



# MY DIRECTION

**ALTERNATIVE ROUTES**

**TO HIGHER EDUCATION AND TRAINING**



**MAKE  
—  
HAPPEN**

**Directions**  
Local. Alternative. Non-Linear.

Information and advice to prepare and apply for apprenticeships, further training and employment

# WELCOME TO MY DIRECTION

**In the same way as UCAS provides a step by step guide to preparing and applying for full time university, My Direction aims to give you the information, advice, guidance and practical help as you prepare and apply for apprenticeships, employment and training. Your school/academy/college may also organise activities to further support you with your plans.**

You will need to be organised and proactive as finding and applying for alternatives to university is not the easy option. However, there are some great opportunities out there.

**This guide has been put together by Directions in partnership with Make Happen.**

Directions is an independent and impartial careers organisation which aims to inspire, advise and support young people with their plans, choices and decisions.

Make Happen is dedicated to inspire young people in Essex, raise their aspirations and promote interest in higher education as a route to achieving their ambitions.

Together we are working to provide inspiration and information to help transform young people's futures.



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First things first –  
what do you think  
you want to do?

**It's a big question**  
but don't panic,  
there are people  
and resources  
that can help.

Start by thinking about jobs that might suit you, research them and look at the different training available.

If you have no idea about a career, consider what interests you, what suits your personality?

Talk to as many people as you can. Access websites like KUDOS at school/college and you could also use LinkedIn and Twitter to follow leaders and companies in the field that you are considering.

Every individual is just that – individual – so take your time to think about what is best for you.

If you are looking for alternatives to university you might ask these questions:

Are there apprenticeships available in the job sector you are interested in? What do they involve?

Some careers require a full time degree from a university. Check this out.

Consider the pros and cons of apprenticeships.

Could you juggle high level study alongside employment without long holidays?

Do you want to experience the university student life?

REMEMBER... !

***Do your research, it will help you make an informed decision.***

There are a wide range of options available to you post 18: full time university and higher education and training alternatives.

Work based options include apprenticeships, school leaver programmes, sponsored degrees and higher/degree apprenticeships.

These work based training programmes are varied but they all have a structured training programme, the opportunity to achieve academic and/or professional qualifications and the possibility to progress. Applications to some programmes are highly competitive, they will vary in what they offer in terms of salary and their methods of training. Make sure you do your research!



## Apprenticeships

**Higher and Degree apprenticeships are available in a whole variety of industries and job roles. They combine on the job training in the workplace and working towards nationally recognised qualifications via a college, training provider or university.**

The minimum wage for apprentices is £3.70\* per hour but many employers pay well above this, particularly at higher and degree level. Salaries can be as high as £300 - £500 per week.

You can train as an apprentice at different levels but most college/sixth form leavers will be aiming for Advanced or above.

*\*at April 2018*

Higher and degree apprenticeships combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry. Levels 4 and 5 are equivalent to a Higher Education Certificate/Diploma or a Foundation Degree. Level 6 is equivalent to a Bachelor's degree and level 7 is equivalent to a Master's degree.

Typically, higher apprentices study part-time at college, university or with a training provider and degree apprentices study part time via distance learning, in short blocks or up to six months at a time at a specified university. Apprenticeships take between one and five years to complete.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

## ***School Leaver Programmes***

**A school leaver programme is a fixed-term, paid job, available to students after sixth form/college that provides an intensive, structured training programme and in some cases formal professional qualifications.**

- Usually offered by large companies and/or industries e.g. accountancy, finance, engineering, IT, retail, hospitality and tourism
- Work towards a degree and/or professional qualification whilst working and earning a competitive salary.
- Can last between three and seven years but broken down into stages e.g. part time or full time university, work experience, professional qualification.
- Entry Requirements - UCAS points or grades ranging from 2 A' level passes to 128 UCAS points (ABB Grades at A' level or DDM for Level 3 Extended Diploma).

## ***Sponsored Degrees***

**Traditionally a sponsored degree is a programme largely based at university but the student will have guaranteed work placements with the sponsoring company during the course of their studies and the potential of employment upon graduation.**

- Degrees sponsored and devised by universities, a group of employers and/or professional association e.g. engineering and accountancy
- Could be sponsored wholly or partially
- Work placements in holidays or for a year
- Potential to be offered a graduate scheme placement after university
- Not permanent employees and will not earn a salary except when on placement.
- Good way of gaining work experience as part of degree and to help with cost of study.



