



TRINITY
ACADEMY

Information Guide for school leavers

Bryan Campbell



Are You Ready to Leave School?

The time to leave will come around very soon. Everyone is hoping that you move onto the destination you are hoping for, but, just in case it doesn't work out, please make sure you have back up plans in place. What if you don't get all the qualifications you are hoping for, or you can't secure that apprenticeship you are looking for? What if you haven't made up your mind what you want to do yet? Don't leave your future to chance. Make sure you have plans in place and back up plans.

This booklet looks at some of the options available to you so that you can think about the right future for you, using the Career Management Skills we have all been talking about in career sessions (Self, Strengths, Horizons and Networks).

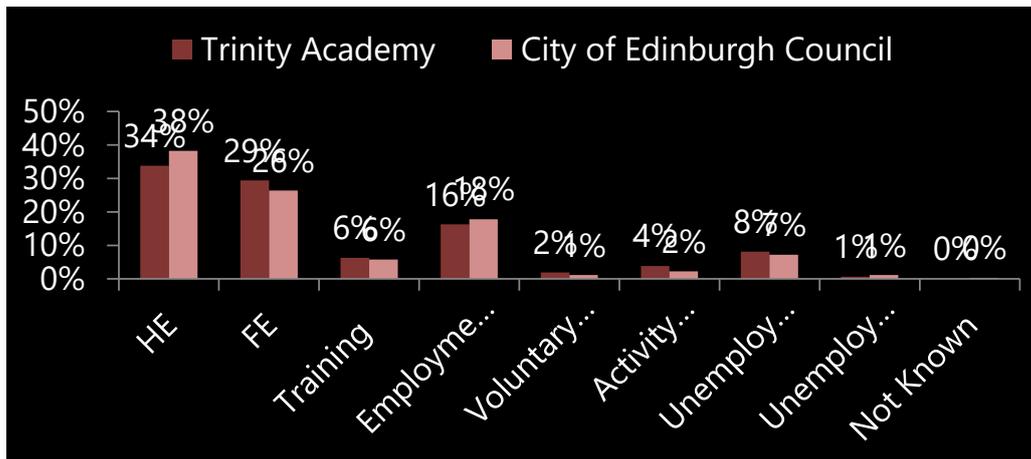


The My World of Work website (www.myworldofwork.co.uk/) is a fantastic career information resource for you to use and it can help you think about careers that are right for you by looking at your strengths and what you might be good at, looking at different sectors and the kind of jobs you could do or looking at different courses you could study. If you have looked at My World Of Work and are still not sure what you want to do, please ask Pupil Support for a career appointment with Lynn Munro, the Career Adviser in school (there is also an SDS career centre on Shandwick Place that you can visit after you leave school (the map is on the back of this leaflet), where you can get career support).



Possible Destinations

There are a whole array of different destinations for students leaving Trinity Academy. (figures from Skills Development Scotland for 2012/13)



College

College has a range of courses at all different levels. Some are very vocational / practical aimed at getting you ready for the workplace, some include work placements. See, for example, Edinburgh College course prospectus / live courses.

<http://www.edinburghcollege.ac.uk/>

University

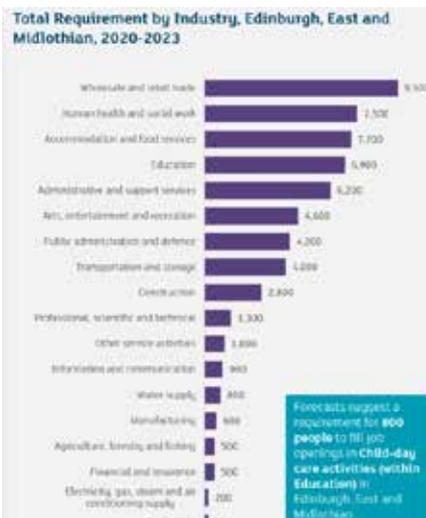
To go to university from school, students apply via UCAS, but you can also go to University from college. This can be part of a course that is run partly at college, partly at university and can be a course that has an agreement to progress to a degree course [see ELRAH website for local arrangements]. Also, the college course, usually HNC/D level, can qualify you for entry to a degree course and might even get you into the degree course in 2nd/3rd year – check with the university for entry requirements. College can support you with UCAS applications.

www.ucas.com/



Employment

More school leavers are beginning to go straight into jobs again. (See later section for ideas to help secure a job to try to find job opportunities). You can use the websites below and set alerts for jobs, websites of companies you want to work for (see Edinburgh's largest employers below - they might be a good starting place!), local companies (use yell.com) and use your networks to find out opportunities people you know have heard about. Remember it is often said that 70% of jobs are never advertised!





