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careermag

FOR SCHOOL LEAVERS

Getting you ready for Results Day 2020!

3 Sector Spotlights

Health & Social Care
Armed Forces
The Creative Sector

Going to Uni
Higher Apprenticeships
How to get your first job
Clearing
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David Gallagher, Chief Executive at NCFE

Foreword

A final year like no other…

In a video address to those who left school during the Covid-19 lockdown, Prime Minister, Boris Johnson, described this academic year as a "final year like no other," and he wasn't wrong.

Between school closures, exam cancellations, and teachers and learners alike having to get used to new, remote ways of working, the Coronavirus pandemic has created multiple challenges for the world of education.

For those young people who are stepping out of school without any of the usual pomp and ceremony, like a prom, or getting to sign their friends' school shirts and yearbooks, many feel understandably robbed of what is traditionally a rite of passage for leavers aged 16. More than anything however, the 2020 cohort should feel incredibly proud of themselves for what they have achieved under extraordinarily trying circumstances.

Across the country, educators have seen learners stepping up and really taking control of their own learning to help them further their progress towards their chosen careers. A great example of this can be found in our case study on page X where you can learn more about NCFE learner, Elica, who has managed to continue studying towards her Level 3 Extended Diploma in Health and Social Care while working full-time as a Health Care Assistant to support Covid-19 patients at her local hospital.

Whilst we appreciate that the impact of the Covid-19 outbreak doesn't stop with the virus itself, and that the economic fallout of the pandemic will likely be felt long into the 2020s, we know that the education and skills sector has a hugely important role to play in supporting economic recovery.

In times of financial crisis, it is often the younger generations who suffer most acutely from job losses and a lack of opportunities. Keeping young people engaged in education through the provision of high-quality learning experiences during this period of reduced activity will be key to ensuring that they are equipped with the skills they need to enter a more challenging job market when the time comes.

Where the Government has already taken some steps to address this, with the pledge of up to £96 million worth of funding for 16-19 tutoring, there is still a long way to go; which is why NCFE has introduced its own youth employment initiative.

Designed to provide wraparound support for learners and Further Education colleges and training providers, the 'Go the distance' campaign, operating in partnership with our friends at Skills Forward, aims to enable young people to understand their baseline employability skills and identify areas for improvement. Through the programme, learners can then access fundable packages of qualifications, mapped to meet their specific development needs.

We hope that the initiative will energise and inspire learners to explore their options, to upskill and reskill in anticipation of the challenges ahead and give them the confidence to pursue opportunities which come their way as we start along our long road to economic recovery.

Yes, this has been a final year like no other, but let's be proud of what our young people have accomplished and congratulate them as they receive their results and take their next steps towards their futures.

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To find out more about our youth employment initiative, visit **ncfe.org.uk/go-the-distance**

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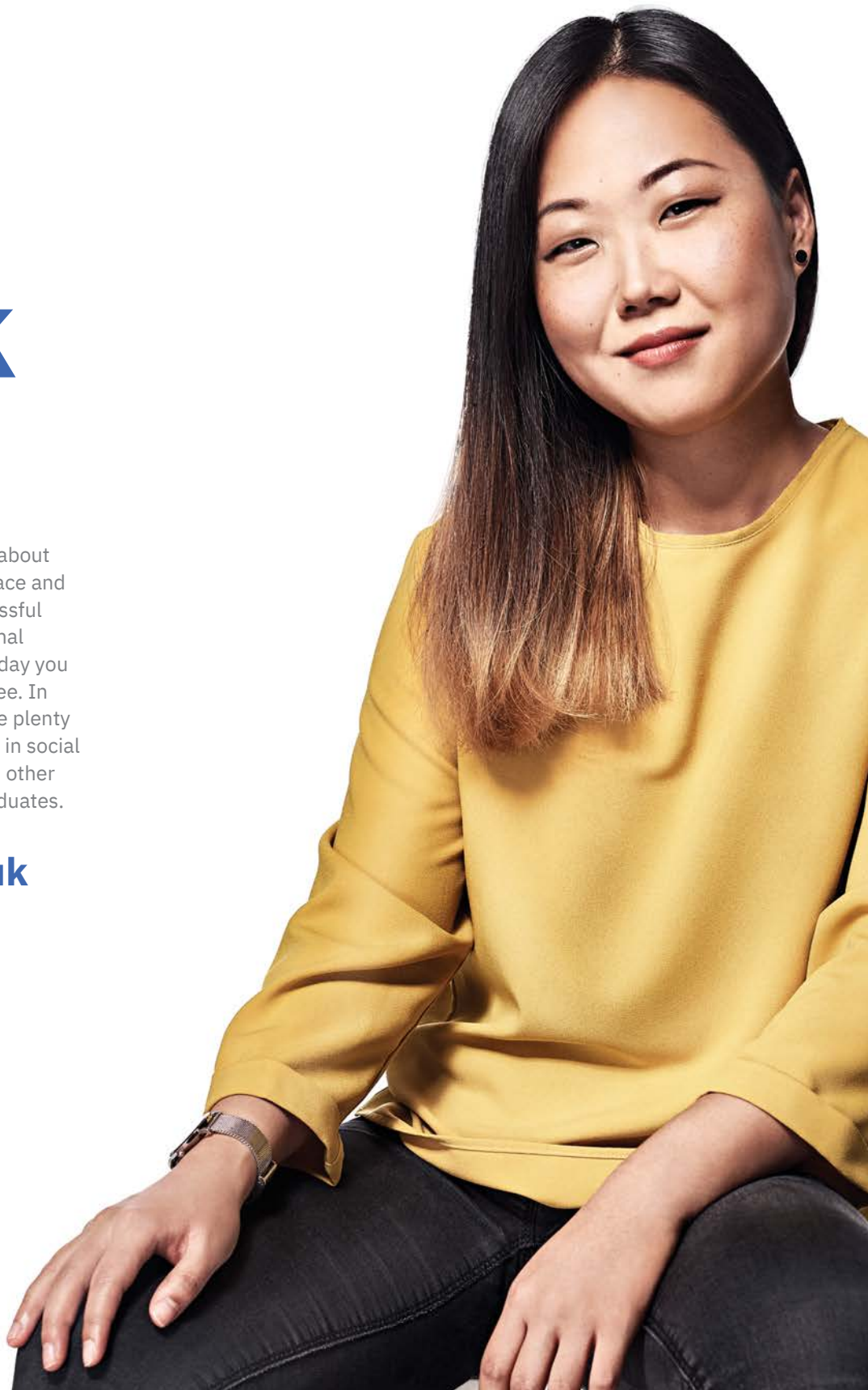

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FOR SCHOOL LEAVERS

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About careermag

Careermag is designed to provide quality information about careers and qualifications. Careers are not a linear path and you cannot know what you don't know. We aim to inspire and inform about all sorts of careers and opportunities, now and in the future. We look at all the pathways you can take, be that vocational, academic and/or professional.

Careermap also publishes Careermag for Parents and Careermag for Graduates.

To find our blogs via social media, use #Careermag.

We welcome your input! Please get in touch if you have any questions or something to contribute.

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Results Day 2020

Welcome to Careermag for School Leavers!

We've put together a special edition focusing on Results Days, with everything you need to know. You might be feeling many mixed emotions, from nervous to excited and even a little overwhelmed. But don't worry!

Although it might feel like a challenging time in your life, especially with the added factor of COVID-19, it's important to remember that you always have options. From apprenticeships to UCAS Clearing, Adjustment, deferred entry or getting a job - we've put together a guide which is packed full of essential information for Results Day.

Whether you're thinking about a BTEC, T Level, NVQ, A-Levels or an Apprenticeship or considering going to university or a higher/degree Apprenticeship, you'll find out everything you need to know to make a well-informed decision.

We hope this issue provides inspiration and insights into the range of opportunities available. Fingers crossed, you will get the results you want, but if not, remember there are always options available.

Good luck!

The careermag Team

Contents

03 **Foreword - NCFE**

07 **Sector Spotlight - Health and Social Care**

12 **Life Stories - NCFE**

13 **Higher Apprenticeships - What you need to know**

16 **How to get my first job?**

21 **Sector Spotlight - HM Armed Forces**

28 **Apprenticeship cover letter: 6-step structure for success**

33 **UCAS Clearing 2020**

34 **UCAS Deferred entry**

36 **DfE Choices - Next steps advice**

37 **UCAS Adjustment 2020**

39 **Sector Spotlight - Creative & Digital Media**

45 **Ahead for business - Pearson College London**

Early Careers

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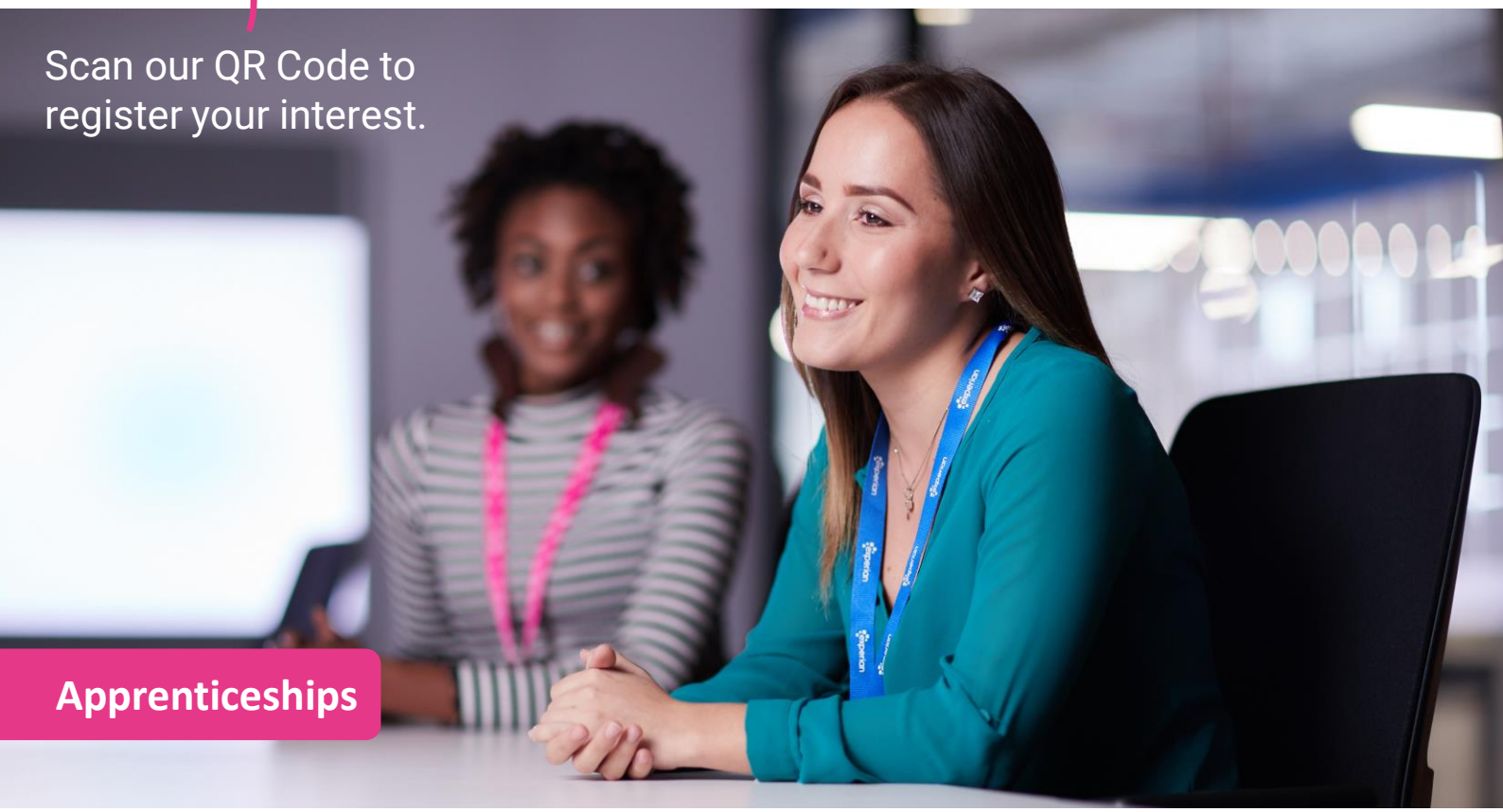

Apprenticeships

At Experian, we believe data has the power to change lives.