## ***Sponsored Degree Programmes***

### **Complete a degree as part of a programme of work and study**

- Devised with specific universities and degrees
- Regarded as permanent employees
- Fees paid by the employer or a bursary/scholarship towards the cost of the degree

- Part time or distance learning while working for the employer or full time study combined with work in holidays.
- Potential for guaranteed employment or a place on a graduate scheme.

***Many sponsored degrees and degree programmes are now being developed as Degree Apprenticeships.***

## ***Other Options***

### **Other Higher Education**

Vocational, 1 or 2 years study, can top up to a full degree

- Foundation Degree
- Higher National Diploma/Certificate
- Certificate/Diploma in Higher Education

### **Distance Learning/ Part Time Study**

### **Foundation Diploma in Art and Design**

- 1 year in advance of a degree or employment.

### **GAP Year**

- You need to plan in advance and make the year productive by Volunteering, Work, Travel or a combination of the above.

### **Employment**

Work as hard as you can because most school leaver programmes, apprenticeships and higher education courses ask for specific grades or UCAS points so aim high.

Make sure you present yourself in the best light.



## ***Put together a strong CV and covering letter***

**This takes time to do well. You can use the guide in this booklet to help you.**

Ask your careers adviser, parent or teacher to check it.

Remember that you will need to adapt your CV for each job/apprenticeship you apply for to reflect the job role and the type of person they are looking for.

## ***Make sure that your voicemail message and email account look and sound professional.***

Check both on a regular basis.

## ***Start your search early***

Visit large company websites if you are interested in their business as they often advertise vacancies under jobs/vacancies and careers pages.

Check for opportunities and deadlines – they may start recruiting before Christmas.

Send a speculative CV with a covering letter to companies where you would like to work as not all jobs are advertised.

Use search engines and [www.yell.com](http://www.yell.com) for lists of companies and ask everyone you know about possible contacts they may have.

Follow, Like, Comment and join the conversation on social media to grow your network and get advance news of events, vacancies and other information.

**STAY SAFE...**

on social media and check your own social media presence. Useful websites for advice on job-hunting and the safe use of social media:  
[www.Getsafeonline.org/protecting-yourself/job-searching](http://www.Getsafeonline.org/protecting-yourself/job-searching)  
[www.reed.co.uk/career-advice/how-to-keep-your-online-job-search-safe](http://www.reed.co.uk/career-advice/how-to-keep-your-online-job-search-safe)

**Your CV is your sales pitch,**  
your opportunity to show  
your skills, strengths and  
experience.

**DO !**

- *Highlight your relevant skills and experience.*
- *Be positive and sell yourself.*
- *Use the same language (key words) as the job description/advertisement.*
- *Be brief and to the point.*
- *Check spelling and grammar.*
- *Try to keep it to two sides of A4.*
- *Use black typeface.*
- *Change your CV to match each job you apply for.*

It is the first impression you give an employer, so make it a good one. Here are a few do's and don'ts to get you started.

**DON'T !**

- *Lie, you may be asked for evidence of qualifications and experience.*
- *Include everything you've ever done.*
- *Use more than two pages or cram into one.*
- *Include your date of birth, your gender or marital status. It's not relevant.*
- *Leave gaps in your school or work record.*
- *Have any spelling or grammar errors.*
- *Use fancy fonts or photos (unless requested) – keep it clear and simple to read.*

**Name, Address, Telephone number(s) and email address**

**Personal Profile:** Your sales pitch. Positive statements about your skills and qualities relevant to the type of job you are looking for/applying for. You will need to adapt this for each job you apply for. (See Personal Profile Phrases and key words page 13/14).

**Key Skills:** (can be part of Personal Profile)

What skills have you acquired? E.g. Team working skills, IT skills, Communication skills, driving licence etc. Can be done in bullet points but must be able to evidence:

- Excellent communication skills both written and verbal
- The ability to work well in a team but can also work well independently

**Key Achievements:** (if appropriate)

Anything that you are particularly proud of doing or achieving that shows skills or qualities e.g. charity work, Duke of Edinburgh Award, Prefect duties, Committee work etc. Don't forget to add dates.

