



This booklet will help you make decisions about what to do when you finish Year 11 and covers Education, Apprenticeships, and Jobs. It is designed to be used alongside our website [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and the online course database on the Local Area Prospectus website [www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk)

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# Your options

There are three main options open to you when you leave school.

- Option 1: remaining in Education at School or College.
- Option 2: going into an Apprenticeship.
- Option 3: getting a Job.

## Apprenticeships

### Things you need to know

- Apprenticeships give you the chance to gain qualifications while you are working for an employer.
- Apprenticeships are available in hundreds of different areas of work.
- For some jobs, like bricklaying, hairdressing or childcare, an Apprenticeship is one of the main ways to start your career.

If you are interested in doing an Apprenticeship, you will find more information in the Apprenticeships section.

## Jobs

### Things you need to know

- You don't need to choose between jobs and learning – many jobs offer training and the chance to gain qualifications.
- You can also work part-time while you are at school or college.
- Most jobs need you to have good english, maths, ICT, team work and communication skills.

If you think you'd like to get a job, you can find more information in the Jobs section.

## Education: College or Sixth Form

### Things you need to know

- Staying on in education will give you the chance to gain qualifications and prepare for a job or higher education.
- If your school has a Sixth Form you may want to stay on there.
- Alternatively, you may wish to carry on your studies at a College or a different Sixth Form.

If you are interested in staying in education, you can find out more in the Education section.

**If you don't know which of these options you would prefer, check out the information in the **Career Planning** section.**

# Career planning

It's important to take some action – use this booklet to help you. But don't panic if you're having problems taking action or making that final decision, there's plenty of support available – have a look at Finding More Help.

## Where do I start?

You could start by looking at our career planning checklist below.

What have you done so far? Have you:

- Talked to a Teacher or Careers Co-ordinator about your ideas?
- Found out how to contact your school Connexions Personal Adviser?
- Considered the advantages and disadvantages of each of the three options – Education, Apprenticeships, or Jobs?
- Used your Connexions Area to find out about careers that match your interests and strengths?
- Used careers software Kudos Online to find out what jobs might suit you, and eCLIPS to get more information about different careers? You can access both of these by visiting [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and clicking on Careers Software. If you are still at school, see your School Careers Co-ordinator for the passwords. If you have left, you can access both programs at your local Connexions Centre.
- Found out if you can enter these careers straight from school, or if you need to get further qualifications or do an Apprenticeship first?
- Visited [www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk) for a database of courses, with full address and contact details for Schools, Colleges and Learning Providers?
- Visited [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) for a searchable database of apprenticeship opportunities both locally and nationally?
- Found out if there are any local careers fairs/conventions you can attend?

### What happens if I make a wrong choice or change my mind?

Don't worry – it's never too late to change direction. People often change careers later on in their lives. If you need advice, there are lots of people around to help you – see Finding More Help.

### When should I start planning?

To avoid distraction from your exams in the summer, it's best to start your career planning early, right at the beginning of Year 11. This will give you as much time as possible to find out about the careers you are interested in, and to make the most of the support that is available. Don't forget to use our website – it's at [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and has even more information about different areas of work and qualifications to help you plan your career.

# Career Planning Calendar

Whatever options you are considering, you'll need to plan your time well.

## Autumn Term 2011

Check out your ideas and find more information.

### September

- Find out as much as possible about careers you are interested in. Talk to a Teacher, Careers Co-ordinator and/or Connexions Personal Adviser.
- Read the information in this booklet and visit [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) to use Kudos Online and eCLIPS careers software – password required.
- Use the online Local Area Prospectus – [www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk) – for information about courses and work-based learning.

### October

- Find out about School and College open days/evenings and try to attend any that interest you.

### November

- Try to attend a careers convention/fair.
- Try to get your School or College applications off early and by January/February at the latest.

### December

- Thinking about Apprenticeships?
- Remember that some job areas – such as motor vehicle, electrical work or childcare – are very popular. Apply early if possible. Look at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) for information about this option. Find out what your predicted grades are after your mock GCSE exams. If you're not sure you'll get the grades you need, or if you're worried, talk to your Connexions Personal Adviser.

Bear in mind, a lot more apprenticeship opportunities will be available later on in the year so keep checking regularly.

