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CAREERS Newsletter

Welcome to the March edition of St Joseph's RC High School Careers Newsletter.

We welcome feedback and ideas so please keep in touch by contacting the careers department – dhancock510@st-josephs.bolton.sch.uk

CONTENT

Welcome

Classroom to careers-
Travis Perkins

Linking English with Careers

MOOC

Spotlight Careers

Virtual Work Experience

Labour market Information for
Greater Manchester

How Unifrog can help you unlock
skills

The Student Guide to Getting a Job
after a Pandemic

Virtual Careers Jam June 8th



St Joseph's Year 10 construction group have partnered up with local business Travis Perkins. Travis Perkins are sponsoring a project to build outside seating areas around school. By contextualising learning pupils relate subject matter content to meaningful situations that are relevant to their lives. Pupils and staff are thrilled to be teaming up with such a prestigious local company, linking classroom learning to the world of work, supporting our local community and creating tradesmen of the future.

Travis Perkins is the UK's largest distributor of building materials to the building, construction and home improvement markets. They have been helping to build Britain for over 200 years and have a range of businesses within the group. We have the best people and the best place to work and our team of 20,000 colleagues operate almost 1700 branches, stores and sites around the UK. They are experts in their area and dedicated in delivering fantastic service to their customers.

Travis Perkins have been delivering apprenticeships since 2010. With national coverage, we work with employers to provide high quality, tailored learning experiences for apprentices across the Retail, Trade, Merchandising and Warehousing sectors. Our Apprenticeships are designed to support individuals with no prior knowledge of our industry or our business and give them the skills they need to become a really valued colleague.



Your local **Timber & Builders Merchant**

[Click link to access website](#)



Linking English with Careers



English is all around us and the words we use have lot of power. It's how we communicate, but it's also how we share information, persuade and debate. You see written English on placards at protests, on posters at bus stops and even on road signs.

If you have a flair and passion for English, you can use your skills as a writer. You could find yourself writing scripts for computer games or coming up with clever advertising slogans.

So check out the link above to find out how English can keep you future –proofed.



MOOC

MASSIVE

There may be 100,000+ students in a MOOC.

OPEN

Anyone, anywhere can register for these courses.

ONLINE

Coursework is delivered entirely over the Internet.

COURSE

MOOCs are very similar to most online college courses.

MOOCs are a great way to learn something new, boost your knowledge, and impress on your applications. But what are MOOCs and how can you get the best out of them? This guide sets out everything you need to know about MOOCs.

MOOC stands for **Massive Open Online Course**. **MOOCs** are taught by universities across the world and cover a huge range of topics. They can help you get to grips with a new subject, and they look super impressive to teachers, colleges, apprenticeships, universities, and future employers.

Why take one?

There are four main reasons to take a **MOOC**:

1. **They can introduce you to new topics.** If you have a niche hobby or field of interest, it might be hard to find related learning opportunities at school. MOOCs give you the chance to study all kinds of subjects at different levels.
2. **They give you a flavour.** Studying for a MOOC can help you decide if a specific field of study is right for you. It's a way to test the waters, and see for sure if you are interested in the subject.
3. **They're impressive.** Taking the initiative to complete an online course shows that you're a dedicated student and that you're an independent learner who is happy to go the extra mile.
4. **They can boost your skills.** Whether it's learning a language, exploring cryptography, or brushing up on Python, completing a MOOC will help you learn something new that you can bring to the workplace or your studies.

Find out more about MOOC by signing into your Unifrog account (look out for the link through your school email)

Unifrog has sent you a [link to your school email address](#) (please check your junk/spam mailboxes).

Click the link and follow the instructions

unifrog

Create a memorable password.

Make a note of your password.



Spotlight talks on careers 'Architect'

Architects design new buildings and the spaces around them, and work on the restoration and conservation of existing buildings

