



presents:

**KNOW  
BEFORE  
YOU GO**

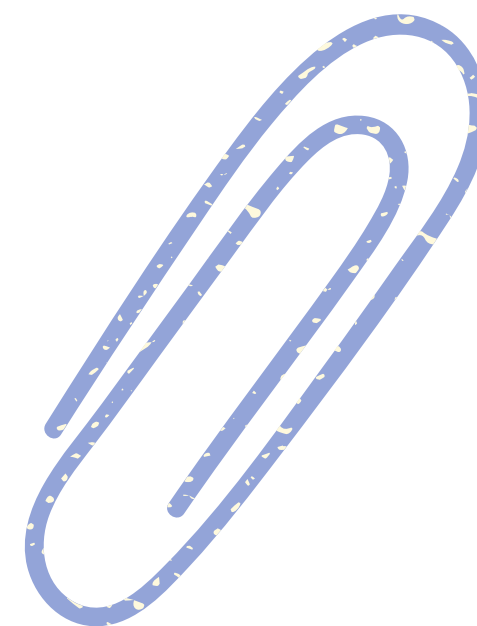
**ENFIELD**

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**BEYOND YEAR 11: A GUIDE FOR  
STUDENTS IN ENFIELD**



# My notes



# WHAT'S IN THE GUIDE?



## PLANNING YOUR NEXT STEP

What are your options?

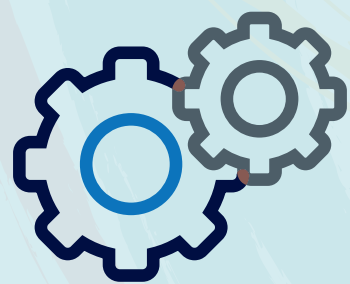
Page 2



## NEXT STEP - CONTINUE YOUR STUDIES

Get the skills you need for your future

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## NEXT STEP - COMBINE WORK AND STUDY

Learn about traineeships, apprenticeships and the world of work

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## STUDY SKILLS

The skills you'll need for your next step - whatever it is

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## WELLBEING

Find out where to find the services and places to support your next steps

Page 23



# PLANNING YOUR NEXT STEP

## WHAT ARE YOUR OPTIONS?

It can be tricky to decide where you should go after your GCSE's. Luckily, this booklet will tell you all you need to know about the different routes you can take, what to expect in them, and where you can go afterwards.

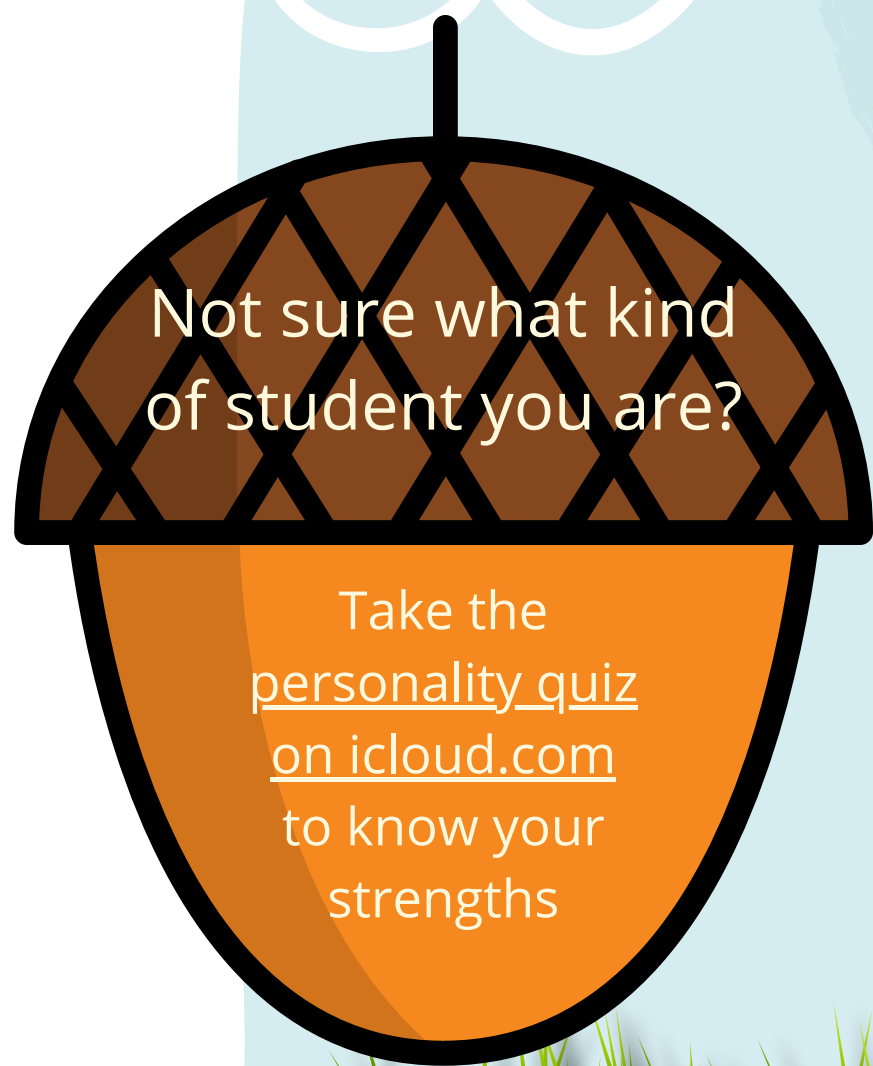
**Choosing your path is extremely personal.** As you read the sections ahead, **think about what kind of student you are...**

*How do you learn? What interests you? Where are your strengths?*

**Example:**

*You find sitting in class for an hour, listening to a teacher, really difficult. Your strengths lie in talking it through, learning as you go, and showing your results in coursework - not exams.*

If this is you, you probably won't enjoy A-Levels! Why not look at Apprenticeships or Applied Qualifications?





# PLANNING YOUR NEXT STEP

## WHAT ARE YOUR OPTIONS?

# 5

**GCSE's are what you'll need to continue to A-Level or college courses**

(Sometimes this varies - it's best to check with your chosen College provider)

Most ask for your GCSE grades to be between

**9 – 4**

**Got something else? You've still got lots of options:**

You could **study level 2 courses at college** for a year to gain the necessary equivalent qualifications to GCSEs to allow you to progress to level 3 courses.

**OR**

You could **re-sit** your GCSEs

**OR**

You could **begin an Apprenticeship** at level 2

**Got these? Great!**

Go through the next pages to see your study options





# NEXT STEP - CONTINUE YOUR STUDIES

## A-LEVELS

This section will cover an overview of A-Levels, **what you can study at A-Level**, **where** you can study them, and **your future options** after completing A-Levels.

### WHAT ARE A-LEVELS?

Advanced level qualifications (known as A levels) are subject-based qualifications that can lead to university, further study, training, or work. You can normally study three or more A levels over two years. They're usually assessed by a series of examinations.

### WHAT CAN YOU STUDY?

SO MANY THINGS! You'll find there are more options for A-Levels than for GCSE. Of course, the options open to you depend on the A-Level provider, so check their prospectus/website.

### WHAT SHOULD YOU STUDY?

If you are thinking about taking A Levels you need to choose subjects:

- *you will enjoy;*
- *you believe you will do well in;*
- *that will help you get to where you want to go in the future.*

After A Levels, many students go on to higher education at 18/19 either full time or part time, whilst others look for an apprenticeship or a job, or a combination of these. You need to **make sure your choice of A Level subjects allows you to keep your options open if you haven't got a specific career in mind, or will help you get the career or job you would like to do.**

If you have no idea about your choice of career or choice of degree subject at this stage (many students are in this position!), then make sure you **choose a combination of subjects that will keep your preferred options open.**

### THINKING ABOUT UNIVERSITY?

Some A Level subjects are regarded by virtually all universities as being acceptable. These are sometimes known as 'facilitating' subjects such as Maths, English, Physics, Biology, Chemistry, History, Geography or a foreign language. Some universities are stricter than others on this issue - the [Informed Choices](#) site is a good source of information to help you choose.

**Don't be afraid to email universities to ask for their advice** about the subjects required for a course you are interested in – either email the Admissions Tutor or the Course Tutor (you'll find their email details on the university's website).



### WHERE CAN YOU STUDY?

**Enfield has a lot to offer for A-Levels. Check out:**

1. Oasis Academy Hadley
2. Oasis Academy Enfield
3. Edmonton County School
4. St Ignatius College
5. Kingsmead School
6. Enfield Grammar School
7. Chace Community School
8. Winchmore School
9. Southgate School
10. Aylward Academy
11. Enfield County School for Girls
12. Highlands School
13. The Latymer School
14. The Lea Valley Academy
15. Bishop Stopford's School
16. St Anne's Catholic High School for Girls
17. Ark John Keats Academy
18. Heron Hall Academy
19. Capel Manor College
20. CONEL
21. AIM Academy North London

Each have their own websites, subject offers and prospectuses. Visit their websites to find out more!

### TOP TIP

Some schools and colleges offer both A Levels and BTEC qualifications. You may like to consider a combination of qualifications as this might suit your learning and assessment style.



# NEXT STEP - CONTINUE YOUR STUDIES

## A-LEVELS: SUBJECT SPOTLIGHT

### THE SCIENCES

#### What skills and qualifications do I need for A-Level science?

You should be interested in science and maths at GCSE and enjoy problem solving and looking for patterns and explanations.