## Spring Term 2012

Applying for Jobs and Apprenticeships.

### January

- Applications for Apprenticeships and Jobs starting in the summer should be made as early as possible in the Spring Term.

### February/March

- Keep checking the Apprenticeships advertised at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) and apply for those that interest you.
- Find out about the 16-19 Bursary Fund – you may be able to apply for money to help you continue learning in School, at College, on an Apprenticeship or in work-based learning.

## Summer Term 2012

Continue with applications, use Connexions.

### April/May

- If you haven't decided on an option yet, you should continue to make applications to Schools, Colleges, Learning Providers, or apply for Jobs.


### June

- If you're still not fixed up with a job or course when you leave school, your local Connexions Service will continue to help you. Your Connexions Personal Adviser can offer advice and support, whatever your chosen option.

### July/August

- If your exam results mean a change in your plans, contact your Connexions Personal Adviser immediately. They should be available in School or College on results day, or you can call into your local Connexions Centre.

See Page 23 for addresses.



**Remember - it's  
your future, and it's  
up to you to plan it!**

### **The September Guarantee**


The September Guarantee is a promise that you will be offered a suitable place in learning by the end of September 2012 – the year you finish your compulsory education. Talk to your Connexions Personal Adviser if you would like to find out more about the September Guarantee.

### **16-19 Bursary Fund**

If you carry on at School, go to College or start an Apprenticeship, you might be able to claim the 16-19 Bursary Fund.

This is a Government scheme that can provide extra money for young people continuing in learning after the age of 16.

If you carry on in learning you could get a weekly payment of up to £20, paid during term-time, depending on the income of your household.



**If you want to find out more about the  
16-19 Bursary Fund, ask your school,  
college or training provider, or you can visit  
[www.direct.gov.uk](http://www.direct.gov.uk) for more information.**

# World of Work

## Job Families

The world of work is divided up into broad areas or sectors, sometimes referred to as Job Families, with each sector including a wide range of different job roles.

We've listed these Job families and some of the jobs they include below but there are lots more - visit the Next Steps section at [www.direct.gov.uk](http://www.direct.gov.uk) and browse Job Profiles or eClips at [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and click on Careers Software. If you are still at school, see your School Careers Co-ordinator for the password. If you have left, you can access it at your local Connexions Centre.

### Administration, Business and Office Work



Administrative Assistant/Administrator, Business Analyst, Entrepreneur, Health and Safety Inspector, Legal Secretary, Medical Receptionist, Trading Standards Officer

### Building and Construction



Architect, Carpenter/Joiner, Crane Operator, Housing Officer, Painter and Decorator, Quantity Surveyor, Scaffolder

### Catering and Hospitality



Bar Person/Manager, Chef, Hotel Manager, Housekeeper, Kitchen Assistant, Publican, Waiter/Waitress

### Computers and IT



Computer Games Designer, Computer Hardware Engineer, IT Trainer, Network Manager, Systems Analyst, Web Author/Editor, Web Designer/Developer

### Design, Arts and Crafts



Artist, Cartoonist, Costume Designer, Engraver, Illustrator, Interior Designer, Textile Designer

### Education and Training



Education and Childcare Inspector, Learning Mentor, Nursery Worker, NVQ Assessor, Playworker, Teacher, Training Instructor

### Engineering

Aerospace Engineer, Chemical Engineer, Construction Plant Mechanic, Motor Vehicle Body Repairer, Paint Sprayer, Signalling Technician



### Environment, Animals and Plants

Animal Technician, Dog Groomer, Forest Worker, Garden Designer/Landscaper, Kennel Worker, Veterinary Surgeon, Zoo Keeper



### Financial Services

Accounting Technician, Bank/ Building Society Customer Adviser, Debt Collector, Insurance Broker, Investment Analyst, Stockbroker



### Healthcare

Ambulance Person, Dental Hygienist, Dietician, Doctor, Hospital Porter, Nurse, Pharmacist



### Languages, Information and Culture

Archaeologist, Art Exhibition Organiser, Conservator/Restorer, Information Scientist, Interpreter, Librarian, Museum Visitor Services Assistant,



