

What do students do after year 13?

Contents

Introduction

Decision Making

Background Information

- Labour Market Information
- Skills – What Do Employers Want?
- National Qualifications Framework

Getting Started – Looking For Work

- Main Sources of Vacancy Information
- Company Information
- Contact Addresses for Advice and Vacancies
- Using the Newspapers
- Searching on the Internet
- Employment Agencies in York and Selby
- Apprenticeships

Applying for Work

- Applications
- Curriculum Vitae
- Covering Letters
- Speculative Letters
- Job Interviews

Know Your Rights

- Employment Law
- Minimum Wage
- Finance

Alternatives

- Volunteering
- Gap year
- Self-employment
- Art Foundation Course
- Part-time Study

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What do students do after year 13?

Introduction

What do students do after year 13? Is higher education the only option? Should I get a job? What about a year 'off'?

This pack has been put together to help you answer some of these questions. It allows you to look at alternatives to full-time study and gives you ideas about how and where to look for work. The pack is made up of information sheets from a variety of sources.

Most people completing level 3 qualifications such as A levels do go on to university to complete a full-time course. If you are reading this information then it is likely that you have decided against this or want to see what else is on offer first. It's a good idea to keep an open mind at this stage.

The pack covers voluntary work, gap year activity and self-employment but the majority of the information is on looking for work or training, including how to write a curriculum vitae (CV), where to find vacancy information, understanding how to do well at job interviews and knowing about the local labour market.

Some opportunities like apprenticeships will require you to act quite promptly – usually between October and February of the year you are leaving school or college. However you should always keep your eyes open for vacancies. Whatever you decide to do you will need to give it some time and effort.

You might be using some parts of this pack as a result of talking to your tutor or Connexions personal adviser. If not and you want further help to think through your ideas there should be a Connexions personal adviser in your school or college to help you. Alternatively you can contact Connexions Direct on **080 800 13219** or www.connexions-direct.com.

If you want information on careers try looking in your Connexions Resource Centre in your school or college or go directly to www.connexions-direct.com/jobs4u where you will find information and reference to other professional sites.

Why not look at the DECIDE decision making model overleaf and see if you can work through the questions.

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- Curriculum Vitae
- Covering Letters
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What do students do after year 13?

Labour Market Information

As well as developing the career planning skills needed to effectively manage your career, you need to know about the facts relating to work and opportunities that you are interested in. LMI can help you better understand the changing demands of today's labour market and turn the information into intelligence.

- Which skills are in demand by employers?
- What are the predicted growth industries and occupations?
- What are the main industries in the area where I live?

Information on the following pages was compiled from a number of websites and other sources including the Learning and Skills Council, www.humberforum.co.uk, www.statistics.gov.uk, Careers Scotland, www.nextstephumber.org.uk and Careers Information Bulletin.

Connexions Humber and the Education Business Links Organisation (EBLO) have developed a labour market information site for local and regional information. At this point in time it can be accessed on www.deswork.com/staging/connexions.

Which skills are in demand by employers?

Look at the information from nextstep and the LSC overleaf. The lists describe a mixture of skills and personal qualities either thought to be desirable or in short supply. **If you have good communication, team working and problem solving skills and are ready and willing to learn you stand a good chance of making successful job applications.** However your skills and qualities will need to be tailored to the job.

The skills required by employers are increasing across all types of jobs, particularly in new industries. It is very likely that when you leave school or college you will go into a profession or career that will demand on-going learning. Flexibility is a useful skill.

If you are unsure about your skills then you need to give this some serious thought. You can get help by completing one of the careers education programmes like KUDOS, Adult Directions or Fast Tomato. Or you can contact your Connexions personal adviser for some additional help

What are the predicted growth industries and occupations?

From a report by Working Futures Sector Skills Agency 2006

National Perspective

Numbers in employment – up in

Distribution (especially retailing transport)

Business and other services (especially computing)

Non-marketed services (education, health and social work in particular)

Numbers in employment – down in

Primary and utilities

Agriculture

Mining

Energy

Manufacturing (especially textiles and clothing), construction (slightly)

Structure of work – growth in

Managers

Some professionals and many associated professionals

Structure of work – falls in

Administration

Clerical, secretarial

Skilled manual and electrical trades, other skilled trades

This will be balanced to some extent by people leaving industries -agriculture, skilled metal and electrical trades and process and plant operatives

Significant increases in employment in

Managers and senior officials

Professional and associate professionals

Customer service

Some of these areas will be increased even more by people leaving industries – the biggest demand is thought to be in corporate managers, teachers, researchers, health and social welfare professionals, business and public service professionals, caring and personal services and sales occupations.

What do students do after 13? - Local Management Information

Employment Structure in the East Riding

- 60% of employees are in 2 sectors: -
 1. Public administration, education, health
 2. Distribution, hotels and restaurants.

Sectors Going Up

Leisure and tourism
 Health and social care
 Business and administration
 Retail
 Logistics

Sectors Going Down

Agriculture
 Manufacturing

Some larger companies include:-

Chem Dry UK	B A Systems
P A News	Ideal Standard
Persimmon Homes	Britax pmg Ltd
East Riding of Yorkshire Council	Image Data Group
Clariant UK	Nippon Gohsei UK Ltd
Flexi Foods Ltd	Phosyn
BP	Dixons (and others)
Swift Caravans	Guardian Glass

Employment Structure in Hull

- 66% of employees are in 3 sectors:-
 1. Public administration, education, health
 2. Distribution, hotels and restaurants
 3. Manufacturing.

Sectors Going Up

Retail
 Health and social care
 Leisure and tourism
 Public sector

What do students do after 13? - Local Management Information

Some larger companies include:-

Cherub Nursery	Reckitt Benckiser
HMV	Sewell Group
Hull City Council	Smith & Nephew
Hull Daily Mail	Spring Street Theatre
Inland Revenue	The Deep
Innovative Graphics	Tryton Foods
K C Stadium	Willerby Caravans
Lifestyle	William Jackson
Miss Selfridge	Wyke Printers
North Sea Ferries	

What does this mean?

For those who want to work in the local area it means that you will need to consider that some jobs are not in good supply. However there are opportunities in most jobs.

You will have to decide how far you are prepared to travel. The uniformed services recruit locally and nationally and larger companies might require employees to move location for promotion.

The nature of work is changing, this is reflected in the increase in professional and technical jobs available. It's therefore important to keep your qualifications up to date and be prepared to look around for the type of work you want to do

If you have level 3 qualifications you have already improved your earning power

Research shows that –

Gross hourly earnings are 45% higher for people with level 4 than level 3 qualifications and 19% higher for people with level 3 than level 2.

For those in employment 81% in professional occupations have a level 4 qualification and 45.7% of managers or senior officials have a level 4 or higher qualification.

Job opportunities for those with higher qualification levels will increase in the future while opportunities to find employment requiring lower levels of qualification will decrease.

If your lifestyle choices require considerable amounts of cash then acquiring qualifications as you work or in full-time study seems to be essential. There are exceptions to this rule – professional sportsmen and women, entrepreneurs and those who win the lottery!

What do students do after year 13?

Skills - What Do Employers Want?

In a survey employers were asked what skills and personal qualities they looked for in recruiting new employees. Their 'top ten' is set out below (no rank order). The second column gives examples of how someone can prove they have these qualities to an employer.