Different schools will have different entry requirements for their science A Levels, but most will require students to have a minimum of a 6-6 in combined science. For Chemistry and Physics, Maths is important. Biology is less math-demanding, and many colleges will ask for a minimum GCSE grade in either maths or English.

#### Physics: what will I study?

A range of subjects, including forces, energy, motion, light and waves as well as more modern areas of physics such as quantum phenomena and applied elements of physics, such as medical physics. This is also a practical subject and you will spend time the laboratory developing practical skills and understanding.

#### Chemistry: what will I study?

You will study organic, inorganic and physical chemistry and develop your understanding of electronic structure and how groups and families of chemicals react and behave in the world. This is also a practical subject and you will spend time the laboratory developing practical skills and understanding

#### Biology: what will I study?

Biology is the study of life and living processes and you find out about plant and animal biology as well as environments and ecosystems and develop theoretical and practical understanding. There are strong links with chemistry, and you will study the chemical process in cells and systems. Common subjects to combine A level biology with are chemistry, Maths and psychology. This is a practical subject and you will spend time the laboratory developing practical skills and understanding

### DRAMA AT CHACE COMMUNITY SCHOOL



#### What kind of person is this suited to?

You will need to be a creative team player, who finds it easy to morph into other worlds and is not afraid to experiment and then reflect on your decisions.

#### What will I study?

At Chace, A-level Drama students study set texts with the viewpoint of performer, designer and director.

They apply their knowledge and theory to both practical and theoretical tasks, helping them to prepare for formal assessment and exams.

Students are also challenged to create their own unique piece of theatre derived from stimuli, working as a group to realise their creation. Students are also challenged to learn, rehearse and perform 2 key extracts from given plays to an invited audience and external examiner to showcase their performance skills.

#### Where can it take me?

The skills learned in Drama are applicable to multiple careers and industries, but here are just a few ideas to get you started:

Actor, TV presenter, Community arts worker, Dramatherapist, Theatre/ TV director, Theatre stage manager, Theatre set, costume or lighting designer, Arts administrator, Choreographer, Media researcher, Secondary school/ Higher Education teacher, Special effects technician, Talent agent, Casting Director, Television floor manager, Theatre manager...

AND MANY MORE! [See Discover Creative Careers to explore more.](#)

### HISTORY & POLITICS IN ENFIELD

#### History: what will I study?

History is the study of the past and the way in which it has been interpreted and presented.

There are a very wide variety of topics offered by the exam boards for A level. All courses will include an element of British history, the study of at least one country or state outside of the British Isle and a topic that is studied over a broad period of at least 100 years. The course as a whole will span a minimum of 200 years. Students also learn to analyse and evaluate primary sources and historians' interpretations.

#### What skills and qualifications do I need to do History?

You should be interested in the past and in reading widely. Most schools will require students to have a minimum of a 5 or 6 in history and/or English.

#### Where can History take me?

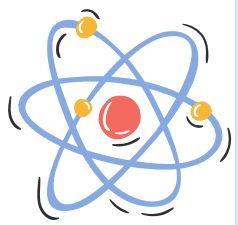
History develops skills and ways of thinking about the world that are useful for a wide range of courses and careers. Many students of history go on to study humanities and social sciences at university, but others who have studied history alongside sciences go onto science courses.

#### Politics: what will I study?

All Politics A Level courses will cover the government and politics of the UK including the constitution, political parties, elections, pressure groups and the institutions of government. They also cover key political ideas and ideologies. This will likely include liberalism, socialism and conservatism but you may also study one or more other political ideas like feminism or nationalism.

#### Where can politics take me?

Students who study Politics may go on to study a related subject at university. This could include politics, international relations or journalism. Depending on the other A Levels studied, students may go onto a very wide range of courses including, but not limited to, English Literature, History or Languages.





# NEXT STEP - CONTINUE YOUR STUDIES

## EXTENDED PROJECT QUALIFICATION (EPQ)

### WHAT IS THE EPQ?

The Extended Project Qualification (EPQ) is a Level 3 course which is taken alongside A Levels. You'll be required to complete a project on a topic of your choice.

**IT CAN BE ABOUT LITERALLY ANYTHING!**

Depending on the grade you achieve, you can gain between 8 - 28 UCAS points.

Your project can be in the form of:

- a 5,000 word **essay** or report
- or an **artefact** e.g. a musical composition, piece of artwork or dramatic project (although these must be backed up with a written report).

#### Example 1

5,000 word essay: *To what extent has social media caused political instability in Europe?*

#### Example 2

5,000 word essay: *Has London's Grime music scene been influenced by 1990s American Hip-Hop culture?*

#### Example 3

Artefact: Short film about 'Life in Lockdown'

### GET A FLAVOUR OF UNIVERSITY LIFE

An EPQ will help you develop a useful range of extra study skills, helping you prepare for the demands of university work.

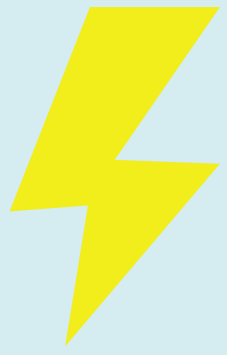
It is valued by higher education institutions as it demonstrates your dedication to independent learning and is often included in offers made by institutions to applicants.





# NEXT STEP - CONTINUE YOUR STUDIES

## T-LEVELS



### WHAT ARE T-LEVELS?

T-levels are a new type of technical qualification, designed for after your GCSEs. They've been **developed alongside employers to make sure that what you learn meets the needs of industry and prepares you for work.** Here's some key info. to give you an idea of what to expect:

- T-levels are two-year courses
- They are equivalent to three A-levels
- Your time is split: 80% classroom learning; 20% industry placement
- Placements are at least 315 hours (approximately 45 days)
- T-levels could help you get into skilled employment, further study or a higher apprenticeship.

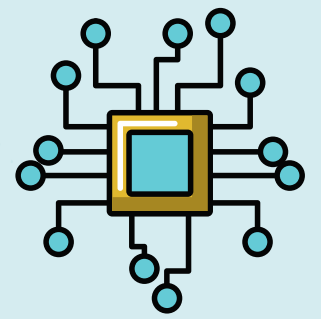
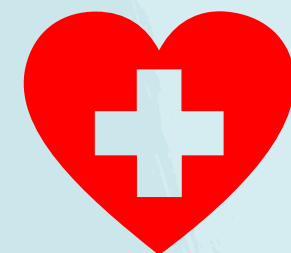
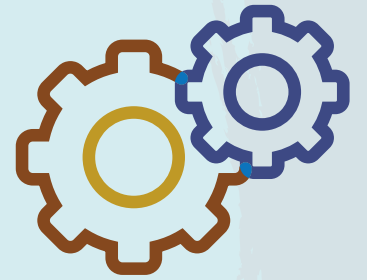
And yes, you guessed it, the T stands for Technical!



### WHAT CAN I STUDY?

**From September 2021, you will be able to do T-Levels in the following areas:**

- digital production, design and development
- design, surveying and planning
- education
- building services engineering
- digital business services
- digital support and services
- health
- healthcare science
- onsite construction
- science



### WHERE CAN YOU GO?

When you pass your T Level, **you will get a nationally recognised certificate** showing the overall grade you achieved - pass, merit, distinction or distinction\*.

It will also give details of what you learned on the course to **help you move into skilled employment or a higher apprenticeship.**

Your T Level will be **worth UCAS points** – a T Level Distinction\* is worth the same as 3 A levels at A\* – and will be recognised by universities and other education providers so you can choose to continue studying if you wish.

**FIND OUT MORE ABOUT THEM [HERE ON THE GOVERNMENT WEBSITE.](#)**

### YOU SHOULD SERIOUSLY CONSIDER A T-LEVEL IF YOU...

- Have a clear idea of your career goals
- Can't wait to start working and get ahead in the game
- Want to learn practical skills in key sectors





# NEXT STEP - CONTINUE YOUR STUDIES

## TECHNICAL, VOCATIONAL AND APPLIED QUALIFICATIONS

### WHAT ARE THEY?

Vocational qualifications are **practical qualifications that relate to a specific job or career sector**. Unlike more academic courses like A-levels, they combine a mix of theory and practical learning, along with some work experience too.

Vocational courses are often referred to by the name of the exam board who award the qualification – for example, BTEC (which stands for Business and Technology Educational Council, who used to issue the award before Edexcel and Pearson, who currently issue them), City & Guilds or UAL (which stands for University of the Arts London).

### WHO ARE THEY FOR?

If you have a clear idea of the type of career you would like in the future, a vocational qualification can help you get the specific skills you need to get your first job or progress in your career.



### COURSES AT CONEL COLLEGE

#### Level 2

Many students go straight to a Level 2 course after achieving four GCSEs at grade 3 or higher; for many subjects, you can enter as a beginner at this stage. Once you've completed your course, you'll have many transferable skills such as problem-solving and study skills, enabling you to progress to a Level 3 course or an apprenticeship.

#### Level 3

A Level 3 qualification is usually studied over 2 years and is the usual route to higher education, offering a vocational equivalent to A Levels. **For most subjects, you will need five or more GCSEs at grade 4 or higher, including English Language, or a level 2 qualification.**

Once you've completed your course, **you'll have many transferable skills**, such as independent thinking, problem-solving and business knowledge, enabling you to progress to higher education or the workplace.

