



Chingford Foundation School

Careers information, Advice and Guidance Booklet

Pupils and Parents

2019-2020

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Introduction

Which way now?

At Chingford Foundation School we are committed to providing all our students with a comprehensive programme of careers education.

This year you will make some important decisions about your future. This booklet will provide you and your parents/ guardians with advice and information about the choices you will face and where to go to access any help and guidance you might need.

Colleges, sixth-forms, training providers and employers will visit Chingford Foundation School over the forthcoming months to discuss with you your options for the future.

It is important that you make time to attend any open evenings and career fairs that are taking place; we have included information about these events in this booklet.

You can also get 1:1 careers advice by visiting the Careers Advisor. A time will need to be booked for this via Mr McClurg. Please make sure that you attend this meeting to discuss your future plans. You can also drop in to the careers room (room 8A) at lunchtime if you have any general questions.

Mr S McClurg
Teacher of Economics and Careers Leader
Chingford Foundation School
s.mcclurg@chingford.waltham.sch.uk
020 8529 1853 Ext: 409

Choosing a career path

Deciding what you want to do in the future can be daunting, but it's easier when taken one stage at a time. Find out how to map out your career with the step-by-step guide below.

Career planning is a continuous process that helps you to manage your learning and development. It's made up of eight stages, designed to help you achieve your career goals.

- 1. Think about what you are interested in**
- 2. Keep in mind what you're good at**
- 3. Search for more information online**
- 4. Speak to a Careers Advisor**
- 5. Ask other people**
- 6. Conduct work experience**
- 7. Make a career plan**
- 8. Review your plan**

Curriculum Vitae (CV)

What is a CV?

A CV (curriculum vitae) allows you to summarise your education, skills and experience, selling yourself to employers. Some businesses will require you to submit a curriculum vitae when applying to complete work experience.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4.

Only include the main facts; if your CV is just one page, that's fine, as employers only want to read relevant information. Some medical or academic CVs may be longer depending on your experience.

What to include in a CV

- **Contact details** - Include your full name, home address, mobile number and email address. You do not need to include your date of birth or a photograph unless you're applying for an acting or modelling job.
- **Profile** - Placed at the beginning of the CV, a profile is a concise statement that highlights your key attributes or reasons for deciding to work in a particular field. Pick out a few relevant achievements and skills, while clearly articulating your career aims. It must focus on the sector you're applying to, as your cover letter will be job-specific. You should keep it short and snappy - 100 words is the perfect length.
- **Education** - List and date all previous education, including professional qualifications, placing the most recent first.
- **Work experience** - List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. Whatever you list should be relevant to the job and not over-exaggerated, as you'll need to back up your claims at interview. If you have got lots of relevant experience you should do a skills-based CV.
- **Interests** - Simply writing 'socialising, going to the cinema and reading' isn't going to catch the attention of the recruiter. However, when relevant to the job, your interests can provide a more rounded picture of you and give you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.

•References - You don't need to provide the names of references at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

For more help and advice on what to include in a CV search online for CV templates or book an appointment to see Mr McClurg to have your CV checked.

Example of a CV for a Year 10/11 Student

Elsie Lockwood

123 Example Road

Bromley BR1 3SD

Tel. 0123487695

Mobile: 0790 123456

Email: elsielockwood@email.com

Skills and Qualities

I am a very keen and enthusiastic student. I particularly enjoy sport and am involved in teams both in and outside of school. Through my football experience I believe I am a good team member, enjoy working with others and am developing leadership skills. I have very good IT skills and am beginning to design my own web sites. I am very well organised and have an excellent record of punctuality and attendance. In the future I intend to study A-levels and then hopefully go to university. I am currently looking for a work experience working in a sporting/fitness environment.

Education

2008 to present:

Sydenham School

Dartmouth Road

London SE26 4RD

Courses being studied (GCSE)

English Language	ICT (Core)
English Literature	PE
History	Music
Mathematics	French
Science (Double Award)	Citizenship (short course)
	RE (short course)

Work Experience

Babysitting: I regularly look after for my Aunt's children age 5 and 3 and I have to ensure the children are safe, are put to bed at the correct time and sometimes I also have to prepare their dinner.

I have some experience with football coaching younger teammates at Millwall.

Interests and Achievements

I am a keen footballer and regularly play for my team Millwall Junior Ladies. I train every week and play matches on Saturdays. I like to help with the younger teams to improve my leadership and coaching skills. I enjoy going out with my friends and particularly like going to the cinema. I play the drums and am working towards my Grade 3. I am a member of the school council at school.

