



Careers Update

Monday, May 11th 2020

Including

- ❖ What to put on your cv
- ❖ Apprenticeship vacancies
- ❖ College updates



Consilium
Academies

Keeping in touch forms

After the end of June I need your consent to keep in touch with you, pass on information from colleges and provide you with any help you need e.g. with applications

Please complete and return the **keeping in touch form** I sent on 17th April, 4th May and again on 11th May.

You only need to fill this in once.

Thank you to the people who have already sent it back 😊

| | |
|---|--|
|  | |
| Data Consent Form | |
| <p>In order to check how you are getting on, we need your agreement to share information that identifies you and what you have gone on to do.</p> <p>We already do this as a requirement of the Education and Skills Act 2008, until you are aged 16. We need to check you are happy for us to continue.</p> <p>We may also need to contact you if we are unsure how you are doing in your education or employment or if we have important information about the course you intend taking. Any contact will take no more than 5 minutes.</p> <p>Data collected by us, and the local authority, will be stored securely so that we can evaluate the careers support we provide. http://wyvernacademy.org/index.php/about-us/data-protection-edpr/</p> <p>The data we collect may include:</p> <ul style="list-style-type: none">• your course/job title;• institution/employer name;• level of study;• start date;• length of course/apprenticeship/placement. <p>Your data will always be kept in strictest confidence and your personal details will always remain private.</p> <p>Please provide up to date contact information</p> | |
| Name | |
| Any other surnames you are also known by | |
| Address | |
| Email | |
| Telephone number | |
| Continues on the next page] | |
|  | |

| | |
|--|--|
| What are you intending to do after leaving school / college? (fill in all that apply) | |
| 1. Go to College or Sixth Form | |
| First choice | |
| Name of college | |
| Course/subject(s) | |
| Second choice | |
| Name of college | |
| Course/subject(s) | |
| 2. I have an apprenticeship | |
| Name of employer | |
| Area of work | |
| 3. I have a job | |
| Name of employer | |
| Area of work | |
| 4. Something else | |
| Please give details | |
| <p>I consent to the data above being shared between Wyvern Academy and the local authority in order to review my progress and improve careers guidance and support.</p> <p>I also agree to being contacted by Wyvern Academy for the reasons set out above. I understand that I should contact the Academy after I leave for information about my post-16 options if I need to.</p> <p>Signature : _____ Date: _____</p> | |

What to put on a cv

Your cv should be typed in black and white and should include

- ✓ a sensible email address
- ✓ everything lined up so it looks smart.
- ✓ a personal statement
- ✓ the courses you are going to take – do not include grades until you know them (after results day)
- ✓ list your secondary school(s)
- ✓ mention your career aspirations or subjects you particularly like
- ✓ your other skills/hobbies
- ✓ Referees available on request (do not list on cv)

What not to put on a cv

Do not include

- ✗ your NI number

- ✗ your date of birth

- ✗ the names and addresses of references (you need to ask the person for permission to pass their details on each time an employer wants a reference)

What should it look like

- ✓ Fit onto 1 side of A4
- ✓ No graphics
- ✓ Plain, clear fonts using black ink on white (best for photocopying)
- ✓ Check it carefully for spelling, punctuation and grammar
- ✓ Check it again
- ✓ Then get someone else to check it for you!

An example

Name: Matt O'Brien
Address: 45 Towerigg Drive
Darlington
DL3 9PP
Email: mattobrien@emailcompany.com
Tel: 07773452122 (mobile)
01325 345345 (home)

Education:
Wyvern Academy
Darlington
From Sept 2015 to current

| | |
|-----------------------|--|
| GCSEs studied: | (Examinations to be taken in June 2020) |
| Mathematics | English Language |
| English Literature | Spanish |
| Physics | Chemistry |
| Biology | Geography |
| Physical Education | Art |

Additional qualifications held:
Sports Leader Award
One day First Aid course
Level 1 football coaching

Interests:

I am interested in a Career in the field of Sport, possibly teaching or coaching primary school age children. I play for a football team on a Saturday and often deputise as team captain. I have achieved my level 1 Football coaching qualification and now help coach the younger players on a Sunday morning.

I am looking for a work experience that will help me develop my skills and achieve my long-term career goals.

Personal Profile:

I am a very hardworking person and always try my best. My attendance and punctuality at school are excellent and I achieve good grades on my report. I am a good team player and enjoy sharing my skills with other people. In my spare time I enjoy watching and playing a wide variety of sports as well as helping my parents who run a printing company in the holidays.

References are available on request.