*"We are continually developing our vocational courses in response to the needs and skills required by employers. This ensures that you gain maximum benefit from your work while qualifying and that the qualifications stay relevant. Vocational courses are specifically designed to help you get into the workplace, but they also give you UCAS points to be able to study at university"*

**Check out their courses online**

Subject	Career opportunities
Agriculture	Agricultural engineer, farm manager, agronomist, livestock geneticist, production grower
Animal Management	Conservationist, zookeeper, veterinary surgeon, city farmer, wildlife rehabilitator, animal welfare officer
Arboriculture and Forestry	Tree surgeon, forester, chainsaw operative, forestry manager, tree surveyor
Dog Grooming	Mobile groomer, business owner, grooming assistant, teacher, senior stylist, salon manager
Floristry and Event Styling	Floristry business owner, freelance florist, party and event stylist, balloon artist, floral wholesale specialist, event planner
Garden and Landscape Design	Garden and landscape designer, heritage and conservation officer, chartered landscape architect, interior landscape contractor
Horticulture and Professional Landscaping	Commercial horticulturist, plant breeder, environmental scientist, head gardener, hard landscape gardener, nursery manager
Leatherwork	Master saddler, shoemaker, footwear designer, leather technologist, harness maker
Wildlife and Environmental Conservation	Nature reserve manager, wildlife conservationist, policy advisor, woodland manager, coastal management specialist

### WHERE CAN YOU GO?

Here are a few **courses you can study at Capel Manor College**. As you can see the career opportunities are plenty!



**Check out their courses online**



# RETAKING YOUR GCSE EXAMS?

## ESSENTIAL INFORMATION

### SO YOU'RE THINKING OF RETAKING YOUR GCSES...

If GCSE results fall short of expectations, you may need to think about retaking some or all of them.

This is a big decision that shouldn't be taken lightly, and what you decide largely depends on the subjects involved.

**If you didn't manage to get a grade 4 or above in Maths or English, you'll need to keep studying these subjects until you're 18.**

When it comes to deciding other subjects you want to retake, you can afford to be flexible.

So, if you failed subjects such as Geography, History or IT, don't feel you have to retake them. You could also choose another subject entirely, such as Psychology or Law.



This may not be what you want to hear, especially if you struggled with these subjects, but many employers and further education courses require you to have at least a pass before they'll even consider you, so it is worth trying again.

**Try to not get too downhearted about the situation**, and instead, look at this as a new opportunity. You may want to think about different ways of studying, and devise a new revision plan, or ask for extra help from a friend, relative or tutor.

Now you know which subjects you want to take, you should decide how you want to study. **You can either study your GCSEs at school or college or you can study for your resit with an online GCSE course.**

Talk to a trusted teacher about your options and search local GCSE courses online.

### Still undecided?

Try writing a list of the pros and cons to help your decision

### IN A NUTSHELL...

1. In order to have more options in life, **you will need a GCSE grade 4 (at least) in English and Maths**
2. You can retake your GCSEs online, in school, or at college
3. Discuss your decision with a teacher, friend or family member
4. Don't panic! There are study skills tips on pages 17-22 of this book!

### WORDS OF WISDOM FROM A COLLEGE

Achieving good English and Maths skills is essential to compete in today's job market. They are also essential for studying other subjects as all courses require students to apply English and Maths skills in their work.

**Leaving education without a good level of English and Maths means that chances of finding employment are lower, students are likely to earn less, and opportunities for progression into further education, training or a job promotion are limited.**

### RETAKING AT CAPEL MANOR COLLEGE

Capel Manor College deliver two types of qualifications:

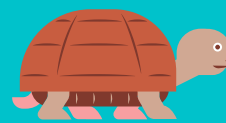
- Functional skills (Maths and English)
- GCSE (Maths and English)

### Did you know?

All post-16 providers are legally obliged to offer GCSE courses in english & maths

### TOP REVISING TIP: 2 slow 1 fast trick

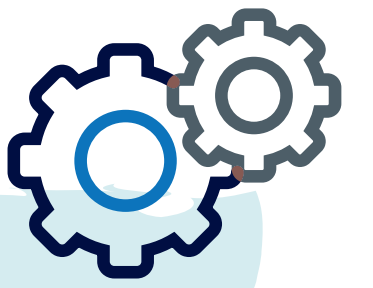
This method is taken from the sporting world, but is effective with honing skills in preparation for exams.



**Go slow:** take your time and pay attention to details working through an exam questions, a couple of maths problems or crafting a really great paragraph for an essay. **Take the pressure off yourself here and work on developing your skills.**



**Go fast:** apply your skills under exam conditions. Work out how long an exam questions needs **see if you can respond** with the same standard under pressure.



# NEXT STEP - COMBINE WORK AND STUDY

## TRAINEESHIPS

**A traineeship incorporates work experience with education, helping you to become 'work ready'.**

Designed for people aged 16 to 24 who don't yet have the appropriate skills or experience, traineeships provide the essential work preparation training, English, maths and work experience needed to secure an apprenticeship or employment.

**A traineeship has three core elements:**

- *A high-quality work experience placement with an employer.*
- *Work preparation training, provided by the training organisation.*
- *English and maths support, if required, provided by the training organisation.*

Traineeships last anything up to a maximum of 6 months with the content tailored to the needs of the business and the individual.

**But you might end up getting hired...**

**If your host company is looking for apprentices or employees, you may also be able to interview for these at the end of your traineeship**, from the informed position of having worked for the company already.

### Flexible training

One unique aspect to the traineeship option is that it allows for flexibility: your employers and mentors will tailor the training to your requirements, so you can get the most out of the time you spend doing your traineeship.

### Did you know?

Employers are not required to pay trainees for the work placement and traineeships are exempt from the Minimum Wage. Young people taking part in traineeships will be undertaking education and training and some may qualify for financial support, **including the 16-19 Bursary Fund.**

[Find a traineeship on the government's website](#)



## HOW TO WRITE A CRACKING CV

### WHAT IS A CV?

A Curriculum Vitae (CV) is a document that gives the employer a brief description of why you would be good for the job, your personal details, education, skill set, work experience and interests.

This document should be **no more than two pages long**. It is used to send to a perspective employer with a cover letter when applying for a job.

The most important thing to remember is **DO NOT LIE on your CV**, you could lose your job if they find out.

### DO NOT GIVE AN EMPLOYER A REASON TO STOP READING YOUR CV

- that means **use a professional-looking font** such as Times New Roman, Arial, Verdana, and Cambria, no bigger than a font 12.
- and sure you **correct any spelling errors**
- do not give an employer a copy of your CV with **stains or marks on it**

**The average time an employer spends reading your CV is 6.5 to 30 seconds, so make it memorable!**

**HAYS** Recruiting experts worldwide

## TOP SIX CV TIPS

**1 Write a powerful personal statement**

This is the first part of your CV that a recruiter will look at. Write a 150-200 word elevator pitch which explains why you are the right person for the job

**2 Always tailor your CV**

Take the time to tailor your CV to the role which you are applying for. Pay particular attention to your personal statement and work history

**3 Avoid using clichés**

Cliches and overused phrases such as "results driven" can downplay your skills and experience

**4 Use action verbs**

Instead, use action verbs such as "executed", "awarded" or "motivated". These will help provide evidence of your experience and skills

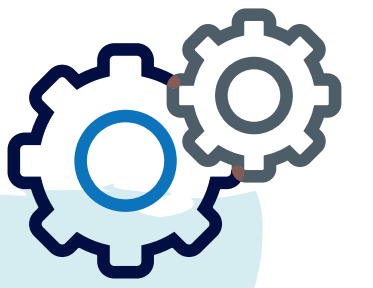
**5 Go digital**

Similarly, add links to your work (portfolio, website, blog etc.) where applicable. Also, remember to include links to relevant social profiles

**6 Correct errors & mistakes**

- Check, and double check for spelling, grammatical and formatting mistakes
- Ensure consistency throughout in terms of tone, font and format
- Make sure your CV flows and tells a story

For more expert CV tips and advice visit our blog: [social.hays.com/category/professional-development/cv-tips/](https://social.hays.com/category/professional-development/cv-tips/)



# NEXT STEP - COMBINE WORK AND STUDY

## APPRENTICESHIPS



### EARN WHILE YOU LEARN

On an apprenticeship, you're employed (and paid!) to **do a real job while studying for a formal qualification** - usually for one day a week either at a college or training centre. By the end of your apprenticeship, you'll have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

**What you'll learn depends on the role that you're training for.** However, apprentices in every role follow an approved study programme, which means **you'll gain a nationally-recognised qualification at the end of your apprenticeship.**

### LEVELS OF APPRENTICESHIP

- **Intermediate:** Equivalent to 5 Good GCSE passes, typically last between one year and 18 months
- **Advanced: Equivalent to two A-Levels, usually studied over 2 years**
- **Higher and Degree Apprenticeships:** comparable to a Bachelors or Masters degree; take anything between 3 and 6 years to complete.

### MONEY AND OTHER BENEFITS

If under 19, or 19 or over and still in your first year as an apprentice, **you'll be entitled to the apprenticeship wage of £4.15 per hour.** Once you are over aged 19, you will receive minimum wage £6.56 an hour, before it raises to £8.35 when you're 21.

*This pay rate is a guideline - many employers actually pay a higher wage.*

You'll also be **entitled to sick pay, any additional benefits your employer offers to its other employees,** such as healthcare plans and childcare vouchers, and at least 20 days of paid holiday per year.

