



Department
for Work &
Pensions



Department
for Work &
Pensions

CAREERS GUIDE 2021

South London Support for Schools

If you need further support contact:

- SouthLondon.SupportForSchools@DWP.GOV.UK
(you must cc your teacher into every email)
- National Careers Service using [web chat](#)
- Youth Employment [Careers Hub](#)
- Department for Education [resource](#)





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Getting Started





My Employability check list	Actioned
Ensure you have a Professional email address	
Professional recorded message on your voicemail	
Bank Account – make sure you have one set up in your name	
Identification- Make sure you have photographic ID and take it with you to your interview	
Interview Research & Questions	
Mock Interview - friends, family, or a professional may help	
Work Experience - Use your network; ask family and friends for potential	
Social media – Clean it up! Check your privacy settings	
Be mindful of ATS - Application Tracking System	
Work Experience / Voluntary work-use Vinspired link below	
Prepare interview Clothes – use Suited & Booked/Dress For Success	
Make sure you research the company & follow them on Socials	

Career Pathways



"A dream becomes
a goal when an
action is taken towards
achieving it"

Young people often tell us that their biggest barriers to employment are...

- ...They do not know what skills employers are looking for, or how to acquire those skills.
- ...They do not know what careers exist, the pathways to those careers.
- ...They do not know how to effectively apply for work.



Follow these steps below to help you get started and give you some ideas of your *Careers Pathways*:

- 1) Start with this **Strengths & Skills Quiz**. It gives you an idea of your strengths/qualities.
- 2) Next discover your skills and job categories that might suit you via a **Job Profile Assessments**
- 3) Finally explore your job roles further information **Explore careers | National Careers Service**
- 4) Ask family and friends what they think you would be good at to gain ideas.
- 5) Most importantly secure yourself part-time work, work experience opportunities or become a volunteer click **Vinspire**, not only to gain invaluable work experience, but also to get better understanding of different career pathways.



Learn a new skill to assist with Job search with

SKILLS ACADEMY

**What training courses are on offer?
For Success in Your Job seeking Journey**

There are 37 bite sized interactive training modules which can take the customer on their journey from choosing a career to succeeding in the work place.

There are 3 categories;



- **Choosing a Career 7 modules**
- **Getting a Job 20 modules**
- **Success in work 10 modules**

Here the learner can choose any/all of the interactive modules that they feel will help them. A work coach can suggest modules that they feel would be useful for their customer too.

The modules are interactive and may include a quiz (to gauge learning), handy templates, useful tips and a checklist

Skills to succeed Academy

Use the step-by-step guide below to create your **unique CV**:

1. Find the Dos and Don'ts when writing a CV click [HERE](#)
2. What do I need to have before I start my CV? click [HERE](#)
3. Different types of CV, which one do I use? click [HERE](#)
4. Young people often use a Skills based CV click on the document to see an example  
5. What do I include in each section of a CV? Use this link to guide you click [HERE](#)
6. Be sure to tailor your CV to each application you make. Be unique and stand out from the crowd! Use the job description to assist you, and be sure to match your transferable skills to the key skills required. If the job you're applying for does not have a job description, you can use our job profiles click [HERE](#) for help. They'll tell you the skills you'll need and the typical things you'll do in that job.
7. Ask someone to check for errors and mistakes before sending!

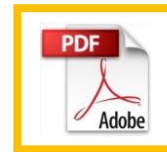


Writing a Cover Letter

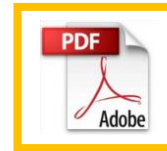
Most employers may ask you to send a cover letter alongside your CV

Use the step-by-step guide to assist you in writing
your Cover Letter:

- 1) Firstly, click on the document for our guide before you start to gather all of your relevant information.



- 2) Next click on the document for our template to structure your cover letter using all of your gathered information.



- 3) Ask someone to check this over for punctuation and spelling mistakes.
- 4) Finally, get writing. **Good luck!!**



Apprenticeships



If you need further support contact: SouthLondon.SupportForSchools@DWP.GOV.UK and CC your teacher into every email, or, contact the National Careers Service via their [web chat](#)

What is an Apprenticeship

An apprenticeship is a real job, with hands-on experience, a salary and the chance to train and gain qualifications while you work.

- You are treated just like all other employees, with a contract of employment, a salary and holiday leave.
- You are given real responsibilities.
- You will spend at least 20% (equivalent to 1 day a week) of your time completing off-the-job training, often at a college, university or with an independent training provider.
- You will train to be fully competent in your chosen occupation, gaining nationally accepted qualifications as you go.
- Apprenticeships take between 1 and 4 years to complete and cover over 1,500 job roles in more than 150 industries from engineering to accountancy, veterinary nursing to crime scene photographer.



This is the May 2021 Amazing Apprenticeships Parent Pack with useful links and advice.
[Parent Pack 2021](#)



Watch

Watch this film to hear from some apprentices about their job and what they love about being an apprentice!