Skills/qualities	Evidence
Able and willing to learn	References, work experience reports, educational achievements, hobbies and interests
Reliable and trustworthy	References, attendance figures in work and education, positions of responsibility, parental responsibilities
Self-motivated and willing to learn	References, researched the company, work experience reports, educational achievement, hobbies
Good timekeeper and punctual	References, attendance figures while in education, work or training
Able to understand and follow instructions	References, performs well at interview, work experience and training reports, application form
Basic literacy skills	Appearance of application form, CV and covering letter, GCSE English, other educational achievements, English key skills, results of tests
Basic numeracy skills	GCSE maths, numeracy key skills, other educational achievements Record of Achievement, work experience, training records, results of tests
Works well as a member of a team	References, hobbies and interests, work experience and training reports
Clean and tidy	Dress properly for the interview
Communicates with confidence	- In interview, listens carefully, discusses topics, explains views. - Application form, CV, covering letter

What do students do after year 13?

Looking for Work

Getting Started

Having looked at the LMI you can see that there are a variety of opportunities open to you in this area, depending on how far you can travel or where you want to work. A quick look at Yell.com or the Hull and East Riding Yellow Pages will tell you something about the range of industries in the area but remember that there are lots of different jobs within one company – human resources, accounts, marketing etc.

Knowing the type of job you are looking for makes the task a lot easier. If it's something specific you can make speculative applications as well as look at job vacancies. However be prepared to be flexible. Sometimes a 'foot in the door' with larger companies is all that you need to get started.

If you have no idea about what you want to do you should seek some advice from a tutor, student adviser or Connexions personal adviser. You can also try one of the guidance packages like KUDOS, Adult Directions, Odyssey or Fast Tomato.

Finding a job isn't easy – you need to give it time.

You should be **Positive**

Be aware of your abilities and be enthusiastic about the job you are applying for.

If you're not successful first time don't be too downhearted, it maybe because of the competition and not because you're unsuitable.

You need to be **Realistic**

Don't expect to go to the top straight away. Recognise the qualifications needed for the job and that you may need to do more training at work. Use the LMI and your research to see how many vacancies are likely to be available in your chosen career.

What do students do after 13? - Looking for Work - Getting Started

You need to be *Organised*

Use this pack to gather ideas on what you might do and find out more. Give yourself time to get a good CV together and do some job search. Keep an eye open for job advertisements and get your family to do the same. Keep a record of all your applications. Meet deadlines!

You should be *Persistent*

If you have managed to get any job interviews you have done well. If not, get someone to help you look at your CV and the type of jobs you are applying for.

Consider all interviews as good practice and learn from them.

Main Sources of Vacancy Information

Some employers contact schools and colleges directly. Others use employment agencies, the press, Jobcentre Plus or Connexions. Examples of Connexions vacancies are overleaf - there are very few for 18+ year olds, but Connexions staff can also advise on routes into apprenticeships.

Quite a lot of vacancies are never advertised. You should therefore, expect to make speculative applications.

The following are the main sources of vacancy information:-

- Local newspapers
- National newspapers
- The internet
- Jobcentre Plus
- Connexions Centres
- Employment agencies
- Specialist and trade magazines
- Family members

On the next few pages you will find a lot of references to vacancy information sites – most of them taken from www.nextstephumber.org.uk

Company Information

Whenever you apply for a job you should know something about the company. You can usually get this from the job details and information sent to you if you are applying for an advertised post. However some companies might expect you to do your own research. This is usually possible on the internet or in your local library. It's particularly important to have this background information if you are making speculative applications. This pack contains some useful reference points.

What do students do after year 13?

Newspapers & Magazines

Your local paper will be full of a wide range of jobs that are close to home - many local papers are often free or available in your local library.

You could also try Fish4jobs, which features vacancies from local papers across the UK. And for jobs abroad try the E&P Directory of Online Newspapers, which links to any newspaper in the world which has an online version.

National papers often specialise in advertising for certain vacancies on particular days. Some have online versions with a searchable vacancy section, plus features such as email alerts and general careers advice.

UK national papers offer the following:

	Guardian	Independent	Daily Telegraph	The Times
Monday	Creative, Media Marketing PR, New Media, Secretarial	Computing, IT		
Tuesday	Education	Marketing, Media, Sales		Legal
Wednesday	Public Sector, Executive/ Senior Management, Finance, Health, Social Care Housing, Regeneration, Environment, Volunteering	Accountancy, Finance, Legal		Secretarial
Thursday	Science, IT, Technology	Graduate careers, Education	Jobs supplement	Executive Management, Computing, Graduate jobs
Friday				Media, Secretarial
Saturday	Jobs in Money, Rise - Graduate/second jobbers		Education	
Sunday	Observer Executive Senior (repeated from Weds)	Investments, Insurance, Saving, Borrowing	Jobs section (repeated from Thursday's edition)	The Sunday Times Senior positions

What do students do after 13? - Newspapers & Magazines

Magazines

Almost every profession and trade has a publication associated with it, many of which feature job vacancies. Your local library will have a catalogue of all UK periodicals, some of which they will subscribe to. Most college libraries have a range of professional and trade journals, too. Also, many magazines have online versions - worth checking out.

What do students do after year 13?

Looking for Local Jobs on the Internet

Job vacancies on the Internet are increasing all the time, both in numbers of jobs and the range of vacancies being handled. The sites listed below all list vacancies for local jobs. Some also have other supporting features for the job hunter, such as advice on CVs, self-assessment exercises and psychometric tests.

The list is by no means complete but these sites have either been used by local learning advisers or have been recommended by other users.

Worktrain	www.worktrain.gov.uk	Jobs that are currently being advertised in Jobcentres
East Yorkshire Council jobs	www.jobs.eastriding.gov.uk	It is a good idea to browse across the full range of jobs as sometimes jobs fall across job 'sectors'.
Hull City Council Jobs	www.hullcc.gov.uk/jobs.php	It is a good idea to browse across the full range of jobs as sometimes jobs fall across job 'sectors'.
North East Lincs Council jobs	www.nelincs.gov.uk/jobs Careers	It is a good idea to browse across the full range of jobs as sometimes jobs fall across job 'sectors'.
North Lincs Council jobs	www.northlincs.gov.uk	It is a good idea to browse across the full range of jobs as sometimes jobs fall across job 'sectors'.
North Yorkshire Council jobs	www.northyorks.gov.uk/jobopportunities	It is a good idea to browse across the full range of jobs as sometimes jobs fall across job 'sectors'.
Yorkshire Post & other Yorkshire papers	www.yorkshirejobstoday.co.uk	Job vacancies in papers across Yorkshire.
NHS Jobs Hull and East Riding	www.hey.nhs.uk/jobs	Local NHS vacancies on 'North Bank'

What do students do after 13? - Looking for Local Jobs on the Internet

NHS Jobs Goole, North and North East Lincs	www.nlg.nhs.uk/jobs/	Local NHS vacancies on 'South Bank'
NHS National Website	www.jobs.nhs.uk	Included because tends to have local vacancies not included on local sites above (and visa versa!)
Sector 1	www.sector1.net	Database of local government and NHS jobs in the north of England
Hull Daily Mail Scunthorpe Evening Telegraph Grimsby Evening Telegraph	All these sites link with a national system which advertises jobs notified to the local press www.thisishull.co.uk www.thisisscunthorpe.co.uk www.thisisgrimsby.co.uk	The system searches vacancies advertised throughout the country in the regional press. Covers most levels and types of job. It offers: - A search of vacancies locally, regionally or nationally - A 'smart search' where personal details can be logged. (The individual will then be contacted if a suitable vacancy occurs) - A CV service where CVs can be left onsite to be accessed by employers
Hull Jobs	www.hulljobs.com	Simple but effective site without 'CV' services
Graduate Link	www.graduatelink.com	Graduate jobs in Yorkshire and Humberside
Yorkshire Jobs Today	www.yorkshirejobstoday.co.uk	Brings together jobs from many of the regional Yorkshire papers (but not our local papers)
Voluntary Job Vacancies	www.do-it.org.uk	Local voluntary opportunities on a national database

What do students do after year 13?