Referee:

Mr G Morgan,

Year Learning Co-ordinator

Sydenham School

Dartmouth Road

London SE26 4RD

Phone: 0208 699 6731

Email: info@sydenham.lewisham.sch.uk

Gaining work experience/ volunteering

Work experience equips you with knowledge that will enhance your job applications/ CV and interviews. Because you've gained a better understanding of the sector you want to go into, you'll be able to talk more authoritatively and ask questions that resonate with a potential employer.

- Step 1: Decide what job you would like to try
- Step 2: Prepare a CV
- Step 3: Find a helpful contact
- Step 4: Meet the employer
- Step 5: Plan and write down the details.
- Step 6: Make the work experience count
- Step 7: Reflect
- Step 8: Update your CV

Work experience can also help you gain knowledge. Your academic studies can be enriched by the new perspectives, experience and commercial awareness that you gain while you are working in an industry environment

It can also help you develop key skills. A work placement provides the opportunity for you to develop key employability skills such as problem-solving, teamwork, communication and time management that graduate recruiters look for.

Finally it can enable you to explore different career options: A work placement will let you 'try before you buy' and often give you a taste of several different roles available within a company to give you new ideas about career options.

START Profile:

www.startprofile.com

- Start is a free digital platform for delivering careers information and advice in schools and colleges
- It's designed for use from Year 7 to 13 to help students make more informed study and career choices at key moments of choice and transition
- A personal profile, structured activities and decision-support tools help you to navigate comprehensive and up-to-date information from trusted sources
- And it's simple to use!

Careers Checklist:

	
Have I registered with www.startprofile.com ?	
Have I complete a skills audit on www.startprofile.com ?	
Following the skills audit, have I searched for relevant careers?	
Have I had some interaction with a Careers Advisor?	
Have I attended more than one open evening?	
Have I written a CV?	
Have I completed relevant work experience?	
Have I reflected on my career journey?	

Useful links

Help with deciding on a career

<https://nationalcareersservice.direct.gov.uk> Use these profiles to explore your career ideas

<http://www.careersbox.co.uk> You will be able to watch real people doing real jobs to help give you more of an insight

www.plotr.co.uk Play the Game to discover careers that match your personality

www.allaboutcareers.com A careers site highlighting job profiles

<http://www.mykindafuture.com> A careers site to build your CV and meet employers

<http://www.mycareerspringboard.org> Take a career test, explore your options

www.chingfordfoundation.org Look at the careers section

Apprenticeships

<https://nationalcareersservice.direct.gov.uk>

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

<https://www.getmyfirstjob.co.uk>

More specific routes

<https://successatschool.org> Career advice for schools and students aged 13-19

<http://ccskills.org.uk/careers> Creative jobs and careers

<https://www.healthcareers.nhs.uk> NHS careers

<http://www.sportengland.org/> Careers in sport

<http://www.citb.co.uk/> Construction Industry Training Board

<http://www.ecitb.org.uk/> Engineering Industry Training Board

<http://www.allaboutlaw.co.uk/> Careers in law

<http://www.remit.co.uk/> Apprenticeships in the Motor Vehicle Trade

www.futuremorph.org FutureMorph- Science and maths careers

www.wherestemcantakeyou.co.uk- Where STEM can take you.

Post 18 useful websites

<http://www.notgoingtouni.co.uk/> looks at alternative options to going to University

<http://www.frontier.ac.uk> Gap/Year Voluntary abroad working in

www.ucas.com Key site to support a University application process

www.prospects.co.uk Information on graduate employment and demographics

www.push.co.uk Ruthlessly independent university guide (student view)

www.applytouni.com Independent site supporting the university application process

www.unistats.co.uk Search, review and compare subjects at universities

www.studential.com Lots of useful support from interviews to key questions about HE

www.thecompleteuniversityguide.co.uk Offers independent HE picture, course search and money facts

www.direct.gov.uk/studentfinance For information on student finance

www.opendays.com University open days listed here

www.studential.com/personalstatements Template guides for personal statements

www.studentastic.co.uk Tips on how to survive the student life

www.bestcourse4me.com includes an excellent clearing course finder

6th Form Marketing Evenings

Chingford Foundation School 16 January 2020

Holy Family Catholic School and Sixth Form 14 November 2019

Lammas School and Sixth Form 28 November 2019

Norlington School and 6th Form 5th December 2019

Heathcote School & Science College 16 January 2020

Highams Park School 23 January 2020

Leyton Sixth Form College 8 February 2020

Walthamstow Academy TBC