



Preparing for the Future: Careers and Pathways



St Helens College



Knowsley
Community
College

Preparing for the Future

So, you've already taken a giant first step by applying for a course that you are interested in and starting to consider it as a pathway to an industry you might like a career in.

The next step is all about exploring:

- how to get the most out of your course for future success
- the types of careers linked to your chosen course and industry
- the types of skills and characteristics needed for different careers
- additional pathways once you have completed your course such as further training, an apprenticeship or university

On starting College, you may be asked to bring this booklet with you to discuss during induction week. It will also form part of your career plan throughout your time at College.

Explore Your Course

Activity 1

What course have you chosen to study at College?

Why did you choose this course?

What industry is your course linked to (for example: Engineering, Science, Beauty)?

How do you feel your course will prepare you for this industry?

-
-
-
-

Explore Careers



There are lots of useful resources available to help you explore and research what career you might like in the future.

Before you get started, consider the following questions:

1. Will there be a strong demand for that career in the future?
2. Will there be local jobs, or will you have to relocate?
3. What skills, education, languages and experience are required for that career?
4. What is the salary for that career?
5. Will you enjoy that career and will it be fulfilling?
6. Do you have what it takes to be successful in that field?

Resources



National Careers Service:

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

Prospects:

<https://www.prospects.ac.uk/>

Apprenticeships:

<https://www.apprenticeships.gov.uk/>

Career Coach:

Career Coach is a great website, which is designed to help you find a career suited to your interests and ambitions.

You can:

- Access the most current local information on careers, salaries, and employment prospects
- Link career options directly to the courses we offer and make informed choices about your future career
- Build a CV using an interactive template
- Complete a career assessment

How to Use Career Coach

Simply click the link below and sign up! You will need to provide an email address and a password:

<https://sthelens.emsicc.com/>



Activity 2

Using Career Coach, take the short careers assessment and record your results below:

A large area of the page is filled with horizontal dotted lines, providing a space for recording the results of the assessment.

Activity 3

My family and friends think I'd be good at...

My career must involve... (for example: working with animals, helping people)

The careers that I've learnt about that interest me are...

- | | |
|---|---|
| <ul style="list-style-type: none">••• | <ul style="list-style-type: none">••• |
|---|---|

Is my chosen course linked to these types of careers?

Yes

No

Will I need to complete further training/qualifications after completing my College course?

Yes

No

If yes, what type of training/education could I undertake? (Tick all that apply)

University Degree/Qualification

None

Apprenticeship

Other:

Internship

.....

Activity 4

In every job, no matter what industry, there are skills that an individual must have or be willing to develop to be successful in their role. Complete the mind map below with the skills and characteristics that you think most employers look for based on your chosen industry.

ICT Skills



**Skills/
Characteristics
Employers Look
For**

Explore Your Pathway

A career path is a roadmap for your personal and professional development, which highlights how you plan to get from where you are now to your future.

You wouldn't take a road trip without knowing where you were going, right? Mapping out your career path is like using your phone's GPS for a trip. It tells you where you need to go in order to reach your final destination.

It's important to remember though that career paths don't always follow a straight line and they are definitely not set in stone! You can change it at any point based on your needs and experiences. When you start College, students on your course may have a similar job role and career in mind but you will all take different routes to get there.

Activity 7

Create a 5-year plan of what you hope to do when you leave College to reach your career goal. The easiest way to do this is to start from the top and work backwards to where you are now.

Example:

Dream Job: Electrician with own business

Starting Point: Level 2 Electrical Installation course at College

Years	Target	Requirements
Year 1	Complete Level 2 course.	Time management, revision, dedication.
Year 2	Complete an advanced apprenticeship with an employer (takes 3 years to complete).	Interview skills, CV writing, dedication, time management, driving lessons, organisation skills.
Year 5	Apply for a sole trader licence to become self-employed.	Driving licence, car/van, dedication, organisation skills, budgeting/finance skills.

