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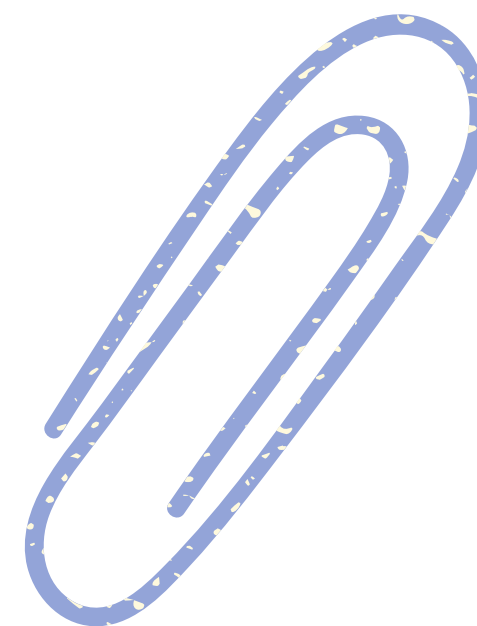
KNOW BEFORE YOU GO

ENFIELD

LIFE BEYOND SIXTH FORM: A GUIDE
FOR YEAR 13 LEAVERS IN ENFIELD



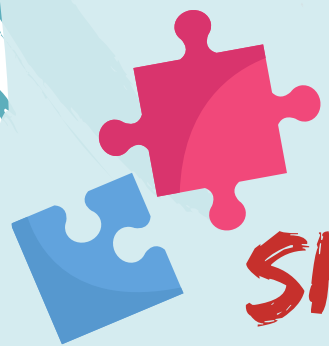
My notes



KNOW BEFORE YOU GO ENFIELD

A guide for Year 13 students leaving school or living in Enfield

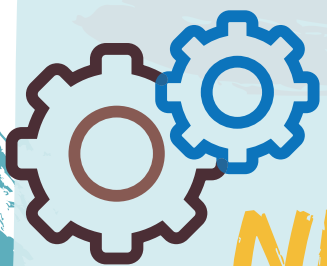
WHAT'S IN THE GUIDE



SKILLS FOR LIFE

The skills you'll need for life outside sixth form, whatever your journey, and how to develop them

Page 2



NEXT STEP WORK OR APPRENTICESHIPS

Get advice from Enfield's finest on what makes a great CV, how to get a job, and how to succeed in work and life

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NEXT STEP UNI

Enfield's guide to starting university in September or January

Page 8



ENFIELD SUPPORT

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

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SKILLS FOR LIFE

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.

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

What do these non-verbal indicators say to you? How can you make them change to communicate differently?



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.



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.

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!

**WANT MORE? CHECK
THIS OUT**

Put your interpersonal skills into action...

SKILLS FOR LIFE



ORGANISATION

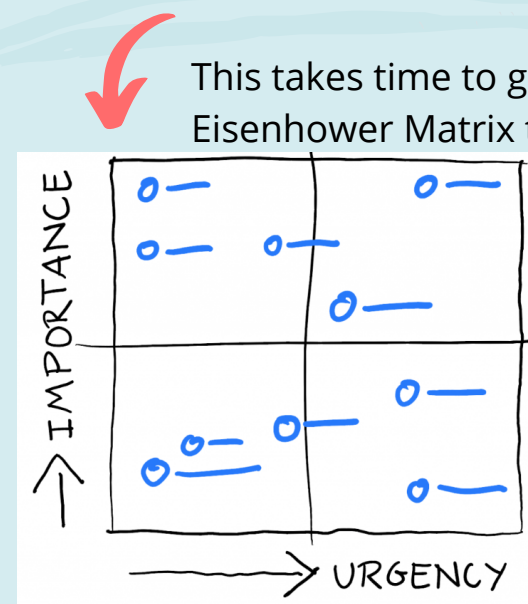
Being organised is a matter of habit – it will be easier for some than others, but is possible with determination.

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 Years 12 and 13 – 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.



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.



Want you put your skills to the test? See our weekly planner on the next page!

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.

MY WEEKLY PLANNER...

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Morning 1 (8-10)</i>	Write "to do" list	Study			Lecture		
<i>Morning 2 (10-12)</i>	Lecture	Study	Lecture	Seminar	Lecture	Paid Work	Study
<i>Afternoon 1 (1-3)</i>	Study with xxx	Seminar	Study	Lecture	Study	Paid Work	Study with xxx
<i>Afternoon 2 (3-5)</i>		Lecture	Sports match	Study with xxx		Paid Work	
<i>Evening 1 (5-7)</i>	Sports club		Post-match social				
<i>Evening 2 (7-9)</i>	Study/plan tomorrow to do list						Prioritise tasks for next week

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 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!

Download
the
template:





SKILLS FOR LIFE



RESILIENCE & PROBLEM-SOLVING

It been a time of uncertainty and thinking of your next step has not come without its challenges. What does life after sixth form/college hold? Will I be to handle to pressure and be happy with the choices I have made?

"RESILIENCE IS HAVING THE CAPACITY TO RECOVER QUICKLY FROM DIFFICULTIES OR TOUGH SITUATIONS"

The disruption COVID has caused your education **has been a whirlwind, but look at you now!** Ready to embark on the next part of your journey, already learning to bounce back with sheer determination.

Here are few tips to help you retain this as you step out in search of your next destination.

RESILIENCE

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

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 has led to where you are now.

HAVE COMPOSURE

Living away from home brings its own pressures on top of balancing the changes you are experiencing. Talk about a roller coaster with your emotions! So be kind to yourself, take the time you need to get your composure back on track and in control.

COLLABORATION

Forming a good network of support is key, do not isolate yourself, make the right connections, as this will lead to lifelong friendships.

MAINTAIN A HEALTHY LIFESTYLE

eat well within your budget, exercise and get enough sleep as student life can be hectic and exhausting at the best of times.

TENACITY

Remember you are not the only person in this position, your friends are going through this too. Have faith and believe that you are here for a reason, great strength lies within so embrace the journey with the twist and turns that will come along the way on your path to success.