Who can do Apprenticeships?

Apprenticeships are work based learning programmes that are open to anyone aged 16-24 living in England and not taking part in full-time education, however most entrants are probably 16 and 17 years old. Entry requirements are flexible because apprenticeships aren't just based on academic achievement. However for Advanced Apprenticeships providers can often require minimum educational requirements of several GCSEs at grade C and above. Practical skills count and your interest in the area of work you've chosen. Employers value keenness to work and keenness to learn. You may be required to start at a level 2 even though you have level 3 qualifications (eg A levels) – this is because your chosen area might require significant practical skills.

As an apprentice you will work with an employer, learning the skills of the industry whilst completing an Apprenticeship framework. Learning will be flexible to meet the needs of you and the employer and will be planned with you by your Work Based Learning (WBL) Provider. Most training is 'on the job' at the employer's premises but some of the training can be carried out 'off the job' at the WBL Provider centre or provided by a local college.

There are two levels of Apprenticeships, **Apprenticeships** and **Advanced Apprenticeships**.

Apprenticeships are generally the starting point for most young people as they assess the competency of basic jobs in the industry, you can then progress onto an **Advanced Apprenticeship** which assesses the more technical skills in the industry. An Advanced Apprenticeship can then be a stepping stone to higher qualification levels or degrees.

What Qualifications will I get?

Apprenticeships are nationally recognised and designed programmes. The Apprenticeship framework will include NVQ's, Technical Certificates and Key Skills.

Where can I find an apprenticeship?

Talk to your Connexions personal adviser about possible vacancies. Look in the 'Apprenticeship and e2e Handbook or on www.cflhumber.com for local information. Contact employers directly.

What do students do after 13? - Local Management Information

When do I need to apply?

You could find that some apprenticeships, eg for engineering, will be very competitive and you will need to apply early in the academic year – November to February. However it is always worth trying. Some apprenticeships will be available throughout the year.

How can I find out more?

You can contact the people or organisations above or look on-line at www.apprenticeships.org.uk

An example of an apprenticeship for post A level candidates

BT offer training that leads to a Foundation Degree in Business and Information Technology. Applicants need to hold 5 GCSEs and 2 A levels or equivalent. One of the A levels should be in Business, Maths, IT or Science.

For further information contact www.btplc.com/careercentre

What do students do after year 13?

Applying for Work

The Process

When you have found a vacancy that interests you or a company you would like to work for you will need to make some kind of application. It might be responding to a specific advertisement on a given application form – either by post or on the internet. It could be sending a CV and a covering letter to a company or it might possibly be contacting someone by telephone or in person.

The following pages take information from www.bbc.co.uk/radio1/onlife and www.nextstephumber.org.uk but there are lots of other internet sites with similar examples and advice. You might also find information in your Connexions resource area in school or college.

If you are making a lot of applications you should keep a note of the named person you are writing to, when you wrote, the title and reference for the job if there was one and if they replied. You cannot assume that they will reply and you need to decide how many speculative letters or applications you will make over a period of time.

It is unlikely that you will know how many people have applied for the job – sometimes there's a lot of competition. If this is the case the employer will decide to 'short list' his/her candidates, this means choosing the best of the bunch based on their CVs, application forms and letters.

Short listed applicants will be interviewed – usually by 1 to 3 people – and a decision will be made based on the 'performance' at interview. This doesn't mean acting – in fact the opposite! It is very important to be yourself but remember that you are applying for a job. In the more organised companies the decision will be made because you have shown that you have the skills to do the job and the personal qualities to make a success of it.

If you are applying for a practical or technical job you might be asked to sit a test. Some larger companies use aptitude and personality tests to help with their interview process. There are plenty of books in your local library on interviews and tests but the following pages will give you the main things you need to know.

What do students do after 13? - Applying for Work

Whatever the system and however organised the employer it's your responsibility to be as prepared as possible. You should know about your skills and personal qualities. Read through these pages to help you identify what they might be. If you find this difficult and you are stuck try talking to your friends and family, your tutor, a Connexions personal adviser or using Adult Directions, Kudos, Fast Tomato or Odyssey.

What do students do after year 13?

Completing Application Forms:

Check out the following information for advice on completing each section of your application form.

Personal details

The easiest section of the form. Here your employers ask for the basics - your name, address, contact number, age and date of birth. They may also ask for your status as an able-bodied or disabled person, as well as your nationality - this is to ensure that they are offering equal opportunities to all. Be careful - you'd be surprised by how many people manage to put today's date in the date-of-birth box. It's simple, but take your time over it.

Education

This section seems fairly straightforward, but pay attention to any instructions. What does the employer ask for? Do they want your most recent education listed first? Follow their guidelines.

You'll usually be asked to list the names and addresses of schools or colleges you've attended, the dates you attended them and the academic qualifications you gained when you were there (GCSEs, AS levels, A levels, Degrees). It's tempting, but don't lie about your grades - you may get caught out.

Qualifications & training

The 'qualifications' referred to here are usually vocational (those that equip you with the skills and knowledge you need to do a specific job). You may have gained them at college, as part of your work or in your spare time. The information you put here could include:

- RSA or Pitman in secretarial or computing skills.
- Any BTEC, NVQ, SVQ or City and Guilds qualifications.
- Training you've undertaken at work in learning a new computer system, time management, customer services, sales, health and safety or first aid, etc.

What do students do after 13? - Local Management Information

- Training or qualifications received through a sport or hobby, such as music or martial arts. Or perhaps you're a qualified dance teacher, diving instructor, lifeguard or youth leader?
- Any relevant evening classes you've taken.

Don't assume in this section that your potential employer will know what an NVQ or BTEC is, give details of any modules that are relevant to the job. Also, if you're still studying for qualifications, put them down and state when you expect achieve them.

If you don't have any qualifications other than those achieved at school or college, don't leave this section blank (employers might think you've carelessly missed it out) - write 'not applicable' instead.

Employment history

Pay attention to detail and accuracy in this part of the form. Read any guidelines carefully to make sure you're filling it in exactly as the employer requests. Employers usually ask for your present company's name and address and what they do, as well as your job title, what your role involves and your salary.

If this is the first 'proper' job you're applying for and there's a whole page to fill with previous employment details, write something in it. Chances are you'll have had a holiday or part-time job, temporary work or done a work experience placement - mention it here. But if you haven't, include a statement that you are about to leave school or college and have no work experience - but that you can't wait to get some.