<https://vimeo.com/151121127>

Levels

There are four levels of apprenticeship and each has its own entry requirements in terms of the qualifications and experience you'll need to apply.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at A* - C or 9 - 4
Advanced	3	2 A Level passes/Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 & 7	Foundation degree or above
Degree	6 & 7	Bachelor's or master's degree

It will depend on the job role and your prior qualifications and experience as to which level you will need to start at.

If you need further support contact: SouthLondon.SupportForSchools@DWP.GOV.UK and CC your teacher into every email, or, contact the National Careers Service via their [web chat](#)

Top Tip

Try to keep your options open and explore everything. If you see a job title that you haven't heard of before, being advertised at a different level to the one you had in mind, don't dismiss it - have a quick read.

You may be surprised at the range of levels and durations.

What will I be paid?

The current minimum wage rate for an apprentice is £4.30 per hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. You must be paid at least the minimum wage rate for your age if you're an apprentice aged 19 or over and have completed your first year.

Click [**HERE**](#) for more information on the Minimum Wage.

However, lots of employers pay a lot more than this! Some apprenticeship schemes in big organisations have starting salaries of £15,000 – £20,000. Some London based or larger employers pay even more than this!

It is also important to remember that there is room for progression and many apprentices will receive pay increases throughout their apprenticeship.



Higher and Degree Level Apprenticeships

Degree apprenticeships offer a valid alternative to university and are a great way to become degree qualified whilst still getting in-work experience and regular pay. If you choose a degree apprenticeship, you still get to graduate with your cap and gown, but with no university debts as your employer pays for your tuition fees.

It is worth knowing, however, that an apprenticeship is not the easy option. You'll be starting a challenging job and trying to prove yourself in the workplace, while getting to grips with studying for a degree. You will be expected to achieve academically and at work, managing your time and adjusting to longer hours.

What are employers looking for?

An apprenticeship is actually designed by employers, meaning you'll be developing the right skills and knowledge to be a success in your chosen industry. They're looking for personal aptitude and enthusiasm rather than just your academic ability; in fact, some employers don't ask for specific grades at all. It helps if you have a particular interest in the area you want to work in and can demonstrate this from previous experience. Anything that can demonstrate your interest and your readiness for work could help you stand out from the crowd.

Want to find out more?

If you are interested in finding out more about apprenticeships, the National Apprenticeship Service has partnered with 'Which?' to create click [HERE](#) for a useful guide that includes information on the basics, apprenticeship subjects, sectors and professions, long term career prospects and more.

At various points throughout the year, the government produce a listing of higher and degree vacancies. See a list of some of the latest employers, roles, salaries and application dates click [HERE](#)



**Test your Knowledge –
Apprenticeship Quiz
Click Here**

Finding an Apprenticeship

The National Apprenticeship Service has a central apprenticeship vacancy system called Find an apprenticeship. It is free of charge to use and will help you to search and apply for apprenticeship vacancies throughout England.

By setting up an account you will be able to:

- Search and apply for the full range of apprenticeships
- Save your searches and set up notifications to your mobile phone and / or email – • Apply on-line for jobs that interest you

Use the step-by-step guide to assist you in finding an apprenticeship:

1. Go to the website **Find an apprenticeship**
2. Click on 'Create an account'
3. Work your way through the on-line form. You will need the following information:
 - a. Name
 - b. Date of birth
 - c. Address (including postcode)
 - d. Email address
 - e. Telephone number
4. Activate your account by visiting your email account and opening the message with the activation code.
5. Activate your account using the code.
6. Log in to 'Find an apprenticeship'



Watch this short film to see how the '[Find an apprenticeship](#)' website works and to see how to create an account - it's completely free of charge to set one up and is a great place to start.



<https://vimeo.com/152138038>

Top Tip

Vacancies can be advertised as early as September for some Higher & Degree vacancies starting in the following September. Some of the bigger employers in particular are trying to plan their recruitment alongside the academic year and UCAS process, so will be opening for applications in the Autumn term or early Spring.

Employers may post positions as and when there is a need in the business for that new role, so it is important to set up your alerts and stay on top of deadlines.

Where else can I look?

Employer websites

If you have an employer in mind that you are interested in, take a look around their website and focus on the career's pages. They will usually list the apprenticeships that they offer and have available.

Social media accounts

Apprenticeship employers will often use Social Media to share their updates about their upcoming recruitment, as well as information about what it's like to be an apprentice and to apply for them.

Using personal networks

People you know can often help you to find the perfect apprenticeship for you.

Click [HERE](#) for top tips on how to get help from the people you know in finding an apprenticeship

Career Fairs

Careers fairs are the perfect opportunity to ask the employers about their schemes and to show your interest and passion.

University open days

More than 80 universities across England now offer degree apprenticeships as well as their full-time courses. University open days are the perfect opportunity to carry out a bit of extra apprenticeship research and ask them about their apprenticeship programmes in detail.

The Application Process

There are many different methods of recruitment that employers will use, ranging from the traditional interview to a multiple stage application. Each employer will vary and timescales for the whole process will also vary.



Watch this video to learn about some of the different application processes.



There are lots of resources available and hints and tips from employers and apprentices about how to be successful in the application process.