PROBLEM SOLVING

You have acquired many skills throughout secondary education, reasoning and problem solving being one of them. This will continue to develop as you learn to be resourceful with the different challenges you will encounter as you become more independent.

ARE YOU READY?

SKILLS FOR LIFE



MANAGING STRESS

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

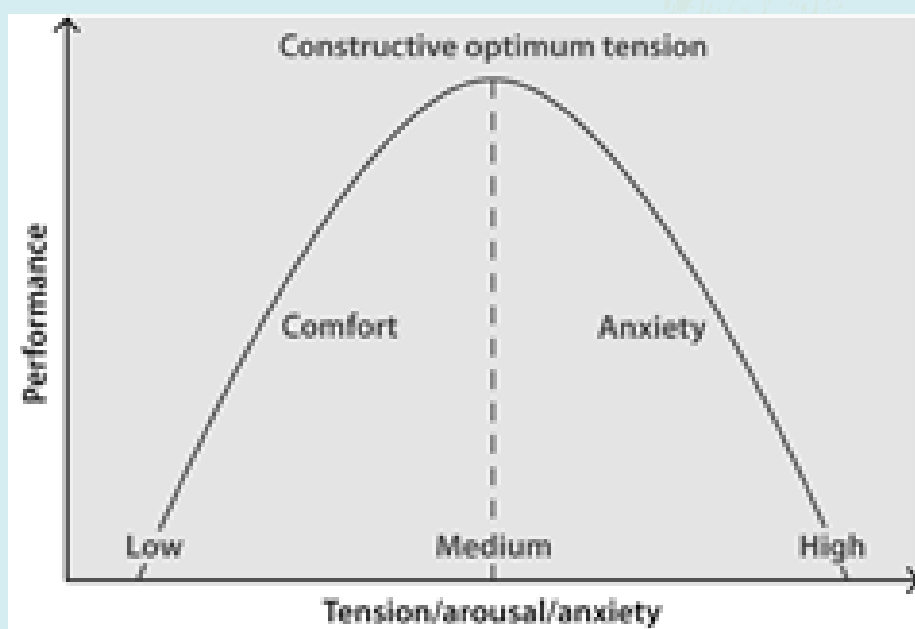
A study on stress was carried out by the [Mental Health Foundation](#) in 2018 and found that in the past year, **74% of people have felt so stressed that they have been overwhelmed or unable to cope.**

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-racking 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.

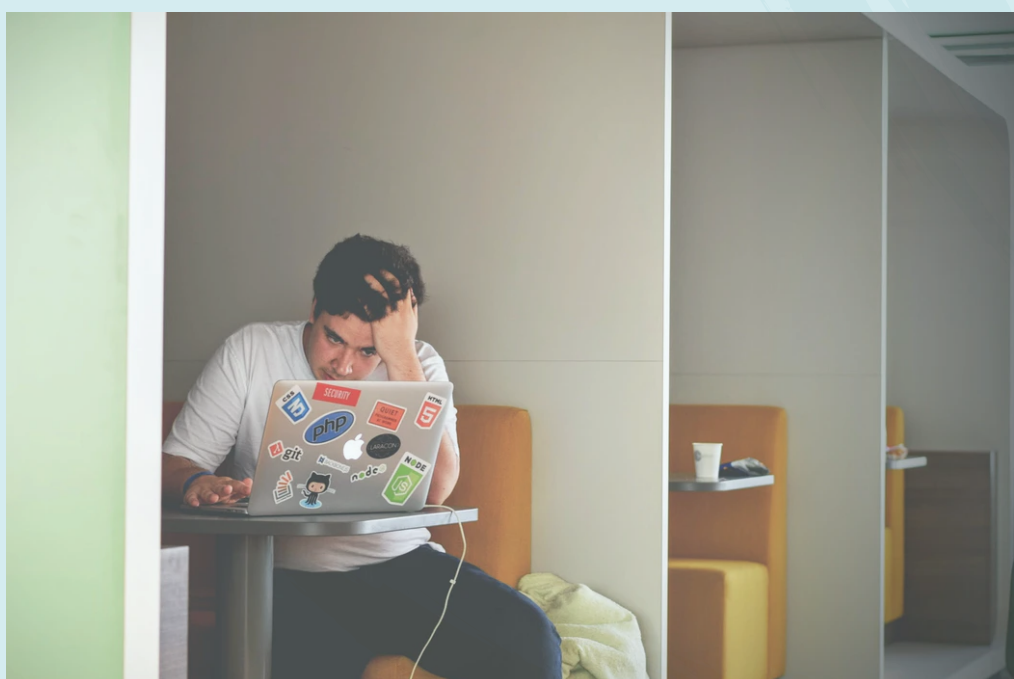


Stress is a response to a threat in a situation, whereas anxiety is a reaction to the stress.

CAUSES OF STRESS

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

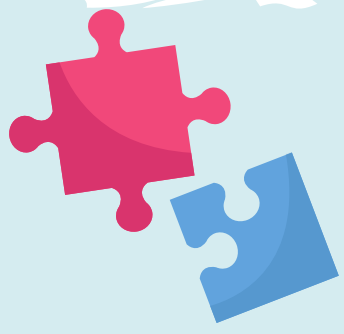
- Long-term health conditions (your own or a friend/relative's)
- Debt
- Feeling like you need to respond to messages instantly
- Comparing yourself to others is higher among 18-24 year olds than in any of the older age groups.
- Being comfortable with your appearance and body image
- Housing worries – greater in 18-24 year olds 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 up 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.