### Legal and Political Services

Bailiff, Coroner, Court Reporter, Legal Executive, Paralegal, Political Researcher, Solicitor,



### Leisure, Sport and Tourism

Bingo Caller, Cricketer, Health and Fitness Instructor, Leisure Centre Manager, Professional Jockey, Tourist Guide, Yoga Teacher



### Manufacturing and Production

Baker, Clothing Alteration Hand, Glass Blower, Manufacturing Production Manager, Meat Process Worker, Optical Technician, Packing Operative



### Marketing and Advertising

Advertising Account Executive, Brand Manager, Event and Exhibition Organiser, Fashion Model, Market Research Interviewer, Public Relations Officer, Telesales Operator



### Media, Print and Publishing

Art Editor, Journalist, Medical Photographer, Proof Reader, Radio Producer, Screen Printer, Technical Author



### Performing Arts

Actor, Choreographer, Dancer, DJ, Lighting Technician, Roadie, Singer



### Personal and Other Services (including Hair and Beauty)

Beauty Consultant, Car Valet, Cleaner, Hairdresser, Nail Technician, Refuse Collector, Window Cleaner



### Retail, Sales and Customer Services



Antique Dealer, Bookseller, Butcher, Florist, Market Trader, Newsagent, Shoe Repairer

### Science, Mathematics and Statistics



Astronaut, Biologist, Forensic Scientist, Laboratory Technician, Marine Biologist, Metallurgist, Statistician

### Security and Armed Forces



Army Officer, Crime-Scene Investigator, Dog Handler, Firefighter, Parking Attendant, Police Officer, Store Detective

### Social Work and Counselling Services



Careers Adviser, Childminder, Fundraiser, Probation Officer, Social Worker, Trade Union Official, Youth and Community Worker

### Transport and Logistics



Air Cabin Attendant, Courier, Driving Instructor, Fork Lift Operator, Railway Train Driver, Taxi Driver, Warehouse Worker

## Labour Market Information (LMI)

When looking at different Job areas, it's always a good idea to find out about what is happening in the world of work, as things are changing all the time. This is often called LMI (Labour Market Information).

LMI can help you prepare for, and help you make better choices about, your future career in a certain area.

LMI is collected about lots of different things including:

- Numbers of vacancies in each sector, for example, how many opportunities are likely to be available?
- The types of vacancies, for example, full time, part time, seasonal, permanent.
- General trends in the world of work, for example, is demand for this sector increasing/decreasing?
- Skills and qualifications, i.e. what employers are looking for.
- Number of people looking for work, for example, is there lots of competition to get into that sector?

#### LMI can tell you:

**HOW** many Jobs there are.

**WHERE** the Jobs are.

**WHICH** skills employers want.

**WHAT** skills are needed for the future.

**WHICH** jobs are on the up and which are declining.

**You can find out more via the Next Steps section at [www.direct.gov.uk](http://www.direct.gov.uk) and also, have a look at our monthly LMI News, available at [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and click on World of Work.**

# Education

## Staying in Education

### What can I study at a Sixth Form or College?

If you want to carry on in education, these are some of the options you can consider, but check, not all places will offer all these choices.

- Continuing your general education by taking AS and A Levels, the International Baccalaureate (IB) or one of the Diplomas.
- Taking a general vocational course, such as a BTEC First or National. These courses are linked to a broad area of work, such as art and design or travel and tourism.
- Taking a vocational course directly related to a job that you want to do, such as an NVQ.
- Combining courses. It's possible to combine a traditional academic course, such as an AS or A Level, with courses such as the Diploma, or with a vocational course such as a BTEC.