### APPLYING

Before you apply, it's important to **know what employers in your chosen field will be expecting** of you, as well as what each specific apprenticeship will involve. **Do your research.**

If they're looking for someone aged 16, **employers aren't necessarily looking to hire candidates with the most prior work experience or highest level of qualification.** Your ability to demonstrate hard skills, such as IT literacy or a grasp of a second language, and soft skills, such as excellent communication and organisation - as well as your career ambitions - will be highly valued.



### Why not complete a sport Apprenticeship at CONEL?

*We have four Sports Academies, allowing you to combine your course with sports training of your choice. Each of our academies are partnered with a local professional organisation to give you the best training, advice and opportunities in your chosen sport. Our academies are suitable for students aged 16-18, and we welcome players of all skill levels. Our Academies range from Football, Basketball, Tennis, Athletics and MMA.*

### SPOTLIGHT - CAPEL MANOR COLLEGE

Capel Manor College offer a wide range of apprenticeships in the land-based industry and will provide guidance and support throughout your time on the programme.

*Our experience in the industry, strong links with employers and excellent reputation mean we can offer you an inspiring and rewarding apprenticeship, equipping you with the hands-on skills and qualifications needed to start your career.*

### APPRENTICESHIPS ON OFFER

#### Animal Management

Keeper and Aquarist Apprenticeship  
*become a senior animal keeper or animal care assistant.*

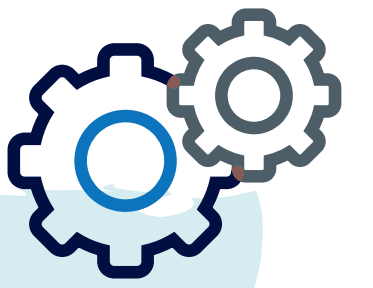
#### Arboriculture and Forestry

*progress onto a Level 3 course to boost your skills further, or you can find employment within the industry as a tree surgeon*

#### Horticulture and Professional Landscaping:

Sports Turf Operative (*work in the industry as a groundsperson or an assistant greenkeeper*);  
Golf Greenkeeping;  
Landscape Technician (*advance in the industry and you may even wish to progress your skills further by training as a chartered landscape architect*);  
Horticulture Operative

**CHECK OUT PAGES 17 - 22 TO PRACTICE THESE SKILLS!**



# NEXT STEP - COMBINE WORK AND STUDY

## STUDENT STORIES

### Capel Manor College

#### IVOR



"I have always been good at working with my hands, so I knew I wanted to do something practical by learning a skill or a trade. This led me to study arboriculture and forestry at Capel Manor College. I really enjoyed my course. The tutors were relaxed, and their teaching style benefited me greatly as they were very interactive. The College was a great place to study too, with excellent outdoor facilities and lots of plants and trees."

Some of our apprentices have gone on to build lasting and rewarding careers for well-known parks, zoos, grounds and gardens, including Tottenham Hotspur, ZSL London Zoo and Kew Gardens.

#### KATIE



"I always knew that I wanted to be a dog groomer and start my own business. The tutors were so supportive all the way through my studies and they encouraged me to push myself. I learnt all the skills I needed to pursue my dream."

#### RYAN



"I didn't always know what I wanted to study, but through volunteering I enjoyed garden maintenance and creating displays. I knew then that I wanted to look after a public space in London and have my own team. My apprenticeship provided me with the practical and theoretical experience I needed to become a successful horticulturist. There is no doubt that my experience at Capel Manor College helped me get to where I am today, which is Head Gardener at Victoria Park."



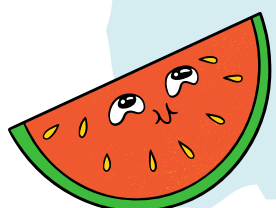
# NEXT STEP - COMBINE WORK AND STUDY

## EMPLOYER TOP TIPS



**Worried about applying? Wondering what employers are looking for? Not sure what to say in an interview?**

We asked Enfield Employers for their expert advice so you can feel confident about the world of work.



# NEXT STEP - COMBINE WORK AND STUDY

## WHAT EMPLOYERS ARE LOOKING FOR



**METRO  
BANK**

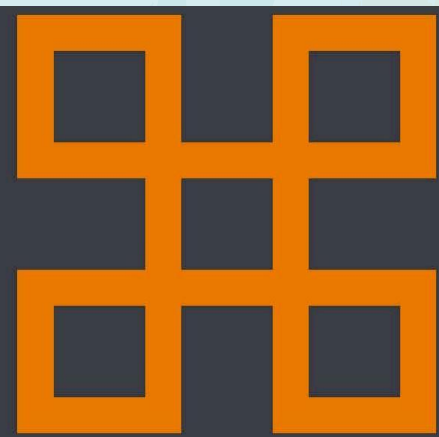
*"I think the most important thing is to make your CV relevant to the industry you are applying to."*

As employers, we know that when you are applying for a job (especially your first job) you won't have a plethora of work experience, but **you will have life experiences that are relevant – so bring them to life!** Read what the job description is asking of you and then think about a time in your life when you have done something similar and then note it as an achievement on your CV.



metaswitch

*"When at an interview, make sure you have fully researched the company that you are applying for a job at"*

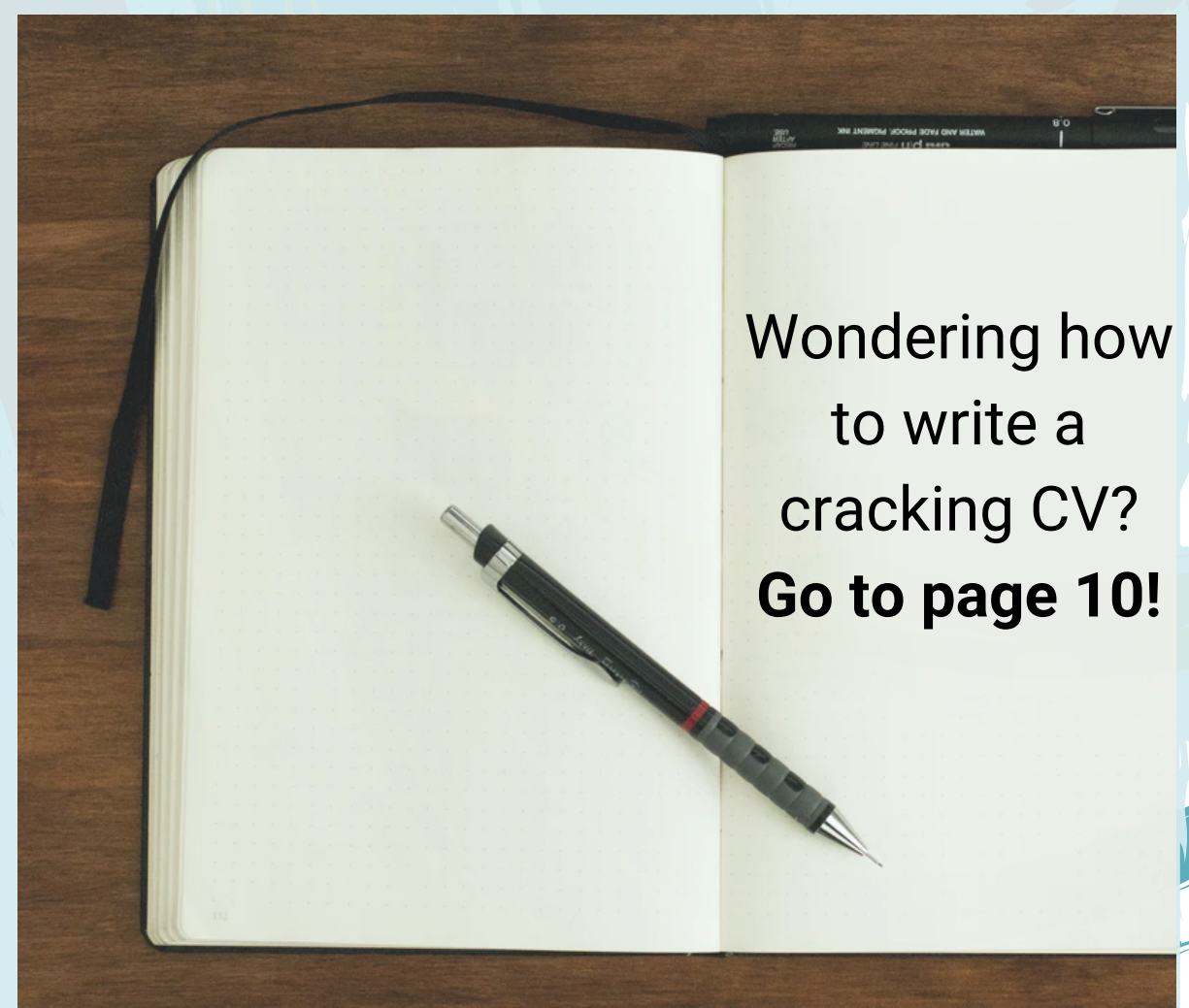


**Hill**

### PREPARING FOR THE INTERVIEW

- Know where you are going, how you will get there, who you are asking for.  
Aim to arrive at the interview 10 minutes early. If it might rain, ensure you have a coat or umbrella!
- Look presentable: Plan what you will wear before the day.
- Prepare questions: about the role and company. Also think about questions you can ask the interviewer e.g. why do you like working here?