Vacancy Snapshot features virtual profiles for some of the UK's top employers. They have listed top tips for their application processes and give a unique insight into what they are looking for. You view by clicking [HERE](#)

Application Tips



TIP ONE

Complete the form in as much detail as possible. The more information that you put onto the form the more likely that your personality will show through and the employer will get to start to know the real you. However, that's not to say that quality is better than quantity, every sentence you write should illustrate to the employer why you would be an asset to their organisation and your willingness to become an apprentice.

TIP TWO

Do not create one generic application and copy and paste this into each vacancy. Instead, make sure to make each application individual, research the company that you are applying for and make sure include some information about the company in your application to demonstrate your knowledge

TIP THREE

Be realistic when deciding which jobs to apply for by checking that you possess the skills and personal attributes required. Also consider if the location of the workplace is feasible for you to travel to and also the working hours / schedule.

TIP FOUR

Complete a thorough spell and grammar check prior to submission.

TIP FIVE

Stand out from the crowd! Make sure that your application sets you apart from everyone else. Don't worry if you haven't got specific skills, think about transferable skills i.e. how you have demonstrated the same skills in different areas of your life.

If you need further support contact: SouthLondon.SupportForSchools@DWP.GOV.UK and CC your teacher into every email, or, contact the National Careers Service via their [web chat](#)



Traineeships



What is a Traineeship

A traineeship is a fully-funded education and training programme that supports young people aged 16-24 in learning new skills and gaining work experience that will help them to become 'work ready', with the aim of assisting them in progressing onto either further learning, an apprenticeship or employment.

How does it work?

There are 3 core elements of the traineeship:

- High-quality work placement
- Work preparation training
- English and maths training

The training provider and the employer work together to tailor a positive and beneficial programme based on your child's needs.

The training provider will usually arrange a high-quality work placement of 100+ hours with an employer, whilst providing additional work preparation training to prepare them for employment.

Alongside this, they will continue with gaining their English and maths qualifications, if required. The programme can last anywhere between 6 weeks and 6 months.

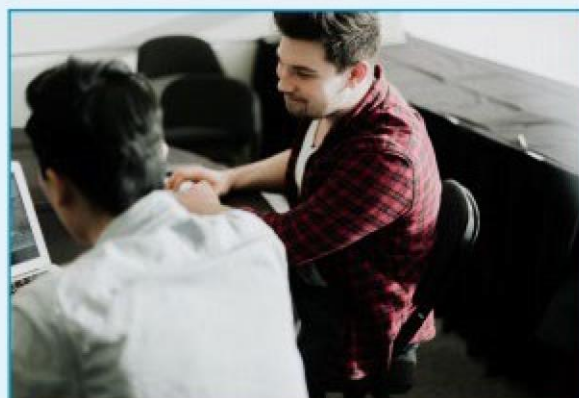
Covid-19 impact

With the current situation of the pandemic however, the Government has introduced flexibilities to Traineeships to allow for learners to continue in their training where possible. This includes an increase in the duration of the programme to 12 months and a decrease in the number of work experience hours from 100 to 70 for those who are near completion.

Who are traineeships for?

Traineeships can be suitable for:

- Individuals aged 16 – 24 years old (or up to 25 years old if they have an Education, Health and Care Plan (EHCP))
- Individuals who are looking for employment, but may have had little or no work experience
- Individuals who are qualified below Level 3 (A-Levels or equivalent), but would like to progress to this level



Source: <https://amazingapprenticeships.com/app/uploads/2020/05/Parent-Pack-May-2020.pdf>

Benefits of doing a traineeship

- Flexible delivery based on the individual's needs
- Building confidence and self-esteem
- Work experience in a supportive environment
- Help with building CV
- Interview with the company (if a vacancy is available), or an exit interview with meaningful, written feedback provided to prepare the learner for future recruitment

Where to find a traineeship:

Traineeships can start at any time during the year, so it is important that together you and your child know where to spot the best opportunities for them.

There are a few options for finding a traineeship:

- Asking a local college or training provider if they have opportunities
- For a list of organisations providing traineeships, visit: <https://www.gov.uk/government/publications/traineeshipproviders>
- Some vacancies are advertised on: www.gov.uk/find-traineeship
- If your child is between 16-18, they can get in touch with their school or college careers adviser for personalised advice



More information

For more information on traineeships, visit:

<https://www.gov.uk/guidance/traineeship-information-for-trainees>

Call 08000 150 400 for more information on traineeships

Get career advice from the National Careers Service on 0800 100 900

Source: <https://amazingapprenticeships.com/app/uploads/2020/05/Parent-Pack-May-2020.pdf>

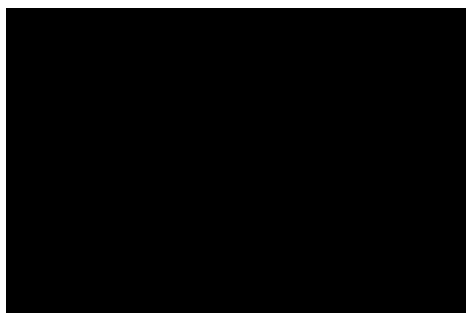


T-Levels

- T Levels came into being in September 2020
- They form part of the suite of exam/study choices beyond GCSEs
- T Levels have been designed in collaboration with employers
- One T Level is the equivalent of 3 A levels
- The content is designed to meet the needs of industry sectors
- T level courses are formed of both study and on the job experience
- T Levels accrue UCAS tariff points