**Education:** Name of your secondary school and sixth form/college plus the dates you attended (most recent first)..

**Qualifications:** Start with the ones that you are taking and work backwards – put in estimated grades and dates e.g.

**To be taken: June 2018**

*BTEC Level 3 Diploma in Health and Social Care*  
*A level Psychology*

**Estimated Grade**

*Merit/Merit*  
*A/B*

**Taken in June 2018**

*GCSE English Language*  
*GCSE English Literature*  
*GCSE Mathematics*

**Grade**

*6*  
*6*  
*5*

**Employment and work experience history:** Include part time jobs and work experience – most recent first Brief description of duties/ any responsibilities or work you contributed to, relevant to job application. You could include the skills you gained.

*Boots the Chemist – Sales Assistant from December 2017 to present*  
*Duties included: Stocking the shelves, dealing with the customers, handling money*

**Interests:** What you enjoy doing in your spare time. It doesn't have to be organised via clubs.

**References:** Should be a school based person and another (**not a relative**) – always ask permission to use the person as a referee. You can also write – “References available on request” if you don't want to give any references beforehand.

### ***Some Personal Profile phrases***

**You might use some of these phrases when working on your personal profile.**

A well-organised, hardworking and reliable school leaver with previous work experience, now seeking permanent employment.

Hardworking, trustworthy and practical; I like working in a team and learning new skills.

An excellent communicator who enjoys responsibility and meeting deadlines. I would like the opportunity to develop these skills and qualities.

Confident, enthusiastic and lively individual who enjoys meeting people.

Polite, responsible and co-operative person and keen to develop my practical skills.

Confident with figures and enjoys paying attention to detail. Interested in developing these skills in a commercial environment.

Hard-working, reliable and motivated with the ability to work under pressure. I enjoy a challenge and take pride in the work I do.

Friendly and polite person who enjoys working with other people in a team or independently.

An enthusiastic and quick learner with excellent interpersonal skills and the ability to follow instructions.

A punctual and well-spoken individual who has a good telephone manner.

Has the ability to meet set deadlines and targets.

## ***Phrases and Power Words***

Use positive descriptions. Instead of saying "I am good at....", you could say:

Skilled at...	With the ability to....
A skilful....	Very good at....
Competent in....	A talent for....
Familiar with....	Qualified to....
Excellent at....	Keen to...

## ***Action Words***

Useful when describing what you have achieved.

Analysed	Completed
Created	Demonstrated
Designed	Evaluated

## ***Desirable Qualities***

The following characteristics are rated the most desirable by employers. Although they seem quite obvious, they are the sort of thing that can be easily forgotten.

Reliable
Enthusiastic
Punctual
Accurate
Trustworthy
Able to work as part of a team
Friendly
Able to follow instructions
Willing to learn
Flexible and Adaptable

## CV SKILLS AND QUALITIES

- Enjoys learning new skills
- A careful and responsible attitude
- Trustworthy, honest and dependable
- Very patient, understanding and caring
- Works well under pressure
- Responsible and dependable
- Good telephone manner
- Plenty of common sense and initiative
- Multi-lingual - English, Hindi and Spanish
- Able to get on well with people of all ages
- Friendly and approachable
- A quick and accurate worker
- Flexible and adaptable
- Helpful and responsible
- Enjoys working with others
- Responsible and well organised
- Able to work well in a team
- Able to concentrate in a busy environment
- Able to think logically
- A creative imagination
- Confident working with Microsoft software, including Word, Excel and Access
- Fast learner who will undertake any training
- Good numeracy skills
- Ability to meet deadlines
- Enjoys problem solving
- Speaks clearly
- Able to follow written instructions or diagrams
- Self-motivated and ability to take initiative
- Written and verbal communication skills
- Good organisation and the ability to plan/prioritise
- Smart appearance
- Excellent punctuality and time keeping
- IT Skills
- Resourceful

**DON'T FORGET...** !

*...you will need to evidence the ones you use.*



You may need to send a covering letter or email to give more detail about your skills and achievements that are relevant to the job you are applying for. **This is another opportunity to present yourself in the best light.**



**REMEMBER...** !

It is as important as your CV.

Keep it clear and concise - one side of A4.

If possible, address it to the appropriate person by name.

If the letter is addressed to a named person, finish with Yours sincerely; to Dear Sir/Madam, then finish with Yours faithfully.

Three or four short paragraphs only and keep to the point.

Remember to keep a copy of your letter.

If downloading or attaching your CV for an online application, include the letter as the same document i.e.: one attachment.

# COVERING LETTER EXAMPLE

The company's address.

