



# Professional Pathway Support in 10 minutes



Overview of  
Employability Plan  
Year 12-13

What can a student  
do to prepare?

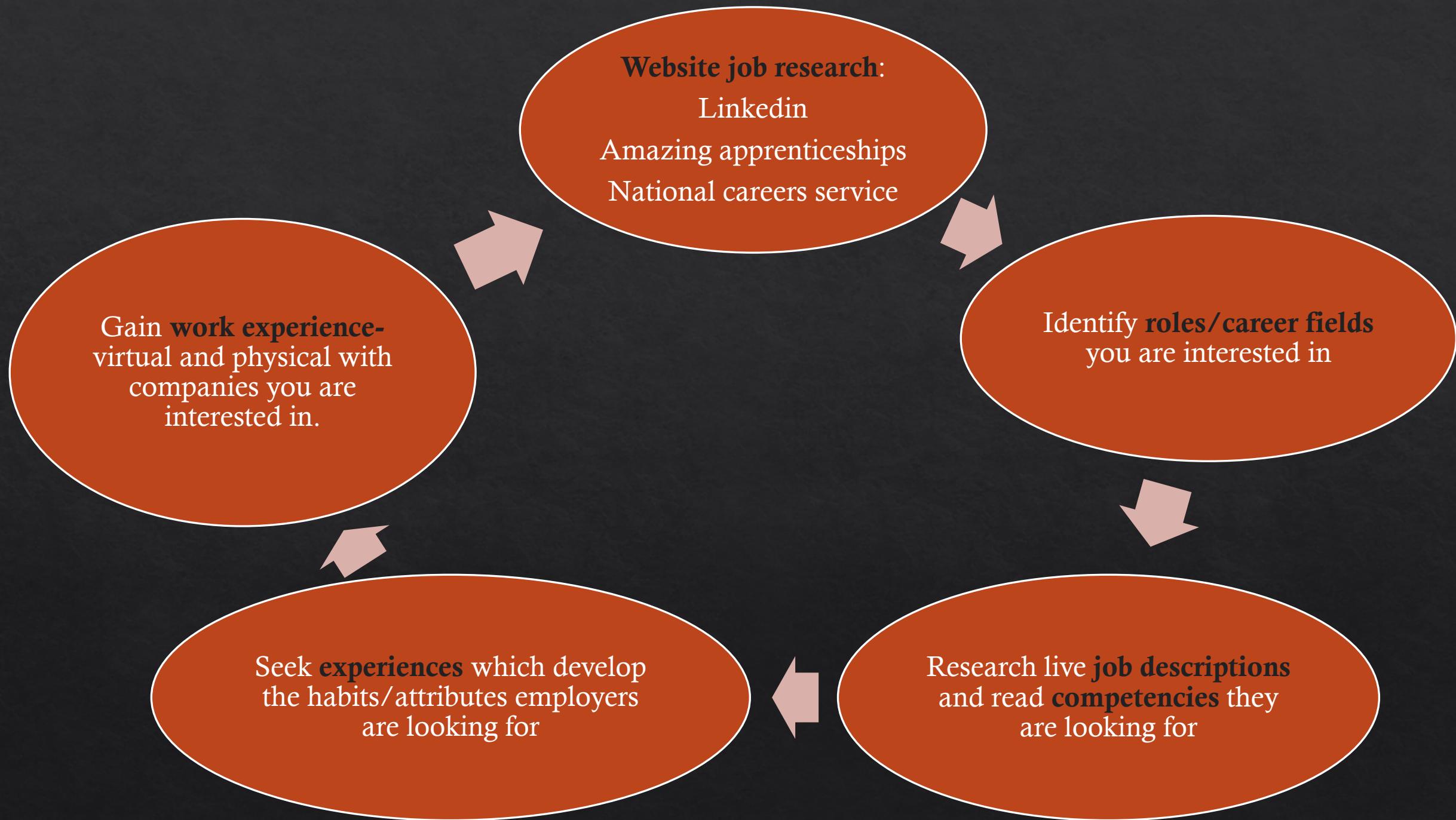
What can you do as  
a tutor to support?