To find out more about T Levels and the courses that available now or due to come online click here **T LEVELS**

[WATCH for more information on T Levels](#)



Job Search Techniques

- **Web** - Now the most common way to seek employment – There are four main ways to do this:
 - A) Engage with employment related search engines such as **Indeed**, **TotalJobs**, **Jobsite** or **GOV.UK Find A Job**
 - B) Use your browser to search for a particular vacancies in a skill, role or sector i.e. **accountancy**
 - C) Search directly for a specific employer that you want to work for by visiting their own website.
 - D) Join a staffing (recruitment) agency to be notified of or referred to vacancies. This can be done on the high street in person, or by signing up to agencies online.
- **Social media** – companies use their own social media feeds to advertise jobs and new projects. Follow companies & organisations to keep up to date about their recruitment and so you have up to date information prior to any interviews you may have come your way.
- **LinkedIn** - This a recruitment and networking application. Be sure to sign up once you are doing A levels, in college or university. Build a profile and start to make contacts. Start with teachers and professional family members.
- **Talking (YES! TALKING!)** – Have a conversation with family and perhaps friends of family; let them know you are looking for an apprenticeship or job. Very often it is who you know that gets you access to roles that are otherwise **hidden**. There is no shame in having honesty conversations and asking if people can keep an eye open for a role that might fit you in their organisation.



Aside from the web and social media there are apps like Skills2Use that can help get you prepared for interviews

The Civil Service recruits in much the same way as any other organisation but there are some differences. You'll want to do some research on the actual Department you are applying for to be sure but also take note of the following specifics:
[Success Profiles](#)

- ✓ Facial expression is KEY. Smile and being engaging
- ✓ Body Language – sit up and be attentive
- ✓ If you need to keep some key words written close by to jog your memory if your mind goes blank
- ✓ Don't be afraid to ask the interviewer to rephrase or repeat the question if you don't understand
- ✓ Ask if you can come back to a question if you really are stuck
- ✓ Be prepared to sit a test or answer some questions either before or after your interview click **HERE** . This will form part of the decision-making process and you should have been pre-notified if this is going to occur. **But be prepared just in case**



Interviews

Here's a list of questions you may be asked:

- Why do you want this job?
- Why are you the best person for the job?
- What relevant experience do you have?
- Why are you interested in working for us?
- What can you contribute to this company?
- What do you know about this company?
- What challenges are you looking for in a position?
- Why do you want to work for this company?
- Why should we hire you?

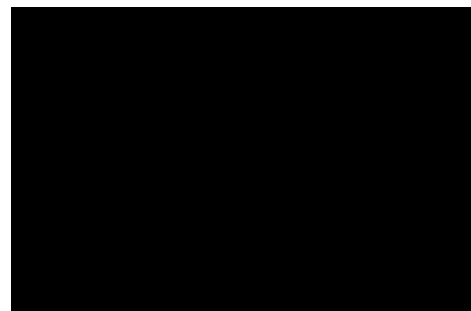


Types of Interviews

The Telephone Interview

Often companies request an initial telephone interview before inviting you in for a face to face meeting in order to get a better understanding of the type of candidate you are. The one benefit of this is that you can have your notes out in front of you.

Click [here](#) to see a video of good and bad interviews:



The Face-to-Face Interview

This can be a meeting between you and one member of staff or even two members. If you are being interviewed for a digital or design vacancy it is likely that you will be asked to take your portfolio along or show it online. Make sure your work is up to date and always test your online portfolio on all Internet browsers before turning up.

The Panel Interview

These interviews involve a number of people sitting as a panel with one as chairperson. This type of interview is popular within the public sector.

The Group Interview

Several candidates are present at this type of interview. You will be asked to interact with each other by usually a group discussion. You might even be given a task to do as a team, so make sure you speak up and give your opinion.

Competency Based Interviews

These are structured to reflect the competencies the employer is seeking for the particular job. These will usually be detailed in the job spec so make sure you read it through, and have your answers ready for questions such as "Give me an example of a time you worked as a team to achieve a common goal."

Formal / Informal Interviews

Some interviews may be very formal; others may be very informal and seem like just a chat about your interests. However, it is important to remember that you are still being assessed, and topics should be friendly and clean! Some of the biggest companies in the world may ask you come in for a talk or a tour of their building. Relax but retain a professional manner. Let them see your personality too! Click [HERE](#) for more information.

Interview Dos and Don'ts

next level, and they're becoming a regular part of the job application process for many companies. From choosing the right on-screen look to making sure all of your tech systems are a go, you'll want to be 100% ready for your TV début.

An interview is a discussion between you and an employer to find out if you can do the job. It's your chance to make a good impression. However, there are certain rules you should follow in interviews.