# Qualifications Framework

	Occupational	Applied and Vocational	General and Academic	Job Levels
<b>7-8</b>	NVQ 5 Professional Diplomas	Post Graduate Diplomas and Certificates	Doctorates Masters Degrees	Professional and Senior Management
<b>4-6</b>	NVQ 4	Higher Education Diplomas and Certificates HNDs / HNCs Foundation Degrees	Honours Degrees HNDs / HNCs	Management/ Supervisory
<b>3</b>	NVQ 3	Advanced Progression Diplomas, BTEC, City and Guilds and OCR National level 3 Diplomas, Certificates and Awards	AS and A2 International Baccalaureate	Technician
<b>2</b>	NVQ 2	Higher Diplomas, BTEC, City and Guilds and OCR National level 2 Diplomas, Certificates and Awards	GCSE grades A*-C Functional Skills English, Maths and ICT	Skilled
<b>1</b>	NVQ 1	Foundation Diplomas, BTEC, City and Guilds and OCR National level 1 Diplomas, Certificates and Awards	GCSE grades D-G, Functional Skills, English, Maths and ICT	Semi-skilled
<b>Entry level</b>	Entry level certificates	Entry level certificates (vocational subjects)	Entry Level certificates (national curriculum subjects) Functional Skills English, Maths and ICT	Few skills / unskilled
<b>Foundation Learning</b>				

## Where can I study?

There are a number of Schools and Colleges in Solihull to choose from. They vary in size and in the courses they offer, so you'll need to think about the type of place you would like to study at. You may also want to have a look at what is available in neighbouring areas like Birmingham, Coventry and Stratford-Upon-Avon.

### Ask yourself:

- Would I prefer to stay at my own school Sixth Form, if it has one, or go somewhere new?
- If I decide to go to College, would I feel happier in a large College or a smaller one?

Visit [www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk) to get a full list of all the Colleges and Schools and the courses they offer. Remember that Colleges outside Solihull may offer courses that are harder to find, such as agriculture or animal care. If you are interested in courses such as these, you may have to travel to another area. Some Colleges also specialise in certain career areas such as hospitality and catering.

## How do I decide where to study?

You will need to find out as much as you can about the Schools and Colleges you are interested in.

Try to visit their websites, and download or order a prospectus.

If you can, visit the School or College's open day and ask about their courses and facilities. Open days are a great opportunity to see what a School or College is like and have the chance to talk with course teachers. Contact the School or College to find out when their open days are held.

### These are some of the questions you could ask at an open day:

- What qualifications will I need to get on the course?
- What is the content of the course and how is it taught; is it classroom based, are there work placements, are there exams or coursework?
- What qualification will I get at the end of the course?
- What facilities does the School or College have? For example computers, library, art studios, workshops or specialised equipment for your course.

### To find out if your chosen College or School achieves good results, you'll need to ask:

- What number of students started the course and how many finished?
- What grades did they get?
- Where did students move on to after they finished their course? Did they go on to other courses, Apprenticeships, Higher Education or Jobs?

## How and when do I apply?

When you've found the course you want, you can most probably apply on-line or download an application form.

Once you have the information and forms you need, you can start making your applications to the schools and colleges you are interested in. You will need to start applying in the Autumn Term, try to get your application form(s) sent by December or by January/February at the latest.

Before making a final decision you should consider:

- Whether the course would be one you would enjoy and be good at.
- Whether you need certain qualifications for a future career or course aim.  
For example, if you want to go into medicine you will need chemistry at A Level.

### Courses outside Solihull and Birmingham

If you are interested in courses outside Solihull and Birmingham, you can find out about these by visiting the Local Area Prospectus websites for each area:

Coventry & Warwickshire [www.route14-19.co.uk](http://www.route14-19.co.uk)

Dudley [www.fourteen2nineteen.com](http://www.fourteen2nineteen.com)

Herefordshire [www.myherefordshire.com](http://www.myherefordshire.com)

Sandwell [www.4teen9teen.co.uk](http://www.4teen9teen.co.uk)

Staffordshire & Stoke [www.way2go.me.uk](http://www.way2go.me.uk)

Walsall [www.choosewalsall.com](http://www.choosewalsall.com)

Wolverhampton [www.area-prospectus.com](http://www.area-prospectus.com)

Worcestershire [www.worcestershire14-19prospectus.co.uk](http://www.worcestershire14-19prospectus.co.uk)

# Solihull School Sixth Forms and Colleges contact details

## Schools:

### **Arden**

Station Road  
Knowle  
Solihull B93 OPT  
Tel: 01564 773348  
Web: [www.arden.solihull.sch.uk](http://www.arden.solihull.sch.uk)

### **CTC Kingshurst Academy**

Cooks Lane  
Kingshurst  
Birmingham B37 6NZ  
Tel: 0121 329 8300  
Web: [www.kingshurst.ac.uk](http://www.kingshurst.ac.uk)