SKILLS FOR LIFE

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 recent 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.**

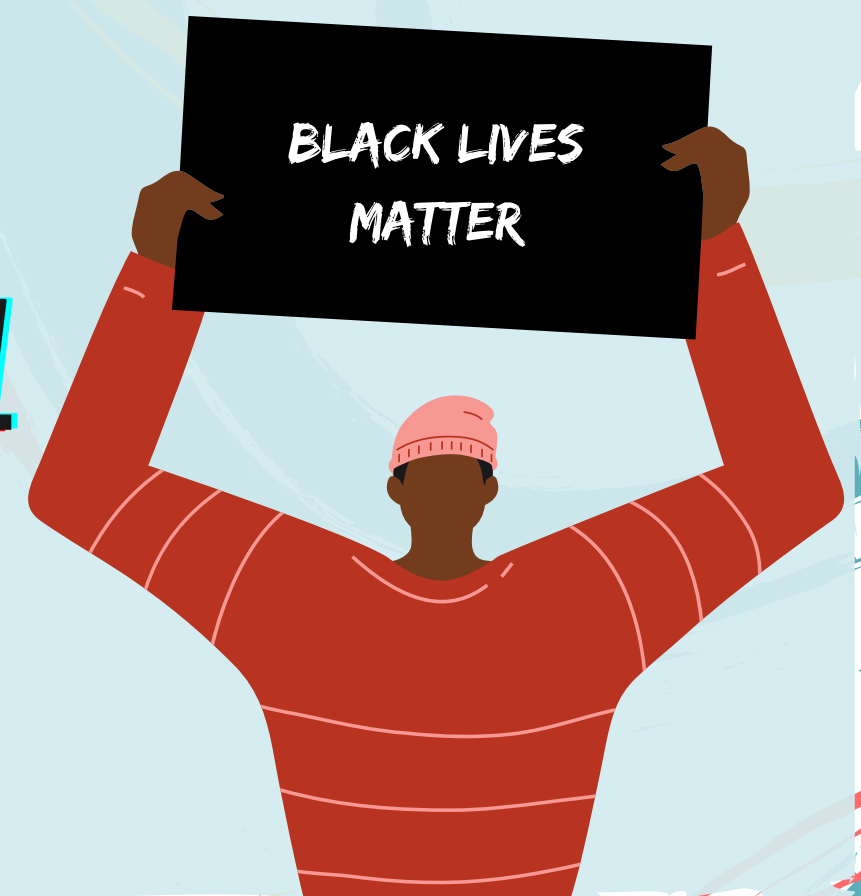
"Racism isn't getting worse; it's getting filmed"

-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**



NEXT STEP - UNIVERSITY

CLEARING

AccessHE →

OfS Uni Connect Programme

ACCESSHE UNI CONNECT PRESENTS

CLEARING 2021

All you need to know



SHOULD I USE CLEARING THIS YEAR?

Clearing matches applicants to university places that are yet to be filled. It's available to anyone who has made a UCAS Undergraduate application and doesn't hold any offers.

CLEARING CHECKLIST

As you go into clearing, you will need the following information to hand:

- The course code you are applying for and year of entry
- Your UCAS Number
- A list of all your Level 3 Qualifications, and your GCSEs and the grades you received for all
- Your email and mobile contact details

WHEN DOES CLEARING BEGIN?

Clearing fully kicks off on A Level results day, which is **Tuesday 10 August**.

If you're doing a BTEC or other vocational qualification, then **Clearing opens when you get your results** in either July or August.

Clearing in 2021 will remain **open until 19th October**.

Know you'll be in Clearing this year?

You can start looking for information and try to decide where you want to go. Universities may publish vacancy information on their website as soon as it's available.

Download the checklist:



NEXT STEP - UNIVERSITY

STARTING UNIVERSITY

Firstly – congratulations! Well done for getting to University – we hope you love it and make the most of your time there. This section will cover **how you can prepare** for your studies and **what you can expect when you first start**.

RESULTS DAY 2021 - 10TH AUGUST

The moment has arrived where you'll get your grades that will open up new horizons and possibilities for your future! If you're not happy with your given grades, and would like to retake or appeal your grades, **speak to your head of sixth form about this**.

Want to change course? Clearing and Clearing Plus are open as usual this year; log onto your UCAS Home to find out more about changing courses. Be sure if this is what you want to do, as once you reject any offers you will not be able to take them back.

Did better than expected? UCAS Adjustment is also open as usual.

Want more information? Look [here](#).

OPEN

WHAT YOU'LL NEED

If you're living away from home, here's a handy checklist of things you might want to bring with you!

- **Bedding:** you'll need a duvet and pillows, with covers
- **Towels:** probably more than one!
- **Kettle and toaster:** if where you're living doesn't have one
- **Plates, bowls, and cutlery**
- **Mugs and glasses**
- **Cooking utensils:** spatulas, wooden spoons, a colander, a cheese grater, a tin opener etc.
- **Food** for your first few days (things with long best before dates like pasta and tinned goods will keep you going!)
- **Toiletries**
- **Toilet roll**
- **Stationery:** notepads, pens, files for organising things
- **Appropriate clothing and equipment** for your course (if necessary)
- **Books** for your course – although you may not have to buy them at all: see what you can borrow from a new friend or the library
- **A computer or laptop** – but there will be computer facilities at your university if you need to use them



THE FIRST FEW WEEKS

In your first few weeks at University, **you will meet loads of new people**, get lost on campus (a lot), and become acquainted with your course and tutors. This is the time to have fun and make friends!

Not drinking during fresher's week? Students give their tips [here](#)

WILL MY LECTURES AND TUTORIALS BE ONLINE?

Check with your University, as all will have different approaches. They might have lectures online and tutorials in small groups, in-person. If your course is practical and requires you to be in a workshop or studio, you will be timetabled in a way that ensures your in-person lessons are safe for everyone.

Can't wait until then? **Start preparing for your course by exploring the reading list for certain modules**. Here's how to make the most out of your Summer before starting University.

GET READY FOR UNI WITH FUTURE LEARN

Learn online with world class universities and industry experts. Develop hobbies, new skills and career-changing expertise with free and flexible courses.



Scan to see the courses:



NEXT STEP - UNIVERSITY

LIVING AT UNIVERSITY

If you're moving away from home to study, adjusting to life in a new place with new people can be daunting, but it is incredibly exciting! You'll make most of your lifelong friends here, and the experiences will shape your career and your character.



HOW TO BE A CONSIDERATE HOUSEMATE

Living with other people can sometimes be difficult when you don't know what to expect. There are a few **simple rules to living with other people that can make it a fun and enjoyable experience.**

You will have your own bedroom, but might be sharing social spaces – such as kitchens and bathrooms – with others.