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Health and Social Care

Not all heroes wear capes

Are you interested in starting a career in health and social care? The opportunities are endless. Although careers in this sector can be extremely challenging they are also highly rewarding. If you're caring and want to make a difference in the lives of others, it could be the right sector for you.

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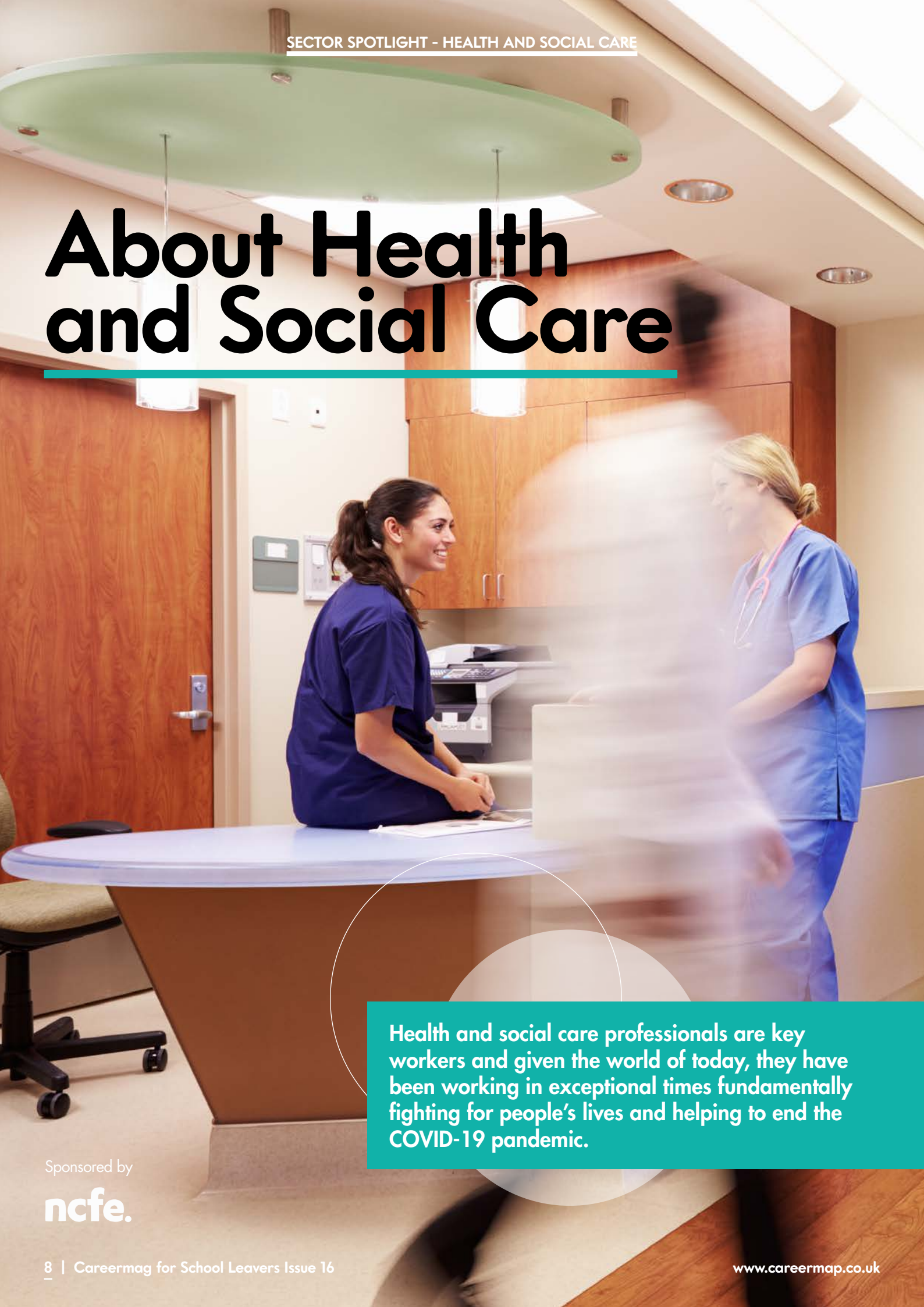
About Health and Social Care



Health and social care professionals are key workers and given the world of today, they have been working in exceptional times fundamentally fighting for people's lives and helping to end the COVID-19 pandemic.

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Providing care and support is at the heart of the health and social care sector.

Health care workers are at the forefront of providing quality health care and crucial services like promoting health, delivering health care plans and treatments, as well as preventing diseases. Social care workers provide support and care to vulnerable people. They work with a range of people from children, elderly people and families in crisis.

What can I do?

There is a broad range of jobs available in health and social care. Working in the sector can involve being employed by the NHS or a private organisation.

You will be helping people from all walks of life: the elderly, adults, children and babies. You could be providing support to people with mental health problems, physical and learning disabilities as well as people suffering from other medical conditions or helping to combat COVID-19.

Below is a list of just a few of the opportunities in health and social care*:

Nurse

A career as a nurse involves providing treatment and support to patients who are injured or sick. They also give emotional support to patients and their families while organising care plans, analysing and recording patient conditions and assisting the doctor.

On average, nurses get paid a salary of £36,400 and work 39 hours per week. The workforce is projected to grow by 10.4% with a further 54.5% expected to retire by 2027. This will see a total of 485,000 job openings.

Care workers and home carers

Carers look after people of all ages, from young to old, those who are suffering from illnesses, have a disability or unable to cope by themselves. A carer will help them with everyday tasks like shopping, cleaning, washing, dressing, cooking and laundry.

The average annual salary for a care worker is £21,320 and they typically work 42 hours per week. The workforce is estimated to grow by 13.4% and 57.9% of the workforce is expected to retire by 2027. This will create approximately 660,300 job openings.

Medical practitioner

Medical practitioners are also known as consultants, GPs and doctors. They diagnose, treat and care for patients suffering from illnesses, infections and diseases, as well as looking after patient wellbeing.

Medical practitioners on average earn £76,440 per year and work a 42 hour week. This career is expected to grow by 10.4% with 54.5% of the workforce estimated to retire by 2027. This is projected to create 193,400 job openings.

Midwife

A midwife is responsible for delivering babies and providing antenatal and postnatal advice as well as support for women, their babies and family.

Midwives get paid an average annual salary of £37,440 and typically work a 38 hour week. The workforce is estimated to grow by 10.4% with a further 54.5% expected to retire by 2027. This will create around 35,900 jobs.

* Stats provided by LMI Careerometer: https://careermap.co.uk/careerometer/

FACTS

The NHS in England employs 1.5 million people. It is the country's biggest employer and one of the largest employers globally.

All NHS Hospital & Community Health Service (HCHS) staff equals 1,134,824 FTE (full time equivalent) in February 2020. This is 3.9% (42,622) more than in February 2019.

Professionally qualified clinical staff make up over half of the HCHS workforce (53.1% (602,501) FTE) in February 2020. This is 2.7% (16,092) more than in February 2019.

https://digital.nhs.uk/data-and-information/publications/statistical/nhs-workforce-statistics/february-2020

Skills

To work in the health and social care sector, you will need a range of skills, but most importantly you will need to be caring and passionate about helping people. Other skills can include:

- Sociable
- Understanding
- Resilient
- Hard-working
- Able to deal with emotionally charged situations
- Good communication skills
- Work as part of a team as well as independently
- Time management

If you don't possess these skills already, many will be developed as you qualify and while working on the job.

Pathways and qualifications

Each health and social care career will have different pathways to qualify. It all depends on your personal preference and the career you're keen to pursue. Let's take a look at a few of the routes available to you:

Vocational qualifications

There is a diverse range of health and social care qualifications you can do without having to go to university.

Relevant NVQ and BTEC programmes include:

- Health and Social Care
- Adult Social Care
- Healthcare Science
- Maternity support work

This is not an exhaustive list but it gives you an indication of the routes available.

Some NVQs and BTECs can also pave the way for a degree. Many can be done part-time, which means you can work and study. Have a look at the following organisations:

- IHM (Institute of Healthcare Management)
- RCN (Royal College of Nursing)
- SCIE (Social Care Institute for Excellence)

Apprenticeships

The level of Apprenticeship available varies slightly depending on the part of the sector you enter. Broadly, though, there are four levels:
Level Two (Intermediate) equivalent to GCSEs / Standard Grades
Level Three (Advanced) equivalent to A Levels / Highers
Level Four / Five (Higher) equivalent to Foundation Degree / Advanced Highers
Level Six / Seven (Degree) equivalent to Bachelor's or master's degree

Health and social care apprenticeships are ideal for young people looking to learn on the job. You will combine on the job training with theory relevant to the health and social care sector. A few health and social care apprenticeships include:

- Adult care worker
- Ambulance support worker
- Healthcare practitioner
- Nurse
- Midwife
- Lab technician

A Levels, Highers and Bachelors Degrees

A Levels

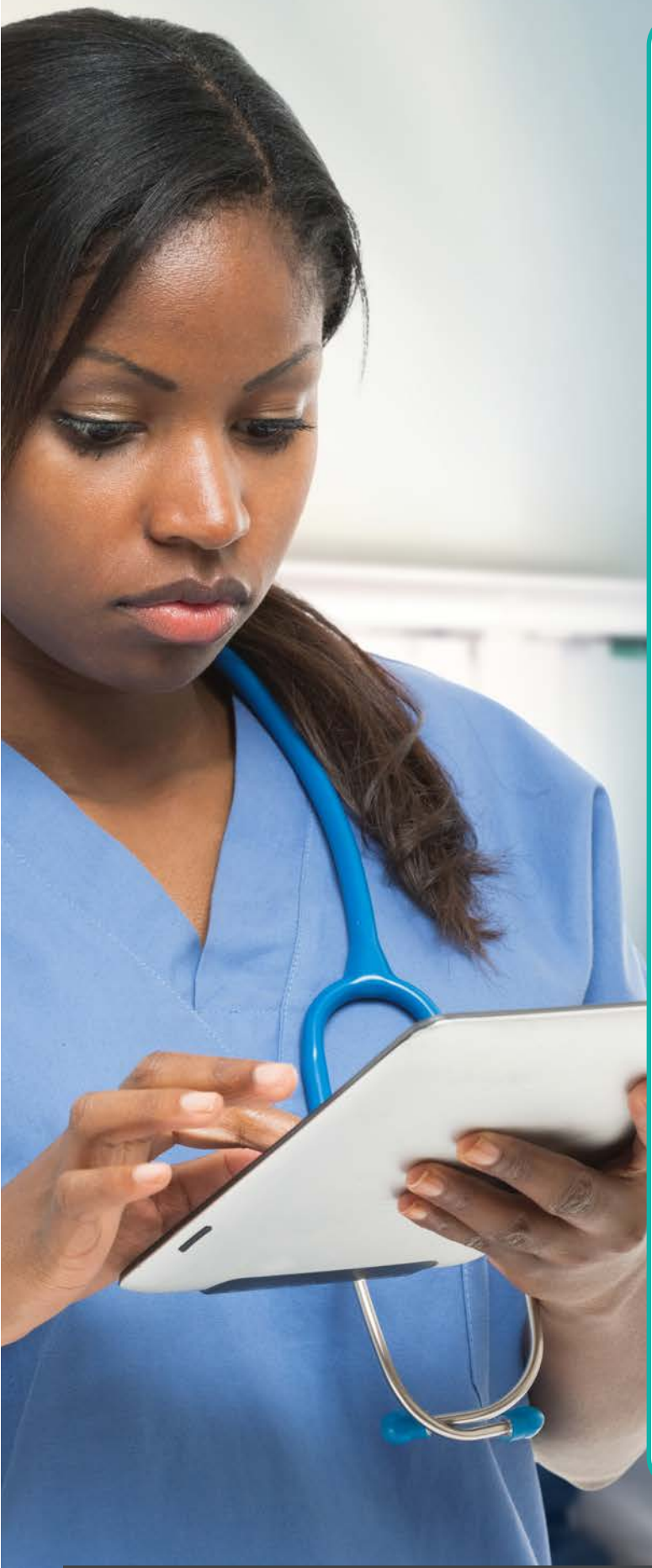
Health and social care studies at A-Level will help you to expand your knowledge in health, early years covering care and education and social care. Studying health and social care will also help you to gain an insight into what issues are affecting the industry while also investigating real life situations.

