

Welcome to the Spring edition of our newsletter!

This edition has a big focus on considering, searching for and applying to apprenticeships. National Apprenticeship week took place 7th and 13th February and during this time many companies kick off their apprenticeship recruitment schemes. We have timed this edition to bring you as much information as possible to help those that may be interested.

Apprenticeships are now available in a range of industries both for school leavers after year 11 and year 13 but also for students who want to re-focus at year 12. They are not necessarily for everyone and thorough career research and access to guidance will help young people to understand and identify if it is the right path for them and their career ambitions, as there are still many jobs and careers that require the traditional path of university or are not yet available as an apprenticeship.

Even if apprenticeships are available and you feel it is the right option for you, apprenticeships are only a viable option if there are vacancies available in what you want to do and at a location you can access. We have included lots of live vacancies as well as further links and resources for your opportunity searching. Be aware, achieving an offer for an apprenticeship will take hard work and lots of effort applying. We have included advice and support for the application process and how to suggest you are the right candidate for the opportunity on application forms and at interview. This includes activities to help you identify your skills and personal strengths from school subjects and hobbies, and how this translates to desirable workplace skills and attributes.

All of these activities and information about opportunities and roles can also be helpful to young people not interested in apprenticeships or still undecided and at a younger age, in terms of career and personal insight as well as content for future university and college personal statements.

A question I get asked by parents and teachers often is the impact of the pandemic on apprenticeships. Yes, there was recruitment retraction in some industries. However, as restrictions ease and Britain aims to get back to business, we are seeing many companies are struggling with staffing levels and skills gaps. This can only mean that a desire for young future generations of workers will be in demand.

Happy career exploring!

Natalie Papworth
 Founding Director
 Innervate Careers

Key Features:

• Events

- National Apprenticeship Show
- Pilot Careers Live
- Career Live 2022
- London Spring 2022 Fair
- London Job Show
- Nursing Careers Job Fair
- Reading Careers Fair
- University Open Days and Taster Days
- AFC Harrogate Briefing Day
- Law Virtual Experience
- Goggle Apprenticeship Insight Webinar
- PwC Virtual Insight/Work Experience Week
- Parent & Careers Guide on Apprenticeships

• School/College Resources for Careers and Employability

• All about Apprenticeships

• Live Apprenticeships Snapshot

• Applying for an Apprenticeship

• Creating a Winning CV

- [What is a CV for?](#)
- [Extracurricular activities to add to your CV](#)
- [Experience of work/ or transferable experience](#)
- [Linking your learning in education to skills to take forward](#)
- [Hobbies to include in your CV](#)

• Skills and qualities your subjects develop

• Employability Self-Assessment

• Labour Market Information – Careerometer Tool

Up-to-date Careers News, Information & Opportunities



Schools



Teachers



Young people



Career advisers



Parents/Carers



Events & Opportunities



Parents/Carers



Young people



Teachers

Apprenticeship and Careers Fairs

Apprenticeship and Career Shows are an excellent way to hook up and talk to potential employers. Find out about their companies, work, roles, opportunities and gain contacts.

Trade Show

National Apprenticeship Show

01 - 02 Mar 2022 Add To Calendar

📍 Sandown Park Racecourse, Esher, UK

Expected timings: 09.00am – 6.00pm

To add to calendar: [Click here](#)

APR 09 Sofitel Hotel, London Heathrow, Terminal 5

Pilot Careers Live London - 9 April 2022

£13.37 - £32.54

Have you thought about becoming a pilot? Join Europe's largest pilot training exhibitions to explore pilot careers and training options.

About this event

Pilot Careers Live London - Autumn

Sofitel Hotel, London Heathrow, Terminal 5

Saturday 9 April 2022

Morning session 09:00 - 13:00

Afternoon session 13:00 - 17:00

Keep an eye out for What Career Live 2022 Event

(click on icon below)

Virtual Event

Friday 24 & Saturday 25 June 2022

REGISTRATION OPENS SOON!

London Spring 2022 Fair
Thursday 03rd March 2022-Tottenham Hotspur Stadium

Event Time: 9.30 am - 2.30 pm

Venue: Tottenham Hotspur Stadium, N17 0BX

Studentstreams Spring London Fair is the perfect way for students to choose which university or apprenticeship that is right for them.

[Click here for information and to register](#)

LONDON London Job Show
JOB SHOW Westfield LONDON W12
1st & 2nd April 2022

Visit:

<https://www.londonjobshow.co.uk/shepherdsbush/>
to register free



Coming soon:
Nursing Careers Jobs Fair
London West
29 April 2022

Visit: [Nursing Careers and Jobs Fair | RCNi](#) to keep posted for further information and updates

The UK Careers Fair



Reading Careers Fair

Apr 22, 2022 10:00 AM

IN-PERSON

When: Apr 22, 2022 10:00 AM

Where: Penta Hotel, Oxford Road, Reading, RG1 7RH

Duration: 4 hours

University Open Days & Taster Days

Click on icons to search for all University open and taster days



opendays.com
university and college open days

UNIVERSITY
TASTER
COURSE
PROGRAMME



Events & Opportunities



Google Parents' Insight Webinar

Google Apprenticeships Insight Yr10/11- Y12/13

Is your student interested in technology and in Years 10-13? Want to find out how they could kickstart their career at one of the biggest technology companies in the world?

Join Google on **Wednesday 9th March at 6.30pm** to find out about how Google apprenticeships could get your child's career off to a flying start!

[To register Click here](#)

MPCT



AFC Harrogate Briefing Day

A joint presentation from the **Motivational Preparation College for Training and the British Army** on preparing yourself before joining AFC Harrogate.

PORTSMOUTH ON THE NIGHT

- 1730hrs Arrival and tea and coffee
- 1800hrs Introduction and welcome to the college from the MPCT Deputy Regional Operations Manager
Handover to the RG Rep (Recruiter) to deliver the AFC Presentation
MPCT College overview and presentation from the Deputy Regional Operations Manager and current Learners
Q&A session to both organisations from the audience
Opportunity to sign-up or gain further insight into options available for both AFC and MPCT
- 1930hrs Thank you and departure



IN COOPERATION WITH

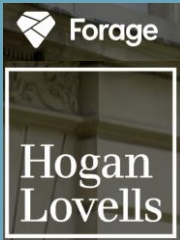


Click on the link below today to register at the centre you'd like to attend:
www.portsmouthharrogatebrief.eventbrite.co.uk

PwC Virtual Insight/Work Experience Week Accounting & Finance – Y12 25 July – 29 July 2022

PwC's Virtual Insight Week programme provides opportunities to gain lots of valuable skills and explore career options with PwC. You may be interested in doing an apprenticeship, going to university, or a combination of both. Perhaps you're still not sure, and you simply want to find out more about PwC and the different areas that you could join. Their Virtual Insight Week will help you answer these questions by giving you a glimpse into their different business areas, and you'll also hear from students who joined through a range of pathways and programmes.

[Click here for more information and to apply](#)
DEADLINE: 13 March 2022



First Steps to Law Virtual Experience Programme

The programme is open to students at school or in their first year of university. You will gain both technical and soft skills which are essential to a career in commercial law as well as a deeper understanding of two key practice areas: Energy and Infrastructure (E&I), and Intellectual Property, Media and Technology (IPMT). E&I tasks include pitching to a hypothetical multinational client, reviewing a draft loan agreement, and executing a document. For IPMT tasks, Hogan Lovells is partnering with and showcasing a real client, Vodafone. In a hypothetical scenario, students will advise Vodafone on potential grounds for making a trademark infringement claim and explain trademark registrations to Vodafone's in-house counsel.

[Click here for information](#)
[Click here to View Program Now](#)

Amazing Apprenticeships



Parent & Carers Guide on Apprenticeships

Amazing Apprenticeships has designed a guide to help Parents & Carers explore the exciting world of apprenticeships with their child, to understand the range of resources and support services available to them, and how to access them.