*"In summary, I expect candidates to make my role as an interviewer as easy as possible, especially if I am conducting multiple days of interviews. I expect the candidate to know about the job, the company and have a clearly presented CV of no more than two sides of A4. I expect answers to be clear and well thought out, and I expect the candidate to do most of the talking."*



Wondering how  
to write a  
cracking CV?  
**Go to page 10!**

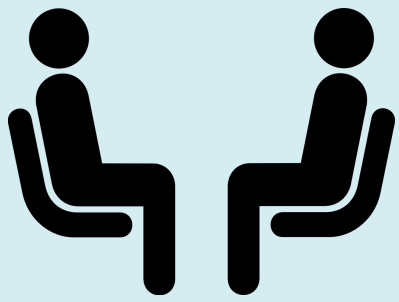


# NEXT STEP - COMBINE WORK AND STUDY

## THE INTERVIEW...

Morgan Stanley is a global leader in executing transactions in cash equity clients around the world. These products include common stocks, global depository receipts and exchange-traded funds.

We speak to Emma Watts - Human Resources (HR) Consultant based in London - about what makes an applicant stand out in an interview.



### THE INTERVIEW

"So you're getting ready for your interview? This is an exciting time. First of all, **enjoy the process**. It's fun to meet new people at the top of their game and experience an iconic firm first hand. This is an opportunity to **show us what you could bring to the team. Every interview is different**. Your discussion will depend on what the job requires and who you are. Anticipate the questions you might be asked by reading through the application materials and the job description. **If you were meeting yourself for the first time, what would you ask?**

Enjoy the conversation, be honest, and **don't be afraid to show the real you.**"

### YOUR STORY

**When you tell your story in an engaging way, you'll make us want to become a part of it.**

It starts with knowing your CV. Be able to **articulate everything you've listed without reading or referring to it**. Know your strengths and be able to articulate the areas you want to develop. **We don't expect candidates to have the right answer during an interview**—we're just as interested in seeing how you work through a scenario. Interviews could be competency, strengths based, skills based or technical.

You may be asked about **situations when you have used particular skills or asked to demonstrate your problem-solving skills**. Be prepared to talk about past experiences that demonstrate why you would be an ideal candidate.

**Present a diverse background of experiences** by highlighting relevant jobs, projects, coursework, and extracurricular activities. Tell us why you're the right person for the job.

### YOUR PERSONAL BRAND

"We all have a personal brand. **What makes you unique?**

Envision the impression you want to make. Your interviewers are meeting several candidates. How do you want to differentiate yourself and be remembered? **Present yourself professionally**. Be conscious of your body language, maintain eye contact, and let the interviewer finish their thought before you respond. We know you may be nervous, so try to collect your thoughts before you speak. **Take your time to answer questions, and communicate concisely.**

Remember, **the employers wants you to succeed**. It may seem excessive, but it helps to **practice interviewing**, whether in front of a mirror or with another person.

Get comfortable speaking about yourself, but avoid sounding too rehearsed. It's important to be genuine, enthusiastic and **stay true to who you really are.**"

### KNOW THE COMPANY AND INDUSTRY

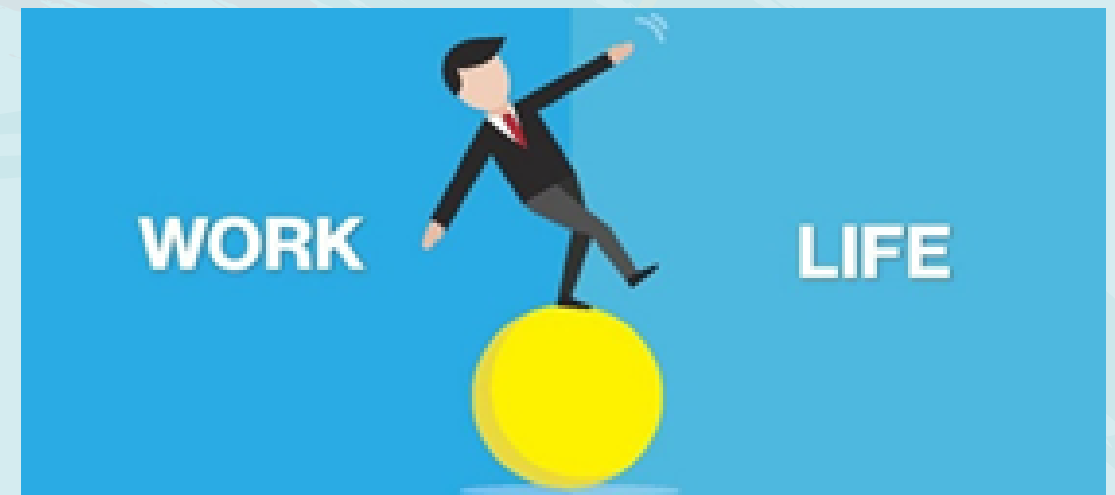
"Familiarize yourself with the company's **history, principles and core values**. Learn how we are organized. Research our management and key senior leaders. **Stay up-to-date on the latest SECTOR news.**

Show how the position you are interviewing for aligns with your goals and expertise. Express your interest by asking the interviewer questions. **Be sure the questions are relevant and specific**. Enhance your understanding of what they do and who they are so you avoid generic questions like, "What is the culture like?"

# NEXT STEP - COMBINE WORK AND STUDY

## GETTING THE BALANCE RIGHT...

We've heard/read lots of comments about **the silver-linings of Covid-19** from friends and family as well as on social media... The **chance to stop/slow down/spend more time with family/appreciate the "important things" in life.** People have always wanted a work-life balance, but many fail to achieve one. Here's how to...



### WHAT IS A WORK-LIFE BALANCE?

"Work" whether paid or not (e.g. studying) should complement and be complemented by personal and social interests. The alternative is that these significant elements of our lives are in competition which leads to stress and burnout.

People who achieve a good balance between the two are **happier in their work, more productive and less likely to be absent from work due to illness/stress.** As a result, many work places have introduced **flexible working policies** to enable staff to work fewer (longer) days in a fortnight or to work different hours to the typical 9-5 job.

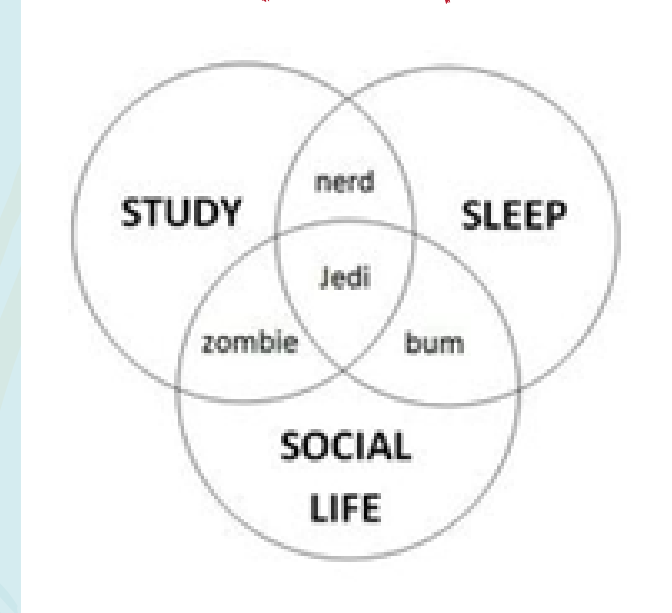


### BALANCING WORK AND STUDY WITH PERSONAL NEEDS

As humans **we need time to relax, take exercise and socialise** with others. Failure to fulfil these needs regularly **can lead to poor health** - both physical and emotional.

**Academic study and work can make it difficult to achieve the right balance,** especially at pressure points during the year when there are exams or several deadlines.

### HOW TO BE A JEDI



### Try the 168 Hour Week exercise

*If you're honest, it can help you identify and therefore cut out unwelcome distractions (e.g. technology/social media).*

### REMEMBER TO

- Plan ahead and **stick to your timetable** – know in advance when you will study/work, rest and socialise.
- Consider staying home some nights of the week to ensure you regularly **recharge your batteries.**
- **Prioritise social events that will be a positive** experience rather than draining.

### TAKE THIS QUESTIONNAIRE FOR SELF-ASSESSING YOUR WORK-LIFE BALANCE

*It will help you identify behaviours and characteristics that affect your ability to balance life and work.*

# STUDY SKILLS

## WHAT YOU'LL NEED

Whatever your futures holds, you will need all these skills in order to thrive, be confident and happy in your choices.

## COMMUNICATION

Communication skills are fundamental to most areas of life.

**Many jobs require strong communication skills**, both in person and online. People with good communication skills also usually enjoy **better interpersonal relationships** with friends and family.

While you will develop this skill throughout your life, it's best to refresh the basics before you leave school.

### IT TAKES TWO

Firstly, it's important to remember that **communicating is a two-way process**. How you send/say a message is just as important as how you receive it.

### LEARN TO LISTEN

Quite a lot of the time, we are not really listening to others in conversation, instead thinking about what we plan to say next.

**Active Listening** is a great skill to apply to all areas of life - **where you remain non-judgemental, be patient** and allow the other person to explore their thoughts and feelings.

**50% of language is physical:** paying attention to body language and tone of voice is just as important as the words themselves!