Already know you want to go to university? Head to UCAS and find out which qualifications will be needed for each course. There are hundreds of variations and combinations, so look carefully!

Degree programmes

Degree level qualifications include higher national diplomas, higher national certificates, foundation degree, bachelor and master degrees. A wide variety of universities offer degrees related to health and social care, such as:

- Health and social care
- Nursing
- Midwifery
- Paramedic
- Medicine
- Radiography



Technology in health and social care

Technology is transforming the health and social care sector in many ways, from how professionals treat patients to developing new cures. It sounds futuristic, but 3D printing, robotics and health informatics are just some technologies already in use. Who knows how technological advancement will impact the health and social care sector in the future!

Emerging technologies are set to change the health and social care sector while saving thousands of lives in the process. As technology grows in health and social care services new job roles will occur. For instance, 3D printing will become essential in healthcare. Imagine creating living organisms such as skin. And the ultimate aim is to create vital organs which will save so many lives. What was once a fantasy is quickly becoming a reality!

Health and Social Care Careers Behind the Scenes

Health informatics is at the heart of improving healthcare outcomes, we caught up with NHS apprentice Sarah Rule to discuss her role as a Cyber Security Analyst apprentice:

I am currently working in the Cyber Security Team as a Cyber Security Analyst for NHS Wales Informatics (NWIS). I started with NWIS as an apprentice after applying for one of four places available. The job role not only included working with the Cyber Security Team but it required me to study for a Cyber Security and Networking Degree alongside it, which is funded by WG. This was a fantastic opportunity, and allowed me the opportunity to study for a degree while learning on the job, and better still earning while I did it all.

While approaching my GCSE's, I was unsure of what I wanted to do after Year 11. Apprentice jobs weren't advertised as much as they are now. I knew that I would have much preferred this way of learning and earning if I had more information while in school.

I wasn't in love with the idea of staying in school for another 2 years then going to university. As much as I wanted to keep learning, I really wanted to work as well. I wanted both. Even though it wasn't straight after finishing school, the apprenticeship gave me the opportunity I was looking for all those years ago!

I highly recommend going down the apprenticeship route, it has allowed me to learn new skills as I learned 'on the job'. It has given me the confidence and knowledge where, after a two year apprenticeship, I am a full time permanent member of staff with NWIS.

GIG CYMRU NHS WALES

MORE INFO | If you want to find out more about working in health and social care, check out the links below
www.healthcareers.nhs.uk/ | Careermap.co.uk

Life Stories

What's it really like to be a health and social care student? We asked Elica to share her experience.

Meet Elica Hale

Health and social care student who has played vital role on Covid-19 frontline response receives national award.

The 'Learner of the Year' category in NCFE's Aspiration Awards honours learners who are developing themselves through vocational qualifications from NCFE or CACHE, making positive improvements to their lives. This year's 'Highly Commended' award was presented to 18-year old Elica Hale, a CACHE Level 3 Extended Diploma in Health and Social Care student at Halesowen College in the West Midlands.

A passion for caring for others

Described by her tutor as an "inspirational student", Elica started her Health and Social Care studies in 2018, undertaking the Level 2 Extended Diploma before progressing to Level 3.

Inspired by her Mum, who works as a trainee nursing assistant at the Birmingham Women's Hospital, Elica knew from an early age that she wanted to work in the healthcare sector, a vocation which she has only grown more passionate about since enrolling at Halesowen College.

Supported by her tutors, Elica has worked hard to achieve the highest grades possible in her classwork, receiving an A* overall for her Level 2 qualification, and has regularly received praise from mentors and external assessors for her attitude to work and exemplary performance while on placement. What makes Elica so special however, is how she spends her time outside of college.

Going the extra mile

A conscientious young carer, to help supplement her learning and provide her with an outlet to practice the skills learned in the classroom, upon completing her Level 2 qualification, Elica signed up as a NHS 'bank' worker and secured work as a Health Care Assistant on the wards at the Queen Elizabeth Hospital in Birmingham. While bank hours are usually flexible to workers' availability, in light of the ongoing Coronavirus pandemic and on top of her studies, Elica has found herself working practically full-time to support patients infected with Covid-19.

"It has been really hard, just with the whole situation of whether I would catch the virus or whether I could give it to my family but, it's worth it," Elica said.

"To be able to go to work and care for the patients and make sure that they feel at home, especially when they are unable to see their loved ones, it's amazing.

"I really enjoy seeing how patients develop and the incredible difference that high quality care can make to someone's condition from one day to the next. Through my work at the hospital, I get to see this on a day to day basis and I'm learning new skills all of the time."

A bright future ahead

Looking to the future, Elica is aspiring to a career in nursing. Upon completing her Level 3 qualification, she wants to progress into adult nursing as this will open up more career opportunities for her in the wider health care sector. Elica also has a keen interest in mental health and is considering further study to enable her to work in this area.

Melanie Taylor, Assistant Principal at Halesowen College, was one of two tutors who nominated Elica for the Learner of the Year Award. She said: "Elica is developing into a confident, determined and mature student and health care professional. Her coursework is of an excellent standard and despite taking on extra shifts at the hospital during the Covid-19 crisis, she is still finding the time to complete work for her course and communicate with teachers whilst working at home.

"Elica is aspiring to a career in nursing, which we have no doubt she will achieve in the future. She is a caring, dedicated and hardworking student and it is with great pride that we nominated her for an NCFE Aspiration Award for Learner of the Year."

"I'm so excited to have won the Highly Commended award," Elica added. "When my tutor called me to tell me that I had won, it was a complete shock, I never dreamed that I could win anything like this!

"I really want to get into University to study towards my adult nursing qualification and having this award will look great on my application and my CV in the future. I am really proud of myself and I can't thank my tutors enough for putting me forward."

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Higher Apprenticeships
What you need to know

Higher apprenticeships are a fantastic career route if you're looking for a viable alternative to university. Whether you're thinking about a higher level apprenticeship after your A Levels or you've just completed an advanced level apprenticeship, a higher apprenticeship can help pave the way for your future career.

A range of qualifications come under the higher apprenticeships category from the first year of an undergraduate degree (level 4) to a masters apprenticeship (level 7), there is a world of opportunities available to you. They give you the chance to gain workplace experience while developing your skills and qualifying in your chosen industry/sector.

What is a higher apprenticeship?

If you're considering a higher apprenticeship, you might be wondering what one is. If this is the case, a higher apprenticeship is similar to intermediate and advanced apprenticeships with the difference being you will be awarded a higher level qualification upon completion. With a higher level apprenticeship, you could become qualified up to a level 4, level 5, level 6 and in some cases even a level 7. Apprentices spend 20% of the working week studying towards a qualification with a training provider, college or university institute, while the remaining time is spent with your employer learning on the job.

Levels of apprenticeships

The levels of apprenticeships vary depending on your level of previous experience and qualifications. Here is a list of higher level apprenticeships that you can do:

Level 4 apprenticeships

A level 4 apprenticeship is equal to gaining a foundation level degree. They give you the opportunity to work while learning and gaining knowledge, skills and qualifications.

The length of a level 4 apprenticeship will vary depending on your employer and your own competencies, but a level 4 apprenticeship typically lasts between 3 and 5+ years. The minimum length of apprenticeship for any level is one year. These are equivalent to a CertHE, Level 4 NVQ, HNC, BTEC, a foundation degree or first year undergraduate degree.

Level 5 apprenticeships

A level 5 apprenticeship is equivalent to a DipHE, Level 5 BTEC or NVQ, HND, foundation level degree or second year undergraduate degree. Typically, these do not provide access to postgraduate programmes.

Level 6 apprenticeships

A level 6 apprenticeship is also known as a higher degree apprenticeship. These enable you to gain a debt-free degree while getting paid and gaining lots of valuable on the job work experience.

Degree apprenticeships are the equivalent of a BA, BSc Degree, Level 6 NVQ or BTEC, Graduate Certificate. These provide access to postgraduate programmes such as a Master's degrees and Apprenticeships.

Level 7 apprenticeships

A level 7 apprenticeship is also known as a graduate apprenticeship or master's apprenticeship. These provide equal qualifications to a Meng, MSc, MA, PGCSE, postgraduate certificate or a Level 7 NVQ.

If you haven't already, you might need to complete your Level 2 or 3 Functional Skills qualifications alongside your apprenticeship programme. These will help you qualify in English, maths and sometimes IT. The training provider will check your previous exam grade prior to the start of your apprenticeship and will let you know if you need to complete your functional skills exams.

Employers may also give you the chance to gain a variety of other qualifications which are related to your job. For example, if you're working in engineering, you may receive training and qualifications in operating machinery.

What qualifications do I need to be accepted onto a higher level apprenticeship?

Higher level apprenticeships are challenging so you'll need to be hardworking and committed to your studies, as well as to the organisation you work for. Due to the academic nature of a higher apprenticeship, you will need formal qualifications to gain access to the apprenticeship. This typically includes:

5 GCSEs (A*-C or 9-4 on the new grading system, this will also include English and maths)

A Levels or the equivalent (advanced apprenticeship, BTEC, NVQ)

If you have been working in a particular sector or industry for a while, then you may be accepted onto an apprenticeship with qualifications which are lower as experience will also be taken into consideration.

Some employers and educational institutions will also set specific requirements. For example, you may need to have a qualification relevant to the industry/sector so it's always advisable to check the job description of the vacancy you are applying for.

Higher apprentices are given a lot of responsibility, however, don't let this put you off as you'll receive plenty of support from your manager and normally you will be assigned a mentor who will be there to support you with any queries or issues you may have.

As you continue growing and developing, your responsibilities will too. By the end of the programme, you might even be managing your own team! Throughout a higher apprenticeship, you'll undertake a structured training programme which specialises in making you become an industry expert. Depending on the industry of apprenticeship you might even be given the opportunity to gain Chartered status. This could be sponsored by your employer or part of the programme.

What are higher level apprenticeships like?

Higher apprenticeships can be extremely beneficial, however, they are also challenging. If you're thinking about doing one because you consider it to be the 'easy route' you might want to rethink. You will need to find a balance between your studies and job.

During your higher level apprenticeship, you'll receive a wealth of support from your manager, mentor, tutor and colleagues who will all support you to succeed. Normally, you'll be given an induction which will outline your key responsibilities and support. Your apprenticeship will be split between 80% on the job training and 20% study at college, university or with your training provider where you'll be working towards securing a qualification alongside developing knowledge.

How you split your time will vary depending on the training institute and your employer. You may spend a block release away from the job so you can concentrate on your training or you might spend time once a week training. Your trainer might come to visit you in the workplace, you might have to travel to the external training provider (college, university, training centre) or it may be done virtually, which is becoming even more common due to the COVID-19 pandemic. For this reason, it is expected that the majority of training will be migrated online.

Can I do a higher apprenticeship?

To undertake a higher apprenticeship, you will either need to have formal qualifications including 5 GCSEs (A*-C or 9-4 on the new grading system, this will also include English and maths), Level 3 qualification (A Levels, NVQs, BTEC, Advanced Apprenticeship). If you're applying for a level 7 apprenticeship, you'll normally need a level 6 qualification.