### **Grace Academy Solihull**

Chapelhouse Road  
Chelmsley Wood  
Birmingham B37 5JS  
Tel: 0121 329 4600  
Web: [www.graceacademy.org.uk](http://www.graceacademy.org.uk)

### **Heart of England School**

Gipsy Lane  
Balsall Common  
Coventry CV7 7FW  
Tel: 01676 535222  
Web: [www.heart-england.co.uk](http://www.heart-england.co.uk)

### **John Henry Newman Catholic College**

Chelmsley Road  
Chelmsley Wood  
Birmingham B37 5GA  
Tel: 0121 770 5331  
Web: [www.johnhenrynewmancatholiccollege.org.uk](http://www.johnhenrynewmancatholiccollege.org.uk)

### **Park Hall Academy**

Water Orton Road  
Castle Bromwich  
Birmingham B36 9HF  
Tel: 0121 748 0400  
Web: [www.parkhallschool.org.uk](http://www.parkhallschool.org.uk)

### **St Peter's Catholic School**

Whitefields Road  
Solihull B91 3NZ  
Tel: 0121 705 3988  
Web: [www.st-peters.solihull.sch.uk](http://www.st-peters.solihull.sch.uk)

### **Smith's Wood Sports College**

Windward Way  
Smith's Wood  
Birmingham  
B36 0UE  
Tel: 0121 788 4100  
Web: [www.smiths-wood.co.uk](http://www.smiths-wood.co.uk)

### **Tudor Grange Academy**

Dingle Lane  
Solihull  
B91 3PD  
Tel: 0121 705 5100  
Web: [www.tudor-grange.solihull.sch.uk](http://www.tudor-grange.solihull.sch.uk)

## Colleges:

### **The Sixth Form College Solihull**

Widney Manor Road  
Solihull B91 3WR  
Tel: 0121 704 2581  
Web: [www.solihullsfsc.ac.uk](http://www.solihullsfsc.ac.uk)

### **Solihull College – Blossomfield Campus**

Blossomfield Road  
Solihull B91 1SB  
Tel: 0121 678 7000  
Web: [www.solihull.ac.uk](http://www.solihull.ac.uk)

### **Solihull College – Woodlands Campus**

Auckland Drive  
Smith's Wood  
Birmingham B36 0NE  
Tel: 0121 678 7000  
Web: [www.solihull.ac.uk](http://www.solihull.ac.uk)

# Apprenticeships

## How do I find out about Apprenticeships?

If you are looking for a job that enables you to carry on learning and you want to gain further qualifications, an Apprenticeship could be the right option for you. With an Apprenticeship you can earn money while you learn the skills you need to succeed. You'll get nationally recognised qualifications and full support during training.

The Apprenticeships website, [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) gives you all the information you need about Apprenticeships. The website has details about the benefits of Apprenticeships to help you decide whether it's the right way forward for you.

## Apprenticeships Vacancies Online

You can apply for Apprenticeships online using a system that lets you search for, view and then apply for Apprenticeships.

## Follow these 5 simple steps

Go to the Apprenticeships home page [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

- Click the 'search for vacancies' link in the 'vacancies' box on the home page. On this page you can start searching or register.
- To register, click the 'register now' link under 'new user' and fill in your details. Then create a username and password. Remember to keep your user name and password safe.
- You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to 'My Home' page. 'My Home' page is your secure space.
- Then search for Apprenticeships that match your interests. Once you've found the Apprenticeship you want, use the simple, secure and reusable application form and apply.

**You could also check [www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk) for further information on local training providers.**

# Jobs

## Connexions Solihull

Connexions Solihull offers a placing service through which you can access information on jobs, training and volunteering opportunities. We can also support you with job search, job preparation, including help with CV's, applications and interviews.

If you are interested in finding a Job, you need to choose work with training that allows you to gain nationally-recognised qualifications such as an NVQ.

A job with training will help to improve your long-term career prospects, possibly leading to better pay, promotion and job security.

If you are able to gain a qualification while you work, you'll be in a better position to move on to other jobs or go back into education if you want to.

