

# Essential Skills

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CEMAST CETC BUSINESS PLUS

OUTSTANDING



# Essential skills for college students

One of the biggest adjustments for new college students is the new-found freedom. College students have an increase in personal responsibility, an increase in their academic workload, and a greater need to multi task. Below are a list of skills that will help you develop structure and success in college life:

## TIME MANAGEMENT

Prepare a weekly schedule that includes 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

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 you be more successful in the classroom.

## 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. The college years are a time for learning new information, new life skills and a new way of relating with our world. Seeking help when you need it is a sign of strength and integrity, not an admission of failure.

## RESPECTING THE RULES AND POLICIES

Every community has rules and policies and our college campus is no different. Our rules and policies apply to safety and fostering a positive community where all students are respectful of themselves, others and the environment.

## DISPLAYING HONESTY, INTEGRITY AND PERSEVERANCE

Learning to incorporate personal values and ethics into every aspect of life is a significant part of personal growth during the college experience. Part of the path of integrity is learning how to hang in there and stay committed to goals even when situations are challenging.

# 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 confident than we think? Why not take this quiz and find out? Ask yourselves these questions, and answer with a YES or a NO.

		Y	N			Y	N
1)	Do you feel uncomfortable being around other people?			11)	Do you often worry about the "what ifs" of every situation?		
2)	Do you sometimes worry that others are criticising or judging you?			12)	Do you wonder if you will ever be able to stop worrying?		
3)	Do you find it very intimidating to speak up and assert yourself?			13)	Do people tell you that you should "chill out" and that you worry too much?		
4)	Do you get very nervous or fearful whenever it is time for your work evaluation?			14)	Do you feel that if you don't do something perfectly, than others will judge you?		
5)	Do you panic when you have to speak in public?			15)	Do you find yourself going over things over and over again?		
6)	Do you find it stressful to use a public bathroom?			16)	Do you focus on the thought that you may have inadvertently hurt someone or yourself, or done something very wrong?		
7)	Do you worry when you think about inviting a friend over for a social outing?			17)	Do you worry about having every sort of disease you see on TV or read in a book or hear over the news?		
8)	Do you find yourself avoiding social situations because of your discomfort being with other people?			18)	Do you find it hard to make decisions and keep on second-guessing yourself?		
9)	Do you feel alone, even when surrounded by friends?			19)	Do you think that other's opinions are better or more valuable than your own?		
10)	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?			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?		

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?

# 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.

# How to apply

If you haven't already applied to study with us from September 2020, please visit our website to submit your application at [fareham.ac.uk](http://fareham.ac.uk). Once we receive your application you will be contacted by a Careers Centre Advisor who will then interview you over the phone.

# Travel & transport

Our three campuses are less than half an hour away from Portsmouth and Southampton by train and the Bishopsfield Road Campus is located just five minutes' walk from Fareham train station. The College sites are easily accessible from a range of locations across the area.

## HOW TO FIND US

Bishopsfield Road Campus is located off The Avenue (A27) in central Fareham on Bishopsfield Road. It is close to the M27 if travelling by car. If using public transport, Fareham train station is a five-minute walk away and the bus station is a 20-minute walk from the College. CEMAST and CETC Campuses are located on the Daedalus Airfield on the B3385 to Lee-on-the-Solent.

## BUSES

Our Campuses are easily accessible via bus, and students with bus passes will be able to use them throughout the entire First Bus network.

## TRAINS

Fareham Railway Station is approximately five minutes' walk from the Bishopsfield Road Campus. Regular bus services also run from Fareham Railway Station to CEMAST Campus.

## CYCLING

Both our Bishopsfield Road and CEMAST Campuses are accessible via cycle paths. Secure, covered cycle racks are also available. Students will be offered free cycle wear if they sign up as a regular cycle user.

## PARKING

Parking, including motorbike parking and dedicated disabled parking, is available at all campuses, and students wishing to bring their own vehicle can apply for a free parking permit. Students are, however, encouraged wherever possible to use public transport.



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