Apprenticeship vacancies in Darlington as of 11th May 2020

[Childcare Apprenticeship in Darlington](#)

Busy Bees Childcare Ltd

[Childcare Apprenticeship in Darlington Alderman Leach Drive \(Kids 1st\)](#)

Busy Bees Childcare Ltd

[Hays Travel Level 3 Travel Consultant Apprenticeship](#)

HAYS TRAVEL LIMITED

[Digital Marketing Apprentice](#)

Webahead Internet Ltd

[Business Administration Apprenticeship](#)

Venture Properties (North East) Limited

[Hairdressing Apprentice](#)

CNCH LIMITED

[Vehicle Parts Consultant Apprenticeship Programme](#)

Scania Great Britain Ltd

[Heavy Vehicle Maintenance and Repair Technician Apprenticeship](#)

Scania Great Britain Ltd

[Marketing Apprentice](#)

Imperial Recruitment Group

[Hays Travel Level 3 Travel Consultant Apprenticeship](#)

HAYS TRAVEL LIMITED

[Hays Travel Level 3 Travel Consultant Apprenticeship](#)

HAYS TRAVEL LIMITED

[Hays Travel Level 3 Travel Consultant Apprenticeship](#)

HAYS TRAVEL LIMITED

[Nissan Customer Service Practitioner Apprentice](#)

VERTU MOTORS PLC

[Business Administration Apprenticeship](#)

In Charge Group Ltd

[Administration Apprentice](#)

VERTU MOTORS PLC

[IT Technician Apprentice](#)

The Feel Good Group Ltd

[Business Sales Executive/Customer Service Apprentice](#)

LOGICO NE LIMITED

[Social Media/Digital Marketing Apprentice](#)

MAY GREEN MARKETING LIMITED

[Social Media Apprentice](#)

MAY GREEN MARKETING LIMITED

If you want an apprenticeship

Update your CV. Send it to your tutor or Mrs Gibbins if you want it checking.

Register with <https://www.gov.uk/apply-apprenticeship> and set up alerts.

Look at company websites e.g. EE are not recruiting but are taking applicants details, ready for when things restart.

Have a plan B just in case your dream job doesn't appear before September.

College updates

The colleges are trying to contact everyone

to talk to you about the college you have chosen and the work you need to do to get ready.

Check your emails and text messages. If you haven't heard from them, check they have an up to date mobile number and personal email address for you. Tell them if your details have changed (contact details on next page)

Follow the college you are going to on social media. The colleges are using Facebook and Twitter to keep in touch.

Keep checking college websites for information

College contacts to update your details

| | |
|--------------------------|---|
| Darlington College | enquiryline@darlington.ac.uk |
| QE Sixth Form | enquiry@qeliz.ac.uk |
| Middlesbrough College | courseinfo@mbro.ac.uk |
| Bishop Auckland College | start@bacoll.ac.uk |
| Stockton Riverside | info@stockton.ac.uk |
| Northern School of Art | studentrecruitment@northernart.ac.uk |
| Houghall | enquiries@eastdurham.ac.uk |
| UTC South Durham | admissions@utcsouthdurham.org |
| Durham Sixth Form Centre | sidra.bruce@durhamsixthformcentre.org.uk |
| Newcastle Sixth Form | http://www.newcastlesixthformcollege.ac.uk/contact/ |
| Askham Bryan | enquiries@askham-bryan.ac.uk |
| RGS Newcastle | admissions@rgs.newcastle.sch.uk |

Darlington College update

<https://darlington.ac.uk/school-leavers/dc-place-pledge/>

- ❖ Links to work to be done are on the Wyvern school website
- ❖ There are no virtual open events planned
- ❖ Keep checking the College website for updates and follow them on social media

QE Sixth Form College update

<https://www.qeliz.ac.uk/applications-for-september-2020/>

- ❖ Links to work to be done are on the Wyvern school website
- ❖ Keep checking the College website for updates and follow them on social media

Middlesbrough College update

<https://www.mbro.ac.uk/school-leavers>

- ❖ Their tutors are looking at suitable work for you to do before your college starts and will contact you directly. Until that is available, use the tasks from the transition tab of the school website to keep your brain going <http://wyvernacademy.org/>
- ❖ Keep checking the College website for updates and follow the college on Facebook and Twitter

Bishop Auckland College update

<https://bacoll.ac.uk/>

- ❖ There are no virtual open events planned.
- ❖ I am still waiting for work from their tutors. To keep your brain busy try some of the work set on the Wyvern transition page <http://wyvernacademy.org/>
- ❖ Keep checking the College website for updates and follow the college on Facebook and Twitter so you don't miss anything.

Askham Bryan update

<https://www.askham-bryan.ac.uk/>

Go to their website
<https://www.askham-bryan.ac.uk/> to register
for their virtual Open
Event this week

ASKHAM BRYAN COLLEGE

Virtual Open
Event

11-15 May 2020

Stockton Riverside College

www.stockton.ac.uk

Virtual open event next week.