Be respectful.

There are lots of ways to be respectful of your new house or flatmates. Be aware of your noise levels when others are studying or sleeping, and show respect for other people's property, beliefs and views.

Be clean and tidy.

Nobody likes coming into the kitchen to cook to find piles of dirty dishes. Wash up your dishes and keep communal areas clean and tidy.

Do things together.

You'll probably find you have lots in common with your new house or flatmates; don't forget, they're going through the same experience as you! Watch a film, cook or explore the place you're living together (University socials are a great place to start).

Share the bills.

If you're living somewhere where you have to pay bills, make sure you set up a method of payment that everyone agrees on and that everyone is paying an equal amount. If you live in university accommodation, your bills are usually included in your rent.

Safety first.

Make sure you lock up the house and that everything is turned off when you leave.

Remember – you have neighbours!

Your neighbours might not be students and it's important to be respectful to them and other people living nearby. You might not have to get up until 10am for that lecture, but they might have to leave the house at 7.30am for work, and won't appreciate being kept up by the noisy students next door.



SUPPORT AT UNIVERSITY

Sometimes, life can get in the way of your studies, or studies can get in the way of your life! Luckily, there's a wealth of support and services provided by Universities to get you through these challenges.

Your Student Union

This is the go-to place **for advice about everything!** Whether you're having financial difficulties, wanting to change your course, have housing, visa, or wellbeing issues – the SU is where it's at. Search yours today, and see the support they provide you.

Your University Support Service

Similar to your SU, the Support Service at your University is here for you. They deal with **academic matters** – such as exam results and attendance – as well as provide **counselling services, disability and dyslexia support, and a free careers service.**

Mentoring/Buddy Schemes

If you're looking for some **guidance with your transition** to University and meet someone to show you the ropes, lots of Universities offer Student Mentor and Buddy Schemes. You will be **paired with a second or third year student**, who can help you with course content – and give you the goss on lecturers! Check if your Course/Uni offers this before you go.

Some students or libraries **support with essay writing skills or maths top-up.** Seeing as you've been out of school for so long, going to these services to brush up on your technique could be really beneficial – and help you feel more confident about starting your degree.

Talk to friends/family

If you're struggling – not just in your first year, but at any point in your degree – **make sure you keep speaking to your friends and family.** They are here to support you, even if it's just listening. **Try talking to them about how you're feeling about your next step** – they can be a great sounding board to share your thoughts with, and will help guide you through it.



Wondering what to cook for your new housemates? Here's some great [cheap and easy recipes](#) we love!

NEXT STEP - UNIVERSITY

FINANCE AT UNIVERSITY

It sounds really boring, but **sorting out your budget for Uni is important**. Once you've done this, you can study, eat, party and sleep knowing you're OK for funds. We've created a budget planner to start you off...

MY MONTHLY BUDGET

INCOME MONTHLY

Student Loan	£
Maintenance Grant	£
Scholarship/Bursary	£
Parent Pocket Money (if any)	£
Earnings (if any)	£
Benefits	£
Tax Credits	£
Maintenance	£
Other	£

Total A £.....

EXPENDITURE MONTHLY

Rent	£500
Gas	£20
Electricity	£10
Water	£7
Phone bill and internet	£27
Council Tax	£35
Food Shop	£60
Takeaways/Snacks	£25
Tea/Coffee	£7
Going out/eating out	£40
Interests/hobbies	£30
Books/Stationery	£10
Travel	£50
Clothes	£30
Personal Care	£10
Other	£20

Total B £.....

Total A - Total B = Disposable income

£.....



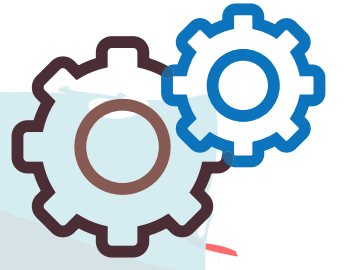
(costs here are based on London averages. If you're living at home, some of this will be different)

Download the template



Think that's a lot? Wondering how you'll get by?
Speak to your University about it (see page 10 for a list of services)

Read about getting a part-time job at University and see if it's for you.



NEXT STEP - WORK & APPRENTICESHIPS

HOW TO WRITE A CRACKING CV

Thinking about getting work when you leave school? Either as an apprentice or a trainee?

This section of the Know Before you Go guide will help you to land a job when you leave school - from writing a CV to networking online. We'll hear from **Enfield employers about who they want to hire, and get some of their best tips** for the industry.

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 **no more than two pages** long. It is used to send to a prospective 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.

Example CV

Harry Styles | Finance junior 1

Location: London
Telephone: xxxxxxxxxxxx
Email: xxxxxxxxxxxx

Professional Profile

2 'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or department. My part-time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and team work.

Core skills & achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

3 GCSEs – Secondary School – 2015

- Maths, science, English A
- Geography, Media, French B
- Geography, Business studies C

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

More tips

Work experience

4 Sep 2014 - Present Joe's cafe
Part time dish washer

Outline
Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with hygiene standards to ensure they are met
- Supporting kitchen preparations during opening and close down of café

References available on request

- 1 Give yourself a catchy title that relates to the jobs you are applying for
- 2 Get recruiters' attention with a punchy profile that summarises your education, skills, and passion for the industry you want to enter
- 3 Highlight your most impressive exam results and mention any clubs or sports teams you have been a member of
- 4 Work experience doesn't have to be full time paid roles, you can also write about voluntary work, school work placements or part time roles

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/

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!

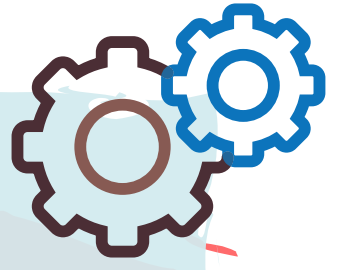
DO NOT

- provide your National Insurance Number;
- this should only be given when you get a job offer.
- Put your ethnicity / nationality: this is irrelevant information for employing you.

What if I don't have any experience?

Firstly - **everyone has had experience** in life. For example, even making a great BLT sandwich requires planning, preparation and balance. Think about something you do everyday which you could include on a CV or in an interview.