Reasons for applying

Also called 'relevant experience' or 'personal statement,' this is the section that allows you to impress the employer by matching your skills, qualities and experience to what they're looking for. If you do well here, it can secure you an interview. But, as it usually begins along these intimidating lines;

'Summarise why you are suitable for this post. Highlight personal achievements and other information that is relevant. Continue on a separate sheet if necessary.'

It's easy to see why you feel like giving up before you've started. But, by breaking down what you need to get across into smaller chunks, it's much more manageable. Let them know:

What attracted you to this job.

- How your qualifications and experience are relevant.
- How your skills match the job's requirements.
- What you're willing to do to upgrade your skills or qualifications - especially if there's something in the job description you don't have.

What do students do after 13? - Local Management Information

- Which aspects of your personality show how you will fit in.
- How activities you are involved in demonstrate those personality traits.
- Why this is a logical move forward for you and how it fits in with your long-term career aims.

Questions

The skills you need to be good at a job come from every aspect of your life, not just from education and work experience. That's why some employers include questions on their forms. See them as another opportunity to make a good impression - but be honest and don't forget to sell yourself.

These examples, from real application forms, are typical:

- Think of a time when you were doing something as part of a team. Describe the situation and show how the team worked together. Explain the part you played.
- You will often have to explain things quickly and clearly. Describe a time when you explained something complicated to a group or individual and show how you helped them understand.
- Describe recent changes in your life that have meant you had to do something new or different. Say what you did and how you felt about those changes.

In this job you have to be able to relate to the public in circumstances that are often stressful and difficult. Think of a time when you had to deal with someone who was upset, threatening or uncooperative. Describe the situation, the reasons for the problem, how you dealt with it and what the outcome was.

References

Your references should come from someone who knows you on a professional basis, and also knows you well enough to give a glowing report. A previous employer, teacher or college tutor are all ideal referees, but check with them first that they are willing to provide a reference.

Friends, family members and colleagues who aren't senior to you are not acceptable referees.

Application Forms: Checklist

- Before even thinking of sending your form off, ensure you've done the following:
- Read the job ad in-depth and made sure that you're clear about what skills are needed
- Researched both the job and the company
- Photocopied the form so that you can practise filling it in
- Followed any guidelines given on the form
- Confirmed who your referees are
- Filled in every section - even if it means putting 'not applicable'
- Checked and double-checked for spelling mistakes and errors
- Clearly communicated your skills, qualities and experience
- Made yourself sound positive and enthusiastic
- Been honest - can you back up your claims in an interview?
- Taken a copy of the form to refer to before an interview
- Returned the form before the deadline and in a clean and tidy state
- Before submitting an online application, make sure you've:
- Read the job ad in-depth and made sure that you're clear about what skills are needed.
- Researched both the job and the company.
- Read the application instructions thoroughly and followed them through.
- Avoided using formatting.
- Confirmed who your referees are.
- Filled in every section, even if it means putting 'not applicable' in one of them.
- Made sure your application is error-free, clear and easy to read.
- Clearly communicated your skills, qualities and experience.
- Used appropriate words, in particular those that are listed 'essential' in the advert.
- Made yourself sound positive and enthusiastic.
- Been honest - could you back up your claims in an interview?
- Checked and double-checked how the finished document looks.
- Ensured that the recipient will be able to receive and read your application.

What do students do after year 13?

Introduction to CVs

When employers ask for 'applications in writing', you should always send a CV (short for Curriculum Vitae) and a covering letter. These two go together. The CV gives the basic factual information and the covering letter explains why you're interested and shows how you'd be just right for the job.

Writing a CV and covering letter is similar to filling in an application form. Your CV should include your personal details, education, qualifications and employment details, while the covering letter acts like the personal statement/relevant experience section.

Unlike an application form, however, you have the freedom to choose what to put in, how to make it look and what format to use to emphasise your skills. Constructing a CV is easier than you think.

Format

- There is no set way a CV should look. However, the sample CVs shown on this site are good guidelines that you can take ideas from and adapt to your needs. Also, following these tips will help you to produce a good CV:
- Type or word-process your CV. If you don't have your own computer, your school, local library, careers centre or FE college should be able to help.
- Print each page on a separate sheet and print on one side only
- Use black ink on good quality white (A4) paper. Fancy fonts and coloured paper will distract rather than impress a prospective employer
- Make it clear and easy to follow by being consistent with headings, fonts and use of bold
- Leave lots of white space and wide margins, so it doesn't look cluttered
- Put your name and full contact details at the top so they're easy to see
- Make sure it's free of any errors
- Finally, don't be afraid to use your own judgement. If you're going for an unconventional, creative job - a plain, sensible CV might not be the right approach

What do students do after 13? - Introduction to CVs

Beyond the basics, it's important that you choose a format that you feel comfortable with and that it's appropriate to the employer you're targeting. There are three types of CV format to consider:

- **Chronological CV** - includes an account of what you've done in time order
- **Functional CV** - concentrates on your skills and achievements in order of importance rather than date
- **Customised** - a combination of the two

Types of CV

Chronological CVs

This is the format most people are familiar with. It's an historical account of your career that's easy to write, popular with employers and a good way of showing career progression, work experience, qualifications or skills gained. It's usually structured like this:

- **Employment history** - most recent first
- **Additional activities and skills** - stating anything that shows you have relevant or transferable skills
- **Education/qualifications** - most recent or most impressive first. If they are obscure, elaborate briefly and leave out any irrelevant qualifications

Functional CVs

Some employers don't like functional CVs as they can appear to be hiding gaps, so try to include a brief history of work experience and education. Aside from this, a functional CV places emphasis on your relevant skills and strengths, giving you the chance to describe yourself through what you can do, rather than jobs you've had. It's a good way of showing what you have to offer if you:

- Are going for your first job
- Have had a series of short-term jobs
- Have been out of work
- Are returning to work after a break
- Are trying to get a job that's very different from what you've done before

CV: Checklist

Before submitting your CV, ensure you've:

- Got all the tools you need to create a good CV? For example, access to a computer, A4 paper, the job ad, a dictionary
- Researched the company and the job as fully as you can

What do students do after 13? - Introduction to CVs

- Decided on an appropriate format and planned it all out
- Included your full contact details
- Kept it concise, clear and punchy
- Used lots of words that make you sound proactive and positive
- Tailored your skills, qualities and achievements to the job
- Told the truth. Liars always get caught out eventually
- Looked at what you've written from the employer's perspective
- Checked that the presentation is tidy and easy-to-read
- Checked and double-checked for errors

Final thought

Once you've written your CV, have another look at it and try to imagine that you're seeing it for the first time. How well does it meet the following checks?

- Appearance. Does it look good before I even read it?
- Accuracy. Has it been checked for spelling/grammatical errors?
- Length. Is it a reasonable length?
- Format. Does the style reveal my full potential?
- Appropriate. Is the content right for this particular job?
- Clarity. Is the content clear and concise?
- Honesty. Is the content true and accurate? Could I back it up at interview?
- Focus. Is it easy to see what type of work I'd be good at?

What do students do after year 13?