[Click here to download guide](#)

Work Experience:

www.studentladder.co.uk/work-experience/
www.vinspired.com & www.do-it.org
www.springpod.com/virtual-work-experience



School/College Resources for Careers & Employability



Amazing Apprenticeships

School and College Resources



Apprenticeships are Amazing Short Film Showcasing the breadth and variety of apprenticeships [Click here to view](#)



Apprentice Short Films A collection of short Apprenticeship story films including Firefighting, Engineering, Broadcasting, Zookeeping and more [Click here to view](#)

SATRO

Careers Speed Network for Schools

This activity involves business volunteers working with small teams of KS4 and KS5 students to enable them to learn about the world of work.

Gatsby Benchmarks:

This activity helps towards meeting the following GATSBY Benchmarks: (GB5) encounters with employers and employees.

For further information and enquires:

[Satro - Careers Speed Networking](#)

THE BIG BANG COMPETITION

From passion to project

Get your students thinking about issues they're passionate about or developing solutions to challenges they've come across in their own lives by doing a project for **The Big Bang Competition**.

Taking part in the **UK's top STEM competition** for young people is a brilliant way to inspire your students to think big and show their passion. Enter your science or engineering project online by **Sunday 20 March 2022!**

More than just winning prizes!

From team work and getting creative, to analysing and communicating findings, The Big Bang Competition is a brilliant way to develop valuable skills for the future. It's also a great chance to get feedback from real scientists and engineers and to celebrate and share students' achievements.

Looking for inspiration?

Projects can be about any topic in the field of STEM – it doesn't matter if they've been done using simple everyday items or through research in a science laboratory, in school or at home – it's all about the idea and the enthusiasm behind it!

If you don't know where to start, or are looking for project ideas, [sign up to receive some useful resources, tips and guides.](#)

THINK APPRENTICESHIPS SUBJECT FILMS

Discover Amazing Apprenticeships series of short and engaging films covering 12 school subjects and the many apprenticeship roles they link with.

Each film introduces a range of apprentice roles linked to the subject and outlines some of the tasks you could expect to be doing in each apprenticeship.

[Click here to access a range of subjects](#)

THE APPRENTICESHIP QUIZ 2022!

How much do you know about apprenticeships? Test your knowledge with a fun quiz and learn a little more about what roles are available, when to apply, when companies advertise and what they might be looking for.

[Click here to enter quiz](#)

[Learning about Careers Sectors](#)
[Free Lesson Plan Yr9+](#)



[Skills & Careers Resources For Young People \(includes Downloadable Workbooks\)](#)



Parents/Carers

Autumn Term Yr 10, 11 & 13 Looking Ahead



Young people



Apprenticeships

If you are one of the many young people interested in apprenticeships, now is the time to be actively looking for opportunities as many companies are launching their schemes for young people finishing school this summer

What is an Apprenticeship?

- As an apprentice you work for an employer
- Get paid to work and undergo a period of training where you will learn a particular workplace skill or set of skills
- Work towards a qualification which you can use to access future jobs
- Apprenticeships last between 1 and 5 years
- Apprenticeships can go onto a further level of training or secure a job in a relevant industry
- Guaranteed at least £4.81 per hour – it's not uncommon to be earning in the region of £150 to £260 per week for an advanced apprenticeship
- Salaries for higher apprenticeships usually progresses year on year starting between £7-20K and completing on £18 to £26K

Apprenticeship Levels

LEVEL 5

Proven experience in the Subject or qualifications at Level 4 or 4 required

QUALIFICATIONS

Degrees

DEGREE

APPRENTICESHIPS

LEVEL 4

Advanced Level qualification Or substantial experience In the subject is required

QUALIFICATIONS

foundation Degrees, HNCs, HNDs

HIGHER

APPRENTICESHIPS

LEVEL 3

Advanced Level Qualifications or experience In the subject is required

QUALIFICATIONS

A Levels, NVQs, National Diplomas and Certificates Access to HE

ADVANCED

APPRENTICESHIPS

LEVEL 2

Intermediate Level where Some experience may Be required

QUALIFICATIONS

GCSEs (Grade 4-9) NVQs First Diploma

APPRENTICESHIPS & TRAINEESHIPS

LEVEL 1

Foundation Level with Entry Level Qualification or for Beginners with limited Previous experience

QUALIFICATIONS

NVQs, Introduction Diploma GCSEs (Grade 1-3)

TRAINEESHIPS

ENTRY LEVEL

No Qualifications Previous experience needed

QUALIFICATIONS

Basic literacy and numeracy and other awards



Is an apprenticeship right for me?

Yes

- ▶ if you want to go out to work
- ▶ if you want to learn but be in the workplace
- ▶ if you want further vocational qualifications
- ▶ if you are interested in the types of apprenticeships available

No

- ▶ if you are best suited to purely academic learning/ academic career
- ▶ if the career you have identified requires an academic qualification/ degree
- ▶ if you do not feel ready for the working world –longer days, less holidays, boss, customers/ clients

How can I find out about apprenticeships?



Over the following pages we have listed lots of current apprenticeship opportunities but here are some key websites:

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

<https://amazingapprenticeships.com/vacancies/>

<https://www.notgoingtouni.co.uk/> Not going to Uni website with advertised apprenticeships

<https://www.indeed.co.uk/Apprenticeships-jobs> Indeed website

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

<https://www.e4s.co.uk/> Student job search site

Particularly helpful for 6th form students:

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

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

General support and advice as well as opportunities:

<https://successatschool.org/advice/apprenticeships>

Media & TV



Journalism Apprenticeships

Journalism Apprenticeship-Level 3

Visit: [Journalism Apprenticeship Advanced - Careers \(bbc.co.uk\)](http://Journalism Apprenticeship Advanced - Careers (bbc.co.uk))

Retail



Aldi Apprenticeships Levels 2 & 3

Logistics Apprenticeship : You'll learn all about how their products get from suppliers to their customers' shopping baskets, and work your way towards a Level 2 Supply Chain Operative qualification.

Stores Apprenticeships:

For applicants with no previous qualifications you can apply for a Level 2 Retailer Apprenticeship which takes around 12-15 months to complete. You will also complete Functional Skills at Level 2 alongside this.

Store Management Apprenticeship - For applicants that already have their GCSE's in Maths and English at Grade C or above (or equivalents) you can apply for their Store Management Apprenticeship programme. You will complete both Level 2 Retailer and Level 3 Retail Team Leader which takes up to 36 months to complete.

Visit: for information and to apply

[Job Search | Aldi Recruitment UK](#)

Science & Research



Project Management Research and Development Higher Apprenticeship

Your apprenticeship will be in the Project Management Excellence team that is responsible for the establishment and maintenance of Project Management processes, business rules and practices across GSK R&D, to support the drug/vaccine development with excellence in project management discipline across all phases. This encompasses methodologies, training and behaviours enabling the teams to manage the projects efficiently.

You will be based at the Global Headquarters for GSK in Brentford and be part of the Strategy, Portfolio and Operations (SPO) department within R&D

[Click here for information and application](#) .

Engineering, Mechanical & Electrical



Network Rail

Level 3 Engineering Apprenticeships

Network Rail apprenticeship programmes are now live.

Apply for their Engineering Level 3 with training at their dedicated training centres and then go on to working from a depot specialising in distribution and plant, overhead lines, signaling, telecoms track or off track

For information and to apply:

[Level 3 Engineering Apprenticeship - Network Rail](#)



Thames Water Apprenticeships

Thames Water apprenticeship schemes are now open and offer various positions at level 3 and above in various locations including Camberley, Surrey, Hammersmith and Guildford

- Electrical and Instrumentation Engineering Apprenticeships (Level 3, GCSE Entry)
- Mechanical and Electrical Engineering Apprenticeships (Level 3, GCSE Entry)
- Science Apprenticeships (Level 6 A Level Entry)

Visit:

<https://corporate.thameswater.co.uk/careers/Apprentices> for information and to apply

Business/Arts



Christie's Advanced Apprenticeship – Arts Department

Various roles exist to support Sale Coordination activities across the Art Departments to ensure smooth delivery of the sales. Sale Coordination project manage the execution of sales by monitoring and tracking all activities and elements related to incoming property; they manage the catalogue production process, all sale related deadlines and manage client paperwork and charges and ensure they are accurately reflected in Christie's systems. Sale Coordination also act as client liaison when appropriate to gather or dispatch consignment and property related information.