For higher level apprenticeships, you might also be required to have qualifications in relevant subjects but this varies depending on the employer. You can still be eligible to apply for a higher apprenticeship even if you don't have the necessary qualifications but you will need relevant experience. Again, this varies depending on the employer so it's important that you check the job specification when applying.

What type of apprenticeships are available at higher levels?

If you think apprenticeships are just for trades, think again! This is a myth we can bust right here. Apprenticeships are available across a wide range of industries including the following:

- Education
- Accountancy
- Engineering
- Air traffic control
- Archaeology
- Artificial Intelligence
- Buying/Merchandising
- Healthcare
- Hospitality
- Business & HR
- Electrician
- Data
- Cyber security
- Public sector
- Management
- Law
- Construction
- Broadcasting and media
- Science
- Aviation

This list contains some of the most popular routes but there are a wealth of opportunities available. To see the full list, visit the Institute for Apprenticeships and Technical Education.

How much will I get paid for a higher apprenticeship?

As of April 2020, the minimum wage for higher apprentices is £4.15 per hour. If you are under 19 years of age or 19 years old and over but in the first year of your apprenticeship, you will be paid a minimum of £4.15. Apprentices aged 19 and over in their second year of the apprenticeship must be paid the minimum wage for their age group. However, it's worth taking into account that many employers will pay more than the minimum apprenticeship wage, even in your first year!

What can I do after a higher level apprenticeship?

After completing a higher level apprenticeship, the world really is your oyster. You might choose to continue your studies at university or continue onto another apprenticeship, this could go up to a level 7! You might also decide that you're now ready to enter the world of work with a full-time position at a different organisation or continue working with the company you did your apprenticeship with. It's completely up to you!

Now you know everything there is to know about the higher level apprenticeship route, it's time to find the right opportunity for you.

We have lots of options for you to choose from! Ready to start your job search for a higher apprenticeship?

Visit **careermap.co.uk**

How to get my first job?

If you've often thought to yourself, 'I wonder how I can get my first job', you've come to the right place! It can feel daunting making the decision to take your first steps into the world of work but it doesn't have to be – there are lots of options!

What should I do to help get my first job?

If you've decided not to go to university or you're due to graduate from university, then you're likely to be considering getting your first job. This can feel challenging if you don't have any previous experience but remember, employers understand that you have to start somewhere.

Enke Futsum, Recruitment Digital Marketer, at QA Ltd says, "don't worry if you've not had work experience – you've definitely got life experience and you can relate it all to the job. Think of what you have done in your spare time – did you learn how to code, take up public speaking or have you built a website? Employers love to see that you've taken time and the initiative to learn something new. It shows you're motivated, resourceful and willing to learn."

Think about short and long term career goals

First of all, you should consider your short and long term career goals. Don't expect to walk into a management position in your first job because you will be setting yourself up for failure. Look at the bigger picture, you will need to work your way up the career ladder. Just because you won't be a manager tomorrow, doesn't mean you won't get there in the future with hard work, experience, determination and persistence.

Make sure your career goals align with your strengths and interests. This will help you to evaluate your weaknesses and eliminate ending up in a job role you don't enjoy. Knowing your weaknesses will also help prepare you for the most loathed interview question, 'what are your strengths and weaknesses?' Once you have an understanding of the career sector which is right for your interests and goals you can start thinking about how you can achieve it.

Don't worry if you've not had work experience – you have gained skills through your life that you can relate to the job!

Steps to get my first job

Now you've identified your strengths and interests, it's time to consider which sector matches these. For example, if you enjoy English, a career in Search Engine Optimization (SEO) might suit you or if you like maths, an accounting career might be right up your street. This will then take you onto the next step of finding your first job:

Are you looking for an apprenticeship? Thinking about gaining work experience first? Or would you like a job without formal training?

Once you have decided which one is right for you then you can start browsing online for opportunities. To help you decide, we've put together a brief overview of which each one includes:

Apprenticeship

An apprenticeship combines on and off the job training which will enable you to gain work experience, qualifications and skills. They are offered at Level 2 (intermediate) to Level 7 (masters), meaning you can even get a degree without carrying the burden of tuition fees. All training undertaken via the apprenticeship route is free to the learner and you will even get paid.

Work experience

Work experience is a temporary position which helps you to explore a particular industry. If you don't feel quite ready for the world of work just yet then work experience or a traineeship can help better prepare you. If you're still unsure about your career options, work experience can lay the foundations for your first job. It's a great way to find a path which is right for you and it is extremely beneficial to your CV.

While providing you with the opportunity to try before you commit to anything fully, work experience can also help you to stand out in a competitive job market. It supports you in gaining transferable skills and industry specific knowledge and experience. Plus it's an added bonus that employers love it!

Part time or full time job without formal training

If you're looking to get a part time job alongside studying or if you've finished your studies and are looking to commit to full time employment without any formal training then there are lots of options. You might choose a part time job as a stepping stone into full time employment at a later date or to support an apprenticeship application.

Working a part time job is a great way to show you have a strong work ethic and understanding of workplace principles like how you should act or deal with pressurised situations. Whether you work part time alongside your studies, during the Christmas period or summer holidays, they can be extremely beneficial. It can help you to gain commercial awareness, develop skills such as time management, teamwork and prioritising. Plus you'll also get paid which makes it a win-win!

If you're looking for a full time professional job, then you'll normally work a minimum of 35 hours. However, there are no set hours which differentiates full time to part time employment. If you're looking for full time but find yourself being knocked back, you could consider volunteering. This is a great way to develop the experience and skills which employers look for.

Some part time and full time jobs will lead to in house qualifications but it's worth noting that not all do. Make sure you take this into consideration when applying.

IMPORTANCE OF PERSONALISING YOUR RECRUITMENT JOURNEY

Daniel Doherty, Attraction and Recruitment Manager – Early Careers at Capgemini, explains the importance of personalising your recruitment journey,

Before you apply

- Think about your online branding or presence online and how that may accurately/positively represent you before applying to a role/course/programme
- Are you following relevant channels or information sources to gain insight into the opportunities you wish to pursue?
- Tailor the careers content you see on social media – it'll enhance your experience on the channel whilst giving you insights into careers

When you apply

- Make sure you capitalise on the option to add a cover letter, submit a motivational answer or tailor an answer
- Can you emphasise or show evidence of your passion or interest that's not working experience?
- This is a chance to get the reader to see/read/hear about you – NOT what you think they want to hear/see"

Highlight your skills

Do you keep asking yourself, 'how can I get my first job when I don't have any skills or experience?' You might want to rethink this! First off, everyone has skills, you just might not realise it yet.

Soft skills and transferable skills are increasingly important to employers and you'll be pleased to know that they aren't just developed in the workplace, they can be developed from personal experiences too and are vital across all sectors. Examples of soft and transferable skills include:

- Communication
- Problem solving
- Dedication
- Time management
- Teamwork
- Organisational skills
- Decision making
- Creative thinking

This list is not exhaustive and there are plenty of other skills you may have developed over the years. These skills will all contribute to boosting your CV.

Here is an example of how communication skills can support your application:

'Although I don't currently have any previous work experience, during school/college/university, I built excellent communication skills, both written and verbal. I often had the responsibility of presenting information to the class. I used my creative thinking skills to develop a clear and precise presentation which could easily easily be understood. I then communicated this effectively to the class. Sometimes we would do this as a group, which also meant I would need to work as part of a team to ensure we all understood the deadline, aim of what we were presenting and our delegated tasks.'

Still feel you need to improve your skills to secure a job? If so, there are plenty of skill-building tools available online. Future Learn is a fantastic starting point with lots of courses available, from data analytics to healthcare and medicine. There are lots for you to explore and some of these are free.

Make sure to read the job description to learn more about the company and what they are looking for.

Nail your application and CV

Now it's time to find the right role for you. Use the Careermap job search tool to find a vacancy that interests you. Make sure to read the job description to learn more about the company and what they are looking for.

Once you've found a suitable position, it's time to nail the application or CV. Remember to always tailor your application and CV to the job you're applying for. The employer will normally list what they are looking for in description, if you possess these skills make sure to incorporate them into your application.

For example, if the employer wants you to be able to work in an organised manner, under pressure and methodically, make sure to include this in your CV and reference when and how you have shown this previously. Remember that this doesn't have to be in the workplace, you can use examples from education and personal experiences.

I want to get my first job but worried I might make the wrong choice

If you're looking for your first job but stressing about making the wrong choice, it's important to remember that everyone has to start somewhere. The world of work is evolving daily and making the wrong career choice is perfectly normal. The UK job market is also constantly changing to meet the requirements of the economy and it's important for you to keep up to date with the array of opportunities and fresh challenges available.

Gone are the days when people used to follow a career path which was set in stone. The new norm does take side steps, in terms of job hunting, but never look at it as a backstep. Many employers today actually expect it. If you make the wrong choice, that's ok, it gives you the chance to grow and learn from it.

I'm still on the hunt to get my first job

Still on the hunt for your first job but find yourself faced with rejection? Don't be disheartened! Instead, realise that the job wasn't right for you and you will find something. Just don't give up. Ask the interviewer for feedback so you can learn your areas of improvement to ensure next time you do get the position. Overcome the barrier and rise to the challenge. Look at it as a practise makes perfect and a direction to something more suitable.

It's important to remember that everyone has to start somewhere.

ARE YOU READY TO TAKE A STEP CLOSER TO SECURING YOUR FIRST JOB?

No matter how daunting applying for your first job is, you have to start somewhere. Whether you choose the right position first time or fancy a career change at a later date, take it one step at a time and focus on your career aspirations. If you're ready to see what opportunities are waiting for you, head over to the **Careermap job search tool**, simply refine by location and industry interest to secure your career.

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Members of the armed forces work all over the world in a range of roles. Some of them are fighting, while others are assisting in peacekeeping or humanitarian operations; or they might be doing all three depending on where they're serving. The army, navy and air force need people behind the front line, too, in areas like training, driving, intelligence and digital information.

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About the armed forces

Combat can and does form part of what the armed forces do, but their role is much broader than that. Front line personnel might be part of search and rescue teams after an earthquake, or they might assist with flood defences in UK towns and cities, for example; or they could be transporting food to regions hit by famine. You can also join the Ministry of Defence (MoD) as a civilian, with roles available in engineering, business admin and more.

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What Can I Do?

There's a lot to choose from. You could be in an operational role, such as infantry in the army, marine in the navy or pilot in the air force, all of which will involve taking part in dangerous combat operations anywhere in the world (as well as peacekeeping and humanitarian duties).

Within each branch of the services, there is a range of other specialisms. You might be a cook on a submarine, for example, learning to prepare food in confined conditions and living under the sea for weeks at a time with the morale of your crew depending on how well you feed them. Or you might be a member of the RAF Regiment, responsible for the security of airfields and aircraft wherever the RAF might be based.

Alternatively, the MoD offers lots of civilian roles, where you're not a member of the armed forces but work to support them. Find out more about MoD roles **here**.

That's just the tip of the iceberg. There are further opportunities in navigation, admin, publicity, weapons specialisms, transport, construction … even in creative areas such as music, which plays a big part in ceremonial occasions – another important aspect of the role of the armed forces in public life. Plus, where did all the people/horses marching Meghan and Harry to the altar come from? The armed forces.

Armed Forces Skills

Whatever branch of the services you join you'll go through basic training, which is designed to prepare you for life in the forces and to equip you with the general skills you'll need. That includes a certain level of literacy and numeracy as well as communication, ICT, physical fitness and teamworking skills. You'll also learn about the structure, traditions, rules and regulations of the armed forces, which are an important part of the job as they help maintain order and discipline.

FACTS

There were just over 192,000 military personnel employed by the UK armed forces as of the start of July 2018.