Speculative Letters

It is still possible to enquire about job opportunities with a company even if no vacancies are presently being advertised. This is called making a 'speculative' approach and people do find work this way. (In a recent survey it was found that around 15% of people found work in through speculative approaches to employers.)

Speculative letters are an opportunity for you to make a more personal approach to the employer than is possible with just a CV.

The letter should:

- Indicate what sort of work you would be looking for.
- Make it clear why you want a job with this company.
- Show that you are knowledgeable about the organisation.
- Highlight the skills and experience you bring to a job.
- Be lively, dynamic and confident.
- Always be accompanied by a curriculum vitae (CV)

To sum up, the purpose of the covering letter is to communicate a personal message to an employer presenting simple and effective reasons for employing you.

This handout covers:

1. General points on what should be in the letter and how it should be written
2. Examples of speculative letters

General Points

Preparation is very important. You need think about what sort of employee that company needs and how you can fit these needs. To do this it will be important for you to research both the organisation and the job you are interested in.

Match yourself to the organisation. You should make it clear how your skills will be useful for that company.

What do students do after 13? - Speculative Letters

Write to a named person. Personal letters are more likely to be read. It is usually possible to get the name of the person who can deal most effectively with your letter by telephoning the organisation.

Find a 'lead' - Show in the letter that you know something about their company. This could be from a recent newspaper article, information from a contact or perhaps something about one of their services or products. This will either tell the employer that you either already know something about their organisation, or that you have taken the time to find out.

A good place to do research on companies is in main or central libraries. There is also a lot information on companies on the Internet.

If you know someone who already works for the company ask him or her for advice (or to 'put a word in' for you).

Avoid jargon (unless it is useful!). Although it is usually better to avoid jargon in a personal letter it can be useful if used sparingly, for example it can indicate up-to-date 'inside knowledge' if the letter is aimed at a employer of technical staff.

Get the basics right. The letter should be:

- Printed on white A4 paper
- Printed in black ink
- No more than one page in length
- Printed after a rough draft has been made first
- Typed or word processed unless specifically asked for it to be hand-written
- Put in a white or brown envelope (big enough to avoid folding the letter)
- Copied and a copy kept for future reference
- Clear that a CV has been enclosed (print Enc. at the end of the letter)

The letter should roughly follow this pattern:

The Opening

- Say why you are writing. Indicate what job or range of jobs you are interested in. Give some indication that you are knowledgeable about the company.
- The more like a personal, one-off letter you can make this opening section, and the less like a mass-produced mail-shot, the better your chance of achieving an interview.

The Middle

- Explain why you are interested in that particular organisation

What do students do after 13? - Speculative Letters

- Outline exactly how you can contribute to this particular company at this particular time, and convey the benefit of employing you. Explain why you are interested in that particular organisation
- Match your own skills to the skills needed by that company and explain how this would benefit them

The Close

- Say how keen you are to work for that particular company
- Ask for an interview, not just say that you “hope to hear from them”
- State what the follow-up will be
- There should be an indication that a CV is enclosed

Examples of Speculative Letters

Example 1

Senders Name, address and telephone number

Date

Company address

Dear Ms Hobbs

I read in yesterday's Hull Daily Mail that you are planning to open a store in Hull in the near future. I understand that you will be requiring sales staff for the store and would like to be considered for any posts that may be available.

As you can see from my enclosed CV I have recent experience of working in a busy store covering the whole range of retail sales work. Full details are given in my enclosed CV.

I would be especially interested to work in fashion sales, which makes positions with your company especially interesting. In return you would be getting a committed worker, described in supervisor reports as 'energetic and totally reliable'.

I would be available for interview at any time and look forward to hearing from you.

Yours sincerely

Signature

Name

Enc.

What do students do after 13? - Speculative Letters

Example 2

Name, address and telephone number

date

Mr Smithy
Workshop Supervisor
Barstow Interiors
2 Lancaster Street
Beverley
East Yorks.
HU14 2UH

Dear Mr Smithy

I am writing to ask to be considered for any jobs vacancies you may have in your machining workshop.

As you can see from my enclosed CV I have a lot of experience of a range of practical work. This has included working as a moulding machine operator for a local company for several years. I believe that my work there was highly thought of and I think this will be reflected in any contact you make with the firm.

I am aware that any position would involve shift work and I have experience of this type of working. I have my own transport and an excellent record of time keeping and attendance. I can work overtime if required.

I would be pleased if we could meet in person to discuss possible openings.

Yours sincerely

Signature

Name

Enc.

What do students do after 13? - Speculative Letters

Example 3

Name and address of individual

date

Mrs Brenda Frickley
Personnel Manager
Northeast Engineering Ltd
Humber Works
Lanceton Road
Hull, HU5 2UH

Dear Mrs Frickley

Job Objective: Machinist with Northeast Engineering Ltd.

I am a Certified Machinist with 5 years' metal cutting experience, looking to develop my engineering career into more challenging areas. Recent articles on your company in the Hull Daily Mail have greatly interested me and I am writing to enquire whether you have any job vacancies.

As you will see from my CV I have wide experience of mechanical engineering and CNC work, including control of special purpose machinery. I have also been involved in a management/staff team, planning the production of new products.

In my current I have gained wide experience of solving mechanical problems using engineering theory and practical skills. However, I now feel that my career should be developed through additional responsibilities. and, if possible, the opportunity to do supervisory work.

Your company offers a great opportunity to develop my career at a more demanding and senior level and I feel enthusiastic about the opportunity of contributing to your continuing success.

I would welcome the chance to discuss the skills I can contribute to your company and I will ring over the next few days to see if you would like to see me in person to discuss this further.

Yours sincerely

Signature

Name

Enc.

What do students do after 13? - Local Management Information

Example 4

Name and Address of individual

date

Mr Terence Taylor
Personnel Manager
Fox Personal Finance Ltd.
23/39 Mutual Street
Hull
HU5 2UH

Dear Mr Taylor

Job Objective: Customer Care Assistant with Fox Personal Finance

Lyndsey Anderson suggested that I contact you regarding opportunities with your company.

My enclosed CV details my extensive experience of customer care work. This includes several years as Customer Care Assistant with NEA, and, most recently, two years with Leybourne Holdings dealing with a wide range of customer service duties.

I have proven ability in communicating effectively with people in person, on the telephone and in writing. In staff reviews I have been commended on several occasions for my excellent customer service skills. My previous positions have all involved administrative work and I have an RSA grade II word processing qualification.

In my most recent employment I had occasion to deal with staff of your company over transfer of customer accounts. I was always impressed with the professionalism of the service they gave. I share this commitment to quality and I am sure I that can prove to be an asset to your company.

I would appreciate the opportunity to discuss my possible contribution to the firm. I hope you will allow me to ring over the next few days to see if we can meet in person to discuss this further.

Yours sincerely

Signature

Name

Enc.

What do students do after year 13?

Volunteering

The Range of Volunteering Options

People who get involved in voluntary work find that it can make you feel good about yourself and learn new skills, as well as helping others and having fun.

There's an amazing variety of voluntary opportunities in your local community, such as helping children, organising a fringe theatre group or lending a hand on a community newspaper. Or, if you don't feel you can give time on a regular basis, there are voluntary projects and holidays that might interest you, these include opportunities abroad and in the UK. You might need to fund-raise before your trip though to pay for your expenses.