The Role

Christie's have opportunities across the following Art Departments:

- Estates and Valuations
- Wine
- Private Sales
- Decorative Arts

[Click here for information and to apply](#)

DEADLINE: 31 March 2022

Live Apprenticeships Snapshot

IT & Technology

Higher & Degree Apprenticeships

• Degree Apprenticeship BSc (Hons) Software Development degree Visit: [Careers - Search career opportunities | CGI.com](https://careers-search.careeropportunities.cgi.com) (njoyn.com)



SECURITYSERVICE MI5

Cyber Apprenticeship – A Level Entry

Find out more about working for the MI5 and their vital and unique work by [Cyber Apprenticeship Ref. 2400 - Recruitment Services \(applicationtrack.com\)](https://applicationtrack.com)



Advanced and Degree Apprenticeships Nationwide

Advanced Apprenticeships include:

- Technology Sales
- Software Development
- Junio DevOps Engineer
- Test Engineer
- Junior Management Consultant

Degree Apprenticeships include:

- Chartered Business Management
- Digital & Technology Solutions
- Design Degree

[CLICK HERE FOR INFORMATION AND TO REGISTER INTEREST](#)

IT & Technology/Digital Marketing

Digital Marketing Apprenticeship (Level 3) September Start

You will work and build skills and understanding across a very broad range of tactics and deliverables working with our agencies to create digital, online and email marketing, social media, blogs and PR, case studies as well as events – both in-house as well as 3rd party industry events and Party Conferences.

[Click here For information and to apply](#)

DEADLINE: 31 MARCH 2022

Construction, Civil Engineering, Building Services

Advanced & Degree Apprenticeships

Advanced Apprenticeships Building Services & Engineering & Civil Engineering: You'll undertake a supervised programme of in-company training alongside college teaching. You will study towards a Level 3 qualification (equivalent to A-Levels) in; building services engineering or civil engineering over a 2-3 year period on a day release basis. [Click here for information and to apply](#)

Degree Apprenticeships in Building Services Engineering, Civil Engineering, Project Management, Quantity Surveying and Rail Engineering: You will study towards a Bachelor's degree in either Building Services Engineering, Civil Engineering, Project Management, Quantity Surveying or Rail Engineering at a University or education provider typically over a 5-6 year period on a block or day release basis.

[Click here for information and to apply](#)

Environmental Science

Environmental Degree Apprenticeship Kingston University

As an Environmental degree apprentice in our team in London, you will be working with colleagues in all of our key technical disciplines (including acoustics, air quality, ecology, EIA, ground and water, landscape architecture, heritage, climate change and sustainability). Your tasks could include; collecting field survey information, contributing to Environmental impact assessments, carrying out environmental desk studies, conducting research projects and contributing to project management

[Click here for information and to apply](#)

Childcare

Intermediate Childcare Apprenticeships

As an Apprentice, you will be working alongside qualified staff who will show you the ropes.

You will be assigned a mentor to provide you with support within your nursery, helping you to complete the tasks you need so you can progress in your qualification.

You will attend Learning & Development courses at Busy Bees training centres, where you will be provided with knowledge to develop your personal skills and practice.

[Click here for information and to apply](#)

Financial Services



College Leaver Tax Apprenticeship - Reading

What you'll gain

ATT Accounting Qualification.

You'll enjoy plenty of practical, on-the-job training while studying for a professional qualification with the ATT (Association of Tax Technicians) as a core part of your programme, which is a nationally recognised qualification.

What you'll need

Minimum requirements are 96 UCAS* for the ATT pathway or 112 UCAS * for the CFAB pathway from up to three full A-Levels (or equivalent),

[Click here for information and to apply for Autumn Start 2022](#)



The Government Economic Service Degree Apprenticeship

The GES-DAP is an opportunity to work in a central government department or agency on some of the most important social, environmental and economic issues our country faces – while studying for a degree in economics with the University of Kent.

[Click here for information and to apply](#)

DEADLINE 14 FEB 2022 FIR SEPTEMBER 2022 START

Horticulture and Landscaping

Royal Horticultural Society Apprenticeships August 2022 Start

Apprenticeships include:

- Horticultural Operative (Level 2)
- Arborist (level 2)
- Horticultural Supervisor (Level 3)
- Land Based Service Engineering Technician (Level 3)

[Click her for information and to apply](#)

DEADLINE: 1 MARCH 2022

Royal Parks Horticultural Scheme Regents Park

The Royal parks Horticultural Apprenticeship Scheme is an ideal way to begin a career in horticulture and open space management. their scheme is typically a 3 year apprenticeship combining college-based learning with unrivalled workplace training in one of London's historic Royal Parks. [Click to apply](#)

Automotive



Volkswagen Apprenticeship Programme (Nationwide)

The Volkswagen Apprenticeship Programme will give you all the life and technical skills you need to build your career. Roles include an apprentice Service Technician, Parts Advisor or Service Advisor working in one of our UK Retailers, training in world class facilities and learning from experts.

[Click here for information and application](#)



Customer Service Expert Apprenticeship Start date September 2022

As a customer service expert apprentice, you will develop first-class customer service skills including understanding customer needs and business needs, critically evaluating customer service levels and implementing changes to improve the customer journey and using appropriate resources and technology to support the needs of the customer. You will acquire the skills to deal with challenging situations and develop plans to drive loyalty and retention and exceed customer expectations.

Working towards a level 3 apprenticeship as a customer service specialist you will learn the key principles, practices and skills that underpin the role before further developing and applying your skills in more complex situations.

[For information and to apply Click here](#)

DEADLINE 14 MARCH 2022

Search for apprenticeships:

To search for apprenticeships you can register and set up alerts for all opportunities to be emailed to you:

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

<https://www.notgoingtouni.co.uk/> Not going to Uni website with advertised apprenticeships

<https://www.indeed.co.uk/Apprenticeships-jobs> Indeed website

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

<https://www.ratemyapprenticeship.co.uk/apprenticeships> Rate my Apprenticeship with latest apprenticeship opportunities

<https://www.e4s.co.uk/> Student job search site

<https://evolveuk.org/speculative-job-application/> Construction apprenticeships

<https://barclayslifefskills.com/> Barclay Lifefskills – interview techniques, tips for interviews/CV



Applying for an Apprenticeship



Parents/Carers



Schools



Teachers

Apprenticeship Application

Once you've searched and found the right apprenticeship for you, you can get on with the application process.

If you're planning on working for bigger organisations, you might have two or three interviews. A smaller employer may just want to meet you face-to-face, to see if you fit into their organisation.

Employers will each set their own application process for an apprenticeship, which will be similar to applying for any other job within that organisation. This typically, will involve an interview. Interviews can range from face-to-face, a panel interview, on the telephone or on-line. It just depends on how the employer wants to conduct it. If you've not done an interview before, the following tips should help you through the whole process:

BEFORE YOUR INTERVIEW

CHECK WHERE AND WHEN

Find out what time your interview is, then figure out the best way to get there in plenty of time. Also check the employer's website for the address, directions and any useful advice on finding their premises.

KNOW YOUR STUFF

It's worth finding out as much as you can about the apprenticeship, and the organisation that's interviewing you. You might also want to keep up to date with the relevant news in your industry, just in case your interviewer asks your opinions on any relevant news stories.

PRACTICE

Try a mock interview with a teacher, adviser or even a friend. A simple practice interview can help you feel more confident, and see what questions and answers you need to practice. Remember to include a few questions that you think you might be asked e.g. Why you chose this apprenticeship, what you enjoy most about your current studies.

Some Example Interview Questions:

Why have you applied for this apprenticeship?