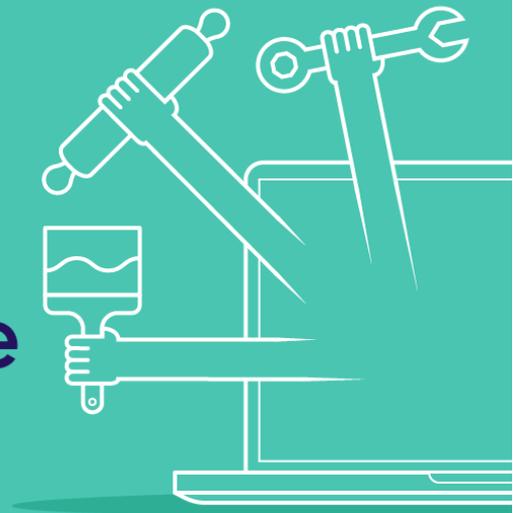




YEAR 11 VIRTUAL WORK EXPERIENCE WEEK 7-11 JUNE

ChangingEducation
Group

Introducing your virtual work experience



Step 1



Step 2



Complete your work personality questionnaire

Step 3



Submit your industry interests

Step 4



Receive your full timetable for your designated week

You will receive an invite link to download our **ConnectED - Careers Manager App** to your **school email address** on **Monday 10 May 2021**.



Labour Market Information

*LMI obtained from the Office for National Statistics and Gov.uk. Poster last updated August 2020

** Data used in this poster covers the period April - June 2020 and includes furloughed workers



Greater Manchester LEP

Wigan, Bolton, Bury, Salford, Rochdale, Oldham, Tameside, Trafford, Manchester & Stockport



Employment

UK - 76.4%
LEP - 72.7%



Unemployment

UK - 3.9%
LEP - 5.1%

16-64 year old population - 1,790,400
Total population - 2,812,600

Full-Time Salary



UK Average - £30,414
LEP Average - £28,402

Self-Employment



185,800 people in the region are self-employed

Apprenticeships

There are approximately 1,460 live vacancies within a 40 mile radius of Manchester, including...

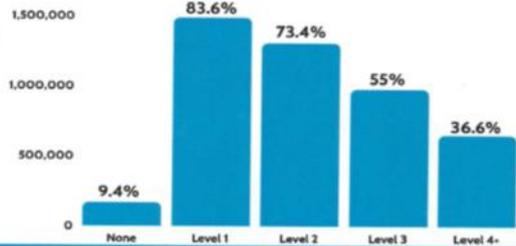
- UX Developer
- Business and Administration
- Project Management
- I.T./Software Testing
- Civil Engineering
- Hair and Beauty
- Finance and Insurance
- Rail Engineer
- Teaching Assistant
- Vehicle Maintenance & Repair

Plus many more! Find local opportunities on www.apprenticeships.gov.uk/



Qualification levels

1,306,500 people have at least a level 2 qualification such as GCSEs or an NVQ.



Where do people work right now?

Most jobs

- Wholesale & Retail - 224,000 (16.8%)
- Health & Social Care - 159,000 (11.9%)
- Administration - 142,000 (10.7%)
- Science & Technology - 121,000 (9.1%)
- Education - 114,000 (8.6%)

Fewest jobs

- Arts & Entertainment - 29,000 (2.2%)
- Real Estate - 23,000 (1.7%)
- Electricity, Gas & Air - 12,000 (0.9%)
- Water, Sewerage & Waste - 7,000 (0.5%)
- Mining, Quarrying & Utilities - 350 (0.02%)

Growth Sectors

- I.T and Cyber Security
- Health and Social Care
- Energy
- Professional Services
- Industrial biotechnology

There are many other sectors that will grow in your region

What are some of the region's big name employers?



Need careers advice? Call us on 0800 100 900, contact us online, or find us on Facebook, Twitter and The Student Room.



Resources: Careers and Labour Market Information

Unifrog www.unifrog.org.uk

Icloud <https://icloud.com>

National Careers Service <https://nationalcareersservice.direct.gov.uk>

Nomis www.nomisweb.co.uk

Prospects www.prospects.ac.uk

National Apprenticeships www.nationalapprenticeships.gov.uk

LMI for All <https://www.lmiforall.org.uk/>

What Employability Skills are Employers Seeking?

More emphasis being placed on behaviours, attitudes, core competencies and technical/vocational skills of the individual, defined as:





Unifrog

Universities and employers look for twelve star competencies

Students can record examples of when they have demonstrated each of the 12 competencies (skills). Then use this material for their applications to college, university or apprenticeships.

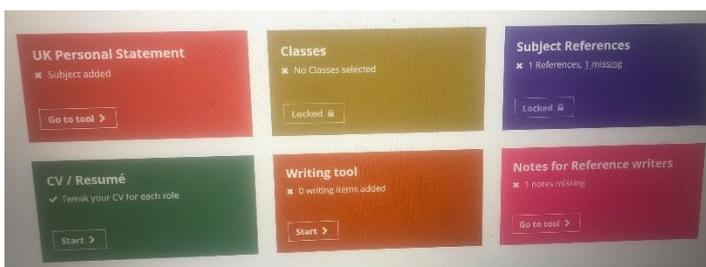
Sign up to your **Unifrog** account (access through your school email



Curriculum vitae (CV) is a short written summary of a person's career, qualifications, and education.