Let's not forget that volunteering looks good on your CV. Employers often recognise that you can learn new skills useful for career progression, such as team-working, decision making and communication. And remember that any job you are looking for can be found in volunteering - marketing, fundraising, media, IT etc.

You should think about creating a portfolio of your achievements to prove what you have learnt during your time at the organisation and then you can use it to sell yourself at any interviews you have.

Volunteering in your local community

Millennium Volunteers

Millennium Volunteers is an initiative for young people aged 16-24. There are 43,000 people already involved in over 200 projects. As a Millennium Volunteer you volunteer your time to help others, doing what you enjoy. The scheme encourages you to get involved in local issues you care about. At the same time you gain experience, confidence and skills. You could be involved in projects such as sports coaching, environmental issues, youth leadership, music and dance.

There are awards too:

- After 100 hours of volunteering, you are presented with an Award signed by the Minister for Skills and Vocational Education
- Reach the 200 hours target, and you receive an Award of Excellence signed by the Secretary of State

What do students do after 13? - Local Management Information

Do-it!

The Do-it! website is run by YouthNet UK. The Do-It! website makes it easy to search for opportunities in your area involving things that interest you at times when you are available. So finding the right project for you is easy. You'll be surprised how many different kinds of volunteering there are near you.

Youth Action

Youth Action is a successful and innovative approach to youth volunteering. It enables thousands of young people across the country to become active in their own time to meet other young people, gain skills, have fun and put into reality their ideas and priorities that are of benefit to their own communities. Youth Action gives young people real opportunities to play a key role in the design, delivery and evaluation of projects.

Volunteering Holidays

There's an exciting range of holiday possibilities available in the UK and abroad, including conservation and charity projects. Prices vary as these usually involve paying 'contribution' to the overall cost, and it can be expensive. However, organisations often include a fund-raising pack which can help to ease the costs or you could raise payment in full.

Voluntary Service Overseas (VSO)

Check out the Youth for Development zone on the VSO website. There's a range of challenging, highly rewarding projects especially for committed 18-25 year olds based in areas such as Bangladesh, Vietnam and Uganda. Projects generally focus on improving education and quality of life within communities in deprived areas.

You'll need to go through an application process including an assessment day. Successful candidates then need to fund-raise a set contribution for the trip - don't worry, they have lots of ideas on how to raise the cash.

National Trust

If you love nature, wildlife or history, you may be interested in a conservation project holiday in beautiful settings across Britain. There are 16Plus holidays for young people aged 16 -18 and working holidays if you're over 18.

You'll be involved in hands-on conservation projects and need to pay for your accommodation and food. For example 16Plus holidays cost £75 per week plus transport.

Here are a few examples of what you could do:

- Work in the grounds of a Fallow Deer Sanctuary
- Learn to rebuild dry-stone walls in an ancient abbey
- Hands on work in an archaeological dig
- Woodland conservation in the grounds of a stately home

What do students do after 13? - Local Management Information

Jubilee Sailing Trust

The Jubilee Sailing Trust offers worldwide working sailing holidays for both physically disabled and able-bodied people. No sailing experience is needed - you'll be shown the ropes by your mentor and everyone looks out for everyone else.

The Youth Leadership Scheme

If you're between 16-25 you can apply to join the Youth Leadership Scheme. If your application is accepted the cost is reduced by up to £300 and you actively fund-raise the remaining cost of the trip.

If you manage to raise more than the cost of your voyage you will be able to use this towards a future voyage, or to sponsor another young person to take part.

Here's what you can expect during your working holiday:

- You'll be paired with a suitable 'Buddy' so that you can look out for each others' needs and face the challenges together
- You will spend a week or two on a tall ship, working as an active member of the crew, day and night
- On completion of the course you will be given a certificate as a record of your achievement
- It can also count as your Duke of Edinburgh Gold Residential

Whatever you're in to, there's a fun and interesting volunteering opportunity for you - it's choosing that's the hard bit!

Who can help

Visit the Do It! website at www.do-it.org.uk. They have a massive database of volunteering opportunities all across the country.

The Millennium Volunteers website at www.mvonline.gov.uk also has a great range of vacancies that you can search to find the right one for you.

Are you aged 16+? Take a look at the CSV website and have a look at the full time volunteering opportunities for people who want to take a gap year, improve their skills, gain work experience or just have a great time! www.csv.org.uk/fulltimevolunteering

If volunteering abroad appeals to you visit the Voluntary Service Overseas (VSO) website at www.vso.org.uk/volunteering/youth/wy_eligibility.asp

The Project Trust is for young people aged 17-19 and is a gap year organisation which can help school leavers to go abroad for a year's voluntary work www.projecttrust.org.uk

What do students do after 13? - Local Management Information

Raleigh International is a youth development charity that inspires people from all backgrounds and nationalities to work together on environmental and community projects around the world. If you're aged 17 to 25, visit their site at www.raleigh.org.uk.

Trekforce Expeditions offer inspirational and challenging conservation expeditions, language courses and teaching placements in Central and South America and South East Asia. www.trekforce.org.uk

Other organisations which list volunteering opportunities include Youth Action who can be contacted at www.youth-action.org.uk, the National Trust who can be contacted at www.nationaltrust.org.uk and the Jubilee Sailing Trust who can be contacted at www.jst.org.uk.

You can speak to a Personal Adviser at your local Connexions Centre. To find your local centre click on the Local Services icon in the footer of the homepage or check out your local phone book.

You can contact a Connexions Direct Adviser by phone on **080 800 13 2 19**, by text on **07766 4 13 2 19**, by textphone **08000 968 336**, by adviser online or by email.

Taken from Connexions-direct.com 2006

Local Contacts

East Riding Millenium Volunteers Project

Toll Gavel United Church
Old Walkergate
Beverley
East Yorkshire
HU17 9BT

01482 880 818

York Millenium Volunteers

Careers Service,
University of York,
Heslington,
York
YO10 5DD

01904 432 498

milvol.york.ac.uk

What do students do after year 13?

Gap Years

A gap year is usually when someone decides to take a year out before going on to university, but a gap year could be taken at any time.

In your gap year you could do anything from volunteering in Africa to doing some work experience here or abroad.

This experience can look good on your CV as your prospective employers will be able to see that you have spent your time broadening your horizons and learning new skills. Gap years are also a great way to build your confidence, meet new people and learn a new language.

There are definite advantages of taking a gap year, but only if you are going to make the most of the time you have.

If you didn't do very well in your exams, you might consider taking re-sits. This is an excellent use of a year and you will be able to improve your grades to help you get the job or onto the course you that you have your heart set on.

Most people get in debt before they graduate and there are few ways to avoid it. By taking a gap year you could earn and save some money to help. The NUS estimate that the current average for debt after graduation is £13,000. You will not be able to earn this much in a year, but you will be able to save some money to help you manage.

If you are thinking of working and seeing different countries in your year out, then there are lots of organisations below who you can contact for information.

Gap years are a great way for you to become more confident. It could be the first time that you live away from home and you will have to look after yourself, cook, clean and manage your money. You will be able to meet lots of new people from different backgrounds and learn new skills. The skills you learn will be very useful at university, at work, and with your family and friends.

