

Essential Skills

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Essential skills

Whatever your next steps. below are a list of skills which will help you to develop structure and success as you continue on your career journey.

TIME MANAGEMENT

Prepare a weekly schedule that may include time in class, studying, activities, work, meals and time with friends. Being a college student is like having a full-time job. Several hours of studying and preparation expected for each class.

STRESS MANAGEMENT

Regular exercise, adequate rest, good nutrition, prayer and/or meditation are all suggested ways of engaging in self-care that reduces stress. Finding ways to increase coping resources will help you decrease the stressors that life will throw your way.

STUDY SKILLS

If you are progressing onto further study, make sure you have good study skills. Even some of the best secondary school students have not always developed good study skills. Knowing how to read a text book, take notes in class, use the library and take multiple choice tests are all areas that will help to goals even when situations are challenging. you be more successful.

MONEY MANAGEMENT

It is important to have experience in independently handling money, using an ATM, reading a bank statement and learning to make responsible decisions about living on a budget.

ASSERTIVENESS SKILLS

Speak up for yourself in an assertive manner that is not aggressive. Assertiveness skills are helpful in communication, study groups, teams and conflict resolution. They also involve learning and practising healthy boundaries.

WELL-DEVELOPED SELF CARE SKILLS

Develop bedtimes based on physical need and health. Adequate sleep and a healthy diet can improve mood, athletic and classroom performance and coping strategies for stress. Exercise, relaxation and good hygiene are also important aspects of self-care.

SEEKING ASSISTANCE WHEN NEEDED

A big part of advocating for yourself is knowing when to ask for help. Seeking help when you need it is a sign of strength and integrity, not an admission of failure.

DISPLAYING HONESTY, INTEGRITY AND PERSEVERANCE

Learning to incorporate personal values and ethics into every aspect of life is a significant part of personal growth. Part of the path of integrity is learning how to hang in there and stay committed

Self confidence questionnaire

How self-confident are you? Most of us think we are pretty self-confident, yet we often wonder why we aren't getting more out of life. What stops us from taking risks? What keeps us stuck in dead end jobs, or unhappy relationships? Could we possibly be less confidant than we think? Why not take this guiz and find out? Ask yourselves these questions, and answer with a YES or a NO.

Y N

- Do you feel uncomfortable being around other people?
- Do you sometimes worry that others are criticising or judging you?
- Do you find it very intimating to speak up and assert yourself?
- Do you get very nervous or fearful 4) whenever it is time for your work evaluation?
- Do you panic when you have to speak in public?
- Do you find it stressful to use a public bathroom?
- Do you worry when you think about inviting a friend over for a social outing?
- Do you find yourself avoiding 8) social situations because of your discomfort being with other people?
- Do you feel alone, even when surrounded by friends?
- Do you suffer with sweaty palms, trembling, chest pains, dizziness, light-headedness, fear of dying, fear of going crazy, fear of losing control, irritability, headaches, frustration, inability to concentrate, difficulty falling asleep?

If you ticked YES to 6 or more of these questions, you may lack some confidence. The good news is that lack of confidence is a habit of thinking, and all habits can be changed. The question is how motivated are you to do the work, and what can you do to change your answers to the above?

		Y	\mathbb{N}
11))	Do you often worry about the "what ifs" of every situation?		
12)	Do you wonder if you will ever be able to stop worrying?		
13)	Do people tell you that you should "chill out" and that you worry too much?		
14)	Do you feel that if you don't do something perfectly, than others will judge you?		
15)	Do you find yourself going over things over and over again?		
16)	Do you focus on the thought that you may have inadvertently hurt someone or yourself, or done something very wrong?		
17)	Do you worry about having every sort of disease you see on TV or read in a book or hear over the news?		
18)	Do you find it hard to make decisions and keep on second-guessing yourself?		
19)	Do you think that other's opinions are better or more valuable than your own?		
20)	Do you find that even when things go well, you can't really let yourself fully enjoy it and start looking for all the possible negatives in the situation?		



This is a particularly good link that will enable you to identify your own strengths, interests and personality traits in order to help inform career choice. Uncover roles that you may not have thought about before, and find out more about life skills that can help you discover your skills further. Click the button below to access these online resources:

BARCLAY'S WHEEL OF STRENGTHS

Interview tips

Be Confident, there is a reason why the employer wants to meet you



Strong greeting; firm handshake, introduce yourself



Prepare; re-read your CV as you will be asked about what you have done



5

education and/or employment wise



Look at the company website so you have an understanding of what they do and can show your interest in their organisation

Dress to impress



Ask auestions

Arrive early; give yourself extra time to find the building/reception, an early arrival is far more impressive than a late excuse

Listen carefully



Try to finish the interview with a question about whether they think you are suitable for the role. i.e. after seeing me today could you find any reason why I wouldn't suit the position? This will give you a chance to overcome any reservations the employer might have



Curriculum Vitae (CVs) are extremely important when it comes to applying for jobs. They should outline your career so far, as well as telling potential employers about your skills and experience. Most school leavers will find themselves stuck in the endless cycle of 'I can't get a job because I have no experience. I have no experience because I can't get a job'. We can help you with this, and help you with transferable skills which can be used instead. Think outside the box, think about skills you have gathered via school and extra curriculum activities.