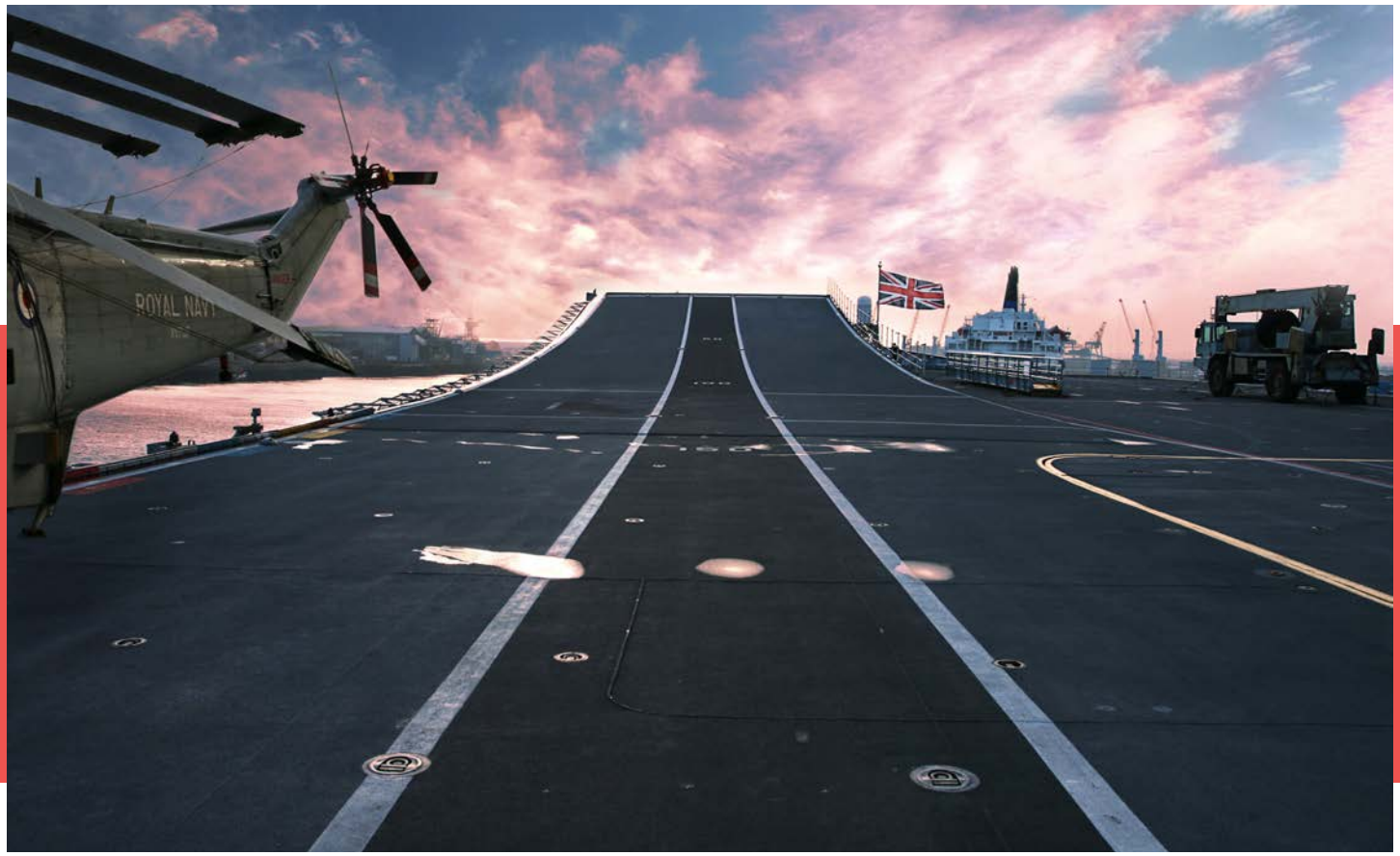
The budget for the services was £49 billion for 2018-19.

From 2019, women will be able to serve as regular soldiers in the British Army's infantry.

After basic training, the skills you develop will very much depend on the role you choose. Engineering or construction roles will demand problem-solving skills and a high degree of really specific technical knowledge, (have you seen how complicated a helicopter is?) to enable you to do the job, for example, but the training you'll receive is amongst the best in the world.

The same is true of roles throughout the services, as you might learn to train and work with sniffer dogs or military horses; how to jump out of a plane safely and be ready to fight when you land; how to build bridges, roads and ramps; how to navigate a plane travelling at twice the speed of sound; and how to behave in the officers' mess (hint: well).

Plus, any skill you can develop in the civilian world, you can develop in the armed forces. It's helpful to think about what interests you, what you might enjoy as a career both in and out of the services (you won't stay in forever) and what your strengths are: it will all help with your research.



Armed Forces Employment

There are many roles open to you, but at the start of your career you might be in a job such as:

- **Airman (RAF)**
- **Sailor (Royal Navy)**
- **Combat infantryman (Army)**
- **Lab technician (MoD)**

Training

Routes into the armed forces vary depending on your age and the level you want to join at. In some cases, you'll need qualifications, but if you don't have any (or don't have many), joining the forces can be a way to gain them – you can even get paid to go through university. The qualifications you need (or that you can get) include:

- Apprenticeships
- Vocational qualifications / A Levels
- National Diplomas and Certificates
- Higher National Certificates (HNCs) and Diplomas (HNDs)
- Foundation Degrees (England and Wales only)
- Bachelors Degrees
- Work-based & work-related qualifications

NVQ and BTEC programmes that you can gain in the services include:

- Public services and health
- Engineering
- Telecommunications

Apprenticeships

There are relevant Apprenticeships at four levels:

Level Two (Intermediate) –
equivalent to GCSEs / Standard Grades
Level Three (Advanced) –
equivalent to A Levels / Highers
Level Four / Five (Higher) –
equivalent to Foundation Degree / Advanced Highers
Level Six / Seven (Degree) –
equivalent to Bachelor's or master's degree

Apprenticeships include:

- Public services and health
- Engineering
- IT
- Logistics
- Construction
- Catering
- Marines
- Air traffic control
- Cybersecurity

A Levels, Highers and Bachelors Degrees

If you want to join the forces as an officer, you'll need A Levels / Scottish Highers or their equivalents. Most subjects are relevant, but might include:

- Maths
- Physics
- ICT
- Languages

If you're 14-16 you can also study at the specialist armed forces institution, such as Welbeck Defence Sixth Form College, to gain your A Levels.

You don't need a degree to join the services, but they can help you get one. Join the Defence Technical Undergraduate Scheme (DTUS) after Sixth Form (or equivalent), for example, and you'll receive a £16,000 bursary to go to one of 11 UK unis, where you'll take part in adventurous training and leadership education alongside your regular student life. You'll have a guaranteed career once you graduate, too.

Programmes on offer are all technical ones, so you'll need an aptitude for Science, Tech, Engineering and Maths (STEM) subjects. The idea is to provide technically-savvy grads to the Army, Navy and Air Force. Most students join the scheme after studying at Welbeck, but you can also sign up at uni – see the various forces websites below for more info.

Once you're in the services, you'll be able to gain more qualifications: almost all roles give you the option of going on to further degree or masters level study.

MORE INFO

If you'd like to know more about what the armed forces do and what a career with them might involve, you can visit each branch's individual website:

royalnavy.mod.uk | army.mod.uk | raf.mod.uk

The websites will also give you details of your nearest recruitment centre and any careers events happening near you, so you can go and find out more in person.

Life in the Armed Forces

In some roles in the armed forces, you will be in high-risk situations where serious injury or loss of life is possible, so you need to be aware of this going in. On the other hand, not all roles involve combat and civilian roles for the MoD or at sites like GCHQ (the government's listening station that monitors global communication for the security services) could be based in the UK in offices, labs and UK military bases. And yes, you could be a spy if you're deemed to have the right abilities.

Armed forces careers vary a great deal and a lot depends on what role you go for. You might be deployed on active service as an infantryman in the Army; help crew a Royal Navy ship on manoeuvres in the Pacific, or form part of the ground crew at an RAF base.

Equally, you could be building walls, repairing equipment, handling admin, manning remote outposts, or taking part in adventurous training, which is basically going somewhere exciting and learning to function well as a team there. That can mean snow, sand or jungle. Whatever stage of your career you're at, you'll receive a salary. That's right, the armed forces pay you to learn to ski.

Life in the services is unlike anything else. You'll learn to rely on the people you're serving with, whatever your job and wherever you are until they come to feel like your family. You'll live, train, work, perhaps even fight alongside them, so it's a pretty close bond, as you'd expect. Along the way, you'll gain confidence, discipline and professional skills that any employer will value.

Apply now for Armed Forces opportunities on Careermap.co.uk

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Apprenticeship cover letter: 6-step structure for success

Your cover letter accompanies your CV when you're applying for an apprenticeship and needs to do three important things.

Firstly, it needs to act as your introduction to the recruiter or employer. Secondly, it needs to help you begin building rapport with them. Finally, it needs to encourage them to read on and open your CV. For this reason, you need to make sure you're getting the format and content of your cover letter perfect. To help you get it right, we've put together a 6-step guide to writing an apprenticeship killer cover letter - check it out below:

1. Begin by addressing the recipient

Where possible, your cover letter should address the recipient by name. This is the best way to start building rapport with them and to show that you have a genuine interest in their opportunity.

You'll need to use your detective skills to find out the name of the recruiter/employer and there are several ways you can do this. First, check if their name or email appears on the job advert.

No luck? Check the company website and see if there's a 'meet the team' style page — if there's a HR, hiring manager or recruitment person there, you could use their name. If you still haven't found a name, head to the company LinkedIn profile to do some further digging.

However, if you do your research and can't find their name, don't panic! Simply start your letter with 'hello' or perhaps a 'hi' if you're including this in the body of an email. Try to avoid using 'dear sir or madam' as, nowadays, it comes across as rather impersonal and outdated.

2. Follow up with a friendly greeting

It's important to be aware that your cover letter will be read by a real person, so you don't want it to come across as rigid or stuffy.

So, next, show that you're personable and friendly with a greeting — something like 'I hope you're well' is the perfect way to start off.

3. Let them know which apprenticeship you're applying for

Remember, some recruiters/employers might be hiring for multiple vacancies, so you need to tell them specifically what apprenticeship you're applying for.

It's also a nice idea to let them know where you found their vacancy in the first place. For example: ***'I would like to apply for {name of apprenticeship} as advertised on {name of website}.'***

Explaining why you're interested in this apprenticeship is a good way to stand out from the crowd, so try to add a couple of sentences about how your interests and career goals align with the role, for example: ***'I'm particularly interested in working for your company as you stress the importance of social media marketing and blogging within the role. I have a keen interest in digital marketing and have recently set up my own blog which already achieves 500 visitors per month. I've also recently completed the Google Digital Garage course in order to develop my skills.'***

4. Demonstrate why you're suitable for the role

Next up, the main body of your cover letter needs to explain why you're a suitable candidate for the **apprenticeship** you're applying for.

