability contact the test administrator in advance as they may be able to make allowances.

Section 3: Social Media

If you've never googled yourself, try it now and see what the results are. What does your on-line identity say about you? Does it reflect what you want potential employers to know about you?

Take control of your on-line identities; personal and professional. Understand who you are and the images that you want to project. Consider separate personal and professional profiles.

Make Social Media work for you

Follow Companies on their social media account to received up to date information on industry news and recruitment updates.

Section 4: The Next Steps

1. If you do not have an up to date CV draft a copy over the summer.
2. Look for opportunities to enhance your CV – part-time work, volunteering, positions of responsibility.
3. Research opportunities.
4. Look at the skills matrix in Appendix E and think about what skills you have what areas you need to work on.
5. Finding the right opportunity will take time, think about factoring in 'looking for work' into your weekly routine.
6. Network with family and friends.
7. Social Media: Check and secure your on-line profile.
8. Continue to read the weekly Careers Bulletin via the college website.

Appendix A: Example CV

Your Name Here

Your Address Road, Reigate, Surrey RH2 0SD
Home: 01737 000000
Mobile: 07943 000000
Email: FS001@Reigate.ac.uk
Date of Birth: 01.01.1999

Personal Profile

- Write a short bullet-point summary here of your key skills (gained from both academic and work experience – things you can bring to the job (your ‘selling points’).
- You should change this for each different job application so that it relates to the role you are applying for.
- You can also include a brief summary of what you are looking for in the job/your career aspirations.

Education

2015 – 2017 Reigate College

A Levels:

Government and Politics: B
English: C

(and/or) BTECs:

BTEC Subsidiary Diploma:
Business: Dist.*
Travel & Tourism: Merit

AS levels:

Government and Politics: B
English: C
Maths: D

(and/or) BTECs:

BTEC Certificate (QCF):
*Business Dist**
Travel&Toursim Merit

2010 – 2015 Put your School Name Here

GCSE's : *(put your own qualifications you achieved at school here)*

Maths: B, English Literature: C, English Language: B, History: A*, Geography: C, ICT: B,
French: C, Core Science: C, Additional Science: B, Food Technology B, RS Short Course: A

Employment

April 2016 – Present Play Worker, First Schools After School Club

Duties include:

Organising activities for the children

Assisting with activities and participating in games
Preparing and serving healthy snacks

Summer 2015

Waiter and Barman, South Downs Hotel

Duties included:

Serving customers in both bar and restaurant and delivering a high standard of customer service

Handling money and operating tills

Offering silver service and helping food preparation

Laying up tables in restaurant and stocking bars

Work Experience

Only complete this section if you have relevant unpaid work experience that is appropriate for your application. Follow the same format/layout as the 'Employment' section. Delete if not appropriate.

Voluntary Work

Complete this section if you have relevant voluntary work that you would like to talk about – delete if not appropriate.

Key Skills

You can add any additional skills to this section such as IT skills or any other skills you haven't already mentioned that would support your application. Do not duplicate information.

Hobbies & Interests

Example:

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

References

References are available on request.

Appendix B: Alternatives to Higher Education

Please Note: This guide is intended to give an insight into different opportunities available and is not a definitive list.

College Leaver Programmes/Apprenticeships/Sponsored Degrees

Retail

| | |
|-----------------|---|
| ASDA | http://www.asda.jobs/ways-to-join/ |
| Boots | http://www.boots.jobs/talentprogrammes/apprentices/ |
| Harrods | http://www.harrodscareers.com/future-talent/ |
| John Lewis | http://jlpjobs.com/apprenticeships/ |
| Marks & Spencer | http://careers.marksandspencer.com/school-leavers |
| Morrisons | https://www.morrisons.jobs/our-teams/early-careers/sponsored-degree |
| Sainsburys | http://sainsburys.jobs/role/store-management/trainee-manager |
| Tesco | https://www.tesco-careers.com/ Level 4 Commercial Level 4 Technical Level Fashion |
| Aldi | https://www.aldirecruitment.co.uk/apprentice/ |