Human Resources Manager  
Name of Company 1  
Brighton  
BB14 6WD

If there is a named person to apply to in the job advert, put their name here instead.

Dear Sir/Madam

**Advertisement for Sales Assistant (weekend)**

57 Short Street  
Brighton  
BB12 4CM

Your address.

Email

Date

Include the position you are applying for.

I am writing to apply for the position of Sales Assistant at the Brighton branch of **company 1**. Having recently completed work experience in **company 2**, I am keen to take on a permanent role in fashion retail and I feel I could contribute my skills and enthusiasm to your team.

Highlight why you want to work for that particular company.

I have experience in a customer-facing environment and have acquired some merchandising skills and understanding of a large retail outlet. I am passionate about helping customers and have had good feedback from managers and customers about my attitude to customer service. I feel this would make me a good candidate for this part time role.

If applicable, highlight your flexibility.

As a student of Business Studies, Maths and History, I am keen to pursue a career in business in the future and have an understanding of how businesses work. I have strong communication and team working skills, as shown in my involvement in school community events and as captain of my football team. I am also flexible and can take on additional hours in the holidays, if required.

Point out your key skills alongside practical examples of how you have demonstrated them.

Thank you for considering my application and I attach my CV with further information. I look forward to hearing from you soon and would welcome the opportunity of an interview.

Keep your examples relevant to the role.

Yours faithfully

If you are sending a copy via the post, add your signature here.

*Mark Smith*

Use 'Yours sincerely' if you are writing to a named person.

Mark Smith

Remember to include your CV with your covering letter!

# Knowing where and how to search and apply for jobs, apprenticeships and school leaver programmes seems to be the biggest hurdle for school and college leavers.

There are hundreds of jobsites but the best places to look are the websites and platforms with information, advice and job vacancies dedicated to school and college leavers.

Check the sites listed on page 27 for careers information, CV, application and interview advice, job-hunting tips and job/apprenticeship vacancies. You don't need to register with all of them but find which ones suit you.

Some of sites list employers that regularly recruit for apprenticeships and school leaver programmes. Check out what's on offer, what the programmes involve and when they recruit. There will be deadlines so you need to be proactive and organised, checking them regularly.

### *Specific Sectors*

There are many websites dedicated to specific career areas and these often advertise vacancies as well.

If you are interested in a particular sector remember to look at the websites of major companies in that sector for both job and apprenticeship vacancies.

Some examples for some popular career sectors are listed on page 27 but there are plenty of opportunities in other sectors too.

### *Higher and Degree Apprenticeships*

The Government produces a regularly updated list of national companies that offer higher and degree apprenticeships. Check this link to apply or express an interest. [www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies](http://www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies)

Essex Apprenticeships advertises apprenticeships in a variety of job sectors. Sign up on their Facebook page [www.facebook.com/essexapprentice](http://www.facebook.com/essexapprentice) to keep up to date.

### *Application forms*

Application forms may be on paper but are more usually on line. Your CV will have most of the information you need but you will probably be asked some questions relating to your skills and questions to give you the opportunity to explain your suitability for the job.