- Give an example of a time when you have coped well under pressure
- What are your strengths?
- What are your weaknesses?
- What do you think we want from our apprentice?
- Rate your Organisational skills on a scale of 1-5 (5 being the highest). Give an example of when you have used these
- Give an example of how you have dealt with a difficult situation
- Tell us about yourself
- Tell us about a recent situation where you were required to use your own initiative
- What role do you play in a team environment?

Some Questions you could ask:

- How would you describe the work culture?
- What do you offer in terms of continuing professional development?
- I notice that you have recently introduced..... How will this impact the organization?
- What are the most significant issues that the organization will face over the coming months?

LifeSkills

LifeSkills

Created with BARCLAYS

Go forward into work

LifeSkills is designed to help young people develop the skills they need for the 21st century workplace.

Preparing for the workplace? You'll find content on building confidence, creating a CV and preparing for interviews, and you can even try virtual work experience on [the LifeSkills website](#).

Parents information Pack

Latest apprenticeship information & advice for parents
click on Amazing Apprenticeships Logo to Download



Not all apprenticeships will require a psychometric test.

What are psychometric tests?

Psychometric tests are used by employers to objectively measure candidates cognitive abilities, attitudes, personality and knowledge. They're becoming increasingly popular in the recruitment process and are now used in industries ranging from banking and finance to police and the armed forces.

Psychometric tests are believed to be a reliable method of assessing employability skills in a sense that they provide a source of meaningful and consistent insights over time, regardless the specificity of a discipline to which they are being applied.

What are the different types of psychometric tests?

There are a number of different types of psychometric test due to the range of cognitive capabilities and employer priorities. The most commonly used are:

- [numerical reasoning tests](#),
- [verbal reasoning tests](#),
- [diagrammatic reasoning tests](#),
- [situational judgement tests](#)
- [personality tests](#) .

www.practiceaptitudetests.com/psychometric-tests

www.jobtestprep.co.uk/free-psychometric-test

www.careergym.com

Search for apprenticeships

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

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

<https://amazingapprenticeships.com/>

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

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



What is a CV for?

- Providing prospective employers a summary of you as a potential employee, your skills, experience and qualifications
- A means of applying for a particular job position or future opportunities
- To persuade an employer to offer you an interview

CV Do's:

- Keep your CV to a maximum of two pages
- Keep your CV current and up to date
- Use positive language – suggest what you can do and what you have the potential to develop
- Create a CV which is easy to read, logical and well word-processed
- Always check for spelling and punctuation mistakes – get at least three different people to read it
- You do not need to be good at everything - show what you are specifically good at
- Stick to white or cream paper, a font size between 10 and 12, clear font type with pages stapled together – presentation is the number one reason employers may bin your CV
- Tailor your CV to the job role – this does not mean making things up, but highlighting key skills, personal qualities and experiences that the employer/ job role is looking for

CV Don'ts

- Never make things up
- Provide every small detail of your life so far - the average employer will take 30 seconds reading your CV
- Use too formal language or jargon words
- Avoid saying what you do not have experience of
- Never send a CV to an employer without a cover letter (see cover letter section)
- Try not to use a CV wizard or builder – create your own document

Typical CV format

- Contact details
- Personal profile
- Key skills and achievements
- Education and qualifications including training courses
- Employment history including work experience and voluntary experience
- Personal/ Interests
- References

The essence of what you want to communicate with your CV

The following three areas are crucial to creating your CV, but also form the essence of what you will want to communicate in an interview in order to successfully achieve the job:

- Your skills
- Your experience of work/ or transferable experience
- Your personality

Your Skills

Include:

- Communication skills – being able to talk, listen and present information
- Interpersonal skills – being able to relate to other people, mix well, interested in people
- Numerical skills – being confident with numbers, basic arithmetic, maths etc
- Analytical skills – being able to analyse information and make sense of it
- Problem solving skills – being able to offer solutions to problems, being able to work through tasks
- Team work skills – the ability to work with others to achieve something
- Leadership skills – being willing to take responsibility, and encourage others
- Information technology skills – the ability to use computers at basic or advanced levels
- Initiative skills – the ability to work on your own without constant supervision
- Organisational skills – the ability to organise your time and work to deadlines

Rather than listing that you have any or all of these skills it is important to do the following

1. Think of examples where you have used these skills and work this into your CV content
2. Identify the main two or three relevant skills that you possess and that are also most relevant for the job role

TAILOR IT TO THE ROLE

INCLUDE EXAMPLES

AVOID CLICHES

For help for interview techniques, apprenticeship process and much more visit:



Creating a Winning CV



Parents/Carers



Schools



Teachers

Six Extracurricular activities to add to your CV

Extracurricular activities demonstrate your interests and individuality, they also prove to recruiters that you have a range of valuable skills that you could apply to their vacancy.

Sport

Playing sport is a great way to demonstrate everything from team work to dedication. Whether you're a member of your school's football team, you play hockey at college – there are a number of sports you could use to make your skills, interests, and abilities stand out.

Just make sure you link them back to the role you're applying for. If you don't show how it's relevant (e.g. how your competitive nature could help you thrive in sales), adding your favourite sport to your CV could actually be hindering your application.

Skills it demonstrates: *team work, dedication, fitness, competitiveness, reliability.* <https://careers-in-sport.co.uk/>

Music, drama & theatre

It takes a lot to stand up in front of a crowd and perform, and it's this kind of confidence that recruiters want to see; especially in jobs where speaking assertively is key (e.g. leadership, sales, or customer service roles).

And with a range of activities available in music, drama & theatre, there's bound to be something to suit you and your personality. For example, you might be part of a band, music group, or even be a solo artist – playing anything from rock to classical.

Or, you could be an avid dancer or drama enthusiast – whether it's through taking part in an afterschool club, or even teaching the basics to those younger than you.

Skills it demonstrates: *confidence, self-presentation, collaboration, attention to detail, creativity.*

Foreign languages

Not only does learning another language make yourself available for roles in teaching, translating, tourism, and more; it can also strengthen your CV in a range of other ways. For example, the dedication and enthusiasm involved with learning outside of your general education will undoubtedly stand out to recruiters.

And, with many organisations operating internationally – an ability to understand and translate communications from another country is extremely valuable.

Skills it demonstrates: *lateral thinking, dedication, willingness to learn, problem solving, patience.*

How to get involved: Although many school curriculums will require students to learn at least one language, the options aren't always particularly vast. So if you're looking to learn a language that's not available at your school or college, look locally for classes or private tutors. Free language apps, audiobooks, courses, and travel are also great ways to boost your learning.

Volunteering & fundraising

Volunteering, fundraising, or mentoring are all great ways to show how you contribute to society.

Whether it's by mentoring another student at your school/college/university, raising sponsorship to take part in a charitable event (e.g. The London Marathon), or volunteering at your local charity shop – you'll be demonstrating your communication skills, resourcefulness, and willingness to help others.

And, if the event you take part in is particularly challenging – you'll be displaying a whole host of other skills, from strength to bravery.

Skills it demonstrates: *leadership, ingenuity, commitment, entrepreneurship, proactivity.*

How to get involved: Research charitable organisations that you're most passionate about, and get in touch with them directly to offer your services. Fundraising for charities can often be as easy as registering online to allow others to sponsor you for whatever activity you're carrying out. And, if you want to be a mentor, tutor, or student rep, ask your school, college, or uni about what kind of programmes they have in place.

[How to find volunteer work](#)

Job-specific activities

Although you might not realise it now, many extracurricular activities could be the first steps you take towards your dream career.

This is because hobbies that relate to a certain industry (e.g. media, IT, copywriting) often teach you the practical skills and experience you need to be considered for a job.

So whether you write for your university newspaper, you do classes in coding, or you're the student life photographer, you're showing future employers that you already have the basic abilities and dedication to get started.