The Skype/Microsoft Teams/Zoom Interviews

Video interviews take the phone-screening interview to the



- ✓ Dress smartly - look bright and attentive
- ✓ Speak clearly and confidently
- ✓ Find out where the venue is beforehand - know how to get there and how long it takes
- ✓ Find out what kind of interview it will be so you can prepare
- ✓ Examine the person specification and think about what type of questions they will ask you
- ✓ Make about three or four points in each answer
- ✓ Quote real examples of when you've used certain skills - just saying you've got a skill isn't enough- prove it!
- ✓ Take your time when answering the questions: make sure you understand the question
- ✓ Prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company. If you've followed them on social media you should have plenty to ask (don't ask about money or perks just yet!)
- ✓ Get feedback on your performance, whether you were successful or not
- ✓ Turn off your mobile phone:
- ✓ Keep your answers focused on what you can do for the employer, not what they can do for you
- ✗ Don't be late
- ✗ Don't swear or use slang words
- ✗ Don't slouch in your seat or do anything that makes you look uninterested
- ✗ Don't lie: the interviewer may see through you. even if you get the job, your employer can dismiss you if they find out that you have not been honest
- ✗ Don't discuss controversial topics such as religion, politics and gender relations
- ✗ Don't criticise former employers or colleagues. interviewers may mark you down as a troublemaker and a gossip
- ✗ Don't argue with the interviewer, no matter what. Remember to keep things positive!



[Watch](#)

Watch this video on how to prepare for an interview. Above all, preparation is the key to performing well in interviews. Research the role and organisation, and prepare evidence and examples of your skills and competencies.



Source: <https://www.youtube.com/watch?v=xvpBt0MaES4>

STAR Technique

*The **STAR (Situation, Task, Action, and Result)** format is a job interview technique used by interviewers to gather all the relevant information about a specific capability that the job requires or competency.*

The STAR technique enables you to showcase your relevant experience with the interviewer in a methodical manner.

REMEMBER IT IS ALL ABOUT YOU SO “I did this” and “I did that”

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END

<http://www.RightAttitudes.com>

Which Questions need a STAR response

The questions will usually start along the lines of "tell me about a time when you", followed by competencies that have been listed on the job specification. A lot of the questions will require you to think about past work experiences you've had. For those who are applying for internships, apprenticeships or have no previous work experience, you can still talk about extra-curricular activities, what you achieved while being a member of a university society, or projects you have been involved in.

SITUATION - This is about setting the scene, giving a context and background to the situation. Your reply could in some case include details of a project you worked on, worked with, when it happened and where you were.

TASK - This is more specific to your exact role in the situation. You need to make sure that the interviewer knows what you were tasked with, rather than the rest of the team.



ACTION - This is the most important part of the STAR technique, because it allows you to highlight what your response was. Remember, you need to talk about what you specifically did, so using 'I' rather than team actions.

RESULT - The result should be a positive one, and ideally one that can be quantified. Examples include repeat business, an increase in sales by 15% or saving the team 5 hours a week. The interviewer will also want to know what you learnt from that situation, and if there was anything, you'd do differently the next time you were faced with that situation.

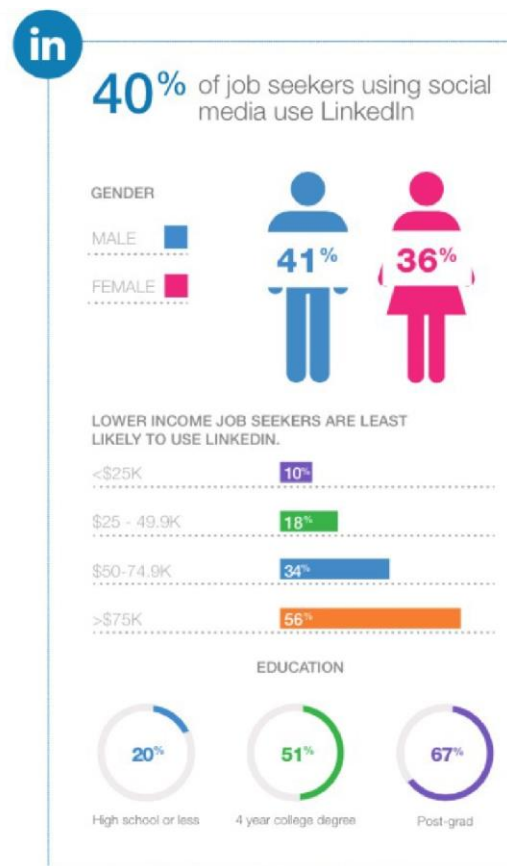
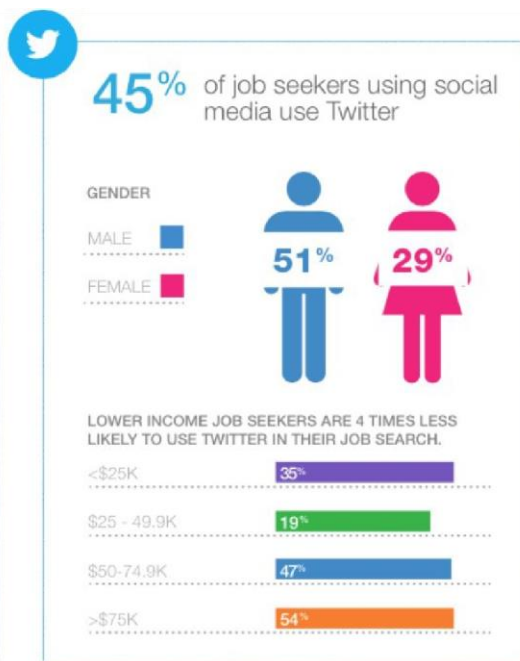
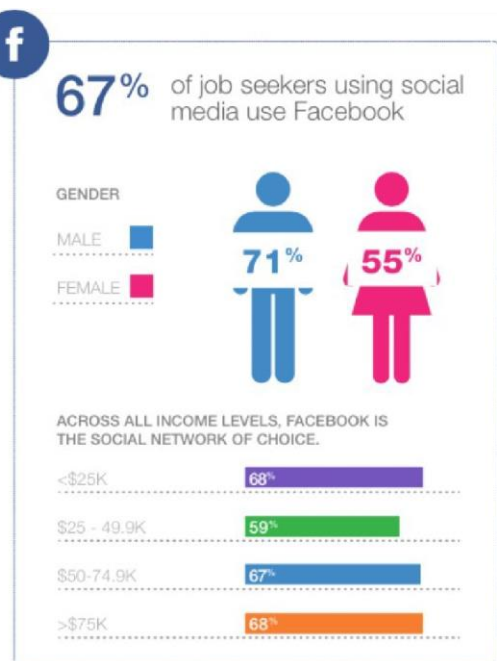
Review the top 10 interview questions you'll most likely be asked at a job interview, plus the best answers. Also, review the other questions you may be asked, so you're prepared to ace the interview.