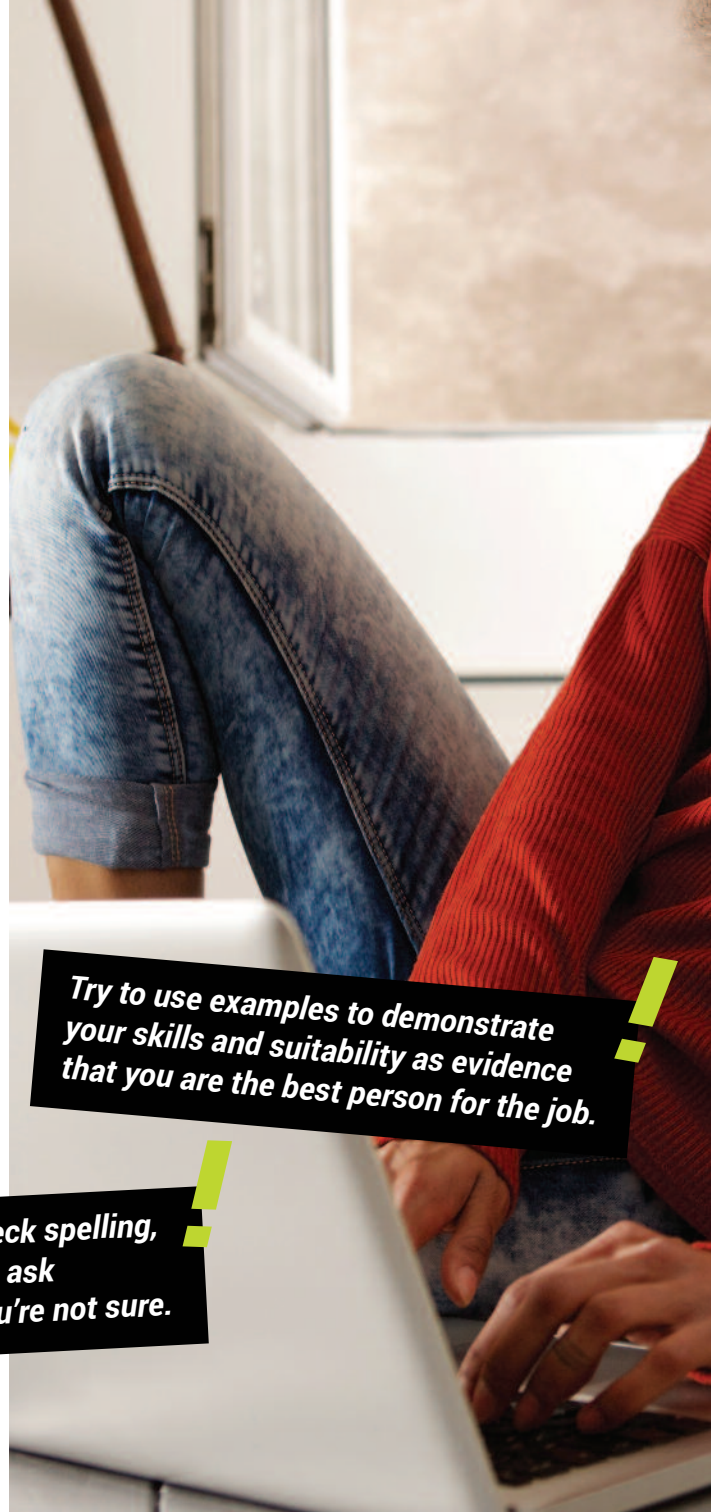
If you are completing a paper application, take a photocopy as a back-up and write out your longer answers in rough.

Keep a copy of the completed application, as you may need to refer to it if you are called for interview.

With online applications, you can sometimes save your answers as you go along, before sending, but check this first.

***Do not rely on spell check! Check spelling, grammar and punctuation and ask someone else to check it if you're not sure.***

***Try to use examples to demonstrate your skills and suitability as evidence that you are the best person for the job.***





### ***On-line Tests***

Employers often use Aptitude Tests as an additional filtering tool to check your suitability for the job.

These tests could involve numerical, verbal reasoning, problem solving and situational judgement tests. There will be a time limit and there may be more than one test. You can't 'revise' for these tests but you can practise via various websites or search for tests used by specific organisations such as the Civil Service. You will find a mix of free and paid for tests so check them out carefully.

### ***Assessment Centres***

This is an excellent way for employers to see how you perform alongside other candidates. It is also your opportunity to shine.

The format of the day will vary but many include similar activities like group activities to show teamwork skills and problem solving. You may also have to deliver a presentation as part of a group or individually.

Most will also include a panel interview or a number of mini interviews.

Assessment days can be daunting and don't worry if one activity doesn't go as well as you hoped, there will be other opportunities to do well. You have been invited there as they can see potential in your application so show them what you've got!

**Preparation is key.**  
It will give you the confidence to perform well and showcase the real you.

**DO** !

- *Dress smartly – first impressions count.*
- *Speak clearly & confidently*
- *Show positive body language; sit confidently, use eye contact*
- *Smile! Not always easy but it makes you look confident, even if you are shaking inside.*
- *Know about the job you're applying for and the company.*
- *Practice possible answers to standard questions.*
- *Take your time! If you need to think about your response to a question, take a few seconds to get it straight in your mind.*

Depending on the job role and the size of the company, you may have more than one interview; telephone and/or video interview, an interview with the Human Resources (HR) Department and a Partner or Manager or there could be a full panel.