Your Personal Career Plan

Identify where you are now and then in each box write actions you need to complete along with the necessary skills, experience and training, to achieve your end goal.

Where do I want to get to?



Where am I now?

Creating an Impressive CV

First impressions count, especially when applying for jobs, so it's important to have a CV which highlights your skills and experience and stands out from the crowd!

When it comes to CVs, one size never fits all. Tailoring your CV to match the employer's needs and the job your applying for is essential and so the more effort you put into it the better.

A CV has to include some key information:

- name and contact details
- a short statement
- key skills
- work experience
- education experience
- hobbies and interests
- references

Take a look at the below example written by someone who is applying for a job at a local cinema:

Mia Smithson
52 My Street, Fourtown, Fiveshire, WX59 9XW
msmithson99@gmail.com
07979999777

I am currently in full-time education and looking for a part-time role that can fit around my study. My long-term ambition is to work in a marketing role. I believe that the customer service role at the cinema will help me to develop the skills and experience I need for my future.

I think that I am a good candidate for the role because I have good people skills and have supported a number of school events where I have had to deal with the general public.

Education

Knowledge College (September 2021 – present)
Level 2 Diploma in Business

Knowledge High School (September 2014 – July 2021)
GCSEs - English Lit (7), English Lang (6), Maths (7), Combined Science (6, 5), History (6), Business Studies (7), French (6), Drama (7)

Extra-Curricular - Basketball Team, Year 7 Reading Mentor, Drama Productions: Grease and Cats

Key Skills

- Good computer skills
- Excellent communication skills
- Customer service skills
- Good problem-solving skills
- Good attention to detail

Work Experience

Experience Council
2018

Work experience placement – I had the opportunity to work in the customer service department for the library and theatre for two weeks. This role involved meeting and greeting customers, helping with their queries, taking payments for late book returns and theatre tickets. I was also taught how to manage stock and was responsible for keeping the areas tidy.

Conservation Trust
2017

I volunteered at the Conservation Trust after school to support with the maintenance and upkeep of a local community garden. This included building bird houses, weeding borders, cutting grass, and picking up litter.

Hobbies and Interests

I am looking to complete a Degree Apprenticeship in Marketing as I have always been interested in the way businesses reach and communicate with customers and hope to work in marketing and communications.

At school, I was involved in a lot of extra activities including the reader programme where I mentored a year 7 student and in the school productions. I have been in two productions and also helped with the marketing and sales of the tickets as well as taking a role in the shows. I also took part in NCS in the summer after my GCSEs I especially enjoyed taking part in the fundraising activity, our group raised £180 for a local animal shelter.

In my spare time I play basketball for the county and enjoy spending time with my friends and family.

References

Karen Smith
Experience Council
Customer Service Manager
1911 01199191

Chard West
Conservation Trust
Conservation Officer
1181818181

Volunteering



If you are aged 16 or over, consider volunteering to unlock lots of new opportunities for yourself. Take up a voluntary post and you could find yourself:

- making a real difference to someone else's life
- meeting new people/making new friends
- learning new skills and gaining new qualifications
- making amazing memories
- exploring a possible career direction
- gaining valuable work experience
- improving your CV for work or education
- improving your self confidence
- giving something back

Types of voluntary placements

There are many different types of voluntary placements:

- Full-Time
- Part-Time
- Online Volunteering
- One-Off
- Casual

How can I find out more?

Do It

www.do-it.org.uk

Volunteering Matters

www.volunteeringmatters.org.uk

Food Cycle

www.foodcycle.org.uk

National Citizenship Service (NCS)

www.wearencs.com

Generally, most job sites such as Indeed will have various volunteering options too, you can also approach your local charity shops, youth centres and community services.



Useful Contacts

Paul Whitehead

Careers Adviser

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Margaret Bentley

Careers Adviser

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Course Enquiries

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Admissions Team

admissions@sthelens.ac.uk



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