Skills it demonstrates: *writing, creativity, ability to take criticism, IT & other technical skills.*

How to get involved: If you're interested in getting involved in blogging, web design, media, or anything else – see if you can apply your skills to your school/college/uni's website or newsletter; or ask about afterschool classes and clubs. However, opportunities like this are often fairly competitive, so it's worth being proactive – whether it's by writing your own blog or building a website.

[Jobs in the media industry](#)

[How to code](#)

[Should I include hobbies and interests in my CV?](#)



Creating a Winning CV/Application cont...



Parents/Carers



Schools



Teachers

Your experience of work/ or transferable experience

Think about the work related experience you have had and if you feel you have very little, consider transferable experience such as helping out at a school fete, organizing a charity event or having to present in your lessons to the rest of your class. Even being a captain for a sports team provides experience of leadership, communication and responsibility. Dealing with a difficult customer during your Saturday or summer job is good transferable experience and equals customer service experience.

Your personality

It can be quite challenging to talk about and sell yourself. Some people feel they are being boastful and proud. However, you have to allow yourself to shine. Besides if you do not, others will and they will get the job! To help you on your way, ask a few friends and family members to list words or describe how you are as a person. Ask them to be honest and not suggest you are anything you are not.

Key skills and achievements

Aim for three to four bullet points with your best skills or achievements and give evidence at the same time. Remember show how and why. E.g.:

- Organisational Skills, developed through college coursework and co-ordination of staff charity bake sale at my recent part-time job
- Chosen to represent my school at the Regional Science Awards where my team came 3rd.

Skills

Remember to always have an example of when and how you have used your identified skill:

- A good organiser
- Able to work unsupervised
- Flexible and receptive to new situations
- Effective under pressure
- Able to communicate with people at all levels
- Dependable team member
- Reliable and punctual
- Numerate/good head for figures
- Able to learn and apply new skills quickly
- Confident and concise communicator
- Able to maintain a high standard of work
- Good written communication skills
- Excellent attendance record
- Confident personality
- Ability to demonstrate initiative
- Good team leader
- Ability to maintain accuracy under pressure
- Organised and logical thinker
- Able to set and achieve personal goals
- Computer literate
- Excellent telephone manner
- Sound administrative skills
- Able to supervise others effectively
- Possess common sense
- Can solve problems and resolve queries
- Can work to tight deadlines and time tables
- Able to delegate effectively
- Innovative and imaginative
- Good listening skills and sensitivity to others needs
- Able to lead and motivate others
- Good practical skills
- Able to use hand tools/machinery
- Able to work from written instructions
- Good customer service skills

CV Power Words

Accurate	Confident	Helpful	Reliable
Active	Consistent	Honest	Resourceful
Adaptable	Creative	Imaginative	Responsible
Analytical	Dedicated	Independent	Self-motivated
Ambitious	Dependable	Innovative	Sensitive
Articulate	Discreet	Keen	Skilled
Artistic	Dynamic	Logical	Successful
Bilingual	Efficient	Loyal	Systematic
Business minded	Energetic	Methodical	Tactful
Calm	Enterprising	Motivated	Tenacious
Capable	Enthusiastic	Observant	Thoughtful
Considerate	Experienced	Organised	Thorough
Commercially minded	Expert	Persistent	Trustworthy
Committed	Flexible	Perceptive	Versatile
Competent	Friendly	Proficient	Willing
Competitive	Hard-working	Practical	



Creating a Winning CV/Application



Parents/Carers



Schools



Teachers

Linking your Learning in Education to skills to take forward:

SPORT:

Demonstrates Team work, dedication, fitness, competitiveness, reliability

MUSIC, DRAMA & THEATRE

It takes a lot to stand up in front of people and perform, demonstrating confidence, self-presentation, collaboration, attention to detail and creativity.

LANGUAGES

Demonstrates lateral thinking, dedication, willingness to learn, problem solving and patience,

SCIENCE

Demonstrates Critical thinking, communication, data analysis, problem solving, research, attention to detail and numeracy. Also, curiosity, drawing techniques and organisation

ART, DESIGN & TECHNOLOGY

Demonstrates confidence, creativity, independence, research, project management and self-reflection skills

ENGLISH SKILLS

Demonstrates communication, creativity, critical thinking, textual analysis, cultural sensitivity and data analysis.

HUMANITIES & SOCIAL SCIENCES

Skills learnt with teamwork, motivation, interpersonal and communication skills, commercial and cultural awareness, self-awareness, organisation skills. Along with evaluation and analysis skills.

IN FACT ALL LEARNING PROVIDES TRANSFERABLE SKILLS FOR LIFE!

Example: linking in Learning to Business Careers:

Leadership – have you been a member of a team or group? Maybe in PE or Drama, or other subjects or a member of a Sports/Activity Club?

Think of an example of when you have kept team spirit up, supported team members, suggested strategies or a course of action. Planned group activities. These are leadership skills you already employ!

Marketing your ideas? Ever tried to 'sell' your ideas, maybe in DT, designing a product? In English with creative writing – telling your story to make it believable? Created a visual representation of your work?

Project Management Skills?

Have you worked on a project at school, had to plan ahead? Considered deadlines? Could be in science, art, DT,

Catering. Working to a timeframe takes planning!



Activities where generating skills and strengths

- Learning an instrument
- After school subject club
- Fishing
- Helping family
- Cooking/ Baking
- Band
- Drama
- Dog walking/ looking after your pet
- Blogging/ vlogging
- Following inspiring influencers
- Reading
- Helping neighbours/community
- Computer club
- Duke of Edinburgh
- Singing
- Writing
- Learning a language
- St John's Ambulance
- Learning sign language
- Leadership role
- Playing a sport for fun
- Scouts/ Guides
- Enterprise activity
- Watching talks on different topics
- Playing sport for a team
- Arts & Crafts
- Charity
- Public speaking & debating
- Camping
- Volunteering

Extra activities to boost your career skills and your CV:

- National Citizen Service – runs experiences and programmes to engage, untie and empower young people, building confidence to achieve Find out more on their website: <https://wearencs.com/what-is-ncs>
- Duke of Edinburgh Scheme : <https://www.dofe.org/do/>
- Young Enterprise Programmes – Helping Young people to succeed and equipping them with work skills, knowledge and confidence : <https://www.young-enterprise.org.uk/what-we-do/>
- BBC School Report – Plan and produce your own news feature, developing presentation, research, initiative and technical skills: <https://www.bbc.co.uk/schoolreport/16223788>



Five of the best hobbies to include in your CV

Are you making the most of your hobbies?

Whilst mentioning your [hobbies and interests in your CV](#) isn't essential, they can be a great addition if done in the right way. Especially if you don't have much relevant work experience in the industry you're applying for.

Here's how to effectively include hobbies in your CV, and some of the top activities you can use to stand out from the competition:

If you're looking for marketing & media jobs...

Hobbies to include: video production, photography, blogging, art.

As the creative industries are particularly competitive, emphasising your relevant skills with hobbies could be a great way to stand out from the crowd.

Not only is it vital to ensure they demonstrate your **creativity**, it's also key to link them back to the other skills needed for roles in this field – from **attention to detail** and **patience**, to **communication skills** and **commercial awareness**. Some great examples are using your interest in blogging to stand out for a marketing position, or your passion for photography to land a job in design.

If you're looking for management & business development jobs...

Hobbies to include: team sports, mountain climbing, sky diving.

Employers in this field are primarily looking for candidates who have **tenacity**, are **able to take calculated risks**, and **can effectively lead a team**.

High risk pursuits or any kind of team sport are the perfect way to demonstrate these attributes, so make the most of any clubs you're a part of. Especially if you're a team captain, or you play a big part in the organisation of a sports team. Just make sure what you include is accurate. Saying you dabble in the occasional sky dive might seem like a harmless white lie, but it might not be as easy to keep up when you're asked about it at an interview.

If you're looking for tech jobs...

Hobbies to include: programming, web design, gaming.

Luckily, IT is used in a variety of mediums, both in and out of the workplace – so you shouldn't struggle to find a way to make your hobbies relevant. Especially if you have a genuine interest in the field.