## When can I start full-time work?

If you are aged 16 or under, you will not be allowed to start full-time work until after the official school leaving date. This is usually the last Friday in June in the school year when you reach 16.

## Where can I look for jobs?

- Connexions Solihull.
- The internet.
- Local newspapers.
- Employment agencies.
- Word of mouth.

## Word of Mouth

Word of mouth, sometimes referred to as networking, means 'making the most of sharing information with people'. Your family and friends may know of vacancies where they work or in their local area. Ask them to keep a look out for you.

## The Internet

More and more jobs are being advertised on the internet, so start surfing for vacancies! Try visiting job sites such as [www.fish4jobs.co.uk](http://www.fish4jobs.co.uk) or [www.monster.co.uk](http://www.monster.co.uk) to search for opportunities.

To find out about other places to look for jobs visit [www.alljobsuk.com](http://www.alljobsuk.com), a database of recruitment agencies, online jobsites and major employers.

Many major employers will also have their own websites and often this is their main way of recruiting new staff. You can usually download application forms and information about jobs and apply online. Try to use a search engine like [www.google.co.uk](http://www.google.co.uk) to look for employers' websites or to find out about areas of work you are interested in.

You can also view vacancies at [www.direct.gov.uk/employment](http://www.direct.gov.uk/employment)

### Not on the internet at home?

There are plenty of other places to get online if you don't have internet access at home and many of them offer access for free. Try places like Connexions Centres, Libraries or Internet cafés.

## Local Newspapers

Local newspapers are a good place to look for job vacancies in your area. It can be a good idea to check out the free papers as well. Daily papers will usually include job vacancies on one particular day of the week, for example the Birmingham Mail is on a Thursday.

Look at all of the newspapers covering your area and if you do see a vacancy you're interested in, get in touch quickly – other people will be going after the job too!

Visit [www.midlands.fish4jobs.co.uk](http://www.midlands.fish4jobs.co.uk) to find out about current vacancies across the Midlands. It also has news about local job trends.

## Employment Agencies

Employment agencies offer jobs for many different levels of skills and experience and usually have temporary positions available. Agencies often specialise in a particular type of work, for example office work, health care, factories or hospitality. Many agencies will also advertise work specifically for students during the summer holidays (you must be 16 or over and have left school).

When you register you will usually have a short interview where you will be asked about your skills and experience, how long you are available and the kind of work you would like to do. Often you will be asked to complete a test, for example word processing, filing or other relevant tasks.

Once you are registered with an agency, they can start to find you suitable work. You may need to register with several agencies in order to find a job that suits you.

Many agencies also offer an online service – try [www.reed.co.uk](http://www.reed.co.uk) and [www.perfemps.co.uk](http://www.perfemps.co.uk)

# How do I apply for Jobs?

There are a number of ways you can apply for jobs. Some employers will require you to complete an online application form, others will ask you to download a form, or you may be asked to forward a copy of your CV by post or email.

## Your CV

A CV (Curriculum Vitae) is an outline of your qualifications, skills, experience and employment history. It is one of the most important tools you can use in your job search as it tells a potential employer everything they need to know.

## Why do I need a CV?

A well written and presented CV is a good way to show employers that you've got the skills and experience they need, and that you are right for the job. Getting an interview can often depend on how good your CV is.

You'll also need a CV if you are registering with an employment agency or sending out speculative letters to employers.

## What should it contain?

There are lots of different ways of presenting a CV but there are some basic things that they should all contain:

- Personal details.
- Personal profile.
- Education and qualifications.
- Work experience/employment.
- Skills and achievements.
- Interests.
- Referees.

**Ensure that all your information is accurate and up-to-date. Make sure you emphasise all of your good points by using positive words and phrases such as capable, reliable, hardworking, honest, trustworthy, responsible, organised, friendly, motivated, good team worker, keen to learn.**

**You can use a CV builder to help you put together your own CV if you haven't already got one.**

**See their website at <https://nextstep.direct.gov.uk/gettingajob/cvsandcoveringletters/pages/default.aspx>**

# Below is an example of a CV, the sorts of things to include and the layout.

Harminder Bhamra  
21 Larch Grove  
Solihull  
B90 2BU  
0121 111 2222  
07000 111222  
h.bhamra@provider.co.uk  
Date of birth: 15/06/96

## Personal profile

I am reliable, hard-working and keen to learn new skills. I would like to find a job working with animals or caring for the environment.

