

## Preparation for employment/apprenticeships in September 2021

Task	Approximate time taken
<b>FINDING EMPLOYMENT</b>	
<p><b>Prepare for your future with an online course</b></p> <p>Youth Employment UK have a free online course for 14-16 year olds 'preparing your future' to help you build skills and careers confidence.</p> <p><a href="https://www.youthemployment.org.uk/employment-help-young-people/choices/online-skills-and-careers-courses/preparing-for-your-future-online-course/">https://www.youthemployment.org.uk/employment-help-young-people/choices/online-skills-and-careers-courses/preparing-for-your-future-online-course/</a></p>	<p>Self-paced - 6 weeks of activity available</p>
<p><b>Still looking for employment opportunities?</b></p> <p>Sign up for weekly local job bulletins at Bedford Jobs Hub: <a href="https://www.bedford.gov.uk/jobs-and-careers/jobs-hub/">https://www.bedford.gov.uk/jobs-and-careers/jobs-hub/</a></p> <p>Register for job alerts with the National Apprenticeship Service: <a href="https://www.gov.uk/topic/further-education-skills/apprenticeships">https://www.gov.uk/topic/further-education-skills/apprenticeships</a></p> <p>Also make sure you register with the college apprenticeships teams here: <b>Bedford College</b> - <a href="https://www.bedford.ac.uk/apprenticeships/apprenticeship-vacancies">https://www.bedford.ac.uk/apprenticeships/apprenticeship-vacancies</a> <b>MK College</b> - <a href="https://www.mkcollege.ac.uk/apprenticeships/">https://www.mkcollege.ac.uk/apprenticeships/</a></p>	<p>Unlimited</p>
<p><b>Make sure your CV is up to date</b></p> <p>A good CV is crucial to get the attention of an employer, employers may ask you to complete an application AND upload a CV. See Unifrog for some tips. Mrs Ashby is more than happy to give feedback on CVs even after you have left school.</p> <p><a href="https://www.unifrog.org/student/know-how/world-of-work/acing-your-cv">https://www.unifrog.org/student/know-how/world-of-work/acing-your-cv</a></p>	<p>1-2 hours</p>
<p><b>Research employers you would like to work for</b></p> <p>No-one really knows what the current recruitment situation is, often not even employers themselves. You will need to be more PROACTIVE in your job search than ever before.</p> <p>Research who you might like to work for, what types of roles do they recruit and what is there current situation? Is all recruitment still on hold, are they still accepting applications? Information is power!</p>	<p>Unlimited</p>
<p><b>Make speculative applications</b></p> <p>Can't see the role you want advertised? Consider making a speculative application. Even if it doesn't lead to a job it may get you noticed or kept 'on file' for when opportunities do arise.</p>	<p>Unlimited</p>

<a href="https://www.unifrog.org/student/know-how/world-of-work/how-to-write-a-speculative-application">https://www.unifrog.org/student/know-how/world-of-work/how-to-write-a-speculative-application</a>	
<p><b>Network like a pro</b></p> <p>Sometimes opportunities come about through great networking, improve your chances of finding a great job by making sure family, friends and neighbours know what you are looking for, they may just know someone who is hiring.</p>	<p>Unlimited networking</p>
<p><b>RECRUITMENT PROCESSES</b></p>	
<p><b>Getting through the competitive application process</b></p> <p>You applied and got through to the next stages, well done! Now you could face psychometric tests, video interviews, assessment centres, presentations and face to face interviews.</p> <p>Mrs Ashby is still available to support you with any step of these processes but you may also want to take a look at:</p> <p><a href="https://www.unifrog.org/student/know-how/world-of-work/assessment-days-what-they-are-and-how-to-prepare">https://www.unifrog.org/student/know-how/world-of-work/assessment-days-what-they-are-and-how-to-prepare</a></p> <p><a href="https://www.unifrog.org/student/know-how/world-of-work/how-to-interview-like-a-boss">https://www.unifrog.org/student/know-how/world-of-work/how-to-interview-like-a-boss</a></p> <p><a href="https://www.unifrog.org/student/know-how/world-of-work/the-lowdown-on-psychometric-tests">https://www.unifrog.org/student/know-how/world-of-work/the-lowdown-on-psychometric-tests</a></p> <p><a href="https://www.pwc.co.uk/careers/school-jobs/employability.html">https://www.pwc.co.uk/careers/school-jobs/employability.html</a></p>	<p>Unlimited</p>
<p><b>BACK UP PLANS</b></p>	
<p><b>Keeping productive</b></p> <p>Finding a job can often feel like a full-time job in itself. If it takes you some time to secure a position, keep productive and keep networking.</p> <p>You could continue to gain work experience by volunteering:</p> <p><a href="https://www.unifrog.org/student/know-how/keywords/volunteering-why-it-matters-and-how-to-start">https://www.unifrog.org/student/know-how/keywords/volunteering-why-it-matters-and-how-to-start</a></p> <p><a href="https://www.bedford.gov.uk/leisure-and-culture/parks-and-open-spaces/community-volunteering/">https://www.bedford.gov.uk/leisure-and-culture/parks-and-open-spaces/community-volunteering/</a></p> <p>Or by sourcing work experience in your industry of interest.</p>	<p>Unlimited</p>
<p><b>Do you have an offer from college for a full-time education course?</b></p> <p>Obtaining an apprenticeship can be competitive, especially in the current circumstances. Consider applying to a full-time college course as a back up plan. Further education colleges such as <a href="https://www.bedford.ac.uk/">https://www.bedford.ac.uk/</a> and <a href="https://www.mkcollege.ac.uk/">https://www.mkcollege.ac.uk/</a> accept applications year round.</p>	<p>Hours – to research courses and then write a good application</p>