

A KEY TERMS

1	Skill	The ability to do something well because you have practised it.
2	Quality	A distinctive attribute or characteristics possessed by someone or something.
3	Aspirations	A hope or ambition of achieving something.
4	GCSE	The qualification taken by 15 and 16 year olds to make their graduation from they Key Stage 4 phase of secondary education in England, Northern Ireland and Wales.
5	Unifrog	Destinations platform that helps students to compare every opportunity available for them and apply successfully. It has the following features: <ul style="list-style-type: none"> Careers library Subjects library Apprenticeships College/sixth form

B WORK EXPERIENCE

1	Work Experience	Work experience is short term experiences of employment, typically arranged for older students by schools.
2	Benefits of Work Experience	<ul style="list-style-type: none"> Helps you to decide what you might want to do for your future career. You can develop transferrable skills. It makes you more employable as you can use this for your CV and cover letter. It introduces you to the world of work. It broadens your networks.

C POST 16 ROUTES

1	Sixth Form/A Levels	A Levels are the main academic route that are offered by sixth forms and colleges. They are achieved after two years of study and there are lots of different subjects to choose from. You can also take A-levels alongside vocational qualifications.
2	Vocational Qualifications	You can opt to take vocational qualifications offered by a sixth form or local college. They are qualifications related to specific areas of employment e.g. Health and Social care. They start at different levels and they're much more hands on than A-Levels.
3	Apprenticeship	When you do an apprenticeship you're out in the workplace four or five days a week and earn a wage, but some of your time is also spent working towards professional qualifications. Certain types of apprenticeships can also lead to university qualifications.
4	Traineeship	Traineeships are short, flexible education schemes which incorporates work experience, preparing young people for their future careers by helping them to become 'work ready'. They are designed for people aged 16-24 who don't yet have the appropriate skills or experience needed to secure an apprenticeship.

D CV AND COVER LETTER

1	CV	A CV is also known as Curriculum Vitae or résumé. It is a document giving a written overview of your skills, education and work experience typically sent out with a job application.
2	What's Included in a CV?	<ul style="list-style-type: none"> Your full name Contact details (phone number, email address and home address) Personal profile Education Work experience/employment history Further information (skills, qualities, hobbies, achievements and anything else relevant to the job) References
3	Top Tips for CVs	<ul style="list-style-type: none"> Use a simple font. Be brief and to the point. Highlight your relevant skills and experience that make you a suitable candidate for that job. Get a family member or a friend to proof read you CV to check for any spelling or grammar mistake. Be positive and sell yourself. Change your CV to match each job application. It should typically be one A4 page. Don't leave any gaps in records e.g. employment history.
4	Cover Letter	A cover letter is typically a one page document that explains to the hiring manager why you are an ideal candidate for that job. It goes beyond a CV to explaining detail how you could add value to the company.
5	What's Included in a Cover Letter?	<ul style="list-style-type: none"> Opening paragraph to explain why you're writing the letter, the position you're applying for and how you found out about the position. Second paragraph is all about you, expanding on your CV and giving a brief summary of any relevant skills, qualities or education you have. Ensure you mirror the skills mention in the job description. Third paragraph should be about why the position you're applying for interests you and why you want to work specifically for that company. You should also explain why you'll fit in with the core values of the company and how your skills will benefit the employer. Final paragraph should thank them for taking the time to read the letter and that you look forward to hearing from them.
6	Top Tips for Cover Letters	<ul style="list-style-type: none"> A cover letter is usually around a page long (some companies may ask for more). It should therefore be around 3-4 paragraphs. Each application will require a tailored cover letter to ensure it is specific to the job and company. You should use your cover letter to signpost areas of your CV that you think are the most relevant for the job. Get a family member or a friend to proof read your cover letter to check for any spelling or grammar mistakes. Do your research before hand to ensure you know key information about the company.

E YOUNG PEOPLES EMPLOYMENT RIGHTS AND RESPONSIBILITIES

1	General Rule	The general rule is that a young person under school leaving age can get a part time job from the age of 14. However, they can only be employed in 'light work'.
2	Child are not allowed to work:	<ul style="list-style-type: none"> In places like a factory or industrial site During school hours Before 7am or after 7pm For more than one hour before school For more than 4 hours without taking a break of at least 1 hour Harmful work to their health, wellbeing or education Without having a 2 week break from any work during the school holidays