## Education and qualifications

Holly Lane School, Solihull Sep 2007 – June 2012

Subjects taken	Estimated grade
GCSE Performing Arts	B
GCSE ICT	B
GCSE English	B
GCSE Mathematics	C
GCSE Science	D
GCSE Citizenship Studies	B

## Work experience/employment

### Animal Care Assistant (2 week placement)

#### Birmingham Animal Shelter October 2011

I was responsible for feeding the animals, cleaning cages and walking the dogs. I also helped with office work, photocopying, dealing with post and answering phone calls from the public.

### Volunteer

#### Mount Lane Community Centre August 2011

I worked on a project to tidy the garden and paint the walls of the community centre.

## Skills and achievements

I am confident using computers, including email and the Internet.  
My school attendance and punctuality records are excellent.

## Interests

I enjoy caring for my many pets at home. I like to keep fit and am a keen member of my local sports club. I am also interested in drama and I helped organise the end of term production at school.

## Referees

Mrs J. Peach  
Head of Year 11  
Holly Lane School  
Hollytown  
Solihull B90 2JA  
Telephone: 0121 111 3333

Mr T. McCavity  
Shelter Manager  
Solihull Animal Shelter  
Canine Avenue  
Solihull B90 25J  
Telephone: 0121 222 5555

When sending a CV, it's always a good idea to send a covering letter.

### Covering letters for CV's

This letter should accompany your CV and it should be specifically written for the job you are applying for. Use it to explain why you are applying, what interests you about the vacancy, the company and the skills and experience you have that make you suitable for the job. If you copy and paste sections from a previous covering letter, make sure that you update it so that it is relevant to this job. An employer will not be very impressed if they think you are sending the same letter out to lots of companies!

## Example of a covering letter for a CV

13 Elm Street  
Shirley  
Solihull  
B90 2DU  
0121 111 3232  
9 July 2012

Mr Gill  
CDD Sales  
Charles Road  
Dickens Heath  
Solihull  
B91 8JU

Dear Mr Gill  
Trainee Sales Assistant

I would like to apply for the above vacancy that was advertised in the Solihull News on 6 July 2012.

I recently completed my Business Studies course, which I really enjoyed, and I am very keen to find business-related work. I took part in two work experience placements during my studies, both of which were in a professional environment. I learned a lot from these placements about the way businesses are run, and the different job roles available.

I also visited organisations such as ABC Holding and Royal Chester Bank during a project relating to business skills.

I have always been a hardworking and responsible student, and was voted onto the School Council at the beginning of Year 11. I enjoy working with people and have a good telephone manner.

I have enclosed a copy of my CV for your attention.

I am available for interview at any time and look forward to hearing from you soon.

Yours sincerely



Jermaine Blake

For further advice, helpful hints and tips on job hunting, filling in application forms and interview preparation, see our 'Job Pack' publication. View it online at [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions)

# Finding more help

You've got some important decisions ahead, but don't worry, there are plenty of ways to get the support you need to make your choice. Here you'll find a guide to some of the ways you can get more help.

## Using Connexions

Your Connexions Personal Adviser can help you:

- Choose the right course, Apprenticeship or Job.
- Find out more about the careers you are interested in.
- To look at what extra support you might need to follow your chosen option.
- By supporting you with any worries or problems that may be affecting you in your personal or family life.

Connexions Personal Advisers are available in schools, so you can get this help, advice and support while you are there.

After you have finished school, you can speak to a Connexions Personal Adviser at your local Connexions Centre.

Connexions Personal Advisers are also available in colleges.

See Page 23 for the address of your local Connexions Centre.

## Using the Connexions website

Our website [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) is regularly updated and has lots of useful information on a range of topics including latest events and world of work.

# Using websites and software

There are lots of different websites and careers software programs which give you further help, advice, tips and guidance. Find out which ones you can access in your school or at your local Connexions Centre. The Connexions Centre addresses are on Page 23.

## Websites

There are lots of different sites offering advice on Careers, Jobs and Education. Have a look at some of these and see where they lead you.

