

# Post Lockdown Education, Employment or Training Guide



## Who we are

This booklet has been put together by Oxfordshire County Council's Education, Employment and Training (EET) Service to give you some development activities that will help you in your future education or employment steps. We support all young people from school year 11 through to 13 in finding suitable education, employment or training.

Each year we write to every year 11 to make them aware of the options available to them. This letter aims to make you aware of the choices available to you, as well as introduce us. You will likely get a couple of calls and emails from us over the next few years just checking in. We have a duty to check on all young people, so please let us know even if you are satisfied with your current situation, this really helps us!

This year has been unlike any other, so rather than just point you in the direction of some options, we have put together a small guide on how you can be ready for your next step in education, employment or training.

Your plan may be to stay on in your school's sixth form, but there are many other options available to you. You will need to be in some form of learning up until your 18th Birthday. This could be school, an apprenticeship, a traineeship or work alongside some part-time learning or training.

To find out more please visit [www.oxme.info/rpa](http://www.oxme.info/rpa).

## Advice on Next Steps

*After year 11 you can go in many different directions,  
it can be difficult to know what is available.*

Your school is required to provide you with careers information and advice so you should ask who you can talk to about your options.

As well as through school, you can find information and advice on the following websites:

### OXME

oxme.info

Oxfordshire's website for young people with information on different aspects of growing up including education and training. There is a webchat service available and you can find out about support for when you finish in the summer.

[www.oxme.info](http://www.oxme.info)

### National Careers Service

You can find job profiles and information about which careers will be in demand in the future. The website has a section specifically for young people.



If you want to speak to an advisor you can call 0800 100 900.

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

## National Apprenticeship Finder



Everything you need to know about apprenticeships and traineeships.

You can also search for vacancies in your area.

[www.getingofar.gov.uk](http://www.getingofar.gov.uk)

## .GOV Traineeships

A traineeship is a course with work experience that gets you ready for work or an apprenticeship.

It can last up to 6 months.

[www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)

## Get My First Job



Find out about live apprenticeships, training and Job vacancies and get in touch with employers.

Tips about applying for jobs and how to impress at interviews.

[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

# Your Options



## Apprenticeships

Apprenticeships can be a great way to earn whilst you learn, gaining both valuable experience in the workplace whilst achieving an accredited qualification. They can be a great way to take the first step on a lifelong career.

All of Oxfordshire's apprenticeships are listed on our website:

[oxme.info/opportunities](https://oxme.info/opportunities)

**Amazing Apprenticeships** have a huge amount of resources available around apprenticeships, including apprentice interview practice, case studies and coming soon a 2020 challenge to get you ready for the end of lockdown:

[amazingapprenticeships.com](https://amazingapprenticeships.com)

## Employment with Training

Employment with training includes jobs that are not apprenticeships, but you still gain an accredited qualification or high-quality training.

The training can be either part of the job and chosen by the employer or it can be a part time course that you have chosen to do in your free time that doesn't even relate to your job.

**Unsure of your next or long-term steps?** The following sites can help:

[barclayslifeskills.com/i-want-to-choose-my-next-step/school/wheel-of-strengths](https://barclayslifeskills.com/i-want-to-choose-my-next-step/school/wheel-of-strengths)

[www.ucas.com/careers/buzz-quiz](https://www.ucas.com/careers/buzz-quiz)

[www.prospects.ac.uk/planner](https://www.prospects.ac.uk/planner)

[nationalcareers.service.gov.uk/skills-assessment](https://nationalcareers.service.gov.uk/skills-assessment)

## College

Colleges are a great way to continue your formal education, often offering a different range of qualifications and at different levels than what you can find in sixth form.

Oxfordshire has 3 colleges:

### **Abingdon and Witney College**

A campus in Abingdon and one in Witney.

[www.abingdon-witney.ac.uk](http://www.abingdon-witney.ac.uk)

### **Activate Learning**

Campuses in central Oxford, Banbury, Bicester and Blackbird Leys.

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

Activate are hosting online open days for you to find more about the courses they offer:

**Banbury & Bicester** - 20/06/2020

**Oxford** - 27/06/2020

All at 9:30-12:30pm

Visit their website for more details.

### **Henley College**

Henley college have been hosting online tours, check their website for details.

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

## Sixth Form

Sixth form lets you continue your education in a setting you are already familiar with.

You are not limited to just your own schools sixth form; you can apply to join others. Go to each school's website for further details.

## Traineeships

Traineeships is training that also involves a work placement. They are suitable for young people who want a job or an apprenticeship, but who do not yet have enough experience.