Accountancy & Finance

| | |
|-----------------|---|
| Barclays | http://joinus.barclays.com/emea/apprenticeships/ |
| Baker Tilly | http://bakertilly.com/careers/ |
| Bank of England | http://www.bankofenglandgraduates.co.uk/opportunities/initial-entry-scheme/ |
| BP | http://www.bp.com/en/global/corporate/careers/students-and-graduates/graduate-locations/united-kingdom-students-and-graduates/discover-bp.html IST - Oil and Gas trading |
| BT Finance | http://www.btplc.com/Careercentre/Ourlocations/UK/Apprenticeships/index.htm |
| BDO | http://www.bdoschoolleavers.co.uk/page.aspx/BDO-School-leaver-programme |
| Close Brothers | http://www.closebrothers.com/careers/welcome-aspire-programme-0 |
| Deloitte | https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html |
| Ernst & Young | http://www.ey.com/uk/en/careers |
| Grant Thornton | https://trainees.grant-thornton.co.uk/programmes/school-leavers |

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|------------------------------|---|
| Investment 2020 | http://www.investment2020.org.uk/ |
| JP Morgan | http://careers.jpmorgan.com/student/jpmorgan/careers/europe/schools |
| Kingston Smith | http://www.kingstonsmith.co.uk/careers/ |
| KPMG | https://www.kpmgcareers.co.uk/school-leavers |
| Lloyds Bank | http://www.lloydsbankinggrouptalent.com/apprentices/ |
| Mazars | http://schoolleavers.mazars.co.uk/ |
| National Audit Office | http://www.nao.org.uk/school-leavers/ |
| PWC | https://www.pwc.co.uk/careers/school-jobs.html |
| Fidelity | http://fidelityrecruitment.com/apprentices |
| RBS | https://www.careerkickstart.rbs.com/next-steps/world-of-work/apprenticeships/ |
| RSM | https://careers.rsmuk.com/GSL/Search.aspx?!=SchoolLeavers |
| Santander | http://www.santanderjobs.co.uk/realiseyourfuture/apprenticeships.php |
| Smith and Williamson | https://smithandwilliamson.earcu.com/smithandwilliamson/jobs/ |
| Willis Towers Watson | https://careers.willistowerswatson.com/students-and-graduates/welcome |

Insurance

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|----------------|---|
| Aviva | http://careers.aviva.co.uk/routes-aviva/apprentices |
| AON | https://www.aonearlycareers.co.uk/apprenticeships |
| Allianz | https://www.allianz.co.uk/home/careers-at-allianz/school-leaver-programme.html |
| RSA | https://www.rsagroup.com/careers/starting-out/ |

Law

| | |
|---------------------------|---|
| Law careers | http://www.lawcareers.net/MoreLaw/LegalApprenticeships |
| Damar Training | http://www.damartraining.com/legal-apprenticeships/ |
| Field Fisher Smith | http://careers.fieldfisher.com/school_leavers.html |
| Kennedys | http://www.kennedys-law.com/uk/careers/legalapprenticeships/ |

IT

British Telecom

<http://www.btplc.com/Careercentre/Ourlocations/UK/Apprenticeships/OurProgrammes/>

Capgemini

<http://www.uk.capgemini.com/careers/your-career-path/apprentices>

IBM

<http://www-05.ibm.com/employment/uk/school-leavers/apprentice/>

Fidelity

<http://fidelityrecruitment.com/apprentices>

Nomura

<http://www.nomura.com/europe/careers/>

CGI

<http://www.cgi-group.co.uk/careers/school-and-college-leavers/sponsored-degree-programme>

Goldman Sachs

<http://www.goldmansachs.com/careers/students-and-graduates/our-programs/emea-programs/technology-apprentices.html>