Aside from expressing a knowledge of hobbies like programming and web design (which would certainly improve your chances for roles in this area), you can also think about hobbies that are not as directly linked.

For example, IT positions primarily require **excellent analytical, problem solving, and quick learning abilities** – which can be demonstrated in strategic mind games (e.g. chess, Sudoku) or even video games (providing the role bears some relation to their development).

If you're looking for construction & engineering jobs...

Hobbies to include: playing an instrument, model making, Lego.

You might be surprised at the ways you can demonstrate your technical mind, focus, and project management skills, just by talking about relevant hobbies in your CV.

For example, experience playing a musical instrument doesn't only show you're musical, it also says a lot about your **determination, patience**, and **attention to detail** – skills which are particularly sought after in civil engineering.

An interest in a practical pursuit such as woodworking or model making could also help you to stand out when it comes to being considered for roles in architecture or construction – especially when it comes to showing off your project management skills. Just leave the Duplo at home.

If you're looking for HR & customer service jobs...

Hobbies to include: performing arts, drama, improvisation, community group involvement

Whether you're looking for work in customer service, sales, healthcare, or any other industry that centres on people – it's key to make your interpersonal skills known to employers. Interests like performing arts, drama, and improvisation all demonstrate **confidence, team working abilities**, and **communication skills**, which could help you emphasise your suitability to roles in this field.

Mentioning any involvement you might have had in after school clubs, youth centres, community groups, or anything else that requires a high level of **understanding** and **empathy**, could also be key – especially for roles dealing with sensitive situations.

[Six extracurricular activities to add to your CV](#)

Ref: Reed Employment Agency




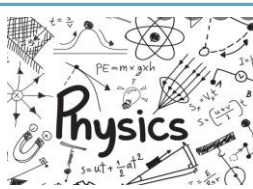

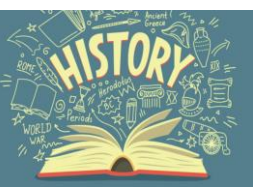
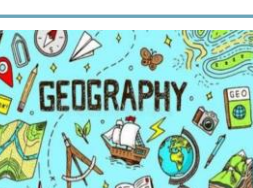

Reed CV Builder: <https://www.reed.co.uk/cvbuilder>

Resources and Tips For putting together A winning CV

LifeSkills – How to write a CV – LifeSkills CV Builder
<https://barclayslifeskills.com/i-want-help-applying-for-jobs/sixth-form/cv-builder>


Skills and qualities your subjects develop

Possible jobs and careers your subjects can lead to:


	<ul style="list-style-type: none"> ✓ Problem solving ✓ Numeracy skills ✓ Attention to detail ✓ Following processes ✓ Analysis ✓ Recognise patterns 	<ul style="list-style-type: none"> ✓ Methodical ✓ Logical ✓ Accuracy ✓ Thorough ✓ Mathematical modelling ✓ Reasoning 	<ul style="list-style-type: none"> • Accounting technician • Acoustics consultant • Actuary • Aerospace engineer • Air traffic controller • Bank manager • Civil engineer 	<ul style="list-style-type: none"> • Credit controller • Criminologist • Cyber intelligence officer • Data analyst-statistician • Economist • Electrical engineer • Finance officer 	<ul style="list-style-type: none"> • Financial adviser • Insurance underwriter • Investment analyst • Meteorologist • Research scientist • Software developer • Stockbroker • Tax adviser
	<ul style="list-style-type: none"> ✓ Problem solving ✓ Numeracy ✓ Enquiring mind ✓ Literacy skills ✓ Communication ✓ Organisation ✓ Teamwork 	<ul style="list-style-type: none"> ✓ 3D Spatial Reasoning ✓ Curiosity ✓ Analysis ✓ Research ✓ Presentation ✓ Attention to detail ✓ Methodical 	<ul style="list-style-type: none"> • Anaesthetist • Brewery worker • Chemical engineer • Chemist • Criminologist • Dentist • Energy engineer 	<ul style="list-style-type: none"> • Food scientist • Forensic scientist • Geotechnician • GP • Hospital doctor • Laboratory technician • Materials engineer 	<ul style="list-style-type: none"> • Minerals surveyor • Nanotechnologist • Nurse • Pharmacist • Roustabout • Textile technologist • Vet
	<ul style="list-style-type: none"> ✓ Creative thinking ✓ Critical thinking ✓ Expression ✓ Interpreting ✓ Investigation ✓ Analysis ✓ Independent ✓ Research ✓ Essay Writing 	<ul style="list-style-type: none"> ✓ Communication ✓ Comprehension ✓ Grammatical Skill ✓ Debating ✓ Inquisitive ✓ Listening ✓ Presentation ✓ Synthesis 	<ul style="list-style-type: none"> • Actor • Advertising copywriter • Arts administrator • Bookseller • Commissioning editor • Computer games developer • Copy editor 	<ul style="list-style-type: none"> • Crown prosecutor • Digital marketer • Early years teacher • Librarian • Marketing executive • Newspaper journalist • Paralegal • Radio broadcast assistant 	<ul style="list-style-type: none"> • Sales administrator • Screenwriter • Special educational needs (SEN) teacher • Speech and language therapist • TV or film producer • Vlogger
	<ul style="list-style-type: none"> ✓ Problem solving ✓ Creative thinking ✓ Teamwork ✓ Collaboration ✓ Numeracy skills ✓ Determination ✓ Research ✓ Investigation 	<ul style="list-style-type: none"> ✓ Methodical ✓ Curiosity ✓ Analysis ✓ Logical ✓ Deductive skills ✓ IT Skills ✓ Questioning ✓ Enquiring mind 	<ul style="list-style-type: none"> • Acoustics consultant • Aerospace engineer • Agricultural engineer • Architect • Astronomer • Audiologist • Broadcast engineer • Building services engineer 	<ul style="list-style-type: none"> • Chemical engineer • Civil engineer • Criminologist • Design and development engineer • Electronics engineer • Energy engineer • Geoscientist 	<ul style="list-style-type: none"> • IT service engineer • Meteorologist • Nanotechnologist • Nuclear engineer • Oil and gas operations manager • Physicist
	<ul style="list-style-type: none"> ✓ Communication ✓ Analysis ✓ Evaluation ✓ Presentation ✓ Numeracy skills ✓ Decision making ✓ Independent ✓ Research 	<ul style="list-style-type: none"> ✓ Problem solving ✓ Attention to detail ✓ Curiosity ✓ Creative thinking ✓ Independent ✓ Teamwork ✓ Enquiring mind ✓ Methodical 	<ul style="list-style-type: none"> • Agronomist • Biomedical scientist • Botanist • Criminologist • Dental nurse • Environmental consultant • Food scientist 	<ul style="list-style-type: none"> • Gardener • GP • Health visitor • Horticultural manager • Hospital doctor • Microbiologist • Nurse • Oceanographer 	<ul style="list-style-type: none"> • Ornithologist • Pharmacologist • Podiatrist • Speech and language therapist • Vet • Zookeeper • Zoologist
	<ul style="list-style-type: none"> ✓ Analysis ✓ Debating ✓ Investigation ✓ Patience ✓ Reflective ✓ Communication ✓ Evaluation ✓ Expression 	<ul style="list-style-type: none"> ✓ Logical ✓ Literacy skills ✓ Critical thinking ✓ Essay writing ✓ Independence ✓ Research ✓ Global awareness 	<ul style="list-style-type: none"> • Antique dealer • Archaeologist • Archivist • Art gallery curator • Broadcast journalist • Civil Service administrative officer • Conservator 	<ul style="list-style-type: none"> • Editorial assistant • Heritage officer • Land and property valuer and auctioneer • Librarian • Museum curator • Patent attorney • Proofreader 	<ul style="list-style-type: none"> • Public relations officer • Secondary school teacher • Solicitor • Sub-editor • Tourist guide • Web content manager • Writer
	<ul style="list-style-type: none"> ✓ Investigation ✓ Graphical skills ✓ IT skills ✓ Global awareness ✓ Reflective ✓ Debating ✓ Research ✓ Numeracy skills ✓ Evaluation ✓ Analysis 	<ul style="list-style-type: none"> ✓ Mapwork ✓ Questioning ✓ Essay writing ✓ Cultural awareness ✓ Project Management ✓ Enquiring mind ✓ Teamwork ✓ Problem solving ✓ Decision making ✓ Communication 	<ul style="list-style-type: none"> • Archaeologist • Cabin crew • Cartographer • Climate scientist • Countryside ranger • Diplomatic Service officer • Drone pilot • Ecologist 	<ul style="list-style-type: none"> • Environmental consultant • Estates officer • Geoscientist • Geotechnician • Land surveyor • Landscape architect • Planning and development surveyor 	<ul style="list-style-type: none"> • Quantity surveyor • Rural surveyor • Seismologist • Tourist guide • Town planner • Transport planner • Travel agent
	<ul style="list-style-type: none"> ✓ Communication ✓ Cultural awareness ✓ Open minded ✓ Linguistic skills ✓ Critical thinking ✓ Problem solving ✓ Grammatical skills# ✓ Confidence ✓ Memory ✓ Analysis 	<ul style="list-style-type: none"> ✓ Global awareness ✓ Expression ✓ Translation ✓ Interpretation ✓ Creative thinking ✓ Listening ✓ Deductive skills ✓ Literacy skills ✓ Resilience ✓ Code switch 	<ul style="list-style-type: none"> • Aid worker • Air traffic controller • Airline pilot • British Sign Language interpreter • Broadcast journalist • Cabin crew 	<ul style="list-style-type: none"> • Civil Service administrative officer • English as a foreign language (EFL) teacher • Events manager • Hotel manager • Immigration officer • Primary school teacher 	<ul style="list-style-type: none"> • Public relations officer • RAF officer • Secondary school teacher • Tour manager • Tourist guide • Translator • Transport planner