Still wondering? **Check out this website.**



NEXT STEP - WORK & APPRENTICESHIPS

HOW TO CREATE A LINKEDIN PROFILE

The future is digital... and so are the ways we find and get jobs. LinkedIn is like Facebook for professionals. And like social media, it's important to present yourself to employers in a positive and mature way - you never know who might be searching you! On LinkedIn, you can build a network, search for jobs and present yourself to a community of employers and colleagues. When looking for employment, this is a great place to start.

NETWORK RAIL SHARES THEIR ADVICE ON LINKEDIN

LinkedIn

BUILD A GREAT LINKEDIN PROFILE AND BUILD YOUR PROFESSIONAL BRAND

DON'T cut & paste your CV

LinkedIn hooks you into a network, not just a human resources department. You wouldn't hand out your CV before introducing yourself, so don't do it here. Instead, describe your experience and abilities as you would to someone you just met. And write for the screen, in short blocks of copy with visual or textual signposts.

Write a personal tagline

That line of text under your name? It's the first thing people see in your profile. It follows your name in search hit lists. It's your brand. (Note: your e-mail address is not a brand!) Your company's brand might be so strong that it and your title are enough. Or you might need to distil your professional personality into a more eye-catching phrase, something that at a glance describes who you are.

Explain your experience

Help the reader grasp the key points: briefly say what the company does and what you did or do for them. Picture yourself at that conference, again. After you've introduced yourself, how do you describe what you do, what your company does? Use those clear, succinct phrases here—and break them into visually digestible chunks.

Point out your SKILLS and get endorsed for them

Think of the skills field as your personal search engine optimiser, a way to refine the ways people find and remember you. The optimal number is unique to each person. Include a mix of high level and niche skills and be specific. Get Endorsements - Add skills that your connections can endorse you for and recognise those you've worked with on their professional skills. There are over 3 billion endorsements given to date on LinkedIn.

BUILD YOUR LINKEDIN PROFILE

Use a picture that represents you, professionally.

Customise your URL for your business cards and email signature

Make your profile more engaging with rich media.

Jane Jones

Innovating and creating at Acme
London, United Kingdom | Internet

Current: Acme
Previous: LinkedIn

500+ connections

Background

SUMMARY

I'm a strategic, creative hands-on marketer with a passion for the opportunity technology creates for business. My broad marketing experience includes content marketing, demand generation, digital marketing, campaign development and sales enablement. I am currently leading Marketing across EMEA for Acme alongside a talented team of modern marketers.

Acme is changing the world.

Why is Acme so cool?

Use your real name

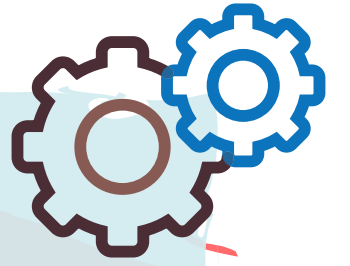
Creatively explain what you do.

Add up to 3 websites.

Describe who you are and the company you represent.

Adventure in Sales at Acme





NEXT STEP - WORK & APPRENTICESHIPS

WHAT EMPLOYERS ARE LOOKING FOR

Top tips from Enfield's finest on how Enfield residents can land a job soon after school

Hill Group are an award-winning 5 star housebuilder, creating a range of beautiful and award-winning new homes across London and the South East.

We speak to Simon Hawkins- the Talent Group Development Manager in Enfield - and ask him what his advice for young people is...



THE BASICS

Research the role you are applying for to ensure you:

- understand the job requirements and likely activities;
- can articulate why you want the role;
- can identify and explain how your skills, experience and interests are a good match.

RESEARCH THE INDUSTRY

"I am always very impressed with candidates who can explain trends, future market opportunities, and the effect of current and proposed government policy on the industry."

MATCH YOUR CV AND COVER LETTER

"To the job role and company. Employers can usually spot a generic CV or Cover Letter immediately, which may be interpreted as a lack of effort and/or an early warning flag in terms of commitment.

Think about how your academic subjects, your work experience and your hobbies/interests match the job description."

PREPARING FOR THE INTERVIEW

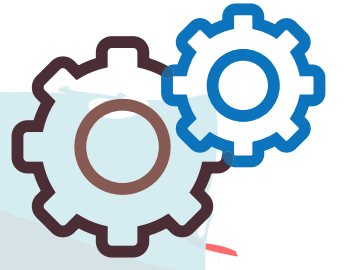
- **Know where you are going**, how you will get there, who you are asking for.
Aim to arrive at the interview 10 minutes early. If it might rain, ensure you have a coat or umbrella!
- **Look Presentable**. Plan what you will wear before the day.
- **Prepare questions**: about the role and company. Also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

IN THE INTERVIEW

- **Maintain eye contact** with a good posture.
- When answering, **give examples of your experience and skills** when appropriate. Don't assume the interviewer will draw this from your CV automatically.
- If invited to **ask questions** (and this is pretty much guaranteed at some point, often towards the end) make sure you **have some prepared**. However, remember what you have already discussed so you don't end up asking something that has already been covered as this may indicate to the interviewer you have not been listening.

SIMON SAYS

"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."