1. What is your greatest strength?
2. What is your greatest weakness?
3. Tell me about yourself.
4. Why should we hire/employ you?
5. What are your expectations for this role?
6. Why are you leaving or have left your job?
7. Why do you want this job?
8. How do you handle stress and pressure?
9. Describe a difficult situation / project and how you overcame it. What challenges did you face?
10. What are your goals for the future?



Try a mock interview with hints and tips here:
<https://www.myworldofwork.co.uk/myinterviewtool>

Social Media



While **Facebook**, **Twitter**, and **LinkedIn** are still the favorites for social job seeking, new channels are encroaching on their territory.



Social Media Job Searching



- Check security settings on all of your social media accounts.
- Google yourself and see what appears...
- Would you like a potential employer to see all what you have shared with the world?
- Ensure you have a strong and positive online presence.
- **70% of employers** stated that they found something positive on a profile that lead them to invite them in for an interview.
- Your social media can get you or lose you the job!

Watch this video to learn about your [digital footprint!](#)



Examples of social media platforms that are useful to use when job searching:



Twitter – You can interact with businesses, brands and issues, allowing you to show an interest in a career with them. Follow specific companies and organisations. Even try tweeting /Direct Messaging for information. For example, go to @JCPIInSthLondon search for #JCPIInSthLondon.



Facebook – Used regularly to promote vacancies via company pages or dedicated Groups that advertise jobs in specific industries or geographical areas.

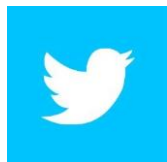


Instagram – Pretty much an advertising platform but worth keeping an eye out as local and multinational firms love to flex on Insta.



LinkedIn –Link with people! Start with family, teachers, tutors and so on. Ask questions, have conversation, let users know what you are planning career wise and see what advice or openings come your way. If you are 16 plus, then get involved!

How to advertise yourself on social media



Twitter – Whilst you may only have 280 characters to post a Tweet, some of what you publish to the world you may not want to be seen by an employer. However, here's an easy way to overcome this when job searching – Pinning a descriptive tweet to the top of your profile. This can be a selling point to a recruiter or employer looking at your profile, and it more likely to detract way from the other Tweets on your profile.



Facebook – Many believe their Facebook profile to be their most private social media platform of use, from your opinion on various world matters to a night out on the town, your Facebook profile can say **A LOT** about you. Therefore it is best when job searching to adjust your profile's privacy settings to ensure that employer's do not see something that could give the wrong impression. Bear in mind a private setting might lead an employer to wonder what you are hiding; it's a balancing act.



Instagram – Search out a feed and give it a follow for a while



LinkedIn – This is where the recruitment action is. You build a profile and begin to network. Upload your CV, outline achievements and hobbies. Post news article or things you've done at school, college, work or home that you feel recruiters will be interested or impressed with.

LinkedIn Profiles

This is probably the best platform to present yourself in the most professional manner, and to view it as your online CV as opposed to your typical social networking site. Make sure you have a professional photo; Use your profile to describe all your qualifications, skills and experience making yourself look as attractive to recruiters and employers as possible.



Watch

Watch this video on how to build a LinkedIn Profile



Source: <https://www.youtube.com/watch?v=t2ZzSRQbmTM>



○ Access to Work – Making work possible

What is Access to Work (ATW)?