- **[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)**  
This site has Apprenticeship vacancies as well as lots of information about types of Apprenticeships, being an apprentice, the training involved, and much more.
- **[www.direct.gov.uk](http://www.direct.gov.uk)**  
The Government website, it contains information on a range of topics for young people, including education and learning, employment, health and well being, money matters.
- **<https://nextstep.direct.gov.uk>**  
You can find information on over 750 Job Profiles here, plus help in getting a job, planning your career, advice and funding.
- **[www.nya.org.uk/youthinformation.com](http://www.nya.org.uk/youthinformation.com)**  
The National Youth Agency's on-line information service has advice on areas like your health, money, housing and relationships.
- **[www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions)**  
A range of information to help you with your choices, and links to other useful sites, such as, Kudos online – this will help to match your interests and ideas to individual careers; or you might like to look at Eclips online where you can find up to date information on over 1200 careers as well as general information on areas like Job search and CV's. You can also download a copy of 16 Plus for an overview of your options and information on Courses, Colleges and Jobs.
- **[www.ucas.com](http://www.ucas.com)**  
Information for students and parents on all aspects of Higher Education, including a course search facility, information on where to study and entry requirements.
- **[www.youchoose14-19.co.uk](http://www.youchoose14-19.co.uk)**  
A searchable database of courses in local Colleges and Sixth forms throughout Solihull and Birmingham.

## Software

**Kudos Online can help you to identify which careers might suit you by asking questions about your interests and abilities.**

**eCLIPS allows you to view and print out leaflets with useful information on more than 1,200 occupations!**

**You can access both of these by visiting [www.solihull.gov.uk/connexions](http://www.solihull.gov.uk/connexions) and clicking on Careers Software. If you are still at school, see your School Careers Co-ordinator for the passwords. If you have left, you can access both programs at your local Connexions Centre.**

# Other sources of help

## Teachers

Your teachers will be able to give you advice about what it will be like studying at a higher level. They can also advise you on the type of study involved in different courses. Careers Co-ordinators can give you advice about your options and they may be able to help you complete application forms and apply for Jobs.

## Family and friends

Your family and friends know you better than anyone. They know what you're good at, what you like and dislike and what you're like as a person. It can really help to talk to them about your interests and ideas.

## Connexions Centre addresses

### Chelmsley Wood Connexions Centre

289 Bosworth Drive  
Chelmsley Wood  
Solihull B37 5DP  
Tel: 0121 770 1861

Drop in opening times:

1.00pm-4.00pm Monday to Friday

Appointment service:

9.15am-12.30pm Monday to Friday  
(except Wednesdays 10.00am-12.30pm)

### Shirley Connexions Centre

331-333 Stratford Road  
Shirley  
Solihull B90 3BL  
Tel: 0121 251 1800

Shirley Connexions Centre is open for appointments by invite only, arranged with your Personal Adviser or other support agency

### Solihull Connexions Centre

Central Library  
Homer Road  
Solihull B91 3RG  
Tel: 0121 704 6711

Drop in opening times:

1.00pm-4.00pm Monday to Friday

Appointment service:

9.15am-12.30pm Monday to Friday (Wednesdays 10.00am-12.30pm), and also 4.45pm-7.00pm Thursday evenings

### Youth and Community Centre

The B@se i  
Kingshurst Youth and Community Centre  
5 Marston Drive  
Kingshurst  
Birmingham B37 6BD  
Tel: 0121 717 5809

Mondays from 1.00pm to 3.00pm

Wednesdays from 4.00pm to 6.00pm

Thursdays from 5.00pm to 7.00pm

## If you have a question...

If you have any questions that you haven't been able to answer by using this booklet:

- You can email us at [Connexions.Info@solihull.gov.uk](mailto:Connexions.Info@solihull.gov.uk) and we will pass on your question to the appropriate Connexions Solihull Centre. To help us to do this, please give us your name, home postcode or address and the name of your School/College (if you are still attending).

You can write to us or visit us in person. To find your nearest Centre, check the Connexions Centre addresses, or you can get in touch with your School or College Personal Adviser.



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

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Solihull Metropolitan Borough Council

The information contained in this publication was as accurate as possible at the time of going to print.