Skills and qualities your subjects develop


Possible jobs and careers your subjects can lead to:


	<ul style="list-style-type: none"> ✓ Creative thinking ✓ Analysis ✓ Self-motivation ✓ Self-discipline ✓ Independent ✓ Expression ✓ Attention to detail ✓ Perceptive ✓ Experimentative ✓ Cultural awareness 	<ul style="list-style-type: none"> ✓ Critical thinking ✓ Initiative ✓ Technical ability ✓ Open minded ✓ Enthusiastic ✓ Designing ✓ Planning ✓ Imaginative ✓ Inquiring mind ✓ Research ✓ Time management 	<ul style="list-style-type: none"> • Advertising art director • Animator • Architect • Art gallery curator • Art therapist • Fashion designer • Graphic designer • Landscaper 	<ul style="list-style-type: none"> • Make-up artist • Museum curator • Photographic stylist • Play therapist • Primary school teacher • Prop maker • Set designer 	<ul style="list-style-type: none"> • Tattooist • Textile designer • TV or film director • User experience (UX) designer • Visual merchandiser • Web content manager
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	<ul style="list-style-type: none"> ✓ Creative thinking ✓ Commitment ✓ Performance ✓ Confidence ✓ Self-discipline ✓ Determination ✓ Imaginative ✓ Improvisation ✓ Public speaking ✓ Evaluation ✓ Memory ✓ Independent 	<ul style="list-style-type: none"> ✓ Cultural awareness ✓ Resilience ✓ Listening ✓ Communication ✓ Collaboration ✓ Dedication ✓ Attention to detail ✓ Reflective ✓ Negotiation ✓ Research ✓ Zest 	<ul style="list-style-type: none"> • Actor • Arts administrator • Community arts worker • Digital marketer • Dramatherapist • Entertainer • Events manager • Image consultant 	<ul style="list-style-type: none"> • Lighting technician • Live sound engineer • Media researcher • Pop musician • Screenwriter • Set designer • Singing teacher 	<ul style="list-style-type: none"> • Social media manager • Tour manager • TV or film camera operator • TV or film producer • TV or film sound technician • TV presenter • Vlogger
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	<ul style="list-style-type: none"> ✓ Creative thinking ✓ Performance ✓ Confidence ✓ Self-discipline ✓ Improvisation ✓ Evaluation ✓ Memory ✓ Independent ✓ Cultural awareness 	<ul style="list-style-type: none"> ✓ Listening/interpreting ✓ Communication ✓ Collaboration ✓ Dedication ✓ Attention to detail ✓ Reflective ✓ Analysis ✓ Critical thinking ✓ Research 	<ul style="list-style-type: none"> • Acoustics consultant • Arts administrator • Audio-visual technician • Audiologist • Broadcast engineer • Community arts worker • Computer games developer 	<ul style="list-style-type: none"> • Dancer • DJ • Entertainer • Events manager • Music promotions manager • Music teacher • Music therapist 	<ul style="list-style-type: none"> • Musical instrument maker and repairer • Radio broadcast assistant • Secondary school teacher • Singing teacher • Studio sound engineer • TV or film sound technician
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	<ul style="list-style-type: none"> ✓ Teamwork ✓ Technical ability ✓ Physical fitness ✓ Coordination ✓ Listening ✓ Analysis ✓ Determination ✓ Independent ✓ Evaluation ✓ Self-discipline ✓ Positive attitude 	<ul style="list-style-type: none"> ✓ Calm under pressure ✓ Communicator ✓ Confidence ✓ Performance ✓ Resilience ✓ Leadership ✓ Self-motivation ✓ Energy ✓ Kinesthetic 	<ul style="list-style-type: none"> • Athlete • Events manager • Health trainer • Leisure centre manager • Lifeguard • Outdoor activities instructor • Primary school teacher 	<ul style="list-style-type: none"> • PE teacher • Personal trainer • Physiotherapist • Play therapist • Sport and exercise psychologist • Sports agent • Sports coach 	<ul style="list-style-type: none"> • Sports commentator • Sports development officer • Sports physiotherapist • Sports professional • Sports scientist • Swimming teacher • Yoga teacher
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	<ul style="list-style-type: none"> ✓ Problem solving ✓ Programming ✓ Numeracy skills ✓ Designing ✓ Creative thinking ✓ Resilience ✓ Independent ✓ Inventive ✓ Methodical 	<ul style="list-style-type: none"> ✓ Teamwork ✓ Coding ✓ Reasoning ✓ Logical ✓ Follow processes ✓ Technical ability ✓ Attention to detail ✓ analysis 	<ul style="list-style-type: none"> • App developer • Architectural technologist • Automotive engineer • Broadcast engineer • Computer games developer • Criminal intelligence analyst 	<ul style="list-style-type: none"> • Cyber intelligence officer • Data analyst-statistician • Electronics engineer • Head of IT (IT director) • Information scientist • Investment analyst • IT project manager • IT security co-ordinator • IT service engineer 	<ul style="list-style-type: none"> • IT support technician • IT trainer • Software developer • Systems analyst • Technical architect • User experience (UX) designer • Web designer • Web developer
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	<ul style="list-style-type: none"> ✓ Problem solving ✓ Creative thinking ✓ Patience ✓ Tolerance ✓ Communication ✓ Reflective ✓ Critical thinking ✓ Independent 	<ul style="list-style-type: none"> ✓ Negotiation ✓ Questioning ✓ Cultural awareness ✓ Debating ✓ Analysis ✓ Empathy ✓ Listening ✓ Evaluation 	<ul style="list-style-type: none"> • Chaplain • Higher education lecturer • Primary school teacher • Secondary school teacher • Advice worker • Archivist 	<ul style="list-style-type: none"> • Charity fundraiser • Charity officer • Civil Service administrator • Community development worker • Editorial assistant 	<ul style="list-style-type: none"> • Equality, diversity and inclusion officer • Mediator • Newspaper journalist • Policy officer • Solicitor • Youth worker
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	<ul style="list-style-type: none"> ✓ Designing ✓ Planning ✓ Creative thinking ✓ Inventive ✓ Problem solving ✓ Project management ✓ Research ✓ Independent 	<ul style="list-style-type: none"> ✓ Analysis ✓ Evaluation ✓ Global awareness ✓ Technical ability ✓ Time management ✓ Communication ✓ Imaginative ✓ Persuasive ✓ Investigation 	<ul style="list-style-type: none"> • Aerospace engineer • Agricultural engineer • Architect • Automotive engineer • Biotechnologist • Chemical engineer • Civil engineer • Construction contracts manager 	<ul style="list-style-type: none"> • Electrical engineer • Electronics engineer • Engineering construction technician • Ergonomist • Furniture designer • Heating and ventilation engineer 	<ul style="list-style-type: none"> • Interior designer • Jewellery designer-maker • Manufacturing systems engineer • Mechanical engineer • Planning and development surveyor • Robotics engineer
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	<ul style="list-style-type: none"> ✓ Attention to detail ✓ Follow processes ✓ Communication ✓ Technical ability ✓ Problem solving ✓ Planning ✓ Time management ✓ Organisation 	<ul style="list-style-type: none"> ✓ Creative thinking ✓ Customer service skill ✓ Curiosity ✓ Enthusiastic ✓ Teamwork ✓ Observant ✓ Flexible ✓ Independent 	<ul style="list-style-type: none"> • Agricultural engineer • Baker • Barista • Butcher • Catering manager • Chef 	<ul style="list-style-type: none"> • Farmer • Food factory worker • Food manufacturing inspector • Food packaging operative • Food scientist 	<ul style="list-style-type: none"> • Head chef • Hotel manager • Meat process worker • Nutritional therapist • Nutritionist • Packaging technologist • Restaurant manager
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Parents/Carers