- Access to Work is a grant that supports people with a health condition or disability.
- It provides individual practical support and advice to help to overcome barriers at work
- It helps people with all types of disabilities, including Mental Health conditions.
- Access to Work grants may help with additional costs beyond “Reasonable Adjustments”

▪ What could Access to Work pay for?

- Special equipment or adaptations
- Travel support to work for those who cannot use public transport which may include taxis
- A support worker or job coach to help in the work place
- An Access to Work Mental Health Support Service for people who are absent from work or experiencing difficulties with their wellbeing
- Disability awareness training for colleagues
- Communication support at a job interview or in the work place
- The cost of moving equipment following a change in location/job
- **Who can get help?**
- To be eligible for Access to Work, people can apply who:
- Have a disability or health condition that affects their ability to work
- Are aged 16 or over
- Are in or about to start paid work in England, Scotland or Wales
- **Work**
- One of the following must apply:
- Have a paid job
- Be self-employed
- Have a job interview
- About to start a job or work trial
- Starting work experience
- Customers can check their eligibility online using the Access to Work gov.uk information page



- You can apply for Access to Work online or by phone;
- <https://www.get-disability-work-support.service.gov.uk/apply/condition>
 - **Access to Work helpline**
 - Telephone: 0800 121 7479
 - Textphone: 0800 121 7579
 - [Relay UK](#) (if you cannot hear or speak on the phone):
 - 18001 then 0800 121 7479
 - Monday to Friday, 9am to 5pm
 - **British Sign Language (BSL) video relay service**
 - To use this you must:
 - first [check you can use the service](#)
 - [go to the video relay service](#)



- Today's school leavers face a plethora of choices. Not every school has the resources to help each student find the way to their dream career.
- Uptree offers the free careers programme your students need. We can help them meet leading employers, feel inspired about their career paths, find apprenticeships and get started on the road to professional success.
- Our school partnerships focus primarily on students aged 16-19 to support them as they face these choices, while our educational resources are also beneficial for our growing alumni network and under-16 educators.
- Have a look at us on <https://uptree.co/>



○

○

<https://youtu.be/jm5BvsqJE08>

Resources

Careers Advice

- www.allaboutschoolleavers.co.uk - a fantastic resource for not only finding apprenticeships but giving you top 100 employers, a careers test and reams of advice on routeways in to work, higher education and more
- www.fasttomato.com/ - careers guidance for 12 - 18-year olds. THE place to be!
- www.nationalcareers.service.gov.uk
- www.jobhelp.campaign.gov.uk
- <https://www.youthemployment.org.uk/>
- www.notgoingtouni.co.uk - covers everything you want to know if you don't want to go to university it's the website for those if you fancy a gap year or taking a completely non-uni route.
- <https://creativeaccess.org.uk/>
- www.getmyfirstjob.co.uk
- www.thecompleteuniversityguide.co.uk/open-days
- www.ukuniversitysearch.com -This is for Apprenticeship and Uni route ways.
- <https://www.ucas.com/apprenticeships-in-the-uk>- this site allows you to consider your options when you've turned 16. Covers ALL aspects of career choices and navigating the study/work waters. Degree Apprenticeships information available.
- <https://www.myworldofwork.co.uk/myinterviewtool> - test your interview skills
- [Parent's Pack July - Amazing Apprenticeships](#) - deals with some of the key issues, as identified by parents and carers, around Covid-19. It includes practical articles and helpful activities that parents and carers can work through at home with their child.
- [A series of live webinars are available on catch up](#) . - Over 1,000 people have already accessed this useful content! Forthcoming webinars cover ways to help students boost employability skills during lockdown, how school subjects link to apprenticeships and more.
-

If you need further support contact: SouthLondon.SupportForSchools@DWP.GOV.UK and CC your teacher into every email, or, contact the National Careers Service via their [web chat](#)



- [Ofqual publish final plans for exam alternatives this summer](#) -On 22 May, Ofqual published the final plans for awarding results in GCSEs, AS and A levels, other general, vocational and technical qualifications. To help navigate the approach for qualifications this summer, they launched a [new interactive tool](#). The tool allows learners, and the users of these qualifications, to understand what's happening with the qualifications which matter to them. In addition also [launched a consultation on arrangements for an autumn exam series for GCSEs, AS and A levels](#). The full story- including updated guidance for teachers, students, parents and carers along with other resources can be found at <https://www.gov.uk/government/news/exceptionalarrangements-for-awarding-qualifications-this-summer>
- Need help to purchase a reconditioned Laptop or tablet: [Get Online @ Home](#)

All Things Apprenticeships

- Follow @Apprenticeships [#Fireitup](#)
- [Amazing Apprenticeships Ask Virtual Support](#)- The ASK programme has been re-modelled so apprenticeship support can be accessed digitally by students, teachers, parents and carers - providing a safe alternative to face-to-face support. When you're ready, request support online [here](#).
- www.gov.uk/topic/further-education-skills/apprenticeships
- <https://www.apprenticeships-jobs.co.uk> - Search for suitable positions, register your interest.
- <https://www.apprenticeshipguide.co.uk/case-studies/> - Look at real life Apprentices experiences.
- <https://www.careerpilot.org.uk/information/apprenticeships/finding-an-apprenticeship>
- <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
- www.apprenticeshipguide.co.uk/vacancies/
- www.gov.uk/topic/further-education-skills/apprenticeships
- www.apprenticeships.qa.com/vacancy-search
- www.careersworld.co.uk/
- www.nationalapprenticeshipshow.org