Lots of students have been asking if they can have help building their CVs recently. We have covered this in enrichment days, but there is help on Unifrog.

If the students log into their account on Unifrog and scroll down to the CV section (see image), they can fill out all the sections with the guidance of Unifrog, download it once it's done and send out to who they need to. If anyone needs support with logging in then email Mrs Hancock at dhancock510@st-josephs.bolton.sch.uk





The Student Guide to Getting a Job After a Pandemic

Landing a job after finishing school is hard. Add in a global pandemic, and things get a little bit more difficult.

According to Prospects, August 2020 saw the UK slip into a recession with the biggest slump on record. Hearing this alongside all the news of redundancy, things start to sound very bleak.

[New research](#) reveals that **75% of recent graduates and students feel like the COVID-19 pandemic will heavily impact their future career prospects**, so heavens knows how worried students leaving school will be!

It is more important than ever to get prepared, not scared. Despite the vaccines providing some light at the end of the tunnel, it is likely that many companies will adopt homeworking long into the future. It's therefore a good idea to form job-hunting habits and routines that can set pupils up for a successful career in a future that looks a lot more digital.

[Love Energy Savings](#) has put together **7 top tips to securing that dream job, even during or after a global pandemic**:

1. Get your CV in order

It's important to get all the key points across without overloading it with information. With so many applicants applying for the same jobs, employers will not spend very long reading your CV.

In fact, research has shown that employers only spend an average of **6-9 seconds looking at a resume** before deciding whether that person is fit for the role so it's important to keep it snappy!

According to Indeed, your CV should be **no more than 2-3 pages long** but try and get your most glowing and relevant experience on the front page. You need to get noticed within 9 seconds of reading.

So, what should it include?

- **Personal statement** - short summary to introduce yourself.

Here you need to avoid using generic phrases like "works well in a team". Try and stick to this structure: first describe yourself in a word, then highlight your profession or best experience and then describe the role and company you're looking to move into.

E.g., 'A highly motivated individual with a strong background in customer service and hospitality, looking to move into a consumer-facing role within a company that offers opportunities for progression'.

- **Education** - keep high school/ college brief.

Unfortunately, no employer wants to hear about every extra-curricular activity you took in your GCSE's unless they're extremely relevant to the role you're applying for. In other words, do you really need to include that certification in grade 1 piano? Space is more important, if in doubt leave it off!

- **Experience** - any experience and how it can relate to aspiring new roles.



Here don't fall prey to listing every single one of your duties, especially if you've had more than one or two roles. When you reach the point that you're struggling to fit all your experience on one page, look to list 'achievements', rather than duties when describing your role. 9 times out of 10 your employer will understand what your role entails if it's in the same field.

- **Hobbies & interests** - keep this pretty professional.

I.e., don't tell your employer you can eat 20 hot dogs in under a minute (unless you're a professional competitive eater, in which case this could be an interesting talking point!)

- **References** - have 2 references from other professionals.

This is entirely optional, so if you're lacking space, don't worry about including this. If they like your CV, they will ask for references.

2. Make LinkedIn an extension of your CV

LinkedIn is a great way of securing a job. **LinkedIn research highlights that top recruiters are 60% more engaged on the platform in comparison to other tools.**

LinkedIn is an amazing tool. Not only can you apply for jobs directly through the platform, if you do your research and find people in the company/companies you want to work for, this could be a way of connecting with someone who may well advertise a job you want (be this a recruiter, or industry professional).

It's also a good idea to send a polite message to your dream employers enquiring if they're hiring, as a very high percentage of jobs are filled through the [hidden job market](#), without even being advertised. Many employees also start their careers by progressing through a company from an internship, so it's worth ringing a potential employer to ask if they've considering hiring one. You'll also want to make sure your picture looks professional before doing this!

LinkedIn can also be a fantastic tool to set up freelance work, particularly if you have example work to share. Share your work in a post and then pin the best examples to the top of your profile using the 'featured' section and write your hourly rate in your bio.