Media/TV

Creative Skillset

<https://creativeskillset.org/>

- The Creative industries' Sector Skills Council, an excellent source of information for students wanting to work in Advertising, Animation, Computer Games, Fashion & Textiles, Film, Interactive Media, Photo Imaging, Publishing and Radio

BBC

<http://www.bbc.co.uk/careers/trainee-schemes/> Technology apprentice, Local Radio Apprentices, Radio Journalism Apprentices

Channel 4

<http://4talent.channel4.com/get-involved/work-programmes/apprenticeship-programme>

ITV

<http://www.itvjobs.com/working-here/apprenticeships>

SKY BSB

<http://www.workforsky.com/starting-out/apprenticeship-programmes>

IMT Hurricane

<http://www.imthurricane.org/courses/apprenticeships/index.htm>

Training for careers in the creative media, film, web and music industries and related businesses

Fashion/Textiles

Fashion Retail Academy

The FRA is the leading vocational college for specialist fashion retail courses, with start dates throughout the year.

<http://www.fashionretailacademy.ac.uk/>

Fashion Enter <http://www.fashion-enter.com/index.php/apprenticeship/>

Tesco <http://www.tesco-earlycareers.com/apprenticeships/level-4-ff-apprenticeship-enspire/>

Angels - costumiers <http://www.angels.uk.com/apprenticeships.php>

Theatre/Performance

<http://www.creative-choices.co.uk> Sector Skills Council for Creative and Cultural skills

National Theatre <https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/apprenticeships>

Royal Opera House <http://www.roh.org.uk/learning/schools-and-colleges/apprenticeships>

London Theatre Consortium <http://www.londontheatreconsortium.com/apprenticeships/>

The Arts Council <http://www.artsjobs.org.uk/>

Yvonne Arnaud <http://www.yvonne-arnaud.co.uk/about-us/job-vacancies>

Construction/Surveying

Amey <http://www.amey.co.uk/CareersatAmey/GraduatesApprentices/Apprenticeships.aspx>

Gleeds <https://www.gleeds.com/Careers/Schoolcollegeleavers/>

Laing O'Rourke <http://careers.laingorourke.com/>

Skanska <https://www.skanskaearlycareers.co.uk/>

Wates <http://www.wates.co.uk/careers/early-careers>

Wilmot Dixon <http://www.willmottdixon.co.uk/careers>

Keir <http://www.kier.co.uk/earlycareers/apprentices.aspx>

Huntley Cartwright <http://www.huntleycartwright.co.uk/>

Mace Group <https://www.macegroup.com/careers/trainees-and-apprenticeships>

Engineering

| | |
|---------------------------|---|
| Airbus | http://company.airbus.com/careers/apprentices-and-pupils/In-the-United-Kingdom.html |
| Amazon | https://www.amazon.jobs/en/jobs/505077 |
| Environment Agency | https://www.gov.uk/government/organisations/environment-agency/about/recruitment |
| Ibstock | http://buildingbrilliantcareers.co.uk/ibstock-apprenticeships |
| Jaguar Land Rover | http://www.jaguarlandrovercareers.com/jlr-roles/apprentices/ |
| John Guest | http://www.johnguest.com/apprenticeships/ |
| National Grid | http://careers.nationalgrid.com/apprentice-engineer-training-programmes/ |
| Rolls Royce | http://www.rolls-royce.com/careers/students-and-graduates/apprenticeships.aspx |
| BAE Systems | http://www.baesystems.com/careers-rzz/careers-in-the-uk/apprenticeships? |
| Quest | http://engineering.quest-global.com/urdc/modern-apprenticeship-program.html |
| Thales | http://ukearlycareers.thalesgroup.com/apprenticeships |
| Gatwick Airport | http://www.gatwickairport.com/business-community/careers/graduates-apprenticeships/Engineering-apprenticeships/ |
| Atkins | http://careers.atkinsglobal.com/apprenticeships |
| Network Rail | http://www.networkrail.co.uk/apprenticeship |
| NATS | http://www.nats.aero/careers/early-careers/engineering-apprenticeship/ |
| | National Air Traffic Services |
| British Telecom | http://www.btplc.com/Careercentre/Ourlocations/UK/Apprenticeships/OurProgrammes/Technical/Engineering/index.htm |