When you're having a conversation with an employer or teacher try thinking about both of your:

- **Body movements** – for example, hand gestures and head nodding
- **Posture** – standing, sitting, arms crossed
- **Eye contact** – the amount often determines level of trust
- The pitch and **tone of speech**
- **Facial expressions** – smiling, frowning, blinking



### SAY WHAT YOU MEAN

Being able to transmit your true message to someone else – especially professionally – is difficult.

Here are some things to be aware of. The more you practice them, the easier it gets!

1. **Don't say the first thing that comes into your head!** Consider how your message might be received by the other person, and tailor your communication to fit.
2. Instead, **focus on the point, or meaning, of what you want to communicate**. By communicating clearly, you can help avoid misunderstandings and potential conflict with others. You can, for example, check that they have understood by **asking them to reflect or summarise** what they have heard and understood.
3. It can also be helpful to pay particular attention to **differences in culture and past experiences when conveying your message**. Avoid jargon and over-complicated language, explain things as simply as possible.

**WANT MORE?  
CHECK THIS OUT.**

**Try this exercise:** imagine the person you're talking to has no idea what a pizza is. Try and describe in as much detail and as professionally as you can what a pizza is. After you've finished, they should be hungry for one!



# STUDY SKILLS

## REVISION/HOMEWORK STRATEGIES

The announcement that there would be **no exams** has led to **anxious moments, sleepless nights; but look at you now!** Ready to embark on the next part of your journey, already learning to bounce back with sheer determination.

### VISUALISE AND SET REALISTIC GOALS

It may be hard to stick to them at first, but keep going, you will get there. You will recognise that working hard will help you to accomplish the desired destination. Your experiences and education as led to where you are now.

**Challenges are what make life interesting.  
Overcoming them is what makes life meaningful.**

### MEET DEADLINES WITH THE 2-4-8 RULE

On your post 16 course you will have assignments and longer-term projects that you need to manage alone.

A **2 week deadline (14 days)** is not uncommon, and the 2-4-8 rule is a useful way of ensuring that you meet you deadlines and have the time to do work to the best of your ability!

- **2 day target (first 2 days):** make a note of what you want to achieve at the end of 2 days – 3 hours of research, putting together you project plan etc.
- **4 day target (next 4 days):** plan where you want to be 4 days after that. You should aim to be at least halfway through the project so that you have broken the back of it.
- **8-day target (final 8 days):** Get your assignment finished and handed in. Allow time to read through your assignment.

This method can be scaled up for longer projects. You can work backwards from the deadline to ensure that you will have broken the back of the project halfway to your deadline.

**Don't forget: you can always speak to your teacher/tutor for guidance.**

## RESILIENCE

*is having the capacity to recover quickly from difficulties or tough situations*



### GET DOWN TO WORK WITH THE 10-MINUTE RULE

This is an approach to help you get to work and overcome some of the avoidance strategies that we all have to put off work we know we must do!

**Often the thought of working is worse than the activity.**

1. Tell yourself that you are going to do just 10 minutes of intense work.
2. Decide what you are going to work on.
3. Create the space and find the materials you need to start work.
4. Start

Once you have done 10 minutes you can of course stop – at least you have done 10 minutes!

But once you have started you may continue for another 20-30 minutes. Often the thought of working is worse than the activity.

**Success is the sum of small efforts, repeated day in and day out**

**Push yourself, because no one else is going to do it for you.**

# STUDY SKILLS

## ORGANISATION

**Being organised is a matter of habit – it will be easier for some than others, but is possible with determination.**

You've already completed courses that require you to consider how you spend your free time, and you may have made mistakes in the way you spent your time in Year 11 – now you can learn from them and adapt for the future!

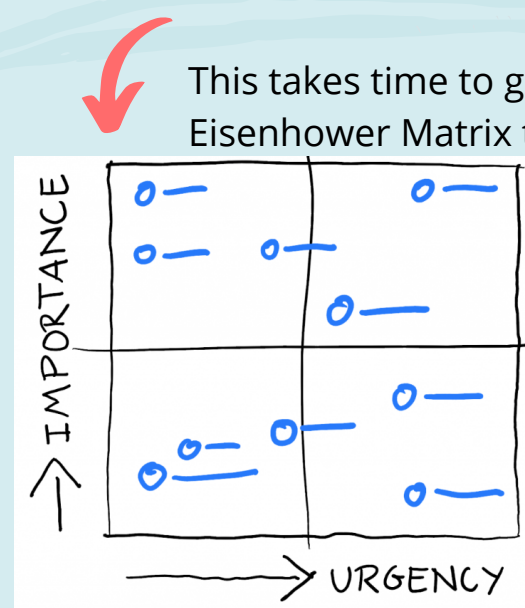
**Effective time management** means you are **in control of your day**. Like other skills, it can be **developed through good habits and clear goals** while helping you achieve a work-life balance and avoid burnout.



### ENFIELD'S TOP TIPS FOR ORGANISATION

- 1. Allocate a place:** where you leave your keys, student/workplace ID, wallet etc. to avoid wasting time and panicking when you leave the house - it's not a great start to your day!
- 2. Check your bank balance regularly:** using an app, you can keep track of what's coming in and what's going out to make sure you minimise/reduce worry around money and pay bills on time. Set reminders on your phone as well/write them in a diary/calendar if that helps too.
- 3. Deal with clutter:** in your wallet/handbag, in your bedroom and in the kitchen. It's harder to find things when we don't regularly discard what we don't need.
- 4. Write things down:** we're all busy and it's easy to forget things. You can use your phone for notes/reminders but might prefer a paper notebook or diary. You might want to note shopping needs, additional recommended reading or a quote you see at the bus stop. ALWAYS enter appointments and deadlines into your diary (immediately). This way you won't get caught out/forget events, tasks, run out of milk etc.
- 5. Plan personal tasks:** from meals to what you will wear and when you will wash your clothes. These can prevent last minute panics as well as help you to spend less on food and eat healthily.
- 6. Plan your work day/week:** be REALISTIC with your day, what you hope to complete and how long it will take is important. Be smart about the way you tackle each task can result in working less, while increasing success.

### HOW CAN YOU PRIORITISE WHEN EVERY TASK FEELS IMPORTANT?



This takes time to get the hang of. Why not try using the Eisenhower Matrix to identify your priorities?

*Urgent and Important:* complete as soon as possible

*Important, not urgent:* Decide when you'll do these and schedule into your week/month\*

*Urgent, not important:* Can you delegate these tasks to someone else? If not try to tick a few of them off each day.

*Neither urgent nor important:* Drop these from your schedule as soon as possible.

*Tip: Identify the time of day when you are most productive and make sure you tackle the IMPORTANT tasks then.*



### HOW CAN I PRIORITISE WHEN EVERY TASK FEELS IMPORTANT?

1. Make a list of all the tasks you have to complete in that day/week/month.
2. Identify which tasks are urgent and which are important.
3. Assess value.
4. Order tasks by how much effort they are likely to require.
5. Be flexible and adaptable.
6. Know when to cut tasks out of your schedule.



# MY WEEKLY PLANNER...

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 1 (8-10)							
Morning 2 (10-12)							
Afternoon 1 (1-3)							
Afternoon 2 (3-5)							
Evening 1 (5-7)							
Evening 2 (7-9)							

## Suggestions to include in your week...

1. Time for planning - this could be writing out the tasks you have to do in the week, or even writing a shopping list!
2. Exercise - make sure you allocate time to stay fit
3. FUN - it's great to have things to look forward to!
4. Remember that getting places will take time too, so plan in advance
5. Study time, work time, volunteering, family, friends - make space for it all and get a routine going!



### ENFIELD TOP TIPS

- Maintain a set time for getting up and going to bed so you can identify and maximise your most productive moments.
- **Splitting** mornings, afternoons and evenings into blocks of 2 hours might be helpful. When you plan your week using a schedule like this one, you can see clearly what you have to do and where you can fit in other tasks.
- Consider **arranging to work, study or exercise with others** - this will mean you're more likely to show up for a task. Make sure your study buddy wants to work though - and won't be a distraction!

Want to learn more about getting organised? Check out [this handy website](#)

# STUDY SKILLS

## MANAGING STRESS

### If you're feeling stressed - you're not alone!

A study on stress was carried out by the [Mental Health Foundation](#) in 2018 and found that in the past year, **74% of people have felt so stressed that they have been overwhelmed or unable to cope.**

This appears to be much more prevalent in young people – only 7% of young adults reported never feeling overwhelmed or unable to cope compared to 30% older people.

#### THE FACTS

**Some stress is natural** - our body's response to pressures from a situation or life event. our body is stimulated to produce stress hormones that trigger a 'flight or fight' response and activate our immune system. stress can be good

**Feeling 'pressure' can help** us to push through situations that can be nerve-wracking or intense, like running a marathon, or giving a speech to a large crowd. We can quickly return to a resting state without any negative effects on our health if what is stressing us is short-lived.



#### CAUSES OF STRESS

Knowing the most common causes (and others that might affect you) is the first step to managing stress.

- Long-term health conditions (your own or a friend/relative's)
- Debt
- Feeling like you need to respond to messages instantly
- Comparing yourself to others is higher among your age group than in any of the older age groups.
- Being comfortable with your appearance and body image
- Housing worries – greater in young people than other age groups
- The pressure to succeed - younger people have higher stress related to this.