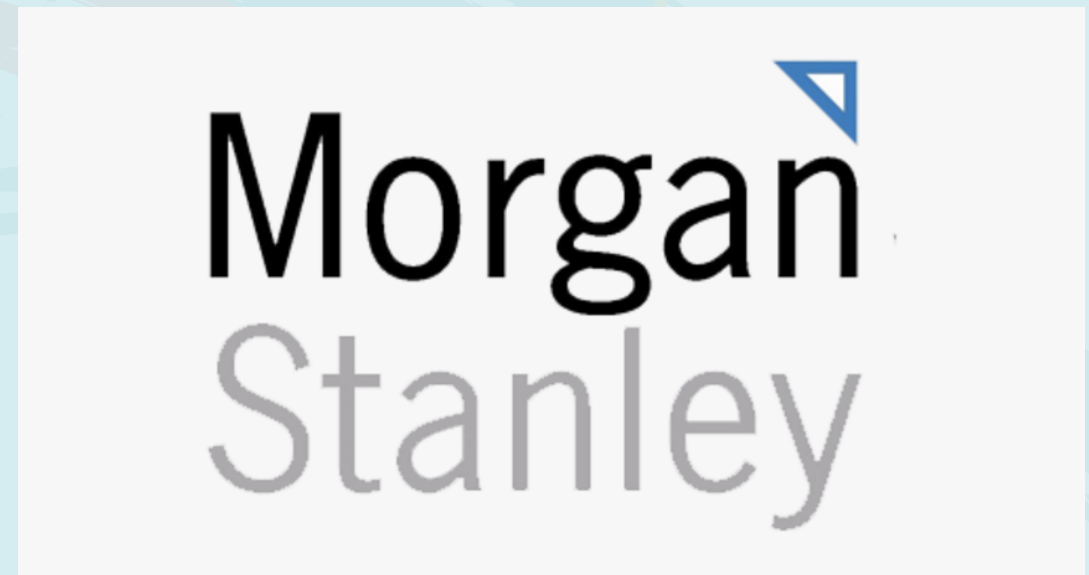


NEXT STEP - WORK & APPRENTICESHIPS

WHAT EMPLOYERS ARE LOOKING FOR

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.



THE APPLICATION

"Depending on which division you're applying for, **your application can also include several open-ended questions.** You may need to take a combination of numerical reasoning, verbal reasoning, logical reasoning tests, and accuracy. We recommend you **take some practise tests to familiarise yourself with the format and content** of these before you start the real ones. Practice makes perfect!"

THE INTERVIEW

"So you're getting ready for your interview with Morgan Stanley? 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, **we want 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."**

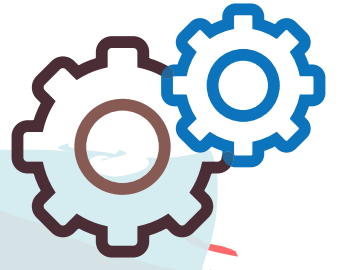
KNOW OUR FIRM AND INDUSTRY

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

Learn about the financial crisis: what happened and why?

We don't expect candidates to understand all spheres of the markets, finance, and economics. But it's a good idea to **choose one or two areas of the industry that you can discuss** with knowledge and enthusiasm.

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 we do and who we are so you avoid generic questions like, "What is the culture like at Morgan Stanley?"



NEXT STEP - WORK & APPRENTICESHIPS

WHAT EMPLOYERS ARE LOOKING FOR

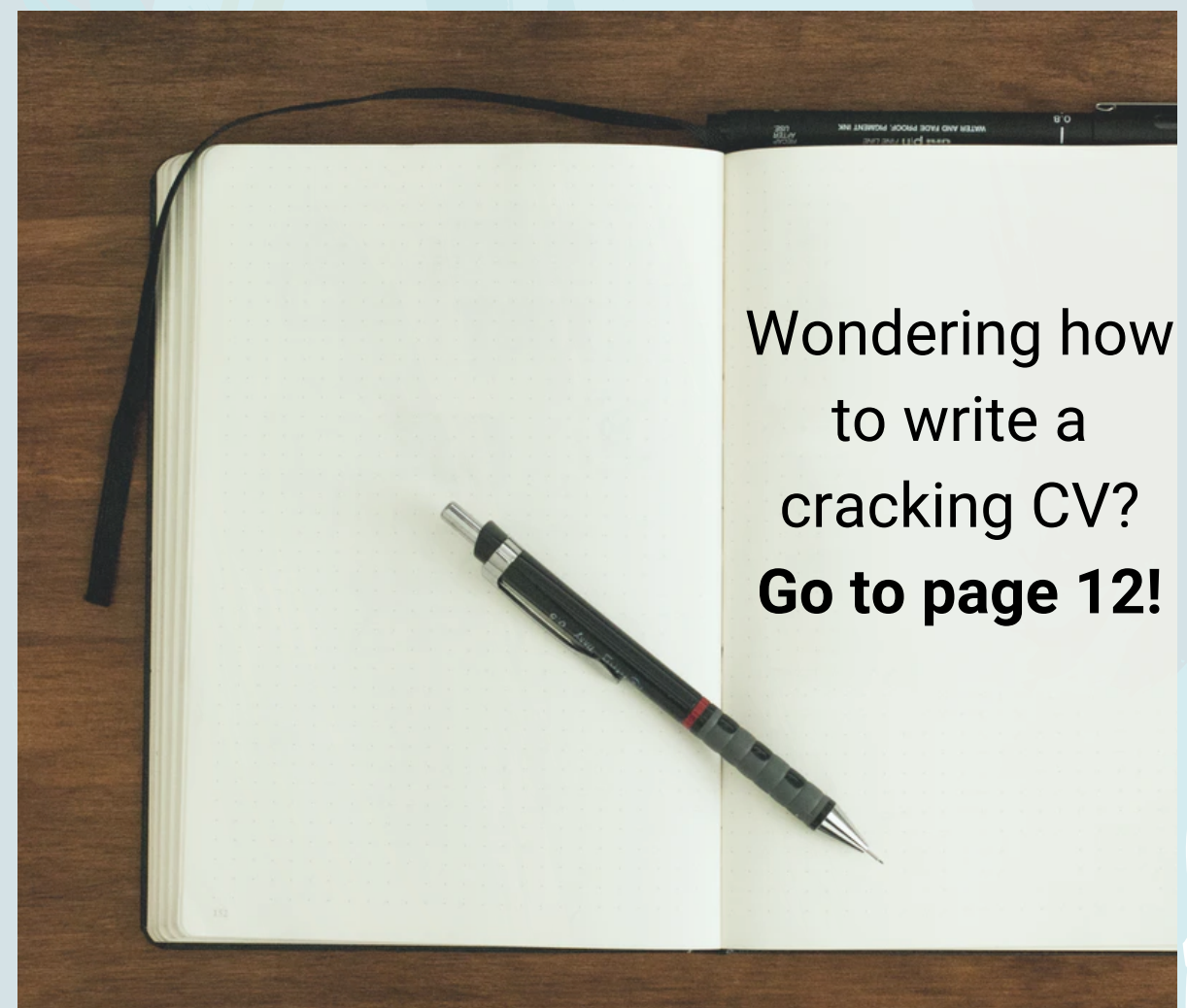


Metro Bank first opened its doors in the summer of 2010, the first high street bank to open in the UK in over 100 years. It's an award-winning services, and not your typical bank...