To find traineeships go to:

[www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)

## Training

Oxfordshire has many providers that focus on different skills and career paths.

### SOFEA - Didcot

 [www.sofea.uk.com](http://www.sofea.uk.com)

 [info@sofea.uk.com](mailto:info@sofea.uk.com)

 01235 510774

### Synolos – Witney

 [www.synolos.co.uk](http://www.synolos.co.uk)

 [enquiries@synolotraining.co.uk](mailto:enquiries@synolotraining.co.uk)

 01993 222555

### ACE Training – Construction training in Kidlington

 [www.acetraining.co.uk](http://www.acetraining.co.uk)

 [info@acetraining.co.uk](mailto:info@acetraining.co.uk)

 01865 370040

### BoomSatsuma – Professional acting qualification in Oxford

 [www.boomsatsuma.education/pegasus](http://www.boomsatsuma.education/pegasus)

 [education@boomsatsuma.com](mailto:education@boomsatsuma.com)

 01179 428429



## **Back On Track – support into education or employment across Oxfordshire**

 [www.activatelearning.ac.uk/supporting-you/learning-support/back-on-track](http://www.activatelearning.ac.uk/supporting-you/learning-support/back-on-track)

 [backontrack@activatelearning.ac.uk](mailto:backontrack@activatelearning.ac.uk)

 0800 612 8085

## **Unlocking Potential**

 [www.aspireoxfordshire.org/young-people-not-in-education-employment-or-training](http://www.aspireoxfordshire.org/young-people-not-in-education-employment-or-training)

 [chris@aspiroxford.co.uk](mailto:chris@aspiroxford.co.uk)

 01865 204450

## **Trax - Oxford**

 [www.oxme.info/cms/opportunities/trax-foundation-learning](http://www.oxme.info/cms/opportunities/trax-foundation-learning)

 [ontrax@traxonline.co.uk](mailto:ontrax@traxonline.co.uk)

 01865 243077

## **EMBS – Oxford and Banbury**

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

 [info@embs.ac.uk](mailto:info@embs.ac.uk)

 01865 776041

## **HEROS – Learn in a working stable, near Wantage**

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

 [info@heroscharity.org](mailto:info@heroscharity.org)

 01488 638820

# Do you have a plan for September?

Everyone leaving year 11 is entitled to a place in learning in September. If you already know what you intend to do in September we would love to know, tell us by registering at [www.oxme.info/register](http://www.oxme.info/register)

If you are still unsure on what you want to do, go to one of our CHOICES Sessions for advice via [www.oxme.info](http://www.oxme.info) and select webchat; register for one of our EET workers to call you via [www.oxme.infor/extra](http://www.oxme.infor/extra) support; or email [eetreferrals@oxfordshire.gov.uk](mailto:eetreferrals@oxfordshire.gov.uk) to ask for a call back.

## CHOICES

### Earning and Learning

Oxfordshire Education, Employment and Training Services (EET Service) includes our CHOICES and EET Casework service for young people who have left school aged 16-19 who are not in work or learning or who are at risk of not being in work or learning. This service is also available for young people up to the age of 25 with Special Educational Needs and Disabilities (SEND) and those who are looked after or leaving care (LAC).

Support with:

- ▶ job seeking
- ▶ apprenticeship routes
- ▶ CV building/interview skills
- ▶ finding training
- ▶ 1:1 support
- ▶ applying to college
- ▶ signposting for benefit advice
- ▶ improving your prospects
- ▶ looking at other choices that may be right for you



## CV's

Whether you decide to stay in education for many more years or want to go straight into employment, at some point you will need a CV. Creating one now and adding to it as you accomplish more will save you time in the future.

You may feel like you don't have much that you can put on your CV yet, this guide should hopefully give you some resources and ideas to help you fill it out. Remember, a CV's goal is to demonstrate your employability and not just show how you performed in school. You can use any relevant experience to show how you meet the jobs criteria.

Keep in mind the STAR method, interviewers often use this to judge whether you meet their criteria:

**S – Situation** Start with an example and explain what your role was.

**T – Task** Explain what tasks you had personally had to complete.

**A – Action** Describe what you personally did to complete the task.

**R – Results** Explain what the outcome of your actions was. What went well? What did you learn?

Remember situations can come from a wide variety of places. They could be from your work experience, a school project, volunteering work or even through one of your hobbies.

The sites included in this pack were checked in May 2020 but belong to third party providers. Oxfordshire County Council cannot accept responsibility for the accuracy of the information on these sites and nor does inclusion represent a recommendation or an endorsement. Parents, carers, young people and professionals are recommended to check that the information and websites listed are appropriate for their needs and safe to use.