#### MANAGING STRESS

- **Exercise regularly:** this uses the hormone (adrenaline) that the body releases when feeling stressed.
- **Avoid/limit social media** that is going to lead to unhelpful comparisons about success or body image. When you do see pictures or posts on Instagram, remember that these have been carefully selected to show the person at their best but it's not the full, true story of their life.  
*Also, real friends won't mind if you don't respond immediately, they'll know you're busy doing something else and will get back to them when you can.*
- **Relax!** Taking regular breaks and spending time doing things you enjoy will make you more productive when you return to a task/project. Getting enough sleep is also important – our perspective and ability to be rational under pressure decreases when we're tired.
- **Minimise Media intake** - video games, tense films/TV shows, angry music can all affect your levels of stress so replace them with relaxing/calming versions at times you're under unavoidable pressure (e.g. deadlines or exams).
- **Talk.** Sometimes sharing our worries with friends/family can help us get a different perspective on our troubles/worries. They can become smaller and less scary or at least shared with someone who can help you find solutions.
- **Seek professional help:** the statistics speak for themselves, everyone experiences stress at some point. It's ok to not be ok!
- **Be organised:** So many people cause stress unnecessarily because they leave tasks to the last minute and feel the pressure. If this is motivating and helps you succeed/do your best, fine. If you feel overwhelmed and your performance suffers as a result, then make a plan and ensure you give yourself enough time.



# LIFE SKILLS

## TOLERANCE AND DIVERSITY

Tolerance and diversity are terms that refer to a way of thinking about, and behaving toward, other people. In modern debate, both deal with **creating a fairer society where everyone is treated the same and has the same opportunities**, without prejudice arising from their physical or social characteristics. Countries across the world are becoming increasingly diverse in terms of society and people, so in response, **attitudes and behaviors must change to preserve harmony and equality.**



### WHY DOES THIS MATTER IN ENFIELD?

#### DISCLAIMER: IT MATTERS EVERYWHERE!

Building a tolerant and diverse society will only work if it is practiced all over the UK, if not the world.

- Approximately 65% of Enfield residents are from Black and Minority Ethnic communities (up from 38.8% in 2001).
- The largest minority ethnic group is White Other (23.6%), which includes communities from Turkey, Greece, Cyprus and Eastern Europe.
- The Black African community makes up 10.2% of the population, while the Black Caribbean community stands at 5.6%.
- The most recent available information shows that **about 35% of Enfield's residents were born outside the UK.**

Enfield enjoys a highly diverse population with different cultures, backgrounds, languages and beliefs. In order to support a multicultural community which thrives, all residents must remain tolerant and open to these differing belief systems - and **you have a part to play in this vision!**

### BLACK LIVES MATTER MOVEMENT

The 2020 events and protests in America and the UK has brought institutional and societal racism to the forefront of political and cultural discussions in Britain. **Standing up for black lives and calling out racism is a principle we must live every day.** Where you're black or white, you are responsible for cultivating a society which dismantles educational, institutional, and attitudinal racism so that **everyone can enjoy a fair and bright future.**

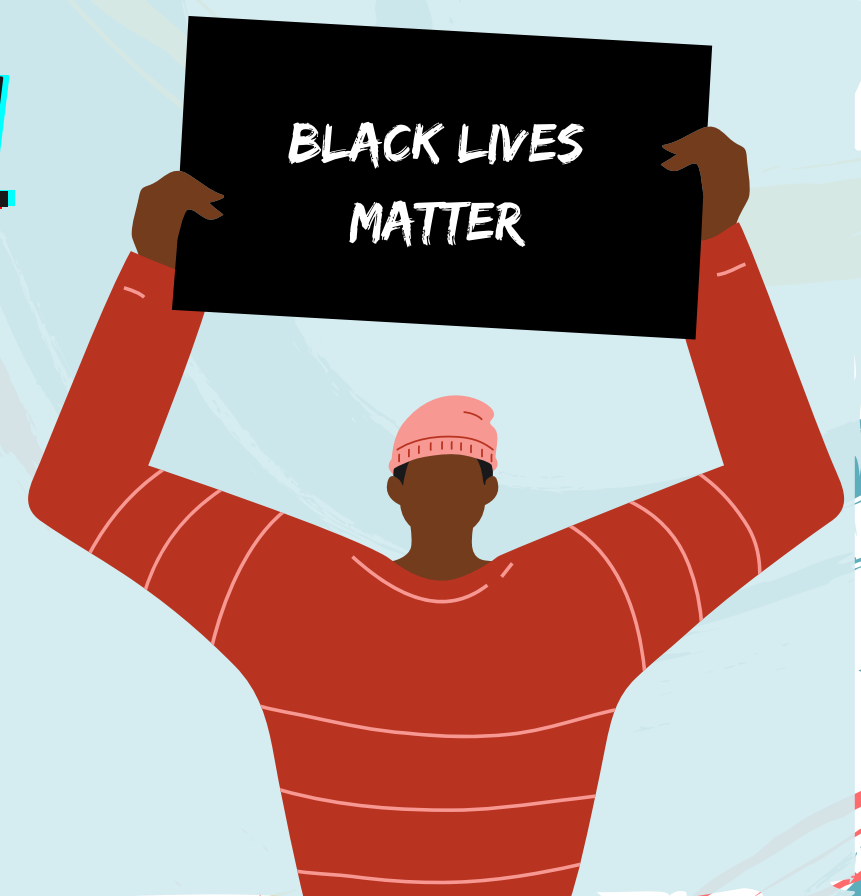
*"Racism isn't getting worse; it's getting filmed"*

-Will Smith

### WHAT CAN WE ALL DO BETTER?

- Listen to Black voices
- Educate ourselves
- Reflect on privilege and discrimination
- Think about the ways we can all support anti-racism
- Be kinder to everyone
- Be supportive and help build resilient communities who work together to improve life for everyone

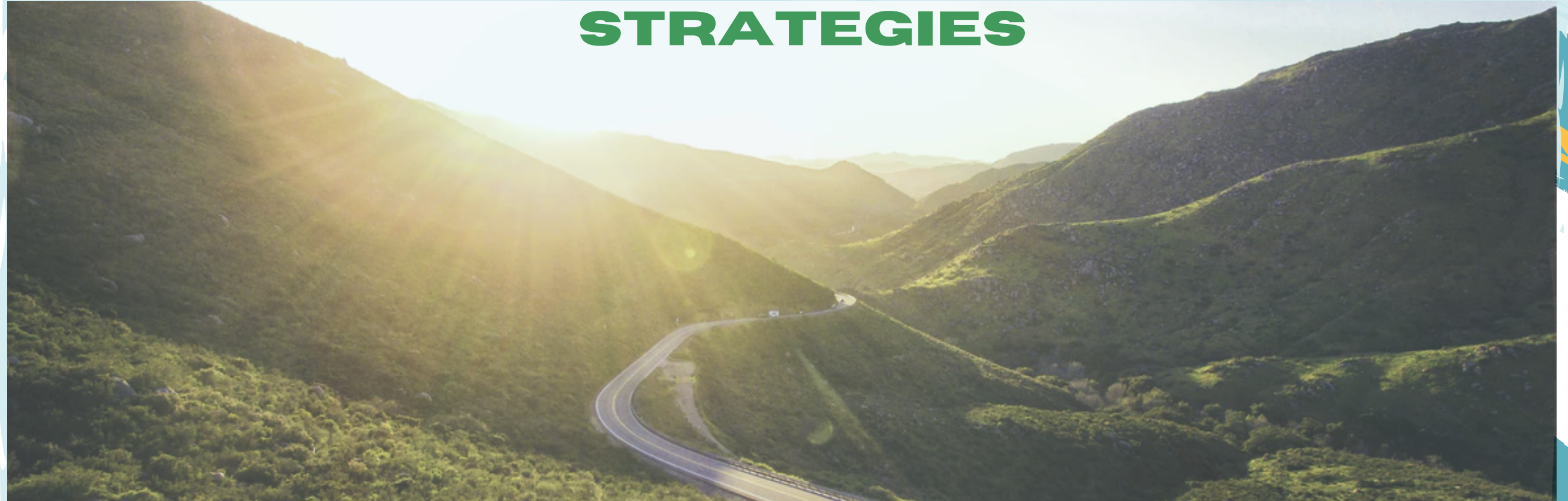
**LEARN  
MORE  
HERE**





# WELLBEING SUPPORT

## STRATEGIES



Looking after your mental health is not something we should just do if we are struggling, or feeling low, anxious or stressed. It's actually something we should think about all the time and really invest in, just like with our physical health.

Having good mental health can help us sleep better, feel better, enable us to do the things we want to do, and help us have more positive relationships with those around us. We do not need to wait until we're struggling.

### TOP TIPS FROM THE NHS

#### 1 Reframe Unhelpful Thoughts

The way we think, feel and behave are linked. Sometimes we develop patterns of thoughts or behaviours that are unhelpful so recognising them, and taking steps to think about things differently, can improve your mental health.

#### 2. Be present through mindfulness

If we take time to be aware of ourselves and be in the present moment, noticing our own thoughts and feelings, and the world around us, we can gain a better perspective. Sometimes this is known as being more mindful.