AccessHE speaks to Guy Jones - the area director for North London Metro Bank - for his inside advice for Year 13.

"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.

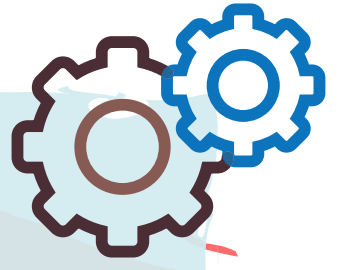


"When at an interview, make sure you have fully researched the company that you are applying for a job at"

Nothing is more of a turn off than a prospective candidate sitting in an interview who knows nothing (or little) about the company. The flip side is that **it's a real "sit up" moment when someone is in front of you is talking passionately about the company's ethos or an article they'd read online.**

THINKING ABOUT YOUR NEXT CAREER STEP?

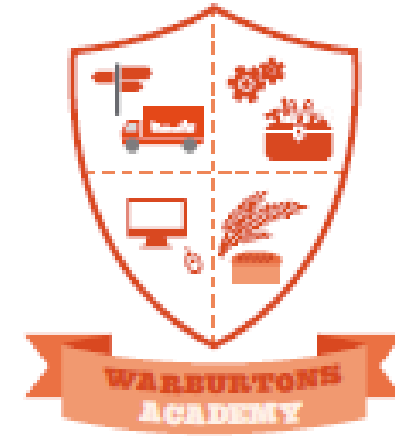
Look for local opportunities - the future is bright in Enfield!



NEXT STEP - WORK & APPRENTICESHIPS

WHAT EMPLOYERS ARE LOOKING FOR
A MESSAGE FROM WARBURTONS FOR PROSPECTIVE APPRENTICES...

DO YOU WANT TO BE OUR NEXT STAR APPRENTICE, HERE'S YOUR CHANCE TO SHINE THROUGH OUR APPLICATION PROCESS...



Before you start to fill out the application form it will help if you do your research! This will really help you when it comes to completing the online questions. Check out our careers page, it's the perfect place to start, here you can find out more about our teams, our apprenticeships and why we're proud of our family and our heritage. Visit <http://careers.warburtons.co.uk/> to find out more.

IS THIS THE APPRENTICESHIP FOR YOU?

Be realistic when deciding what apprenticeship to apply for, are the skills required something you possess, do you share our values and like where this will take you?

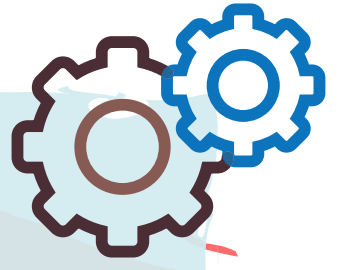
You'll need to show some passion and enthusiasm for the opportunity when it comes to completing your application and that passion starts here – every sentence you write should let us know why you will be a great addition to our family and you have a passion in your chosen discipline.

SO, YOU LIKE WHAT YOU SEE!

This is your one chance for you to impress us and really shine, take some time to consider the questions before filling in the form. We want you to stand out from the crowd, make sure your application sets you apart from everyone else, this will take a little bit of preparation and time but it is absolutely worth it.

Some of our apprenticeships attract 100's of applications so it's up to you to give us a glimpse of that passion and enthusiasm you have by using examples of things you've done, things your proud of – tell us your story, we want to find out more about you.

Warburtons



NEXT STEP - WORK & APPRENTICESHIPS

WHAT EMPLOYERS ARE LOOKING FOR
A MESSAGE FROM WARBURTONS FOR PROSPECTIVE APPRENTICES...

SOME HINTS ON HOW TO STRUCTURE YOUR ANSWERS

We will ask you some questions to understand more about how you think and behave. When answering these questions start with an explanation of what did you do, how did you do it, what was the result? You can find more support in answering questions on our Useful Info page, download Useful Hints & Tips for Candidates.

We want to know that you have thought about the apprenticeship you are applying for, do you love food science and are a keen home-baker, are you a budding engineer and like fixing things, are you good with numbers and enjoy working with computers? Don't worry if you don't have the specific technical skills think about how you can demonstrate the same passion and skills in study or leisure activities.

Now you've mastered the art of completing the form, it's nearly time to apply but before you do – if there's something you're not sure about, ask someone, a teacher, a work colleague, a friend. Most importantly, spell and grammar check your application, then re-read it before pressing that send button – give yourself the best chance, we want to know you have a good level of written communication and can pay attention to detail.

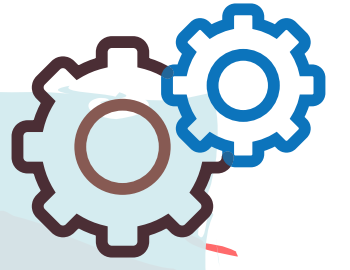
GIVE US YOUR BEST
BE YOUR BEST
BE PROUD TO BE!

WarburtonS

Get more hints and tips from them [here](#).