**DON'T** !

- *Be late!*
- *Use slang/bad language*
- *Slouch in the chair, fidget or play with your hair, sleeves etc*
- *Drink, eat or chew!*
- *Lie!*
- *Show off/assume you have the job*
- *Talk about tricky subjects such as politics or religion*
- *Criticise ex-employers/colleagues*
- *Argue!*
- *Have your phone on!*

Although you can't revise for an interview, there are questions that crop up in most of them.

**Prepare some answers and it will take the pressure off you in a stressful situation.**

They may give you scenarios to consider to find out if you are suitable for the role (competency questions), or may look at your strengths and what motivates you as a person. Here are some common questions you can prepare answers for in advance.

### ***Tell me about yourself.***

Keep your answer relevant and try not to go off topic too much. You're here to interview for a particular position, and you shouldn't lose sight of this. Remember, the interviewer is not just making small talk.

You can give them a brief outline of your current situation – How old you are, which school/college you attend, which subjects you enjoy relevant to the job role. Your strengths, and how they fit the job description, and what makes you stand out as an interesting applicant.

### ***Why do you want this job/ why do you want to work here?***

Show you have researched the company (usually via their website). Tie this in with the skills and interests you have that made you apply.

- I would like to work at a smaller firm as I feel I would be able to get to know everyone really well.
- From my part-time work, I have found this works really well

Try to find some information that the employer is really proud of.... Highlight this! e.g. an award they have achieved, their company image, training programmes they offer...

***Describe a situation where you have led a team/worked in a team.***

Think of when you have worked in a group and had to solve any problems.

- In your part-time job/volunteering
- In a lesson
- On a school activity/trip
- As part of a hobby/sport/group outside of school/college

What did you learn from it? Try to focus on what your role was in the team – were you a leader? Did you work better being given a particular role? Use any of the examples from the above.

***Where do you see yourself in 5 years' time?***

Try to give sensible answers to do with career aims. If you have researched the Company – think of the career paths/roles you would like to aim for.

Try to avoid – I want a fast car/big house, etc. Instead, say something like, I am ambitious, keen to do well and willing to work hard to achieve my goals. I feel these are...

***What are your strengths?***

Think of 3 or 4 key strengths and be able to back them up with evidence – a chance to give your personal qualities.

Try to link to key skills for the job. For example if you would be working with customers, show your confidence with meeting new people 'I enjoy helping at school parents' events as it gives me the chance to meet new people'.

***What are your weaknesses?***

Try to turn this question into something positive! Think of weaknesses that you have worked on to improve. For example 'I'm quite shy and not very confident. I have tried to improve this by getting a part-time job and talking to customers, and this has really worked well'.

Don't deny that you have weaknesses – we all have them!





***Tell me about your greatest achievement/  
something you feel proud of.***

Doesn't have to be an act of heroism or a national award!! Just something to demonstrate skills useful for the job. For example:

- Duke of Edinburgh Award – shows team work, leadership, extra work outside of school
- Fundraising/volunteering – initiative, leadership/team work, communication
- Sporting achievements – perseverance/team work/commitment
- Overcoming school work issues – extra classes/revision attended to help achieve target grade

### Popular Questions !

Here are some other popular interview and application form questions:

*Describe when you have had to deal with a difficult situation or had to make a difficult decision?*

*Give me an example where you have helped/motivated people?*

*Describe a situation where you have used your initiative/solved a problem?*

*Describe a situation where you took responsibility?*

*Give me an example where you had to plan something?*

*How do you respond to criticism?*

*What makes a good work atmosphere?*

*What motivates you?*

### Curve-ball Questions !

These questions are asked to test your creativity and see how you operate under pressure. Your answers will also give the interviewer an understanding of you as a person. There are no right or wrong answers but these examples may help and you will find more on job board websites.

*If you were an animal/biscuit/superhero, what would you be?*

Think of an answer that brings in some skills for the role, whilst also showing off who you really are. e.g. *'I think I'd be a duck. I look calm on the surface, but I'm paddling like mad to get things done underneath'.*

*If you could have dinner with anyone in history, who would it be and why?*

With this question, interviewers want to find out about you, your interests and your personality. Remember that these attributes are just as important as skills and experience. Don't go for your celebrity crush, but relate it to your interests or think about who might be relevant to your industry and take this opportunity to showcase your knowledge. You will probably need to say why they are of interest, why they inspire you or would be a good guest.

# Have you got any questions?

You may be asked this at the end of your interview and it would be a good idea to prepare some before you go.

Keep your questions brief and to the point – you could ask about training, possible career paths and progression.