Then all you need to do is click the 'open to work' button and you'll be amazed how many people come to you! Although it goes without saying you'll need to reach out to people as well.

3. Tailor each application

Employers will see straight through a standard application. It is important to make sure you do everything you can to stand out from the crowd. Most jobs ask for a covering letter. This is sometimes optional. Make sure you send one along with your CV as this is your chance to tell the recruiter why you would be a perfect candidate for the role.

It may be time-consuming, but it will be worth it. The key to writing a great cover letter is to base it on the job description.

To save time, especially if you're applying for a few different job roles within the same industry, write several templates and save in a document. This will save you heaps of time!



4. Make a list of companies you would love to work for

Companies in your area, or close to where you live, may have job openings coming up. Send a 'speculative CV' along with a strong covering letter highlighting what you will bring to the company, but make sure you call up and enquire first.

Not only does this save you time, but it stops your CV sitting with the gatekeeper, rather than the relevant manager who is thinking about hiring. If you're the right candidate, they might call you in for an interview without having to undergo a costly hiring process!

It's important to research any company that you're sending an application to. Remember, a job must be a great fit for both you and the prospective employer. You'll want to find a role you will be happy in, that will develop your skills professionally. [Glassdoor](#) is a great tool to find out about a company's culture and attitude towards career development. It provides unbiased reviews so it can help you evaluate any decisions.

Don't be afraid to go for companies that are not a global brand. Some SME companies offer great graduate programs, just make sure you double check reviews, as the smaller the company, the more you may have to do. Don't let yourself be overworked and/or underpaid. [Milkround](#) is a great tool to search for graduate jobs all over the UK.

5. Determine your financial worth

At the start of your career (and later on) it's important to find a job that offers great training and development opportunities, but just as important to manage your expectations. Do not expect to walk straight into your first job and start earning a salary of £30,000 plus.

Research your industry and desired career and work from that. Remember that starting salaries will differ depending on your region and field.

Luminate Prospects found that **graduate starting salaries are around £22-23k in the North of England and around £27,000 in London**. This doesn't mean you should dismiss any opportunities with a lower starting salary than this average. It all depends on how much this job will add to your career. What training and development opportunities do they have? Do they have multiple awards, or are renowned in your chosen industry? For average salaries specific to roles and industries, take a look at [Save the Student](#).

6. Preparation is the key to a great interview

Typically, the more prepared you are for the interview, the better. Even if your interview is being conducted over video conferencing, the preparation is still the same - know your CV back-to-front and have a good level of understanding about the company.

The first thing you need to do is put your CV and job description side-by-side and highlight where your experience aligns with the requirements. It's also best practice to write down some anecdotes and more in-depth examples of how you have achieved some of the things they're asking for.

You need to know the basics about the company: who their founder is, what they do, when they were founded, but also extend your search to LinkedIn. How many employees do they have? Do they already have someone doing the same role as you, or would you be the first one?



You may ask why this is important. The answer is - knowledge is power. The more you know, the more you can tailor your questions and the more intelligent you will appear. If you are the first person, they're hiring with your job description it might mean they aren't as sure of what they need, or it could mean you end up doing a lot more in the role, so you need to ask the right questions and decide if that's right for you.

A good interview tip is to visit [companies' house](#) and search the company name. Here you can see how much the company made in the last year, their staff retention and more. If they seem to have lost a lot of staff in the past few years, that's a red flag you might like to ask about in your interview. Were they re-structuring to go in a new direction, or could there be a problem with the work environment?

7. Confidence is king

There's a lack of confidence across the job market at the moment, with **52% of students worried they won't be able to secure a job after they graduate - according to Onrec**. With many of the industries students usually flock to while figuring things out, (like retail and hospitality) taking a hit at the moment, it's easy to see why.

BUT, this shouldn't get you down or stand in the way of landing a job and the first thing you need to do is put all of the external things that you have no control over out of your mind. It might sound easier said than done, but think of it like this, if you put as much effort into feeling great about the things you can control versus worrying about the things you can't, you've already fought half the battle.

Once you've secured an interview, it is important to dress professionally and have a plain or un-distracting backdrop, but don't feel the pressure to have a 'TV worthy backdrop'.

Do not be afraid to ask questions to understand the culture and career progression policies. Overall, if you've prepared properly you have no reason not to be confident.



Virtual Careers Fair

*Futures4Students' Virtual Careers Jam with F4S.
Tuesday 8th June 2021, 10am - 4pm.*