Science

| | |
|-------------------------------------|---|
| National Physical Laboratory | http://www.npl.co.uk/careers/advanced-apprenticeship/ |
| Glaxo SmithKline | http://www.gsk.com/uk/careers/apprenticeships.html |

Pfizer apply via government website:
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Other

Audi <https://www.audi-ap.co.uk/>

BMW http://www.bmw.co.uk/en_GB/footer/publications-links/Careers/student-graduate-opportunities.html

Total Gas and Power <http://www.totalgp.com/careers>

Bakkavor <https://www.bakkavor.com/careers/graduates-and-apprentices/apprentices/our-apprenticeships> (specialise in making and developing label prepared foods for global grocery retailers) Development, Technical, Manufacturing, Engineering

British Airways <http://www.britishairways.com/careers/apprentices.shtml>

Civil Service <https://www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship>

Experian <http://www.experian.co.uk/careers/sponsored-degree/sponsored-degree-programme.html> Human Resources, Marketing, Sales or Operations

GCHQ/MI5/M16 <https://www.careersinbritishintelligence.co.uk/>

CGI <http://www.careers.cgi-group.co.uk/school-and-college-leavers/sponsored-degree-programme>

Glaxo SmithKline <http://www.gsk.com/uk/careers/apprenticeships.html>
Engineering, Laboratory, IT, Supply Chain, Manufacturing, Finance, Artwork & Design

Mondelez (Cadbury) <http://careers.mondelezinternational.com/Europe/Students-And-Early-Careers/UK> Sales, HR, Supply Chain or Engineering

Nestlé <http://www.nestlecareers.co.uk/academy/content/school-leavers/>

Peugeot Citroen <http://www.citroenapprenticeships.com/>

PRCA <https://www.prca.org.uk/careers/pr-apprenticeship> PR Apprenticeships

Surrey County Council <https://www.surreycc.gov.uk/jobs/stepupsurrey/apprenticeship>

PDS Group <https://www.pds-group.co.uk/unilever/> (Research and Development, Logistics, Quality, Manufacturing and Engineering, Business Administration, IT)

Unilever <https://www.unilever.co.uk/careers/apprenticeships/>

Ford <http://www.ford.co.uk/experience-ford/AboutFord/FordCareers/Careers-at-Ford>

British Gas <http://www.britishgasjobs.co.uk/careers/apprentices-and-trainees>

| | |
|----------------------------|---|
| Forestry Commission | http://www.forestry.gov.uk/forestry/infd-7khesy |
| EE | http://jobs.ee.co.uk/work-at-ee/new-talent/apprentices |
| Royal Mail | http://www.royalmailgroup.com/careers/apprenticeships |
| Volvo | http://www.volvocars.com/uk/about/our-innovations/apprenticeships |
| VW | http://www.volkswagen.co.uk/about-us/careers/advanced-apprenticeship-programmes |
| TFL | https://tfl.gov.uk/corporate/careers/apprenticeships Transport for London |

Armed Forces

| | |
|----------------------------|---|
| The Royal Air Force | https://www.raf.mod.uk/recruitment |
| The Royal Navy | https://www.royalnavy.mod.uk/careers |
| The Army | https://www.army.mod.uk/join |

Police

| | |
|--------------------------------|--|
| The Metropolitan Police | www.metpolicecareers.co.uk/newconstable/apply.php |
| Surrey Police | www.surrey.police.uk/jobs |

Useful websites

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|--|---|
| National Careers Service | https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx |
| National Apprenticeship Website | www.apprenticeships.org.uk |
| Indeed Recruitment | http://www.indeed.co.uk |
| The Big Choice | http://www.thebigchoice.com/School_College_Leavers |
| Not Going to Uni | www.notgoingtouni.co.uk |
| Uni is not for me | http://www.unisnotforme.com/ |
| Student Ladder | http://www.studentladder.co.uk/ |
| Rate my apprenticeship | www.ratemyapprenticeship.co.uk |
| UCAS | www.ucas.com/alternatives |