NAME

Address Telephone number Mobile number Email address

> PERSONAL STATEMENT apprenticeship.

E.g. A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system

KEY SKILLS List your key skills

EMPLOYMENT HISTORY Job Title

Company name I ocation Duration

Achievements and responsibilities:

EDUCATION

A levels: Name of college/6th form Name of course Grade

GCSEs: School name Name of subject Grade

HOBBIES & INTERESTS List your hobbies and interests

REFERENCES References are available upon request.

TASK:

Below are examples of skills in which employers may look for, can you think of any examples where you have put these into practice?

Communication Time management	Decision making
Ability to set and reach goals Organisation	Listening Leadership
Negotiation Motivating people	Making decisions

A description about yourself (your skills and if you are currently studying) and why you are looking for a job/

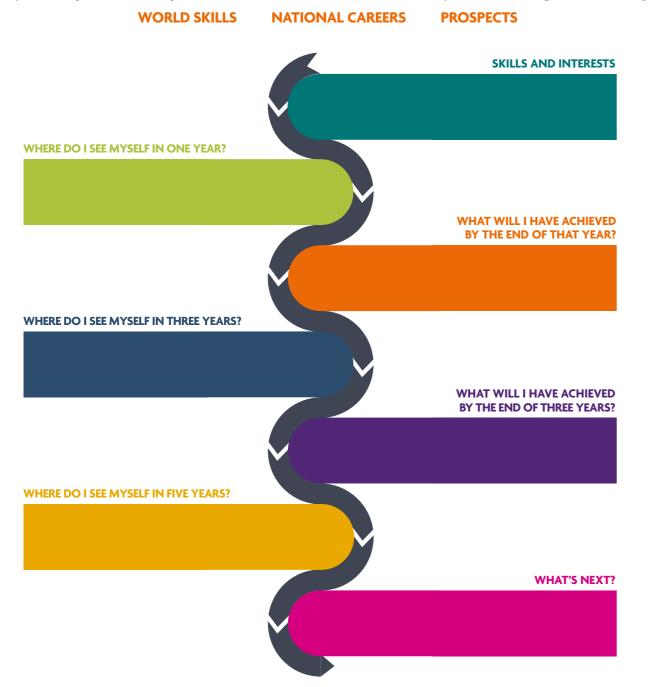
E.g. Talking to customers face to face and over the phone, reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team, devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process, helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company.

E.g. I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I have joined a local football team. I also enjoy spending time with friends and family.



Before commencing on your next steps, it is really useful to understand what your chosen career path is and how you are going to achieve your goals. To make the most of your next steps, having this information in advance, will help you to understand what essential skills you would like to develop whilst on your chosen career path.

Try to complete the template below. Click on the links below if you are looking for some help:



Still unsure what career you might like to pursue in the future? Career Coach is an online too that helps to match your strengths to different careers. Click here for more information.



PROGRESSION INFORMATION

At this point in year, the College would usually start to capture your progression choices to find out what your **CONTACT DETAILS** plans are for the next academic year. You would have a If your or your next of kin's contact details have changed, 1:1 meeting with a Careers Centre Advisor to explore your please ensure that you let the Careers Centre Team know career and progression options for the next college by emailing your name and new contact details to year. However, due to the current situation, we have info@fareham.ac.uk had to change how we are going to capture this. You should have already completed a section on Pro Portal **FINANCIAL SUPPORT** under the 'My Plans After My Course' page, to inform If you are eligible for financial support, but have yet to your tutor what you would like to do in the next college apply, please contact our Student Support team by year, or if you are leaving us, what you are going on to emailing info@fareham.ac.uk do. If you have not done this, please do so immediately. Previously, your tutor would have also entered a com-**HEALTH AND WELLBEING** ment which the Careers Centre Advisors can access, Our Health and wellbeing Team are here to help and they will then action this accordingly.

As we are unable to hold 1:1 meetings, the Careers Centre Advisors will only contact you if the section on Pro Portal has not been fully completed. We will send an email to each student who has been offered a place to continue at Fareham College confirming this once all of the progression data has been captured. We are aiming to complete this by Monday 18 May 2020.

More information is available on our website at: fareham.ac.uk/coronavirus/progression-information-for-all-students/



KEEP IN TOUCH

offer advice, so if you have any safeguarding or wellbeing concerns, please contact them by emailing safe@fareham.ac.uk

STUDY SUPPORT

If you have any queries relating to study support, please contact the team by emailing **studycentre@fareham.ac.uk**

We have seen some excellent examples of students studying at home, well done and keep up the hard work. We are waiting for Ofqual and Awarding Body information regarding how our technical professional qualifications will be awarded this year, however, it is likely your teachers will recommend to the awarding body the grade they determine you would be most likely to have achieved if you had completed your studies fully. Therefore, it is vital you continue to engage in online learning and complete the work set by your teachers. This will ensure you are awarded the grade you have worked hard to achieve this academic year and you are making the required progress to progress next year or enter into employment, Higher Education or onto an Apprenticeship.

Please continue to stay at home, keep your distance and stay safe.

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