Want to apply? [Click here!](#)



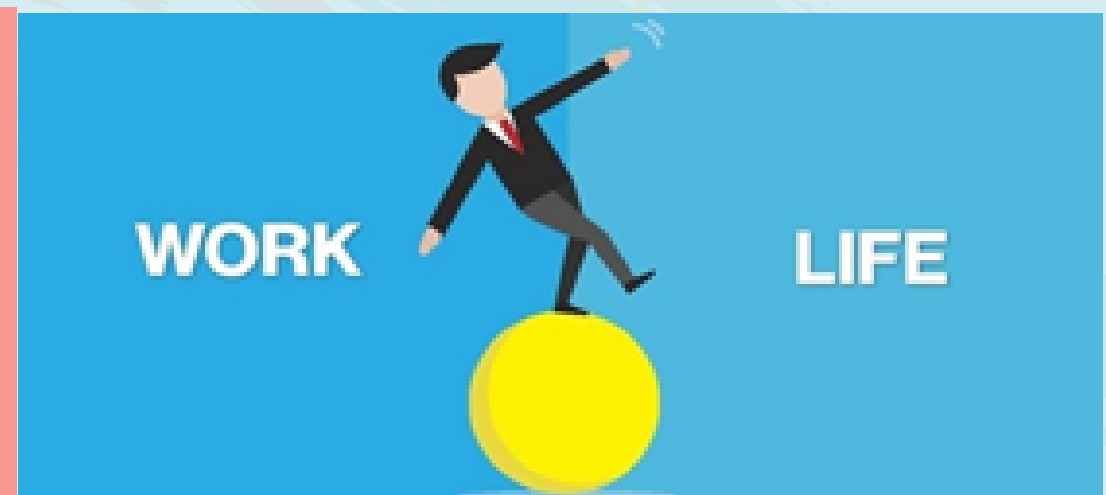


NEXT STEP - WORK & APPRENTICESHIPS

MAINTAINING A WORK-LIFE BALANCE

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 are some ideas that might help.



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 completion 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.

It's also very tempting in the first term/year of university or work to let the pendulum swing the other way - too much socialising to the detriment of your career path.

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

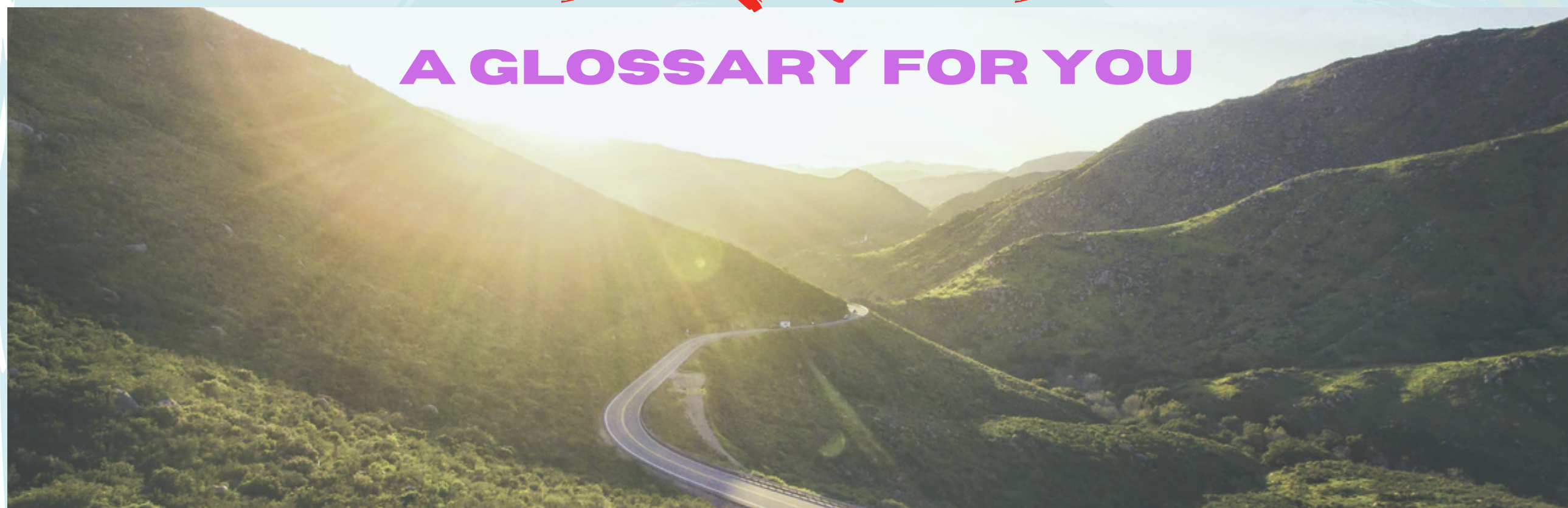
- Plan ahead and **stick to your timetable** - know in advance when you will study/work, rest and socialise.
- Consider staying home some nights of the week to ensure you regularly **recharge your batteries.**
- **Prioritise social events that will be a positive** experience rather than draining.

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.

ENFIELD SUPPORT AND SERVICES

A GLOSSARY FOR YOU



This page includes extra links for you to do some more exploring about the topics mentioned in this booklet.

You can also find a list of support services in Enfield that are available to guide your next step - whatever that is.

FOR SKILLS

- [AccessHE: Choose your own adventure](#)
- [Barclays Life Skills](#)
- [Virtual Work Experience](#)
- [Enfield Summer School](#)

FOR JOBS

- [Career Pilot](#)
- [Not Going to Uni](#)
- [National Careers Service](#)
- [Prospects](#)
- [Enfield Council Youth Support](#)
- [Edmonton Job Centre](#)
- Address: 135 Fore St, N18 2XW
- [Enfield Connexions careers guidance](#)
- Address: 59 Church Street, Enfield, EN2 6AN
- [Enfield Voluntary Action](#)
- Address: Community House, 311 Fore St, Edmonton, N9 0PZ
- **READ:** [What can I do instead of University?](#)
- [Apprentice Handbook](#)
- [My World of Work](#)

FOR UNI

- [Essential skills to help you survive university](#)
- **WATCH** [Deciding whether to study Home or Away?](#)
- **WATCH** [Student Stories: what's Uni like?](#)
- [Top tips for freshers week](#)
- [Your first month at University guide](#)
- [Living at University handbook](#)
- **WATCH** [student loans decoded](#)
- [Student loans mythbusting](#)
- [Financial support - Turn2Us](#)
- [University subject taster courses](#)
- [National Union of Students website](#)
- [Thinking about studying the Creative Arts?](#)

FOR LIFE!

- [Mental Health support](#)
- [Mental Health support in Enfield](#)
- [My Life Enfield](#)
- [Austism Advisory Service](#)
- [Advice on benefits](#)

MY NOTES...



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?

PSSST!

Get all the links included in the booklet here



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 Sixth Formers 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

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