No registration needed. Go to the website www.stockton.ac.uk for more details

Work to get ready for A levels is <https://vle.tvc.ac.uk/course/index.php?categoryid=1&browse=courses&perpage=20&page=0>

Work for other courses will follow.



Online STOCKTON RIVERSIDE COLLEGE etc.

OPEN EVENT!

To help keep you healthy and safe during social distancing, we are now offering an online open event!

All you need is access to our website.

18TH MAY 2020
11.00am - 12.30pm
& 5.30pm - 7.00pm

Go to www.stockton.ac.uk for the chance to hear from our tutors, tour the site, have questions answered in real time and the chance to take away some great prizes.

East Durham College (Houghall)

www.stockton.ac.uk

- ❖ There are no virtual open events planned.
- ❖ They advise that you research the area you intend to study.
- ❖ They have a youtube channel with details of their courses
<https://www.youtube.com/playlist?list=PLiJ3c3FHogLr67LTyaPb4zu9QDRKw7WGI>
- ❖ Course details are here <https://www.eastdurham.ac.uk/houghall-campus-courses>

Durham Sixth Form College

www.durhamsixthformcentre.org.uk

They have an amazing list of tasks to get ready for any A level subject
<http://www.durhamsixthformcentre.org.uk/preenrolmenttasks.html>

There are no virtual open events planned

Follow them on social media and check their website for updates.

What should I do?

If you still need to apply to college

Apply on-line as soon as possible.

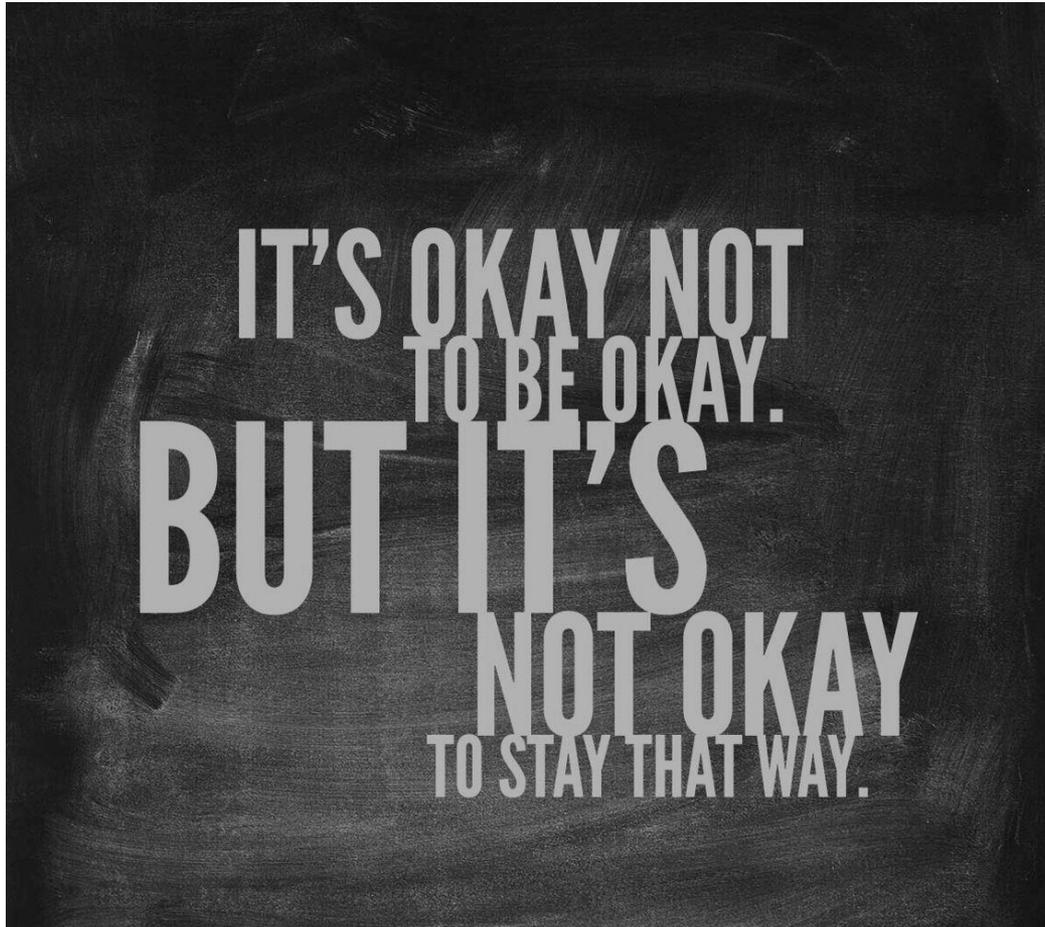
If you are not sure which course to pick you can

Contact the college and ask for advice

Email Mrs Gibbins with a few details and she will ring you back

Get it done straight away!

And remember



Take care of yourself and the people around you.