What do students do after 13? - Local Management Information

There are lots of things to do, some examples are working on a summer camp in America or working on a Kibbutz in Israel. If you are happy to volunteer there are agencies that will pay for your flights and upkeep in return for a year of your time. You can have amazing experiences such as helping orphans in India or working in the rain forests of South East Asia.

You could also look into completing a 'Year in Industry'. You would be working with people you can relate to and learning new skills. This will also offer you an insight into how a business operates. It's also worth noting some of the students that prove themselves are awarded sponsorships for their time in higher education.

Visit www.yini.org.uk/home_main.htm for more details.

Who can help

There are many websites which can give you lots of good information about Gap years, including www.gogapyear.com, www.gapyear.com, www.gap.org.uk, www.gap-year.com, www.yearoutgroup.org, www.do-it.org.uk and www.yini.org.uk.

The CSV website has information on full-time volunteering opportunities for people wanting to take a gap year. Have a look at www.csv.org.uk/fulltimevolunteering

Taken from www.connexions-direct.com

What do students do after year 13?

Self-employment

Starting your own business

So you want to start your own business

You've looked at all the options and you've decided that getting a job is not for you. You have a great idea for starting your own business, but how do you go about it?

Starting your own business is a big step and you'll need to spend a lot of time researching and planning before you go ahead

Young Enterprise

If you want a taster of what it's like to be your own boss, why not look out for the Young Enterprise scheme in your area?

Young Enterprise is a national education charity with a mission: to inspire and equip young people to learn and succeed through enterprise.

Young Enterprise runs six programmes, each for a different age-group - from 5 to 25+. These are run on a "learning by doing" principle.

If you're 18 and you're really sure you want to go ahead why not check out the Prince's Trust?

The Prince's Trust

The Prince's Trust is for 18-30 year olds who want to start a business. It is a new generation of entrepreneurs and helping shape the UK enterprise economy of the future, through their Business Start-up programme.

What does the programme offer?

Low interest loans for business ideas rejected by banks, making us a 'lender of last resort';

Business mentoring for up to three years;

A range of other support.



What do students do after 13? - Local Management Information

Make your mark - start talking ideas

If you are age 13 - 20 and need encouragement to make your ideas become a reality then “Make Your Mark - start talking ideas” could help you.

Launched in 2004 the website deals with everything from having and developing an idea, to what you need to do to make it happen. You can add your own story about what you’ve done and help inspire others!

Who can help

Young Enterprise is a national education charity with a mission: to inspire and equip young people to learn and succeed through enterprise.

Visit their site at www.young-enterprise.org.uk

The Prince’s Trust is for 18-30 year olds who want to start a business.

Visit their site at www.princes-trust.org.uk

For straightforward business information and access to a wide network of business support organisations visit www.businesslink.gov.uk/bdotg/action/home.

Looking for encouragement to get your ideas working then visit www.starttalkingideas.org.

Shell LiveWIRE encourages people between 16-30 years old to start their own business. Contact them on **0845 757 3252** or go on-line at www.shell-livewire.org

The details above are taken from the Connexions-direct website You can contact a Connexions Direct Adviser by phone on **080 800 13 2 19**, by text on **07766 4 13 2 19**, by textphone **08000 968 336**, by adviser online or by email.

Local contacts

You can contact your local councils for information on business development and start up (see the Looking for Work section of this pack).

In the **East Riding** you can contact **New Horizons** (East Riding of Yorkshire Council)

Beverley – 01482 880442

Bridlington – 01262 401633

Goole – 01405 767519

Driffield – 01377 241070

Market Weighton – 01430 803407

In **Hull** – **Hull Area Business Advice Centre**

www.habacitd.co.uk or **01482 607 100**

In **York** – **York Selby Malton Business Advice Centre**

www.yorkbac.co.uk or **01904 731562**

You might find further information in your Connexions resource centre in school or college. You can also talk to your tutor or Connexions personal adviser but you would generally be directed to one of the groups above for specialist advice.

What do students do after year 13?

Psychometric Tests - Information on the Internet

Psychometric tests are now regularly by employers as part of the selection process for recruiting new staff. They can also be used to help individuals assess their potential to enter various types of work. There are several types of tests:

- **Aptitude tests** aim to measure and predict performance, highlight strengths and weaknesses and predict ability in types of occupations.
- **Interest questionnaires** measure how someone feels about various aspects of work. Generally they lead to a suggested list of suitable occupations.
- **Personality questionnaires** aim to assess someone's personality type in relation to areas of work.
- **Value questionnaires** look at the factors that motivate the individual concerned.

The following Internet sites have information on testing and many of them allow practice test examples to be completed.

Site	Materials available
www.morrisby.co.uk	The Morrisby Organisation site. A very clear site with information, test examples and links. The Morrisby Profile is a well-established 'battery' of aptitude tests.
www.shlgroup.com	The Saville and Holdsworth test site. Information and test examples entered through the 'Candidate Helpline' button.
www.tests.com	'Gateway site' leading to test examples.
www.davideck.com/on-line tests	Wide ranging site which intelligence and personality tests as well as 'fun' quizzes.
www.haleonline.com/psych	A site for the well established Myers-Briggs personality test.
www.keirsey.com	The Keirsey Temperament Sorter is a well established personality test. Site has information and sample test.

What do students do after year 13?

Local Councils

The local authorities (councils) employ thousands of people and have a wide range of jobs to offer. They also supply information on local businesses and the general economic activity of their areas. Use the websites below to look for employer information and vacancies in the local authority (public sector). Applications can be made on-line or by post. If you want further information you will either need to ring a central department or follow the instructions on each vacancy.

www.eastriding.gov.uk - East Riding of Yorkshire

For general business information go via 'Business and Economy' – you can look at the Business Directory and search different areas in the East Riding

www.recruiteastriding.co.uk - A direct link to careers in the local authority

01482 391 219 – Recruitment services

www.hullcc.gov.uk - Hull

For general business information go to the 'Business' section and look at the plans for 'Economic Development'.

To look for jobs go to 'Job Vacancies' on the front page.

01482 300 300 – Human resources

www.northlincs.gov.uk - North Lincolnshire

The 'Economic Development' section will take you to the top 100 companies in North Lincolnshire and the Business Directory

www.northlincs.gov.uk/Northlincs/Jobsandcareers - will take you straight through to vacancies in the local authority - 01724 296 614 – Human resources

www.nelincs.gov.uk - North East Lincolnshire

You can view information on local businesses by going to the 'Business' section or direct to www.nelincs.gov.uk/business/localbusiness. Look at 'Jobs and Careers' for job information in the local authority. 01472 324 480 – Human resources