Schools



Teachers

Try Our Employability Self-Assessment:

Highlight the activities, experiences and hobbies you do or have done that are developing your employability:

Learning an instrument Cooking/ Baking Arts & Crafts	Dedication and commitment to learning and practicing a new skill Following instructions	Working towards a goal Developing creativity
School club e.g Science Club, computer Club	Passion and enthusiasm for a subject Improving academic knowledge and skills beyond the classroom Project work	Taking on feedback to improve Communication skills Dedication and commitment Problem Solving
Playing a sport for a team	Passion and enthusiasm Dedication and commitment to your team and your skills/ ability/ game/ activity Team work and cooperation with others Working towards a goal	Leadership Using initiative Following instructions and orders Taking responsibility Using initiative
Duke of Edinburgh St John's Ambulance Scouts/ Guides	Dedication and commitment to your team, skills, ability Team work and cooperation with others Working towards a goal Supporting charity/ others Building resilience Expedition and outdoor skills	Strategic thinking Leadership Following instructions and orders Working towards deadlines Problem Solving First aid skills Taking responsibility Using initiative
Blogging/ vlogging	Dedication and commitment to learning and practicing a new skill Working towards a goal Writing skills Developing creativity	Performance skills Technical skills Social Media Marketing Devising skills
Learning a language	Dedication and commitment to learning and practicing a new skill Following instructions	Taking on feedback to improve Communication skills Developing confidence speaking
DIY Project	Dedication and commitment to learning and practicing a new skill Following instructions and orders Taking on feedback to improve	Communication skills Working towards deadlines Team work and cooperation with others Taking responsibility Using initiative
Helping neighbours/community/ family Volunteering	Supporting charity/ others Following instructions and orders Strategic thinking Leadership Problem Solving	Using initiative Taking responsibility Taking on feedback to improve Communication skills Representing/ advocating for others
Enterprise activity	Working towards a goal Developing creativity Improving academic knowledge and skills beyond the classroom Project work Team work and cooperation with others Supporting charity/ others Strategic thinking Leadership Following instructions and orders	Working towards deadlines Problem Solving Taking responsibility Social Media Marketing Taking on feedback to improve Communication skills Using initiative Business skills and knowledge Customer service skills Numerical skills
Tutor rep/ Prefect	Team work and cooperation with others Supporting charity/ others Strategic thinking Leadership Following instructions and orders Representing/ advocating for others	Working towards deadlines Problem Solving Taking responsibility Taking on feedback to improve Communication skills Developing confidence speaking Using initiative
Part-time work or work experience	Dedication and commitment to learning and practicing a new skill Business skills and knowledge Customer service skills Project work Team work and cooperation with others Strategic thinking Leadership Punctuality and attendance	Following instructions and orders Working towards deadlines Problem Solving Taking responsibility Numerical skills Taking on feedback to improve Communication skills Developing confidence speaking Using initiative
Drama club/ part in a play/ Singing/ Choir/ Band/ Public speaking/ Debating	Dedication and commitment to your team, skills, ability Team work and cooperation with others Working towards a goal Following instructions and orders Developing creativity	Performance skills Working towards deadlines Communication skills Problem solving Devising skills Representing/ advocating for others
Dog walking/ looking after your pet	Taking responsibility Dedication and commitment	Problem Solving Communication skills



LMI: Careerometer – A tool that helps you compare jobs

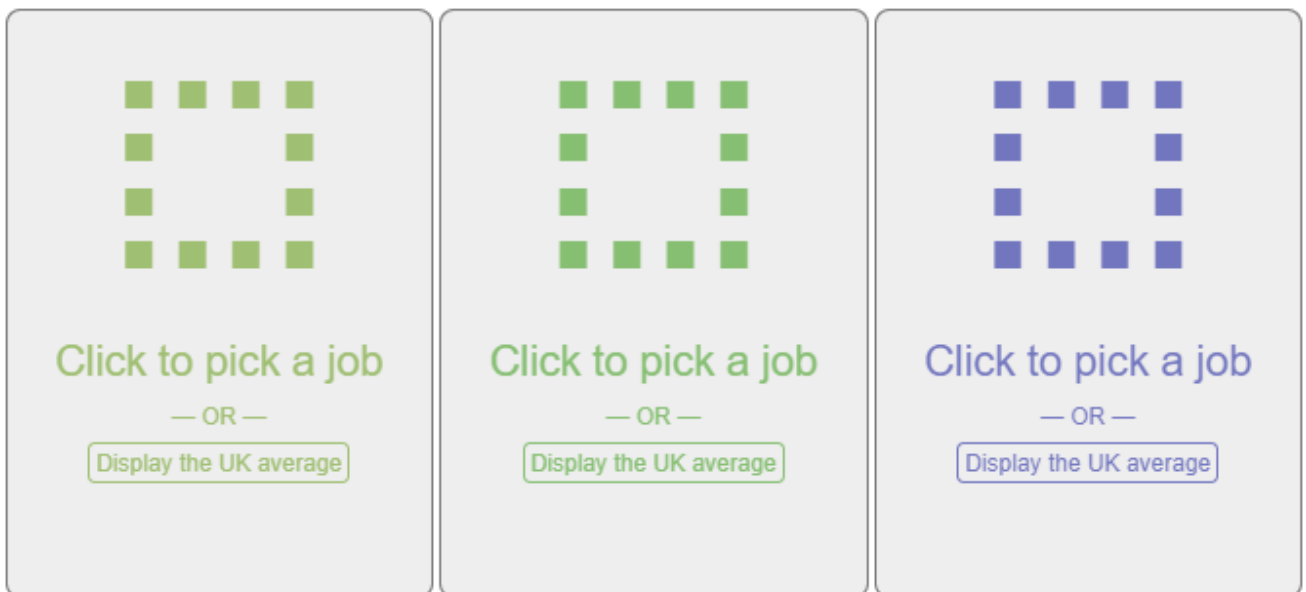
The [Careerometer](#) is a tool created by [LMI for All](#) and can be found on the Innervate website [here](#).

This useful tool allows you to compare the average wages and working hours of up to three jobs in England.

How to use it:

Type in the first career that you're interested in and select from the drop-down list, then add your second and third choices to see the comparison.

[>> Click here or on the image below to try out the Careerometer](#)



Find out more: lmiforall.org.uk