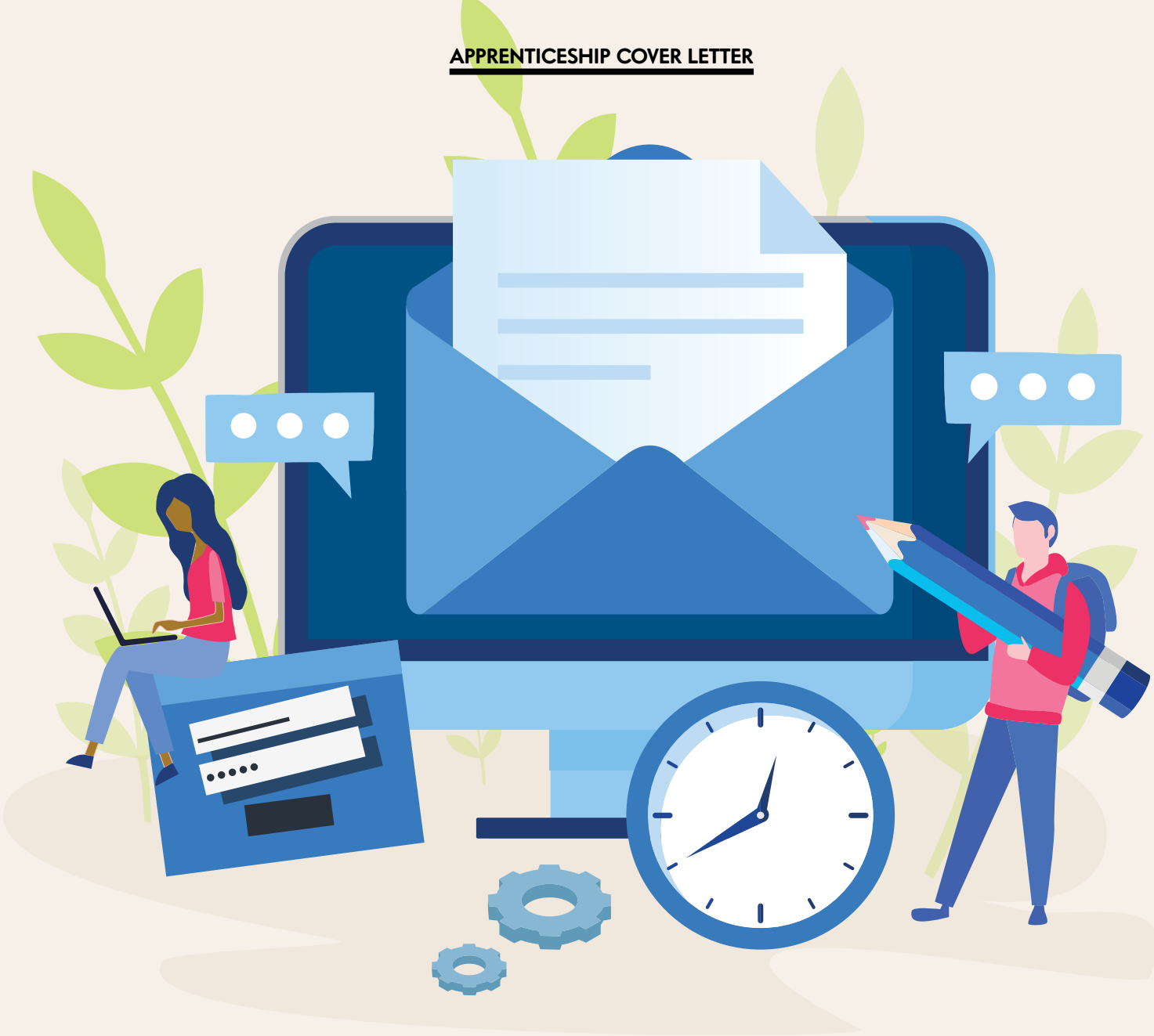
Scan through the job description and pick out the key requirements and skills that you possess. Then, give a brief example of how you've used these skills. This helps the reader to quickly identify that you're a good fit for the position.

For example, if the employer is looking for someone with strong written communication skills who is capable of writing reports, you might say: ***'During my time at college, I regularly contributed to the student newsletter. This voluntary position required great attention to detail in writing and editing. Paired with my grade B in English at GCSE, I'm now a confident writer.'***

Or, perhaps they're looking for applicants with customer service skills. In this case, you might say: ***'Having held numerous part-time retail jobs, I've assisted all types of customers in all types of settings. I've quickly learnt the importance of exceeding each customer's expectations and how to solve their problems and queries professionally, quickly and effectively.'***

You should also list any other important skills that you have, your most relevant qualifications and experience and give them some information about your current situation. For example: ***'I'm a recent school leaver' or 'I'm currently working in a similar role and looking to bolster my skill set.'***

Show that you're personable and friendly with a greeting — something like 'I hope you're well' is the perfect way to start off.



5. Showcase your achievements

Showcasing your achievements is something you need to do in both your cover letter and CV. But as your cover letter is only short, it's best to choose your biggest and most relevant achievement.

Depending on your level of experience, this could be from school, an extra-curricular activity or previous roles. You might have achieved top grades in a relevant subject during your time in education, or if you're more experienced, you might have increased sales for your employer or received some impressive feedback. For example: ***'In my final year of school, I was awarded Best Science Student of the Term' or 'In my part-time café job, I received a personal recommendation from a regular customer, due to my friendly and professional customer service.'***

6. End with a professional sign off

Finally, you'll need to sign off in a professional but friendly manner. Use terms like 'thank you for your time', 'kind regards' or 'looking forward to hearing from you'.

If you're sending an email, add a formal email signature to the bottom to look more professional. This should include your full name, phone number and email address.

Andrew Fennell is the founder of CV writing advice website **StandOut CV** – he is a former recruitment consultant and contributes careers advice to websites like Business Insider, The Guardian and FastCompany.

Structure your cover letter for success

We understand that **writing a cover letter** can feel daunting, particularly when you've never written one before or really want the role! By following the six steps above, you can put together a strong, personable cover letter that will sell your skills and land you an **apprenticeship** in no time.

Want to know when our apprenticeships go live?

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My Apprenticeship Journey

Alice Ford
Engineering apprentice

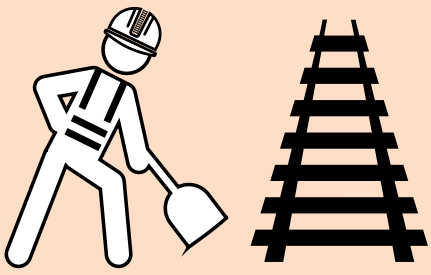
Alice Ford

Alice is an engineering apprentice on her first year of the scheme. Based in Carlisle, Alice specialises in the track discipline.

We caught up with her to find out about her experience so far.

Hi Alice! Could you tell us about why you were interested in the Network Rail apprenticeship scheme?

"I was interested in the apprenticeship scheme with Network Rail because I was looking for a career that would last; a forever job. Network Rail is able to train me and help me develop my skills. There are many opportunities for me in terms of progressing further".



On the right track

What kind of skills have you gained whilst being an apprentice? And what do you enjoy most?

"I've learnt not to be afraid to ask questions! No question is silly and all new knowledge contributes to my development. My communication skills have really improved. I most enjoy being able to learn whilst on the job - earning and learning".

Can you tell me about some of the exciting projects/activities you've been working on?

" I really enjoyed the learning at HMS Sultan. I've also been involved in the recent apprentice assessment centres where i met the candidates and took part in a Q&A session. It was nice to be able to answer their questions".

Could you list 3 benefits of the Network Rail apprenticeship scheme?

"Confidence builder, flexible hours, great teachers within the gangs of engineers".

What types of behaviours and skills do you think a Network Rail apprentice needs to have?

"I think engineering apprentices need to be flexible and able to adapt to different weathers and sudden changes of plans".

What advice would you give to someone who is considering applying for the engineering apprenticeship scheme with Network Rail?

"Go for it! It really is the best choice i made. I was nervous at the thought of joining such a large company and working around trains but the knowledge you gain, and the people you meet are brilliant".

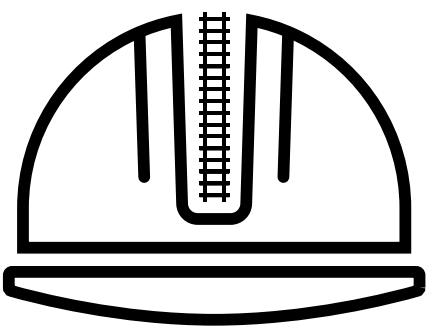
Working on track

Working as part of a track team means ensuring that the track system is operating to its optimum so that trains can run and Britain can keep on moving.

Track assets include all rails, sleepers and ballast that support the trains together with their associated drainage and ancillary structures.

Working on track often involves making judgments based on experience and know-how but new problems and challenges arise; making it essential to work as a team to decide on the best and safest solutions.

Track work is an all-weather, around-the-clock job where engineers could be out day, night and at the weekends. It's the kind of challenge that our apprentices enjoy most.



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UCAS Clearing 2020

UCAS Clearing is a process that allocates unfilled university places to students without any offers.

Whatever your reason for considering Clearing, it is an ideal way for you to find a university or course place. Whether you didn't get the grades required, weren't planning on going to uni, had no previous offers or you are now interested in a different course - these are all valid reasons to enter Clearing.

When does Clearing open?

UCAS Clearing officially opens on Monday 6th July 2020. If you already have your results, you can enter the clearing UCAS application process. If not, you will be able to enter Clearing on A Level results day (4 August in Scotland, Thursday 13 August in the rest of the UK). You can apply to UCAS Clearing up until the deadline, which is the 23rd October 2020.

How to use UCAS Clearing

Make sure you have your Clearing number and UCAS ID handy before ringing universities (all that info is available on UCAS Track, which is the application tracking system developed by UCAS).

Make a list of all the universities and Clearing vacancies which appear of interest and put them in order of highest priority. If you do wish to find a new opportunity it helps to be organised. Higher ranked university places can fill up extremely quickly so you should start working down the list and call universities asap.

If you haven't applied to university already, you will first need to submit an application. Once this has been done UCAS will send out a starter pack which will include crucial details of how to log on to Track. You will also receive a Clearing number as well as advice on searching for vacancies, how to contact universities and how to add the course in Track. After that, you will need to follow exactly the same process as above for each vacancy.

Unis will let you know what they have available and if they're willing to make you an informal offer. You can then go away and think about it. Once you've made up your mind, contact the uni and accept the offer.

Make sure to regularly check Track for the feature 'Add Clearing Choice'. Once you are eligible this option will appear on the Track Choices screen. Adding the course to Track means you've accepted the offer, and they'll send you a confirmation. Don't forget: you can only have one Clearing choice at a time so pick wisely.

And that's it! Off to uni! Time to start investigating student finances and looking forward to the road ahead.

To read more about UCAS Clearing, go to: **careermap.co.uk/ucas-clearing-what-you-need-to-know/**

UCAS Deferred entry

'How to defer uni?' is currently a popular question among prospective students amid the COVID-19 pandemic. It's a real challenge and taking time to consider your options is perfectly okay. You need to take time to decide what is best for you. With so many changes prompted by the pandemic, it's understandable that you might be having second thoughts.

We're here to give you the lowdown on everything you need to take into account when deciding whether to take the UCAS deferred entry route. Remember, there are no right or wrong paths, it ultimately comes down to you.

How to defer uni?

UCAS deferred entry can be done in a number of ways. If you haven't already applied to university, you might want to choose the deferred entry start date in your UCAS application. You will then be expected to share your reasons as to why you are taking a gap year and deferring your entry. This should outline any plans such as undertaking a year of work experience.

If you have already submitted your UCAS application and want to defer your place, you will need to contact the university directly to request UCAS deferred entry and explain your reasons why. This applies if you're deferring your university place before and after receiving your exam results.

Your application will go through the same process as students who are applying to start uni in the next academic year so you will need to meet the university entry requirements. It's not a definite that you will be accepted to defer entry so make sure you take this into consideration. Some courses, like medicine, also don't allow deferred entry so you would be expected to reapply.

When is the deadline for UCAS deferred entry?

The deadline for deferred university entry is always the year before your start date. For example, if you're applying for deferred entry in 2021, you will need to apply by the 7 September 2020.

If you've already applied to the university then you will need to contact them directly and ensure you make them aware of your plans. They will likely ask you for your reasons for deferring your place. Make sure you are absolutely certain that you want to postpone your place as you won't be able to change your mind again.

How many years can I defer my place for?

Typically, you'll be able to defer entry for one year but it's worth checking with the university directly as this sometimes varies and they will be able to advise on how long you can defer your place for a particular course.

Should I defer my place because of COVID-19?

Wondering, 'should I defer my university place due to COVID-19?' If this is the case, only you can answer that question. You've got to do whatever is right for you. For some students, the possibility of studying for a degree online might seem like a huge challenge filled with distractions, which you wouldn't normally find in the classroom. Whereas others may prefer online study alone. It's a lot to take in so don't rush your decision.