[What do students do after 13? - Local Management Information](#)

www.york.gov.uk - City of York

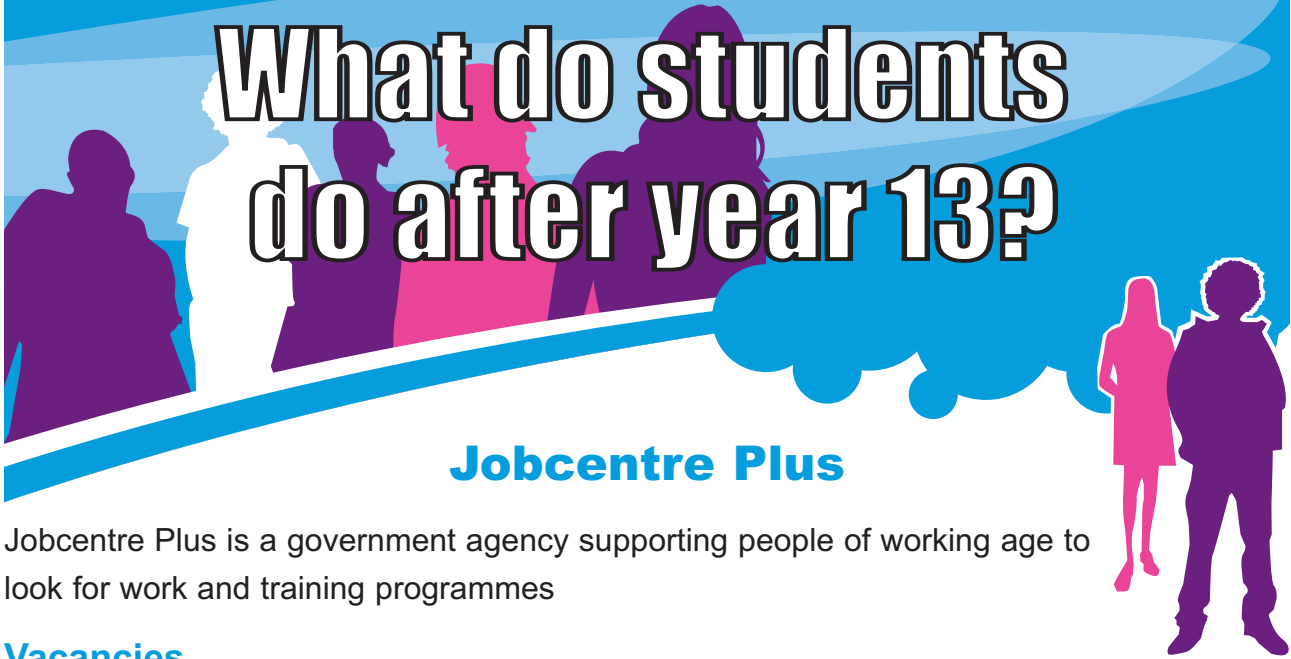
If you go into 'Working' you can look at various reports on the economic development of York – some of them are quite detailed and more suitable for business enquirers

www.york.gov.uk/jobs - A direct link to public sector vacancies in the city of York

www.oneplacenorthyorks.com - North Yorkshire

Look at business development and go via the 'Recruiters Directory' to access vacancies for all North Yorkshire councils – places like Harrogate and Scarborough

What do students do after year 13?



Jobcentre Plus

Jobcentre Plus is a government agency supporting people of working age to look for work and training programmes

Vacancies

There are three ways to keep in touch with the latest vacancies through the jobs database

Online: by searching for a job at www.jobcentreplus.gov.uk

On the phone: call **Jobseeker Direct on 0845 6060 234**. Jobseeker Direct is a phone service that keeps you in touch with the latest job vacancies.

Jobpoint touch screen: when visiting your local Jobcentre Plus office or Jobcentre, why not try out a Jobpoints they are user-friendly, touch-screens that can help you to find information on vacancies held on the job bank. There are around 400,000 jobs nationwide.

Your local centres:-

Beverley Jobcentre

Crosskill House
Mill Lane
Beverley
United Kingdom
HU17 9JW
Telephone: 01482 332 800

York Monkgate

11-17 Monkgate
York
United Kingdom
YO31 7JZ
Telephone: 01904 682 100

York Stonebow

Stonebow House
The Stonebow
York
United Kingdom
YO1 7FB
Telephone: 01904 682 100

Goole Jobcentre

Mulberry House
North Street
Goole
United Kingdom
DN14 5QB
Telephone: 01405 664 100

What do students do after 13? - Local Management Information

Bridlington Jobcentre

Crown Building
Quay Road
Bridlington
United Kingdom
YO16 4LR
Telephone: 01262 623 300
Textphone: 01262 400 806

Hull Britannia House Jobcentre Plus

2 Ferensway
Hull
United Kingdom
HU2 8NF
Telephone: 01482 584 444
Textphone: 01482 584 427

Hessle Jobcentre

26 The Weir
Hessle
United Kingdom
HU13 0RD
Telephone: 01482 332 300

Hull Market Place Jobcentre Plus

Market Place
Southchurch Side
Hull
United Kingdom
HU1 1RU
Telephone: 01482 584 444
Textphone: 01482 584 427

Finance

Jobcentre staff will also talk about entitlement to allowances if you are unable to find employment

Jobseeker's Allowance

- For people who are available for and actively seeking work.
- For men aged under 65 or women aged under 60.

Are you capable of working and:

- out of work or
- working less than 16 hours a week?

You may be able to get Jobseeker's Allowance.

- You may have to make a joint claim with your partner. Ask an adviser for details.
- To get benefit you will need to discuss your availability for work and job search activity every two weeks.
- If you have paid enough National Insurance contributions you may be able to get contribution-based Jobseeker's Allowance.
- If you have income and savings below a certain level you may be able to claim income-based Jobseeker's Allowance.
- Jobcentre Plus or Jobcentre staff will give you the help you need to find the right job or training.

What do students do after 13? - Local Management Information

Claiming Jobseeker's Allowance

Contact your local Jobcentre Plus office or Jobcentre as soon as you know you will be unemployed. Claim as soon as you can. If you delay you may lose money.

When you first make a claim for Jobseeker's Allowance, you will have an appointment with a personal adviser. Together you will:

- discuss the type of work you are looking for and the best ways of finding a job
- plan your next steps to find work, training and other opportunities
- draw up a Jobseekers Agreement
- check that you have completed the claim form.

New Deal for Young People (18 to 24)

New Deal for Young People helps unemployed people aged 18 to 24. A personal adviser helps you find a job that's right for you by:

- working with you to find a suitable area of work
- drawing up an action plan
- helping you look and apply
- helping you overcome anything that might be stopping you from working (for example travel, childcare, a disability or a health condition), and
- identifying any extra support you might need.

If you're between 18 and 24 and have been claiming Jobseeker's Allowance continuously for six months, you will have to join New Deal for Young People.

What do students do after year 13?

Connexions

For information, advice and guidance about learning, careers, health, relationships and lots more you can talk to your Connexions personal adviser in school or college or call into one of the centres listed below -

East Riding – Connexions Centres:-

Connexions, 3 North Bar Within, Beverley, East Yorkshire HU17 8AP.

Tel: 01482 862 741

Connexions, 71-73 Boothferry Road, Goole, East Yorkshire, DN14 6BB.

Tel: 01405 764558

Connexions, 20 Blenheim Road, Bridlington, East Yorkshire, YO16 4LD.

Tel: 01262 678 943

Connexions, c/o The Library, Southgate, Hessle, East Yorkshire, HU13 0SN.

Tel: 01482 647127

Part-time offices are available in **Withernsea and Hornsea** – for information ring

01482 862 741

Other centres exist throughout the Humber region – a list of these can be found on

www.connexionshumber.co.uk

If you prefer to get advice over the phone you can ring

080 800 13219

Or look on www.connexions-direct.com

If you want access to information about specific careers go straight to

www.connexions-direct.com/jobs4u