

Essential Skills

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CEMAST CETC BUSINESS PLUS

OUTSTANDING



Useful videos

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

- 1 Be Confident, there is a reason why the employer wants to meet you
- 2 Strong greeting; firm handshake, introduce yourself
- 3 Prepare; re-read your CV as you will be asked about what you have done education and/or employment wise
- 4 Look at the company website so you have an understanding of what they do and can show your interest in their organisation
- 5 Dress to impress
- 6 Ask questions
- 7 Arrive early; give yourself extra time to find the building/reception, an early arrival is far more impressive than a late excuse
- 8 Listen carefully
- 9 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

CV writing

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

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

Achievements and responsibilities:

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.

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

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.

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

Career path

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:

[WORLD SKILLS](#)

[NATIONAL CAREERS](#)

[PROSPECTS](#)

SKILLS AND INTERESTS

WHERE DO I SEE MYSELF IN ONE YEAR?

WHAT WILL I HAVE ACHIEVED BY THE END OF THAT YEAR?

WHERE DO I SEE MYSELF IN THREE YEARS?

WHAT WILL I HAVE ACHIEVED BY THE END OF THREE YEARS?

WHERE DO I SEE MYSELF IN FIVE YEARS?

WHAT'S NEXT?

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

Additional information

PROGRESSION INFORMATION

At this point in year, the College would usually start to capture your progression choices to find out what your plans are for the next academic year. You would have a 1:1 meeting with a Careers Centre Advisor to explore your career and progression options for the next college year. However, due to the current situation, we have had to change how we are going to capture this. You should have already completed a section on Pro Portal under the 'My Plans After My Course' page, to inform your tutor what you would like to do in the next college year, or if you are leaving us, what you are going on to do. If you have not done this, please do so immediately. Previously, your tutor would have also entered a comment which the Careers Centre Advisors can access, 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

CONTACT DETAILS

If your or your next of kin's contact details have changed, please ensure that you let the Careers Centre Team know by emailing your name and new contact details to info@fareham.ac.uk

FINANCIAL SUPPORT

If you are eligible for financial support, but have yet to apply, please contact our Student Support team by emailing info@fareham.ac.uk

HEALTH AND WELLBEING

Our Health and wellbeing Team are here to help and 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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