

## Advice for parents

Careers Advice is not just for Young People, Parents/Carers also need support to help young people make tough and challenging decisions. Careers advice for parents is a website that has been set up by careers professionals and recommended by the UK Career Development Institute.

The Parent Advisor site is aimed at parents or guardians of young people who are faced with, or who will be faced with, making decisions about their options post 18. Parent Advisor information about all of the options Post 18, including apprenticeships and gap years, as well as Higher Education.

<http://www.parentadviser.co.uk/>

## Work experience:

Work experience gives students the opportunity to 'try out' an area of potential interest. The experience will give them the opportunity to use and apply the skills and knowledge learnt in school in a professional environment. It will help the development of 'employability skills' required in the workplace and beyond. They will build confidence and self-esteem by showing what can be achieved outside of school. Their time in work experience will enhance their CV or Personal Statement.

Some tips and ideas on gaining work experience and what to think about can be found here at:

<https://www.pearson.com/uk/learners/fe-and-college-students/career-choices/careers-advice-topics/how-to-find-work-experience.html>

Writing a CV:

It is important in today's competitive jobs market that students make a good first impression. This can often be your CV, so it needs to be putting across the right messages, with the right presentation, and no mistakes. When you have been in full-time education most of your life your qualifications will probably be part of your achievement. If you don't have a lot of work experience, try to make your course work relevant to the skills you'd use in the job. For example, you probably use time management, research and IT skills every day.

You may also be able to say you're a fast learner, and are up to date with the latest equipment and techniques in your field.

The most important thing is to take your time over your CV - make sure it's the best it can be. You might want to leave it for a couple of days and then come back to it with a fresh pair of eyes. Get it checked over by several people to see if they can spot anything you

can't. When you've been working on something for a long time it can be difficult to see ways in which it can be improved. But with CVs, it's easy to make the mistake, but very difficult to correct the damage done....

**SOME OF THE MOST COMMON CV ERRORS ARE:**

- 1. Typing errors, and poor spelling and grammar**
- 2. Listing duties instead of achievements**
- 3. Not tailoring your CV**
- 4. Visually unappealing and difficult to read**
- 5. Too long or too short**

<https://www.theguardian.com/culture-professionals-network/culture-professionals-blog/2012/mar/15/cv-tips-first-arts-job>

<https://www.monster.co.uk/career-advice/article/cv-tips>

**Online Resources:**

On Track Education uses the services of Careers South West who designate a Careers Adviser to work with students at the college.

<https://cswgroup.co.uk/>

The National Careers Service is also a good, reliable source of impartial advice and guidance.

<https://nationalcareers.service.gov.uk/>

A great website for searching for apprenticeships:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

### **School programmes**

Kudos - On Track Education has bought into a careers service called Kudos. It is the leading career development service helping students to explore, develop and maximise their potential.

Kudos will give them the information they need to make important decisions about future careers and what subject, courses and training you can do to reach your career destination.

If they are unsure of what careers they are interested in. Kudos can give them ideas based on what they like and dislike. They can discover what careers their subjects may lead to.