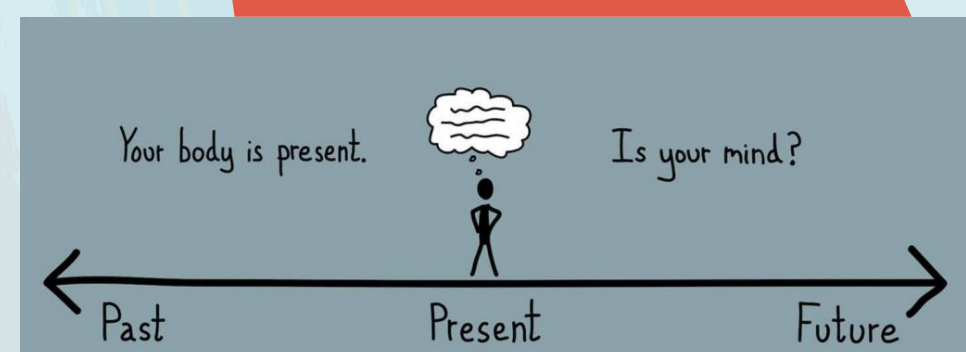
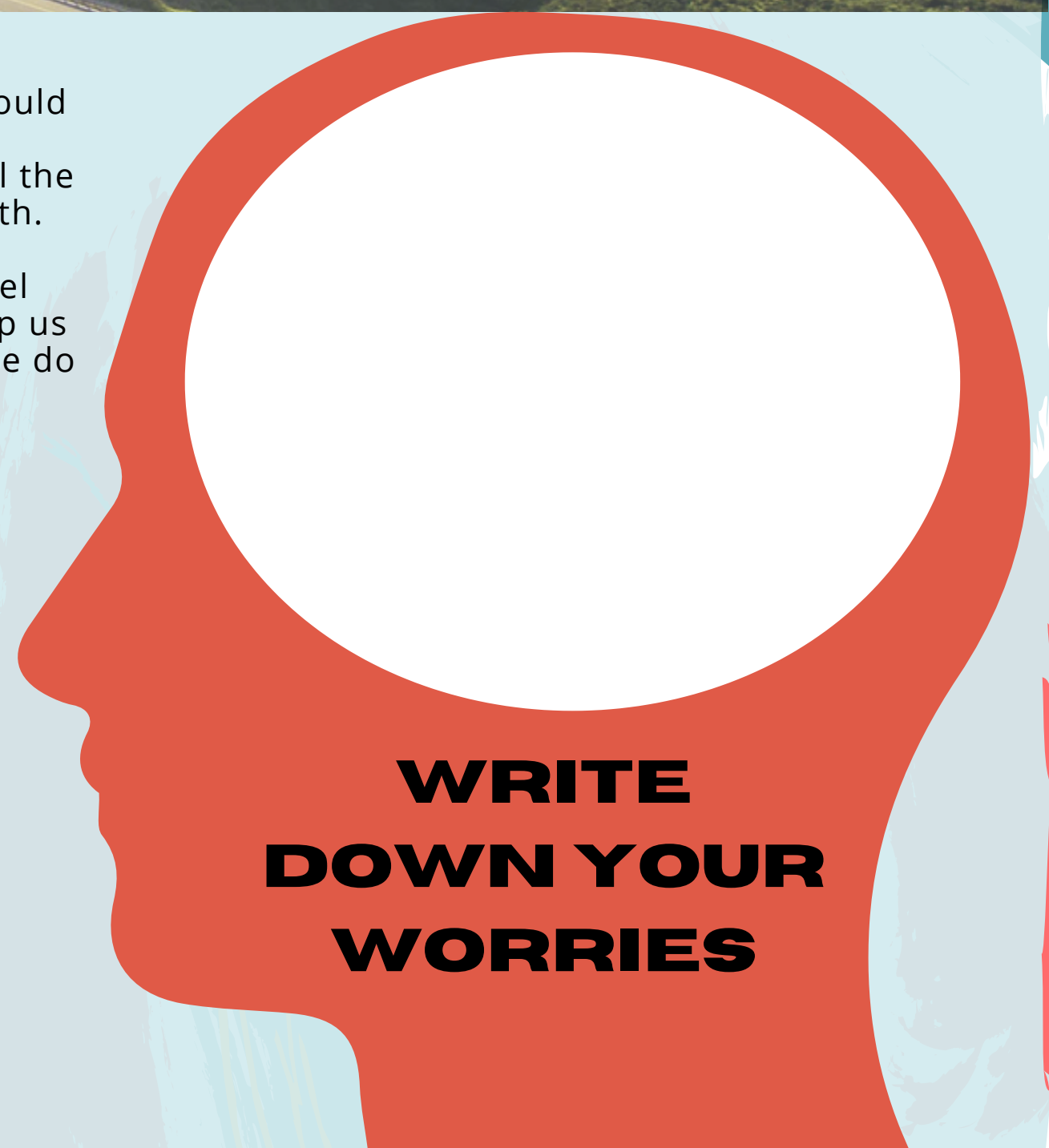
#### 3. Get some good sleep!

#### 4. Connect with others

Spending quality time with friends or family, talking to someone about how we are feeling or finding ways to help other people can all help stop you from feeling lonely and improve your mental health and wellbeing. This can be online, by phone or seeing someone in person.

#### 5. Do something for yourself

From enjoying your favourite hobby, learning something new or simply taking time to relax, it's important to do things that make you happy.



### MINDFUL MOMENT

Start at the bottom left of the triangle.  
Breathe in for three counts as you trace the first side of the triangle.  
Hold your breath for three counts as you trace the second side of the triangle.  
Breathe out for three counts as you trace the final side of the triangle. You have just completed one deep breath.



Watch this  
video for  
top tips  
from Mind

# SUMMER 2021



## IN ENFIELD

Say goodbye to lockdown and hello to summer! From 21 June, restrictions should be lifted and we can all return to some kind of normality. It's important to spend the summer having fun and getting back on track with your friends, family, and interests. Here are some things to get involved in and look out for this summer!



### Youth Enfield have a whole summer of free activities for anyone living in the area!

Boredom Busters 2021 will launch on 9th July at 5pm. Be sure to sign up for cooking classes, music workshops, sport activities and over 1000 more free events!

### Try something new this summer and go on adventure with NCS (national citizenship service)

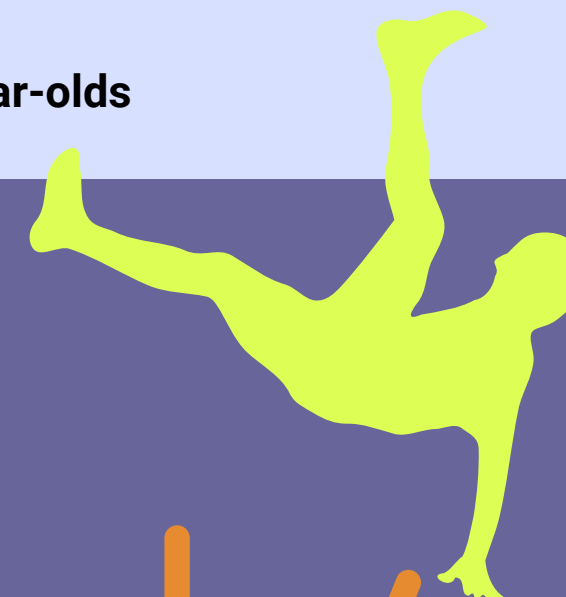
On NCS, you'll mix with a new crowd, and take on fresh challenges together. Before you know it, you'll be rooting for each other, as you all tackle your own little hurdles. Along the way, you'll also get a taste for independence and pick up skills that'll help you smash your future goals. And if that's not enough for you, you'll also be given a platform to have your voice heard and pursue a passion project.

Only for 16-17 year-olds

Join the Enfield Youth Football Club and have a kick-about!



TRY A DANCE OR CRAFT CLASS AT PALMERS GREEN COMMUNITY CENTRE



### WHY NOT GET SOME WORK EXPERIENCE? DO SOME VOLUNTEERING, OR MAYBE COMPLETE AN INTERNSHIP?



- Volunteer with vinspired in Enfield, give back to your community and learn new skills
- The Enfield Voluntary Action Service always has new opportunities to get involved locally.
- Check the Council website regularly to see if there are any traineeships to do.

**SCAN THE QR CODE FOR ALL THE LINKS**



# MY NOTES

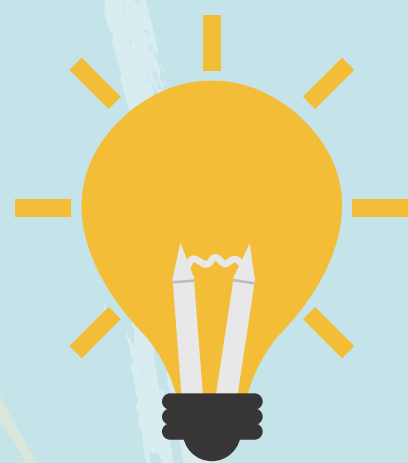


## MY NEXT STEP WILL BE...

What skills do you need to learn? What's your next step? What career path do you want to take? How will you get there?



# NOW YOU KNOW, YOU CAN GO ENFIELD



Best of luck with your bright futures!

*This guide was brought to you by teachers, careers advisors and employers from across Enfield, passionate about the destinations for School Leavers in the London Borough of Enfield.*

*It was coordinated and published by [AccessHE](#) - the pan-London network to increase access and participation in Higher Education and key delivery partner of the Uni Connect programme in London. Please direct any enquiries to [beth.hayden@londonhigher.ac.uk](mailto:beth.hayden@londonhigher.ac.uk)*

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