On the other hand, it's important to remember that if you're wanting to take a year out to work or travel, there might still be restrictions on this and there may be fewer employment opportunities but there are definitely still jobs out there!

We suggest you have a long chat with your family, friends, career advisors and reach out to the university you've applied to or are thinking of applying to. This will give you a chance to fully explore all of your options before making any rash decisions.

What are the pros and cons of deferring university entry?

If you're seriously considering deferring your university entry, then you might be wondering what are the pros and cons. Take a look at them to see if they can help you decide whether deferring university is the right choice for you:

PROS

Gives you time to decide

If you're torn over whether to go to university or not, then taking time out will give you the chance to come to a conclusion. Not going to university isn't the be-all and end-all. After a year out, you might decide against university. If this is the case then there are lots of other options available to you. Whether you're thinking about a degree apprenticeship or interested in getting your first job. Alternatively, you might decide that university is the right route for you and after taking time out you might feel better prepared.

After years of education, it gives you the opportunity to do something new and worthwhile

Studying can be very intense and after years of it, you might decide you want a break away from education. As long as you're planning on doing something productive then deferred entry could be a good route for you. You might decide you want to find a job to gain key work skills or travel. Due to COVID-19 this might not be possible just yet, however, make sure you check the Government website for up to date information on travelling outside of the UK.

Next year student life might be more social

Due to COVID-19 causing restrictions, ultimately, student life will look very different from previous years. Up to now, only pubs have been able to reopen with the club nightlife associated with university and group selfies looking set to be none existent for the foreseeable. It's also unknown right now whether universities will switch to online learning.

CONS

Some universities don't accept deferred entry

When deciding whether to defer your university entry, it's a good idea to check directly with your university to see whether they or the course you're taking accept deferred entry, as some courses don't, such as medicine.

You'll delay getting a graduate job or scheme

Deferring university entry for a year means you'll be entering the graduate market a year later than your peers, which will delay you getting paid and employed. As we're right in the middle of a pandemic, it's expected that it won't be as easy to find employment than previous years, so take this into consideration. With travel restrictions also in place, you might not be able to travel to certain countries if that is what you had planned.

2021 is expected to be much more competitive

With many students currently pondering whether to defer their UCAS entry, universities may be left with little choice but to limit the numbers of students deferring their 2020 entry to ensure 2021 doesn't end up swamped.

To read more about UCAS Deferred entry, go to: **careermap.co.uk**

Next steps advice

Thinking of leaving school and wondering what to do next?

Compare your options and get free personalised support.

You might be getting GCSE or A Level results, wherever you are now, if you are 16-18 in England, you can get support on what to do next.

Whether you want to continue studying, get straight into work or combine both, there are lots of different options to choose from. What's right for you will depend on how old you are, what you've done so far (your qualifications and work experience) and what you want for your future (e.g. your interests and whether you already have a job or career in mind).

The National Careers Service and the Department for Education have created some useful webpages comparing the main options on offer at both 16-17 and 18+ years old. You can find out the key pieces of information about each option, such as entry requirements; level of study; how long it takes and where it can lead you.

You can also get one-on-one personalised advice from a dedicated careers adviser, via online chat or on the phone.

Volunteering can be done alongside other paths and can be a great way to compliment the experience you already have or help you get your first experience in a new sector. To find out more about working for a charity and volunteering, check out Careermap's in depth feature here: **https://careermap.co.uk/charity-and-volunteering/**

To compare your options and for free personalised support from a careers adviser, visit **National Careers Service**

National Careers Service
Helping you take the next step

Visit the National Careers Service to compare your options and get one-on-one support

	If you're **AGED 16-17**, click here.	If you're **AGED 18+**, click here.
WORK	You must stay in some type of education or training until you are 18, so full-time work is not an option for you. See 'Combine both' section for your options.	If you're 18+ and want to get straight into the working world, you could consider an internship, getting a job or starting your own business.
STUDY	If you want to stay in school, your main options are A levels, T Levels, Applied Qualifications or Technical/Vocational Qualifications.	Whether you want to stay in or return to education, there are lots options available. main options are exam retakes, a Higher Technical Skills course, or an undergraduate degree. There is also the chance for a year's free study to help you gain work-related skills.
COMBINE BOTH	Combining both is a good way to get work experience whilst you continue compulsory education. Some options even allow you to earn while you learn. Your options are apprenticeships, traineeships or a School Leavers Scheme. If you have a learning difficulties or disabilities, a supported internship could be right for you.	If you want to continue your education whilst gaining work experience, then a traineeship, apprenticeship or school leavers' scheme may be right for you. Some options, such as apprenticeships, allow you to earn while you learn. You can spend time in a real workplace while working towards a qualification that employers need.

UCAS Adjustment 2020

UCAS Adjustment gives students the opportunity to swap universities or courses. You shouldn't get this mixed up with Clearing. UCAS Adjustment differs from Clearing as it is open to students who meet and exceed their predicted A Level results across all subjects and now meet other universities' entry requirements.

For example, if you are predicted ABB but receive AAB, you will be able to apply through UCAS Adjustment. However, it's worth taking into consideration that you will need to meet or exceed *all* predicted grades. For example, if you are predicted an A in Chemistry but get a B on Results Day then you will not be able to enter Adjustment.

When considering Adjustment, ask yourself: if I knew I were going to get these grades, would I have still have picked this university or course?

How Does Adjustment Work?

To begin Adjustment you will need to register through Track. They will have five 24-hour slots to use. This is normally from the time when your teenager's 'conditional firm' changes to an 'unconditional firm' on Track.

You will need to use the search tool in UCAS to find out other/different course details as there is no vacancy list. You will then need to contact the universities admissions office and give them your UCAS ID and explain that you are applying through Adjustment. The uni will then check to ensure you met or exceeded their predicted grades and they might offer you a place.

When Does Adjustment Open?

Adjustment opens on A Level Results Day, which is the 13th August 2020. It will then close on the 31st August 2020. Although it can be competitive applying for an Adjustment course, remember that other students may not have met their entry requirements to be accepted on the course, thereby creating places.

If you don't find anything you prefer through Adjustment then don't worry, you will only lose your UF (firm acceptance) choice if you confirm that you would like to go elsewhere.

Top Tips for Applying Through Adjustment

There are lots of things to take into account when considering applying for a new course or university through Adjustment. Sue Edwards, who is the Careers Widening Participation Manager at Lancaster University shares the following tips,

READY!

Plan: Before results day - think about the universities that you took off your list because the grade requirements were higher than your predicted grades. Create a new list of possible universities and courses you might be interested in – include university phone numbers and course codes to make it easier on the day.

STEADY!

Don't do it alone: use the support of others who can help you look at the decisions you have objectively e.g. Friends, family or your careers team.

Research: Have a check list of questions you want to ask so you can be sure that the university and the course are right for your e.g. ask about course content, the range of support services (including careers team!) accommodation, extra-curricular opportunities and anything else that is important to your university experience.

Prepare: or possible interviews, revisit your personal statement- just in case you are invited to chat to an admissions tutor for the course over the phone.

GO!

Make contact: ring the universities in order of preference. Consider having 2 phone lines in case you are on hold for a while.

Don't Rush: You can hold multiple verbal offers, discuss your options with others. Your careers team will be especially useful.

Keep calm: You are in a great position. Do what is right for you. if you have achieved the grades for your dream course and there are no places available this year- you can consider taking a year out and applying for entry in 2021.'

To read more about UCAS Adjustment, go to: **careermap.co.uk/ucas-adjustment-what-you-need-to-know/**

Step UP Stand OUT PROGRAMME

#STEPUPSTANDOUT AND GET YOUR CV TO THE TOP OF THE PILE

Term-time's over and the jobs race is ON.
So how will you get to the front of the queue?

Put yourself in pole position and show employers you've got the drive to go the extra mile with QA's free #StepUpStandOut programme.

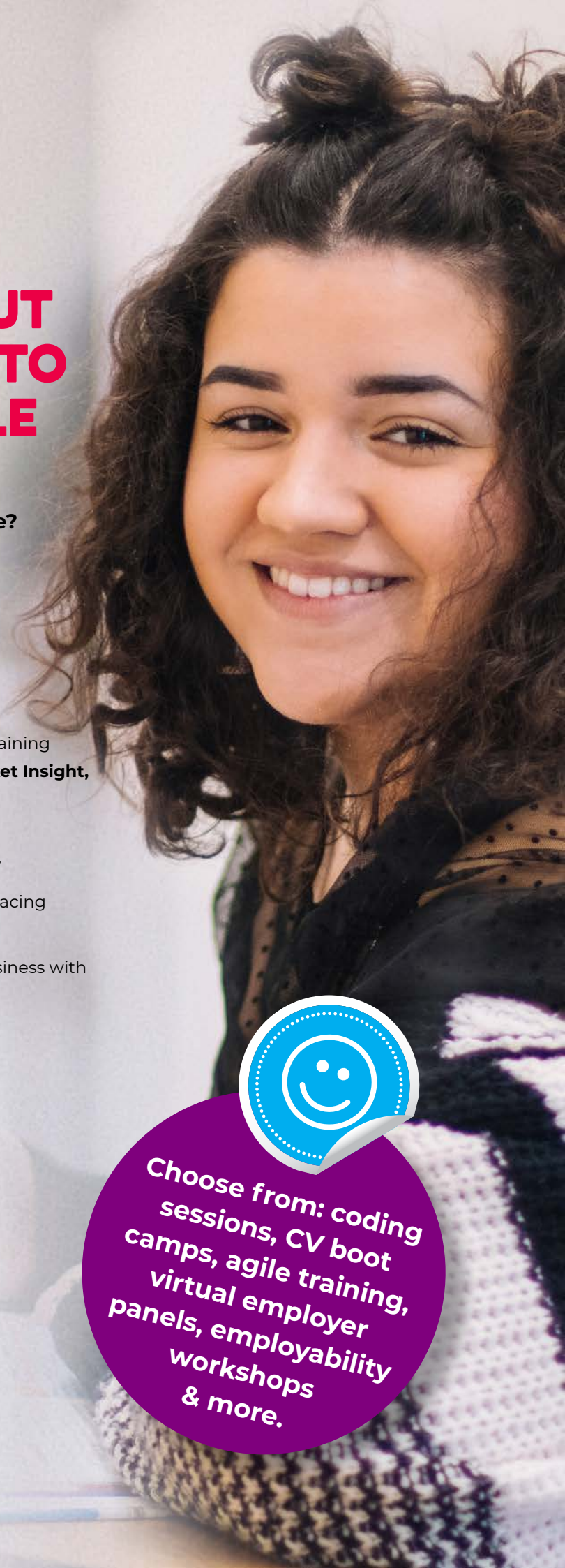
You'll get:

- Official digital badges from the UK's largest tech training partner – recognising skills in **Agile Working, Market Insight, Python Coding, Employability** and more
- Invaluable workplace skills to help you land those in-demand jobs, with an emphasis on digital ability
- Valued knowledge in specific fields, plus interview-acing insight from major hiring managers
- Exclusive access to QA trainers – the best in the business with a shared passion for transforming your future

Get ready to stand out by including your QA-certified badges on your CV, social profiles, email signatures... anywhere you can! Our awards are recognised by top companies and organisations, so mention them in supporting letters and interviews to make the step up in a competitive and unstable jobs market.

Don't wait for your future to find you...

Read more and sign up now!



QALtd QA-Ltd QALtd QALimited

Creative & Digital Media

Here we are now, entertain us

Creative & Digital media is a catch-all term that describes all kinds of audiovisual mediums, including online platforms, TV, radio, console games and more. People working in any of these areas are responsible for creating content, wielding the equipment, standing in front of the camera, testing the games (yes, that's a thing) and much more.