- www.nationalapprenticeshipevents.co.uk
- www.careersinspiration.co.uk - Engineering & Technology Apprenticeships
- www.theapprenticeshipconference.co.uk
- [Apprenticeship Standards](#)

Our Team

Julie Dunn, Sharon Newell, Ian Birthwright

Firstly, we would like to thank all of the students, parents, teachers, careers leads, schools and colleges for working with us over the past calendar and academic year. We realise what a traumatic and stressful time it has been for you all, especially when still trying to give high quality education and careers to all our young people. Thank you all for allowing us to continue to contribute.



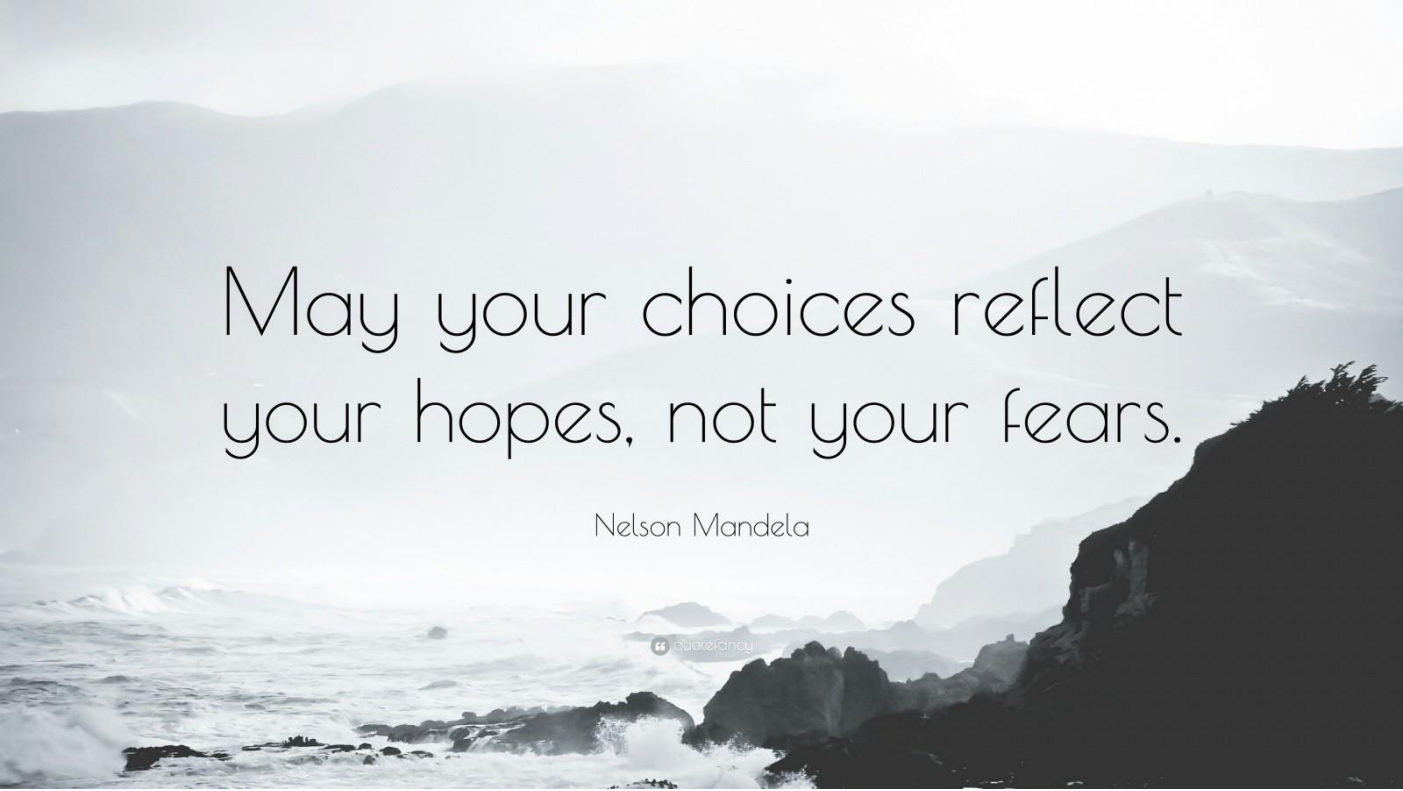
Through our Support for Schools Programme, this academic year so far, we have been fortunate enough to support 22 schools and consequently 2858 students throughout the nine Boroughs of South London that we work within.

If you would like to talk with us about supporting your school please email:

ian.birthwright@dwp.gov.uk

Julie.I.dunn@dwp.gov.uk

Sharon.newell@dwp.gov.uk



May your choices reflect
your hopes, not your fears.

Nelson Mandela

“quotezany”