

# CAREERS NEWSLETTER



## WELCOME

Welcome to our summer term college careers newsletter for parents, carers and guardians. The newsletter is an opportunity to help you in your role of supporting your son/daughter and to find out how we are supporting students to develop the skills and experience they need to have a positive career and make decisions about their best next steps.

This edition focuses on the following:

- Best Next Steps
- Unifrog
- University Applications
- Employability Skills - How Well do I Know Me?
- Finding an Apprenticeship
- Part-time / Summer Employment
- Volunteering

## BEST NEXT STEPS

The range of options: courses, qualifications, apprenticeships and routes into employment can be daunting, especially if your son/daughter remains unsure about next year. The key is to support them in focusing on what they enjoy, what they are good at and their preferred style of learning. If they are thinking about an apprenticeship or work (if over 18) they need to be flexible and mindful of what is available in their 'commute to work' area as well as being realistic about their skills. It is also important to have a few options and to be flexible and open minded to new opportunities they might not yet be aware of.

Why not support them in looking at course information, apprenticeship vacancies, college websites, online careers resources as well as helping them to draft a list of their strengths.



## UNIFROG - OUR CAREERS PLATFORM

Encourage your son/daughter to show you their [unifrog](#) quiz results and what careers are best matched to their skills, interests, preferred work environment and personality. There are also some great resources to support with exploring their next steps and career options, including:

- CV tool
- Careers library
- Read, watch, listen
- How to guides
- University search (UK and overseas)
- Personal statement tool (for a university application)
- Know how library
- Apprenticeship search
- Webinars



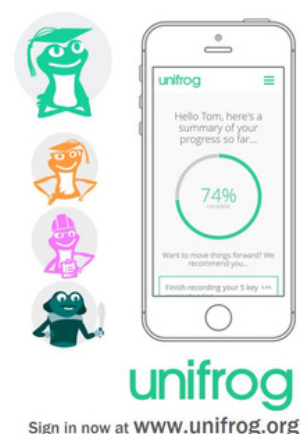
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# UNIVERSITY APPLICATIONS: YEAR 1 LEVEL 3 STUDENTS

Please read our [UCAS guide for students](#), and this [UCAS presentation for parents/careers](#).

- [Advice for parents and carers](#)
- [Parent, guardian and carer guide 2025](#)
- [Sign up to monthly newsletters](#)
- [Parent and guardian guide to apprenticeships](#)
- [HOP guide for parents - Q & As](#)

As a reminder, applications for all full-time university courses must be made through UCAS and students are being supported with how to make an application via group tutorials.

## Reminder of Actions for Year 1 Level 3 Students:

- Revisit the two UCAS presentations delivered in lesson
  - [What is UCAS and why university?](#)
  - [Step by step guide to the application process](#)
- Create a [UCAS Hub account](#) - browse courses, save favourites, compare entry requirements with predicted grades and shortlist courses
- Draft a UCAS application
- Begin to draft personal statement in [unifrog](#).
- Register for university open days

The UCAS logo consists of the letters 'UCAS' in a bold, black, sans-serif font. The letter 'A' is stylized with a red triangle pointing upwards, forming the top of the letter.

## What can I do to support my son/daughter?

Research

Use the parents/guardians' section of the UCAS website at [www.ucas.com/parents](http://www.ucas.com/parents).

Sign up

Sign up for parent updates from UCAS and get everything you need to know about the application process direct to your inbox.

Open days

Attend virtual events and open days – you may have a different perspective.

Be proactive

Make sure they carefully read everything that is sent to them and don't book holidays at key times!

# EMPLOYABILITY SKILLS

## HOW WELL DO I KNOW ME?

### WHAT AM I GOOD AT?

What can I offer – skills, qualities, interests?



### WHY SHOULD AN EMPLOYER GIVE ME A JOB?

I know I can work as part of a team, but how do I evidence this?

If I don't get things right the first time, what do I do about it?

### DO I LIKE BEING CHALLENGED?

How do I react when I'm given a difficult task?



### AM I AMBITIOUS?

Where do I want to be in ten years?  
(And how do I get there?)

### AM I PREPARED FOR INTERVIEWS AND/OR ASSESSMENT CENTRES?

What can I do to improve my skills? Am I open to comments from others? How does this make me feel?

Consider asking your son/daughter the above questions to generate a discussion about their best next steps. How prepared are they for the future - be that a job, an apprenticeship or further study? What can you do to support them?

# FINDING AN APPRENTICESHIP

The following are good sources of potential apprenticeship opportunities/vacancies:

- [Find an apprenticeship](#) (government) website - search by postcode.
- [Amazing apprenticeships](#) website.
- Searching for apprenticeships [via UCAS](#) (new this year)
- Employer websites. Most large employers advertise their own apprenticeship vacancies (e.g. local authority, NHS trust).
- College/training providers (these deliver the apprenticeship qualifications and are a good point of contact to enquire about opportunities locally).
- Word of mouth - networking via friends and family.
- Making speculative enquiries.
- [Become an apprentice](#) - advice and vacancies

Encourage your son/daughter to be open-minded about the type of apprenticeship and employer, as they can often lead to permanent employment and progression within an organisation/business. Be mindful that vacancies will appear at different times throughout the year so flexibility in a search is key.