# EMPLOYABILITY PLAN 2022



Date	Time	Year 12	Year 13	Staff	Provider
Autumn Term 1:	Mon A p5	4 x sessions: study skills/EPQ x5			
Autumn Term 2:	Mon A p5:	4 x sessions <ul style="list-style-type: none"> <li>HBA- What could my future hold for me?</li> <li>Intro to KUDOS and researching careers</li> <li>CV prep.</li> <li>Cover letters.</li> <li>Finding a part-time job</li> </ul>	AWi- Job seeking <u>skills</u> Wed p4 Tutor time: Finding apprenticeships Oct yr 13		
12 <sup>th</sup> <u>Jan Thurs</u>	3.30pm-4.30pm			Year Team meeting training for staff. Apprenticeship/Unifrog training	AIM. Unifrog
6 <sup>th</sup> Feb a/ <u>ll</u> week		Aspirations Week: <ul style="list-style-type: none"> <li>Intro to Unifrog</li> <li>Intro to KUDOS</li> <li>Alumni sessions</li> <li>AIM/<u>UCAS</u> apprenticeship resources</li> </ul>			
20 <sup>th</sup> Feb- sign up to apprenticeships	Mon A p5:	Sign up to apprenticeships			AIM
6 <sup>th</sup> March	Mon A p5:	Making an application			AIM
20 <sup>th</sup> March-	Mon A p5:		Year 13: non UCAS cohort- <u>interviews</u> with employers		AIM
17 <sup>th</sup> April	8.30am	Apprenticeship Awareness Assembly			AIM
23 <sup>rd</sup> May	6.30pm	Next steps evening- parents and students			AIM, <u>HBa</u> , <u>JCI</u>
5 <sup>th</sup> June-	Mon A p5:	CV and application workshop			AIM
15 <sup>th</sup> June	All Day	UCAS Fair OR Work Experience			
19 <sup>th</sup> June	Mon A p5:	Assessment Centre workshop			AIM
7 <sup>th</sup> July-	All Day	Employability Conference Carousel of workshops: CV, cover letter, assessment centre, life beyond sixth form, interview prep, live interviews			AIM, Make Happen, Steve Cooper, Enterprise Education







## **There isn't one deadline**

Focus on opening dates – be ready from autumn (now!)



## **Apprenticeships are advertised in different places**

Sign up to lots of sites and manage your alerts



## **Entry requirements will vary**

Every employer is different



## **Application processes will vary**

Prepare to be ready for all situations

If students want to gain employment at the end of year 13, they should secure **work experience**.

Different to a paid job:

[It's time to take control of your future | Springpod](#)

[Speakers for Schools – To open-up access to the very top for young people](#)

- Research local companies using google maps or google and apply directly CV and cover letter or visit business.
- Friends and family
- Mrs Abel's list



[HOW TO FIND AN APPRENTICESHIP: https://vimeo.com/769062863](https://vimeo.com/769062863)

## STEP 1: SET UP A LINKEDIN PROFILE:



Why you should use LinkedIn? <https://www.youthemployment.org.uk/using-linkedin/>

- ◆ **Networking** is an essential part of job hunting and career progression.
- ◆ (“**it’s not what you know but who you know**” it’s not always fair but it’s usually true).
- ◆ Join groups- keep up to date with changes to your industry
- ◆ Register for job alerts
- ◆ Mark your profile as actively seeking employment

[LinkedIn: Log In or Sign Up](#)

- How do you choose who to follow?
- What articles can you follow?
- How do you build a positive digital footprint?

## STEP 2: SIGN UP TO FIND AN APPRENTICESHIP GOVERNMENT WEBSITE:

◇ [Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Click here

◇ Fill in your profile

◇ Use your personal email

◇ Because of our proximity to London- keep the distance to 40miles

◇ Consider moving for the right apprenticeship

◇ Set an alert so you are notified of new jobs



## STEP 3: explore these websites regularly

- ◇ <https://www.ratemyapprenticeship.co.uk/> for reviews and information on apprenticeships from apprentices
- ◇ <https://amazingapprenticeships.com/app/uploads/2022/11/Higher-Degree-Listing-NOV-2022.pdf>
- ◇ [The Sunday Times 100 Best Companies \(thetimes.co.uk\)](https://www.thetimes.co.uk) [Get to know the top employers](#)
- ◇ [GetMyFirstJob | Apprenticeships, Degree Apprenticeships, Work Experience & Graduate Jobs](#)
- ◇ [Not Going To Uni: Apprenticeships & Work Experience in the UK](#)
- ◇ [Steps to Success | Student Ladder- work experience, general advice and live listings](#)
- ◇ [Jobs and Recruitment on reed.co.uk, the UK's #1 job site- good advice and templates for CVs and cover letters](#)
- ◇ <https://www.investment2020.org.uk/>
- ◇ [Search | targetjobs- recruitment agent but good advice and information on particular companies](#)

## STEP 4: record your progress and interests

- ◇ P:\Pupils\Sixth Form\Personal Development Folder\Professional Pathway
- ◇ [Checklist for Summary of support for researching work.docx](#)

As a tutor:

**Monitor**

**Share  
resources**

**Conversations**

**Promote**