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About the Creative & Digital Media Industries

The UK's creative industries are hugely important: they employ almost three million people, contribute more than £80 billion a year to the economy, and without them there'd be nothing to watch on TV. In fact, there'd be little to see, do, read or listen to anywhere, because without the arts and people pushing them out into the world, nothing would be printed, recorded, broadcast or uploaded. The world would be a pretty dull place.

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What can I do?

Whatever you want to do. In some ways it's a little old-fashioned to refer to the 'digital' world as if it were in some way separate: our lives are almost seamlessly integrated with technology now and get more and more plugged in every day. There are constant new innovations for shows, sounds, apps, games and more, and no-one has the monopoly on a good idea. The creators of YouTube, Facebook, WhatsApp, Snapchat and Instagram dreamed of things that didn't exist before and brought them to life; that could be you.

Alternatively, there are many, many existing roles that can lead to rewarding and interesting careers across the creative sectors. As you train you'll gain the technical skills you'll need to harness your creativity and turn it into something that other people can access and enjoy, whether that's capturing sound, producing a radio show or working in social media.

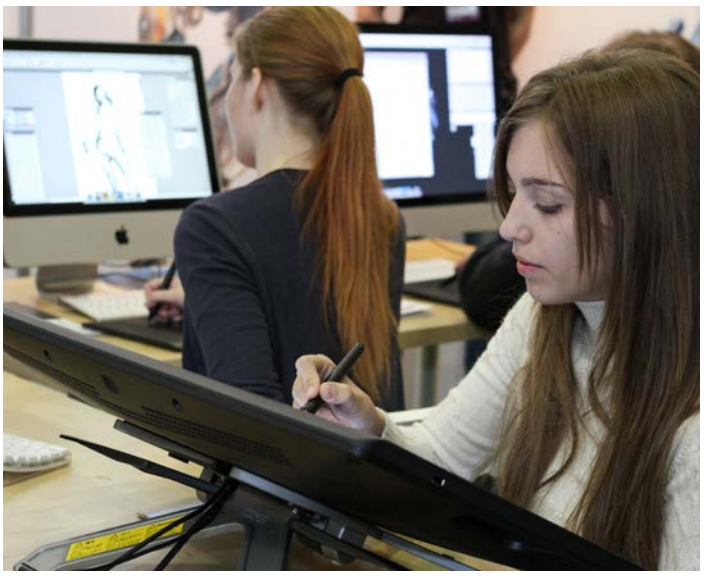
You'll also be exposed to new technology and different ways of thinking on your way to landing a job or perhaps setting up on your own. With so many opportunities out there, you'll probably work in a few different roles throughout your career.

Types of Apprenticeship

There's just one creative & digital media Apprenticeship, but like any creative person it's an adaptable, flexible thing. You can use it to launch a career into any media sector – film, TV, music, online – and configure it with your employer to suit your needs.

Creative Skills

Being creative requires imagination, but there are also practical skills you'll need as you build your career. They'll vary depending on what you want to do: a camera operator will need to master equipment and understand light, for example; an animator will need technical drawing skills as well as a grasp of software; a game designer will need both creative flair and an insane control over code.



All of these things will develop over time as you train, but it's good to start thinking now about the areas that might interest you and getting a feel for the skills you'll need.

Creative Careers

Here are just some of the jobs available in creative & digital media:

- production runner
- broadcast assistant
- junior designer
- digital assistant
- production secretary
- online community manager

The creative industries are competitive so it's normal to start lower down the ladder and work your way up to more senior roles as you get more experience in your chosen medium.

You could work in...

• FILM • TV • RADIO • ANIMATION • PHOTO IMAGING • INTERACTIVE MEDIA •

Getting Started

If it's time to play the music and light the lights on your creative career, head to careermap.co.uk to see what Apprenticeships and jobs are out there. Creativeskillset.org is another useful source of info on training and opportunities within the sector.

Routes into the creative industries include:
- Apprenticeships
- Vocational qualifications / A Levels
- National Diplomas and Certificates
- Higher National Certificates (HNCs) and Diplomas (HNDs)
- Foundation Degrees (England and Wales only)
- Bachelors Degrees

Earn and Learn

If you opt for the Creative & Digital Media Apprenticeship you'll usually train for between two and four years, depending on your employer and the qualification (Advanced or Higher Apprenticeship) that you're aiming for. As an apprentice you'll split your time between learning on the job with an employer and studying at college.

As an apprentice, you'll be:
- in full time employment
- earning a salary
- working towards nationally recognised qualifications
- getting the practical experience you need to start your career

The content of Apprenticeships in this area will vary between employers because the work they do is so diverse: some of the skills you need as a digital assistant will be different to the ones required by a production runner. You'll be able to talk to your employer and learning provider to make sure you're getting the right training for you.

Levels of Apprenticeship

The Creative & Digital Media Apprenticeship is offered at four levels:

Level Two (Intermediate) –
equivalent to GCSEs / Standard Grades

Level Three (Advanced) –
equivalent to A Levels / Highers

Level Four / Five (Higher) –
equivalent to Foundation Degree / Advanced Highers

Level Six / Seven (Degree) -
equivalent to Bachelor's or master's degree

A level two Apprenticeship takes a minimum of one year to complete, then you can continue to achieve a level three. Level four and above is designed for those aiming for technical, design or management careers.

Life as a Creative & Digital Media Apprentice

Any audiovisual output you can think of involves a lot of work from a lot of people to bring it into our homes and onto our devices, whether it's an immersive world on a console game, a Hollywood movie or a comedy panel show you watch late at night. To be involved in making these and other things happen you might be in a broadcast studio; on location filming; preparing animation on your computer; or perhaps working in the production offices.

Whatever you do, you won't be alone. You'll be thrown into a new team and you'll need to do your best to work well with everyone: some of the work might be physical or basic at first, or you might have to work long hours in all conditions, but by showing willing and applying yourself you'll make a good impression. Knowing people and being known as a good worker is essential in the creative industries, so having a good attitude right from the start will really help you get ahead. Another tip: the equipment and tech, both analogue and digital, that you'll use at work will be vital to your job (and never underestimate how helpful gaffer tape can be in all kinds of creative environments). Make the most of your time at college – and your spare time – to really master any software packages or gear you're working with; you'll be glad you did in the long run.

Apprenticeships are unique as you'll be studying as well as working, so you'll get a taste of life at college as well as work. It's a chance to make new friends and socialise, and pick up some handy time management skills as you learn to balance your work, study and social life. You'll also be earning your own money, which will help when it comes to buying any equipment you need (or books, films and music to inspire you). It will pay for nights out with your friends, too.

Find Apprenticeships and jobs in creative & digital media near you at Careermap.co.uk

BTEC RESULTS DAY 2020

BTEC ALUMNI CASE STUDY

ABBY MYERSCOUGH

Former BTEC Level 3 Sport student at Chichester College

Current position: **Nurse at St Richards Hospital in London**

At present, I am a nurse on the Cardiac Ward at St Richards Hospital in London.

How has the pandemic impacted your work?

At the start of the pandemic, protocol called for the Cardiac Unit to be converted into the 'COVID ward'. This was a daunting transition, there were so many unknowns with this illness. Our roles adapted as we swabbed, triaged and looked after those who came through the doors. As a nurse on the COVID ward it was very stressful and demanding, I had good days and bad days. It was challenging to keep up to date with new information and protocols, as they were changing daily. It was also incredibly tiring as I picked up extra shifts, the worry of bringing COVID back to my loved ones and the general uncertainty of lockdown. My colleagues and family were such a good support system to me, allowing me to offload and de-stress.

How did your BTEC qualification help prepare you for this current situation?

Although my BTEC was in Sport, it was the health related part of the course that first got me interested in going into nursing. My BTEC taught me how to be resilient and a good team player. I was involved in the netball team during my time at college, being part of a team and sharing one common goal really helps in my current job role. I can adapt and work with others across the multi-disciplinary team to achieve one aim - making my patients better!

I have been able to learn and further develop my nursing skills throughout the pandemic. I have strengthened my medical knowledge, by learning more about the symptoms, side effects and treatments associated with the virus.

I've also improved my communication skills with staff, patients and relatives through new channels of communication that weren't commonly used previously. The use of iPads, FaceTime and phone-calls was really important to keep relatives up to date, as loved ones weren't allowed to visit. Additionally, I've developed professionally, working throughout a pandemic is something I hope I may never have to do again, however, by doing so I feel it's strengthened my professional character.

It has been lovely to have positive recognition for all the key workers during this situation. Hospital staff have been incredibly lucky to receive amazing donations and the weekly clap for carers. The clap for carers was a great way of bringing the community together. My BTEC Tutor and netball coach, at Chichester College, wrote an appreciation post on social media giving support to myself and all key workers this was really touching and truly meant so much to me.

What was your own BTEC Results Day like?

After results day I felt happy, relieved and excited, I knew all my hard work had paid off and that I would be able to secure my university place. I didn't think it would be possible to apply to do nursing with a BTEC in Sport, but I could, and I did. I am proud to have been able to help others by being on the front line during the pandemic.

With thanks to Chichester College and Abby

Pearson | BTEC

Ahead for business

Pearson College London is part of Pearson, a FTSE 100 and global education company, and puts education, powered by industry experience, at the heart of what they do. Based near Holborn, in the heart of London, the College is surrounded by global businesses, tech start-ups and established law firms.

Within the College, Pearson Business School could be a great choice if you're looking for a business degree this September or considering your options. Choosing a degree and planning for your career is a big task and there is even more to weigh up in the current climate, but Pearson Business School is here to help. This September they have places available for Business Management, Accounting, Law and Marketing degrees.

Pearson Business School is able to deliver their courses online and intend to resume face-to-face teaching as soon as safe to do so and in line with government guidance, so their degrees will be starting in September whatever the circumstances. Flexibility and support are more important than ever, that's why they offer:

- Academic support
- Technical support
- Your own personal tutor
- Student Services team and student counselling service
- Small class sizes (seminar groups of up to 30 students)
- Student experience events and activities
- A comprehensive talent development programme (industry workshops, CV clinics…)

The College is a small and agile institution with only around 1,300 students, meaning that whatever the circumstances, they are flexible enough to adapt their teaching methods. From your studying experience and your wellbeing, to your student life and professional development, they constantly look for new ways to provide support for students.

Many of their students complete internships, which are great opportunities to build their CV and have helped some land jobs at the likes of Sainsbury's, BBC and PwC.

A recent survey also shows the College is one of the top 20 institutions in the UK for its graduates entering full-time employment, placing the College in the top 5% in the UK!

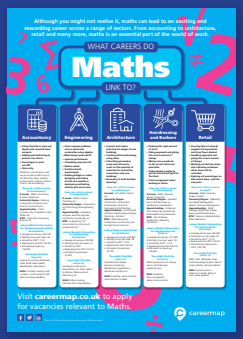
Lockdown hasn't stopped its students from succeeding! Some are interning at the likes of Zoom specialists Webinizer, our in-house start up BrightShift and Pearson.

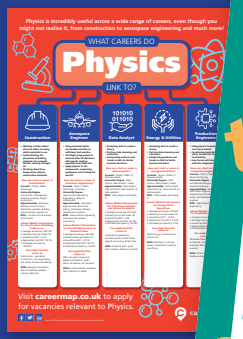
Pearson College London
PEARSON BUSINESS SCHOOL

Decide if Pearson Business School is the right choice for you by calling their Clearing hotline on 0203 9440 329 or chat online. You can also join their online Clearing Open Day on Saturday 15th August.

www.pearsoncollegelondon.ac.uk/ | info@pearsoncollegelondon.ac.uk

New Gatsby Benchmark Posters





19 subject pack, coming for the new academic year...

- Art
- Biology
- Business studies
- Chemistry
- Citizenship
- Design & Tech
- Drama
- English
- Geography
- History
- ICT
- Modern Foriegn languages
- Maths
- Music
- Physical Education (PE)
- Physics
- Religious Studies
- Relationships and Sex Education (RSE) and Health Education
- STEM

Register your interest today

Contact **jodie@careermap.co.uk** for more information!

careermap