[This parent guide](#) offers hints and tips for parents and carers and further information about different apprenticeships and how to write an excellent application is available here:

- Institute for Apprenticeship [apprenticeship standards](#).
- How to [write a winning application](#).

## THERE ARE FOUR TYPES OF APPRENTICESHIPS IN THE UK ✓

### INTERMEDIATE

Like 5 GCSEs, A\*-C/4+

What qualifications  
can I get?

Level 2 NVQ, Diploma,  
National Certificate

### ADVANCED

Like 2 A-levels

What qualifications  
can I get?

Level 3 NVQ, National  
Certificate, BTEC

### HIGHER

Like a foundation degree  
or above

What qualifications can I get?

Foundation degree,  
Bachelor's degree, Master's  
degree, Level 4-7 NVQ,  
Higher National Diploma

### DEGREE

Like a Bachelor's/  
Master's degree

What qualifications can I get?

Foundation degree,  
Bachelor's degree, Master's  
degree, Level 4-7 NVQ,  
Higher National Diploma

# KEY APPRENTICESHIP TERMS



## Apprentice

Someone who is doing a job and learning.



## Line manager

The person who tells you what to do at work.



## Employer

The organisation you work for.



## Salary

The money you are paid for working.



## Training provider

Organisation that teaches apprentices.



## Apprenticeship Standard

Document that explains what you will be learning.



## On-the-job

The time you spend working.



## Off-the-job

The learning you do in paid time.

Discover more about apprenticeships  
[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)

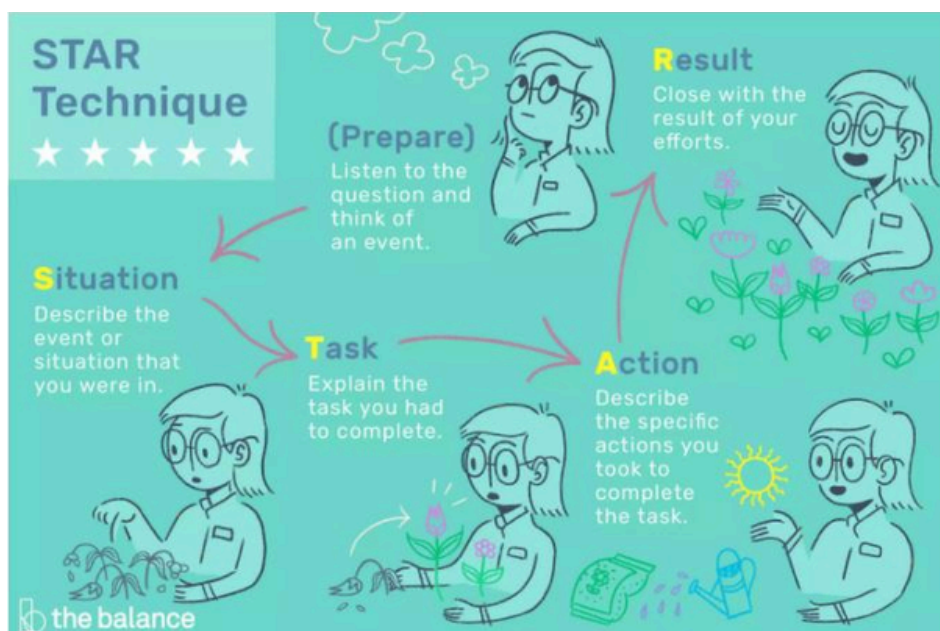




## PART-TIME / SUMMER EMPLOYMENT

If your son or daughter is ready to explore part-time employment, we recommend they undertake the following to help with their search:

- Have a tailored CV for each application.
- Use unifrog to create a CV, automatically formatted and downloadable into Word.
- Make the most of family/friends to find opportunities.
- Do not be afraid to make speculative enquiries.
- Do not rely on indeed.com as a lot of part-time jobs are discovered and secured through word of mouth.
- Evidence skills on their CV, application form and at interview using the STAR technique.
- Watch the animated videos within the Employability Passport of ilearn for help on how to prepare for an interview.



# VOLUNTEERING

Volunteering can be as rewarding as paid work and can often lead on to opportunities we might not have expected. For example, many organisations rely on the help of volunteers, which can help develop a variety of transferable skills that can be evidenced on a CV, application or at interview. It is great to be able to give real examples during an interview about team work, communication and using your initiative, and evidencing it from volunteering rather than just college or school experiences.

Please support your son. daughter in seeing what opportunities, close to home, might be available for them to experience the benefits of being a volunteer. It really can help to shape their future in a positive way.



## PARENT/CARERS/GUARDIANS' FEEDBACK

To help assess our provision we actively seek feedback, positive and/or negative. You are encouraged to email us at [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk) with any feedback, including suggestions for improvements to our provision. Alternatively, you are invited to complete this short [online survey](#), the results of which will be anonymous and no personal details are collected. Please look at our resources on [our website](#) before completing [the survey](#).

## CONTACT DETAILS

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