## CV Templates

Whilst it is good to personalise your CV so that it stands out, there are many good templates available that can help you quickly put together a usable CV.

[interactive.barclayslifeskills.com/cv](https://interactive.barclayslifeskills.com/cv) This site has loads of great resources to help you get ready for your next steps.

[www.reed.co.uk/career-advice/school-leaver-cv-template](https://www.reed.co.uk/career-advice/school-leaver-cv-template)

[www.totaljobs.com/advice/non-graduate-first-job-cv-template](https://www.totaljobs.com/advice/non-graduate-first-job-cv-template)

[www.cv-library.co.uk/career-advice/cv/cv-templates/first-job-cv](https://www.cv-library.co.uk/career-advice/cv/cv-templates/first-job-cv)

## CV Tips

### Full Name

### Address

### Phone Number

Put the best method to be contacted on, have a professional voicemail.

### Email

Make sure you use a professional looking email address.

### Personal Statement

Why would you be good at this job? Write about what personal qualities that you have that match up with this job. What are you interested in that overlaps with this role?

### Education

List your qualification results most recent first.

You may need to come back to this section when you have received your results, but you can often apply with predicted grades.

## Work Experience

CV's aren't all about educational achievement. Employers will want to know what hands-on experience you have. This can be part time jobs or work experience you completed through school.

Write down when you completed your work experience and who with.

Give a brief description of your responsibilities when you were there.

If you completed work that relates to the job you are applying for, emphasise that here.

## Key Skills and Training

You likely have a lot more skills than you are aware of, the site below will help you identify some of these:

[www.themix.org.uk/apps-and-tools/define-me](http://www.themix.org.uk/apps-and-tools/define-me)

The following sites offer online training to further build up this section, lockdown is a great time to upskill yourself and finding a new interest can open up new careers to you:

[www.alison.com](http://www.alison.com) – Alison have a wide range of courses including Maths & English, some free of charge. If relevant to the job, these courses can help you show potential employers that you have extra knowledge and a real interest in what they do.

[www.futurelearn.com](http://www.futurelearn.com) – Future learn have lots of courses which you can access for free. If you want a certificate you have to pay, but otherwise you can access all of the course learning without paying.

[idea.org.uk](http://idea.org.uk) – Idea is the digital equivalent of the Duke of Edinburgh award. With no age limits, you earn badges showing what skills and knowledge you have gained. Earn enough badges to get a Bronze, Silver or Gold award.

[www.open.edu/openlearn/free-courses](http://www.open.edu/openlearn/free-courses) – Here you can find the free courses delivered by the open university.

[www.skillshare.com/classes/free](http://www.skillshare.com/classes/free) – Skill Share has a wide range of classes to help you learn new skills. Examples include how to use specific software and many creative skills like how to cook, photography or how to write a blog.

[www.khanacademy.org](http://www.khanacademy.org) – A good resource to learn skills such as coding, finance and maths.

It is important to give details on how you can demonstrate these skills. If they relate to the job, make it clear how.

## **Volunteering**

Volunteering shows employers that you are willing to give up your time and energy for good causes. At the same time, you will pick up some key skills and experiences employers are looking for.

Here are a number of sites that list opportunities to volunteer:

[www.iwill.org.uk/young-people/opportunities-for-young-people](http://www.iwill.org.uk/young-people/opportunities-for-young-people) – I Will lists a range of national organisations that offer volunteering.

[do-it.org](http://do-it.org) – Do It has a range of volunteering opportunities available all year round.

There are also several Covid-19 Specific volunteering opportunities:

[www.ageuk.org.uk/get-involved/volunteer/neighbourly-volunteering](http://www.ageuk.org.uk/get-involved/volunteer/neighbourly-volunteering) – Helping the elderly in your area.

[www.oxfordshireallin.org](http://www.oxfordshireallin.org) – Find Covid-19 volunteering opportunities in your neighbourhood.

*Remember it is important to stay safe and not put yourself at risk when volunteering.*

## Personal Interests

Employers want to know more about you than just your educational and work achievements, they want to know about your interests.

Put in your hobbies and interests.

[www.skillshare.com/classes/free](http://www.skillshare.com/classes/free) – Skill Share can help build your personal interests and get you interested in things you didn't know existed.

[www.duolingo.com](http://www.duolingo.com) – Being able to speak another language will impress employers and can open up new opportunities to you.

Duolingo is a free resource to help you learn one of many new languages.