Here are some good examples of questions you might ask.

REMEMBER... 

***Plan your next steps.  
Don't hesitate.***

***What training schemes are there if I want to progress in the company?***

***What opportunities are there to develop or change role within the company?***

***Can I attend external training courses?***

***Is there an induction course to help get me started, if I am successful in gaining the job?***

***Where is the job located?***

***How do you see the company developing in the next few years?***

***What type of atmosphere is there in the workplace?***

You will have more questions as you plan your next steps, don't hesitate to ask your careers adviser at school, your subject teachers, form teachers and your parents and carers.

Register with these sites for newsletters, regular updates and to apply for jobs and opportunities.

[www.findapprenticeship.service.gov.uk/apprenticeshipsearch](http://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)  
[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)  
[www.studentapprenticeships.co.uk](http://www.studentapprenticeships.co.uk)  
[www.future-talent.com](http://www.future-talent.com)  
[www.allaboutschoollavers.co.uk/#root](http://www.allaboutschoollavers.co.uk/#root)  
[www.allaboutcareers.com](http://www.allaboutcareers.com)

[www.thebigchoice.com](http://www.thebigchoice.com)  
[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)  
[www.milkround.com/school-leavers](http://www.milkround.com/school-leavers)  
[www.careermap.co.uk](http://www.careermap.co.uk)  
[www.careerfinder.ucas.com](http://www.careerfinder.ucas.com)

## Search in Specific Career Areas

**Accountancy, Finance and Business** [www.allaboutfinancecareers.co.uk](http://www.allaboutfinancecareers.co.uk)

The HAT Group recruits ACA, ACCA and AAT trainees on behalf of its member firms <https://hatgroup.co.uk>  
Also check large companies that recruit for accountancy and business advisers - EY, KPMG, PwC and Deloitte plus BDO, RSM UK and Grant Thornton. Don't forget the Banks, Building Societies and Insurance companies.

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### The Civil Service Fast Track School Leaver Programme

[www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship](http://www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship)

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**Law** [www.allaboutlaw.co.uk](http://www.allaboutlaw.co.uk) [www.thelawyerportal.com/deadlines/law-apprenticeship-deadlines](http://www.thelawyerportal.com/deadlines/law-apprenticeship-deadlines)

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**Media** All the main TV and news channels. Search via their careers/jobs pages and register an interest and/or follow on social media. Opportunities in journalism, design, production, business and digital media. They have short recruitment windows so check regularly. Also [www.mediargh.com](http://www.mediargh.com), Twitter @mediargh

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**Engineering and IT** Large companies including Ford, Teledyne-E2V, BT, Microsoft, British Gas, National Grid, Network Rail, Transport for London, Selex and BAE Systems recruit sixth form and college leavers. They may start recruiting as early as Christmas.

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**IT, digital and related** QA and ITEC are apprenticeship training providers in Essex and London. Register with them to hear about vacancies.

## USEFUL WEBSITES

Some places where you will find more helpful ideas about your possible future and career choices.

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Go to Job profiles for general careers information.

[www.careerswales.com](http://www.careerswales.com)

Go to tools and resources and then job information. You can also search for careers related to specific subjects.

[www.prospects.ac.uk](http://www.prospects.ac.uk)

Information on graduate employment, internships as well as apprenticeships and job sector information.

**Accountancy and Finance**

[www.insidecareers.co.uk/career-advice](http://www.insidecareers.co.uk/career-advice)

**Construction - Trade and Professional**

[www.goconstruct.org](http://www.goconstruct.org)

**Creative and Media**

[www.screenskills.com](http://www.screenskills.com)

**Digital/IT**

[www.tpdegrees.com](http://www.tpdegrees.com)

**Engineering**

[www.tomorrowsengineers.org.uk/students](http://www.tomorrowsengineers.org.uk/students)

**Health and Medical**

[www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)

**Law**

[www.allaboutlaw.co.uk](http://www.allaboutlaw.co.uk) and [www.lawcareers.net](http://www.lawcareers.net)

**Science and Maths**

[www.sciencecareerpathways.com/home](http://www.sciencecareerpathways.com/home)

**Sport and fitness**

[www.careers-in-sport.co.uk](http://www.careers-in-sport.co.uk)



Make Some Notes




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**ALTERNATIVE ROUTES**

**TO HIGHER EDUCATION AND TRAINING**



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**01206 872002**

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**www.makehappen.org**



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