Appendix C

Example Interview Questions:

1. What can you tell me about yourself?
2. Tell me about an accomplishment that you are proud of.
3. Describe a situation in which you solved a problem.
4. Describe a situation in which you led/worked in a team.
5. What would you say is your main strength?
6. What are your weaknesses?
7. What tasks do you get the most satisfaction from?
8. If you were an animal what would you be?
9. How has social media changed the way people communicate? Is this for the better?
10. News related question. Think about any current affairs that maybe affecting the Company/Industry.

Questions about The employer

- 1 Why do you want to work here?
- 2 What do you know about our company?
- 3 What can you do for us that someone else can't?

What the interviewer really wants to know: Do you know what we do? Why have you chosen to apply to this company?

The interviewer wants to know you've done your homework and that you know about the organisation and its aims. They want to know you've thought it through and you've chosen to apply to them for a good reason. Show your knowledge of the company by having some facts and figures at the ready, such as:

- the size of the organisation
- what the product or service is
- latest developments in the field
- the history, goals, image and philosophy of the employer.
- When talking about why you want to work for the employer, focus on what you can do for them, not on what they can do for you.

Questions about the role

- What will the main tasks and responsibilities be in this job?
- What do you think the main challenges will be?

- What would you do in the first day/week/month/year?

What the interviewer really wants to know: Do you know what the job's all about?

The interviewer wants to know if you fully understand what the job will involve. They want to know why you think you'd be good at it, and how you'd approach it if they offer you the job. To answer this question well, make sure you read the job description thoroughly and research how the organisation operates.

Examples taken from The National Careers Service. Further questions can be found at:

<https://nationalcareersservice.direct.gov.uk/get-a-job/interview-advice>

Appendix D

| Quality | How can you demonstrate this quality? |
|---|--|
| Hardworking - <i>Capacity for sustained and intense work under pressure</i> | |
| General Enthusiasm and Motivation | |
| Communication: <i>ability to make knowledge and ideas clear using language appropriate to the audience</i> | |
| Organisation and ability to multi-task | |
| Interpersonal skills – <i>The ability to communicate and interact with others</i> | |
| Self-discipline | |
| Ability to use your own initiative – <i>not being constantly told what to do.</i> | |
| Teamwork- <i>Ability to work with others</i> | |
| Leadership Skills– <i>The ability to take the lead in a group environment</i> | |
| IT Skills | |
| Language Skills | |

Now - Describe yourself!

Use (and add to) this list to decide what you would like to say about yourself - this depends on you and your course choice - there are many other words you could use.

independent
efficient
confident
trustworthy
diplomatic
sensitive
approachable

sociable
responsible
self-motivated
optimistic
determined
open minded
energetic

hard working
ambitious
conscientious
creative
committed
individual

DATES FOR YOUR DIARY

What Career Live

6-7 October 2017 @ Olympia, London

This event offers a unique opportunity to discover what options are out there for school leavers, including university, apprenticeships, sponsorship and on-the-job training. Book your free tickets at:

<https://www.whatcareerlive.co.uk/exhibitions/what-career-live>

Skills London 2017

24-25 November 2017 @ Excel, London

London's biggest jobs and careers event for young people, giving students and their families a chance to discover careers through interactive activities and demonstrations. Bridge the gap between what you enjoy doing and what you could potentially do as a career.

Visit <http://www.skillslondon.co.uk/> to find out more.

The National Apprenticeship Show

5-6 March 2018 @ Sandown Park, Esher

With over **100** employers and providers showcasing opportunities to thousands of visitors in a lively, interactive, fun setting. Visit

<http://www.nationalapprenticeshipshow.org/londonsoutheast/> to register for this free event.

NOTES

Names of Employers and contact details:

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