[www.activitiesoxfordshire.info](http://www.activitiesoxfordshire.info) – Activities Oxfordshire lists a range of activities that you can get involved in; sports teams, youth groups, and many others can be found here.

They might not all be available right now, but these activities really add depth to your CV.

## Extra Tips

Tailor your CV to the job – You may have so much you want to show employers that it doesn't all fit. In cases like these it is worth editing your CV so that it focuses on the job you are applying for. Applying for a job in that involves ICT? It would be worthwhile to expand on that IT project you did in year 11.

Completed some volunteering that relates to the job? Dedicate more space in your CV to explaining what you did, making it clear how it relates to this role.

Keep it to one or two sides of A4 paper

Make sure your spelling and grammar are accurate. Have someone else like a parent, carer, or teacher read it over to check you've written things properly and included everything.

Keep your CV updated with qualifications, volunteering, and work placements.

Don't lie about your level of experience, skills or anything else.

If you are questioned on it and cannot answer, it will not look good.



# Blank CV Template

Full Name	Phone Number
Address	Email

Personal Statement

Education

Work Experience

Key Skills and Training

Volunteering

Personal Interests

# Example Care Industry CV

Jamie Smith  
123 Oxford Road  
Oxford  
OX1 1ND

Tel: 01865 328418  
opportunities@oxfordshire.gov.uk

## Personal Statement

I am a driven young person who is interested in starting a career in healthcare. I am hard working, compassionate and caring, all of which I believe will be key skills in this line of work. I have been interested in caring for others from a young age and would one day like to be a qualified Psychiatrist. I believe that this role will provide me with great first-hand experience and would be a great step towards my career goal.

## Education

Oxford School 2015-2020.

### Key GCSE's

English - Level 6  
Maths - Level 5  
Biology - Level 7

Physics - Level 5  
Chemistry - Level 6

### Other GCSE's

Four at Level 6  
One at Level 5

## Work Experience

### Oxford Care Home - May 2019.

I spent two weeks supporting the care workers with their day to day work. Seeing the work made it clear that this was what I wanted to do, and I really enjoyed organising activities for them. I particularly enjoyed getting to know the residents and learning about their lives.

### Oxford News - September 2017-present.

I have had a paper round for the past two and a half years and have not missed a day's delivery. I am always on time and I believe this shows my commitment and that I can be trusted.

## Key Skills and Training

**Communication** – I am both confident and able to be clear in my communication. Through my drama GCSE I am happy performing in front of people. My work experience in the care home showed me how important it is to be clear when communicating, especially when it is around important things like medication.

**Teamwork** – I am very good at teamwork, something which was key in both my GCSE's and work experience. I am happy both leading groups as well as taking a supporting role.

**Proactive** – I always look for any way that I can help more. This has included helping sort the paper bundles in my newspaper job or asking for additional tasks at the care home.

Introduction to Nursing: The Role of Nurses Around the World - Online training courses by Kings College London through FutureLearn.

Proficient in Microsoft Office.

First Aid trained.

## Volunteering

During Covid-19 my youth group and I created face masks and other basic PPE. We then donated this to the local care home so that the staff had the protection equipment they needed.

## Personal Interests

I enjoy both reading and writing and regularly update my own blog.

I play for my local netball team and particularly enjoy the team work and support we all give each other. I attend a local youth group each week. We regularly look at how we can support our local community as well as attending workshops on various topics such as mental health and equality.

You might find that for some jobs you need to complete an online application rather than submit a CV. Having all your information collected in one place will still help save you time when completing the application. You can often just copy straight off your CV.

## Further Information

Want to do more? There are lots of online events and webinars available to help develop you further.

Here are some we found on Eventbrite – [www.eventbrite.co.uk](https://www.eventbrite.co.uk)

### How to create the perfect Graduate Apprenticeship application

by GCU's Institute for University to Business Education

Follow

Free

### Careers Guidance Recorded Webinar

by Entrust

Follow

Free

# Who made this?

Oxfordshire County Council Education, Employment and Training Service is part of the Family Solutions Service. It helps young people stay in learning and access suitable learning and training opportunities, as well as positive activities to support wellbeing.

We run job clubs as well as offering more focused support to young people who are not currently in education, employment or training.

To find out more, visit our website:

[www.oxme.info](http://www.oxme.info)

## Contact Us

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New Road

Oxford OX1 1ND

 [www.oxme.info](http://www.oxme.info)

 [opportunities@oxfordshire.gov.uk](mailto:opportunities@oxfordshire.gov.uk)

 **01865 328460**