Key Sectors across Scotland current & future Skills Demand: Evidence and Industry expert insight covering



Edinburgh Guarantee : www.edinburghguarantee.org/

The aspiration of the Edinburgh Guarantee is that the public, private, voluntary and education sectors will work in partnership to ensure that every young person in Edinburgh will leave school with the choice of a job, Modern Apprenticeship, Graduate Apprenticeship, training programme or further education place available to them.

Other Websites

www.myworldofwork.co.uk/getting-a-job

www.s1jobs.com/

www.myjobscotland.gov.uk/

www.apprenticeships.scot/

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



Edinburgh's Largest Employers

1. NHS Lothian	19,890
2. Edinburgh Council	18,617
3. University of Edinburgh	12,227
4. Royal Bank of Scotland	8,368
5. Lloyds Banking Group	7,500
6. Standard Life	5,259
7. Scottish Government	3,913
8. Lothian Borders Police	2,439
9. Tesco inc Bank	2,400
10. Royal Mail	2,257

See My World Of Work to find out more about these industries and what jobs in these sectors involve / how to get into them (job profiles):

www.myworldofwork.co.uk/my-career-options#I_have_a_career_in_mind

Again to help get work experience, young people (between 16 and 19 can apply for paid short term jobs within the voluntary sector, see Community Jobs Scotland on the SCVO website (a career adviser would need to apply for these with you- see Lynn if you think you might be interested). There are lots of other opportunities on this website too.

www.scvo.org.uk/jobs-employability/cjs/

Apprenticeships

Similar to jobs, but you train while you learn. Some may only be short term, while you learn, but then you have the qualifications / experience to apply for qualified jobs. Use similar ways to find apprenticeships as jobs (you can specify apprenticeships in searches/alerts), but these are also useful websites:

www.apprenticeships.scot/

www.thegarantee.org

www.apprenticeshipsinscotland.com/



How to get that job:

- Keep your CV up to date with all your work experience and your strengths / skills (See My World Of Work to help build your CV and identify your strengths)
- In applications, CV and interviews make the most of the experience you have gained from work experience, part time jobs, hobbies, things you have done at school, even things you have helped with round the house, particularly if they help to identify transferable skills (skills which can be used in many different situations / jobs e.g. communication skills, problem solving, teamwork)
- Study job descriptions / job profiles to ensure that you can demonstrate the skills required / give examples.
- See following page to see what employers think!
- Practice answering interview questions. See if someone will give you a mock interview and try My Interview on My World Of Work several times to find out the best answers to questions and build your confidence.
- Research a bit about the company you are applying to. “Why do you want to work for us?” is a common question.
- Plan your journey, look the part, take deep breaths and a bottle of water!



SO THESE SKILLS, ATTRIBUTES AND ATTITUDES – WHAT ARE THEY?





IS HAVING THE SKILLS, ATTRIBUTES AND ATTITUDE ENOUGH TO GET AN INTERVIEW?

EXAM RESULTS AND QUALIFICATIONS ARE STILL USED BY MAJORITY OF **EMPLOYERS** IN THE RECRUITMENT PROCESS, WHEN THERE ARE LARGE POOLS OF CANDIDATES. EXAM RESULTS AND QUALIFICATIONS ARE AN EASY METHOD FOR SHORTLISTING.

OVER 75% OF JOBS TARGETED AT **YOUNG PEOPLE** OVER THE LAST YEAR HAVE STATED NATIONAL 5 IN MATHS AND ENGLISH AS A BASIC REQUIREMENT.

YOUNG PEOPLE NEED TO BE ABLE TO TALK ABOUT THEIR SKILLS, ATTRIBUTES AND ATTITUDE IN RELATION TO THE JOB THEY ARE APPLYING FOR.

RESEARCH HIGHLIGHTS THAT WHILE **EMPLOYERS** ARE ABLE TO AGREE ON THE IMPORTANCE OF SKILLS, ATTRIBUTES AND ATTITUDE FOR WORK READINESS THE FIRST STEP IN MOST RECRUITMENT PROCESSES IS TO DEMONSTRATE THESE THROUGH AN APPLICATION FORM ALONGSIDE EXPERIENCE AND EXAM RESULTS/QUALIFICATIONS.

WHAT CAN HELP **YOUNG PEOPLE** GET WORK READY?



What Do Employers Really Think:

The Confederation Of British Industry say most important factors in recruiting school and college leavers:

- Attitudes toward work / character (85%)
- Aptitude for the work (63%)
- Basic numeracy and literacy (44%)
- Qualifications obtained (38%)
- Academic results (30%)
- Relevant work experience (24%)
- Business awareness (14%)
- Other (2%)



To get career advice:

Online support: My World Of Work

While at school:

Drop in Clinic School Library Tuesday lunchtime 1-1:30

Speak to PS Teacher to arrange an appointment with SDS (Lynn Munro)

After Leaving School:

Phone Skills Development Scotland 08009178000 (Helpline)

01317182040 (Local Edinburgh Office)

Drop in to Shandwick Place centre:

