



OSH

OLD SWINFORD HOSPITAL

Applications Information Booklet

Remember - there isn't just Plan A....

It's important students don't put all their eggs into one basket. They can make one UCAS application for 5 universities, but that doesn't mean that should be there only plan:

Option 1: *Degree in a fully vocational subject e.g Dentistry or Medicine*

Option 2: *Degree in a semi-vocational subject e.g Computer Science or Modern Languages*

Option 3: *Degree in an academic subject e.g History or Maths*

Option 4: *Joint combined or multi-disciplinary degree e.g. History and Spanish*

Option 5: *Degree with a year in industry e.g Management Studies at Lancaster*

Option 6: *Degree with sponsorship e.g Royal Navy or Ernst and Young*

Option 7: *Private sector degrees e.g New College for the Humanities, London*

Option 8: *Two year degree, Foundation Degree or HND e.g 2-year LB Law degrees*

Option 9: *Private sector Level 4 Diploma course e.g Fashion Retail Academy, London*

Option 10: *Degree at a European university*

Option 11: *Degree at a university in another continent*

Option 12: *UK University with overseas campus*

Option 13: *UK University with a year abroad*

Option 14: *Degree at university in the USA*

Option 15: *University/Employer Partnership Degree e.g Airbus @ Bristol UWE*

Option 16: *Salaried School Leavers Programmes e.g Deloitte: 5-yr BrightStart scheme, 300 pts for Audit/Tax*

Option 17: *Higher Apprenticeships e.g Civil Service Fast Track: Business Admin/IT/Finance - London & 20 other locations*

Option 18: *Other Post A Level Apprenticeship Options e.g HSBC: Global Markets Operations; London*

Option 19: *Post A Level Apprenticeships Overseas e.g International Business Academy Ltd in Germany*

Option 20: *Advanced Apprenticeships*

Option 21: *Other local Apprenticeships*

Option 22: *Hidden Job market*

Option 23: *Armed and Emergency Services*

Option 24: *Self-Employment*

Option 25: *Unpaid work*

Option 26: *One year course*

Option 27: *Other full-time courses*

Option 28: *Gap Years in the UK*

- *Paid Gap Year schemes e.g Deloitte Scholars, Year in Industry*

- *Paid employment*

- *Volunteering*

- *Full or part-time study*

- *A mixture of the above*

Option 29: *Gap Years abroad*

- *Volunteer schemes throughout the world*

- *BUNAC or Camp America*

- *Travelling*

- *Study Schemes*

- *A mixture of the above*

Option 30: *Do Nothing at first*

May still happen as a consequence of various factors like:

· *Domestic constraints (like caring for a family member, financial difficulty, illness)*

An OSH Parent Guide to...

unifrog

Exploring pathways

Careers library
✓ Careers favoured
[Go to tool >](#)

Subjects library
✓ Subjects favoured
[Go to tool >](#)

Know-how library
✗ Guides favoured
[Go to tool >](#)

MOOC
You have 1 shortlist
[View shortlist](#)
[Start >](#)

Searching for opportunities

UK universities
You have 22 shortlists
[View shortlists](#)
[Start >](#)

US universities
Make your first shortlist
[Start >](#)

European universities
Make your first shortlist
[Start >](#)

Oxbridge
Make your first shortlist
[Start >](#)

Apprenticeships
You have 9 shortlists
[View shortlists](#)
[Start >](#)

College / Sixth Form
Sorry, your school doesn't yet have this tool

Canadian universities
Make your first shortlist
[Start >](#)

Asian universities
Sorry, your school doesn't yet have this tool

Australian universities
Coming soon

Recording what you've done

Activities
✗ Started
✗ Recorded at least 10
[Go to tool >](#)

Competencies
✗ Started
✗ Completed all 7
[Go to tool >](#)

Interactions
✗ Missing 17 Interaction types
[Go to tool >](#)

Drafting application materials

UK Personal Statement
✓ Subject added
✗ Started
✗ Character count
✗ Marked as finished
[Go to tool >](#)

Teacher References
✗ History
Predicted grade:
✗ Overall Reference
[Edit >](#)

CV / Resumé
✗ Write CVs perfectly tailored for the roles you want
[Start >](#)

Making applications

Post 18 Intentions
✗ Plan A: UK University
Plan not finished.
✗ Plan B:
Plan not finished.
[Start >](#)

Locker
Add your first item
[Go to tool >](#)

Applications list
Add your first application
[Go to tool >](#)

Common App Essay
✗ Prompt chosen
✗ Started
✗ Character count
✗ Marked as finished
[Go to tool >](#)

US recommenders
Sorry, your school doesn't yet have this tool

An OSH Parent Guide to... UCAS

Now that the universities have received your course choices, they will either make you an offer to attend or they will reject your application. You can use UCAS Track to trace the five courses that you applied to. You would have been given a link to this on the receipt email from UCAS – when they received your full application. Any updates to your UCAS status will be explained in detail on Track, and you should monitor this daily.

[Using Track - YouTube](#)

Types of Offers

- Conditional Offer - as the name suggests, your offer is subject to specific conditions. These will be specific grades that the university requires or a specific total point score (from the tariff points - guide below)
- Unconditional – very unusual to receive one of these so do make sure to check the conditions of the unconditional offer. Often you can attend this university, regardless of your grades, but only if you choose them as your first choice. Please do read the small print.
- It is possible to have an unconditional as your insurance offer. You are then guaranteeing yourself a place at university, as long as the unconditional offer does not specify my point above

A level and Advanced VCE
Official title: Advanced GCE and Advanced VCE

Grade	Tariff points
A*	56
A	48
B	40
C	32
D	24
E	16

Once you have heard from all five.....

This is the time when you can choose your top two. Your 'firm choice' and your 'insurance choice' are your top two universities. These are the universities that you are requesting to hold your place until results day. Always make sure that your insurance place has lower grades than your firm.

Please ensure that you make these two choices before the deadlines shown on UCAS Track, otherwise you will lose out on all of your offers.

Firm choice – this is your first choice and should be the university that you would like to attend the most

Insurance choice – this is your back-up. This needs to have a lower grade requirement than your firm choice, in case you do not achieve your predicted grades. You would still be happy to attend this option.

Things to consider before making your final decision:

- Which is your favourite course?
- Transport? How will you get there and back?
- Social life in the area?
- Accommodation – cost and location
- Take a look at this useful link [First and insurance university choices explained - The Uni Guide](#)

Timing

It is likely that universities may send out accommodation information prior to your decision deadline.

This should not pressurise you into making your firm and insurance choices any quicker.

Reply dates

These are based on when we get the last decision in from your unis or colleges. **Check your application to see your personal deadline.**

- If you receive your last decision on or before **18 May 2023**, your reply date is **8 June 2023** (except if you're using Extra to find a place).
- If you receive your last decision on or before **12 July 2023**, your reply date is **17 July 2023** (including Extra choices).

An OSH Parent Guide to... UCAS

Once you have confirmed your choice, accommodation information will be sent out sooner than you think. Always make sure you check your junk emails as information is often sent by an individual member of staff at a university, and may not be accepted into your inbox.

Student Finance

It is up to you and your family to apply to student finance. The main window for applications is February to May, so you should be able to start the process immediately. Please do not worry if you are asked to provide the name of the university you plan to attend. If you have not as yet made your choices, this will not affect your application. You can use any university name here, but if you do know which one is likely to be your firm choice, then use it!

Please consider the link below, as this proves as an interesting read.

[Student finance in England - Everything you need to know \(ucas.com\)](#)

Applications for 2023 to 2024 are open and the deadline is 19th May 2023.

The main website for student financial advice, details and application information is via this link:

[Student finance: getting it right first time – Find all our latest guidance for students, parents and partners on student finance and how to get it right first time in the academic year 2021 to 2022. \(campaign.gov.uk\)](#)

What if I have no offers?

If you receive no offers, you can still be considered through UCAS Extra. This service will be made known to you by UCAS, who will recognise your situation and make contact.

- If you receive an offer, reply, and subject to meeting entry requirements, you're are in!
- If you're not offered a place you can search for other courses and add another 'Extra' choice.

If you don't get the offer you want in Extra, don't worry – you can still use [Clearing](#) to add another choice.

“Always check your emails. Every single day. Universities send a variety of information to you that may not arrive in your normal email inbox..... always check”.

An OSH Parent Guide to...



Assuming that parents are supportive, this can be a really sensible choice if you are unsure about what you want to do post-18, or just don't feel ready for the next step, particularly if it involves leaving home.

If you have applied to university but subsequently decide you would like to take a gap year, for most courses it is possible to defer for a year. You will need to contact your university admissions team to discuss.

Equally, if you are hoping to secure an apprenticeship but find this difficult due to the challenges of a post Covid-19 job market, you may want to take a year out to gain some experience ahead of applying again as opportunities arise – remember, apprenticeships become available throughout the year, not just in September. If you are feeling adventurous, there are lots of organisations that will help you to undertake volunteering abroad. Some will have a small cost which is often covered by fundraising, others may be free on the basis you are completing projects on arrival.

There is further information on gap years on the UCAS website: <https://www.ucas.com/alternatives/gap-year/gap-years-ideas-and-things-think-about>

A gap year is an incredible opportunity to explore, save money and learn new skills, but only if you make use of your time effectively. Here are 5 tips for making the most of your gap year:

1. Half work, half play

A gap year shouldn't be viewed simply as a year off. It is an opportunity to equip yourself with skills desirable to employers, as well as doing once-in-a-lifetime activities. To maintain a balance between the two, divide your gap year into things you want to experience and things you want to achieve.

Split the year in half or into thirds. You can spend half the year working, and then go travelling. If you don't want to travel, you can spend a third of the year gaining work experience, another third earning and saving money then learn a new skill or study for the remainder. This method will ensure you have a year full of a variety of experiences.

Whatever you plan to do, it is wise to divide your year up as soon as possible to avoid drifting through the year without fully achieving or completing anything. Sticking to a plan shows employers you can be committed and driven when required, as well as giving you a sense of achievement once your year is up.

2. Don't be afraid to go it alone

The idea of planning a whole year alone can seem daunting. It can appear far easier to pay a company a fee to assign you to a volunteering/teaching course abroad - but this is not always the best idea.

It's possible to volunteer and work abroad on-the-go whilst travelling, rather than being stationed in one place. By planning your own gap year, you will develop skills such as: organisation, responsibility, timekeeping, independence and potentially even leadership if travelling with friends.

Being flexible and adaptable allows you to say 'yes' to multiple experiences on your gap year; being beholden to someone else's rigid structure is the downside of giving up the hassle of planning. Peter, now aged 21, says, "The best memories I have of my gap year almost always come from the spontaneous and unplanned things we did".

Researching potential things to do in your gap year will ensure that you find experiences that are best suited to you, rather than following a traditional gap year formula.

This advice doesn't just apply to those wishing to travel. Don't be afraid to think outside the box when deciding how best to spend your time. Learn a language, support a local charity, enroll in a college course, start a blog; there is plenty of new experiences to be had from home so do your research alone to find exactly what appeals to you.

So plan, think and research. It is fun in itself.

3. Trial potential careers

People often take a gap year because they aren't sure what to do next. This is far more sensible than jumping into a course/apprenticeship you aren't sure about, but only if you use the year to try and gain more clarity.

The best way to do this? Work experience.

If you can't do the exact job you are interested in, take on a small job within that industry or offer to work unpaid for a short period of time. For example, if you are interested in becoming a film director try to shadow one. If that isn't possible, opt to be an assistant on set. This will give you a real taste of the work environment. You will quickly know if that industry is for you.

It's perfectly possible that you will hate your work experience, but even this is worth it! You will have saved yourself a lot of time, cost and effort in the long run. Abbie, 19, said, "I wanted to go into wedding planning, but after my work experience I knew it would be too stressful and just wasn't for me, it stopped me taking a course in Event Management just in time!"

4. Consider your course

Not all courses encourage students to take gap years. Maths departments, for example, tend to view them as negatively interrupting studies.

If you are desperate to take a gap year but want to study a subject where deferred entry is not accepted, ensure that you are doing things which will help you maintain the standard you achieved through A Level/BTEC/IB. For instance, it would be extremely beneficial for someone interested in studying French to travel to a French speaking country, whereas travelling to India could seem pointless and ill-thought-through from a university's perspective.

Tip:

If applying for Deferred Entry, always explain how you plan to make your gap year relevant to your future studies in your Personal Statement. This will help your admissions tutors believe that you are committed to your chosen course in the long term.

5. Plan money first

The easiest mistake to make is poor financial planning. When travelling, it is easy to ignore money and suddenly find you're in a great city but unable to do much at all.

You might want some flexibility within your plans, but have a basic outline of your trip, and have booked your flights home. It is not unheard of for people to actually have too little money to get back home after travelling. Decide on the amount you want to spend either per day or per week, rather than per month.

Research the cost of living in these far flung places. Do not assume that the cost of food, hotels or hostels will be the same as back home. Make sure you always have a financial safety net. Travelling throws unexpected events at you, so making sure you always have enough money for somewhere to stay and a hot meal is crucial.

Tip:

Medical bills in foreign countries can often be incredibly high so always ensure you have paid for health insurance before your trip, in case of a medical emergency.

If you aren't travelling, don't underestimate how much you will appreciate your savings once you arrive at university; it will put you in a position other students will envy. Often the company you worked for will be happy to invite you back in future holidays or, if you have worked for a large company with multiple branches, you might be able to continue that job in your new city if you move away to university.

An OSH Parent Guide to...



Apprenticeships

What Apprenticeships are...

There are several types of apprenticeship.

- Traineeship: Level 1 or Level 2 (equivalent to GCSEs or below). Unpaid but you gain skills and qualifications.
- Intermediate: Level 2 (equivalent to GCSEs).
- Advanced: Level 3 (equivalent to A-levels).
- Higher: Level 4 and above (equivalent to Foundation degree and higher). See next page
- School Leaver Programme: Some large employers run their own bespoke training programme which recruit school leavers. These employers include KPMG and PwC.
- Degree apprenticeship: As well as working on the job, you study for a degree. You earn from day one and your tuition fees are paid by the employer. (*Unifrog, 2019*) See next page

Where I can find them...

Apprenticeship opportunities operate like job vacancies and have different windows of entry. So for example, some of the most competitive degree apprenticeships in business open their windows in the Autumn. Some opportunities won't open until the Summer of Year 13. You can use the Apprenticeships tool on www.unifrog.org to find examples of current opportunities, as well as <https://www.gov.uk/apply-apprenticeship>.

Difficulty...

Apprenticeships applications are more demanding than applying to university. There will certainly be the requirement to provide a CV, a cover letter and potentially another application form. In addition, there can then be multiple interview rounds. Added to that, competition for places is high e.g. the National Grid Schools Leavers Programme had 110 applicants for every 1 place.

How I can support my child's application...

Use your own employment expertise and contacts to see what is available in the hidden job market. Get a CV ready quickly and checked in case an opportunity arises. At the sixth form, we run practice interviews but there is never such a thing as too much practice.

An OSH Parent Guide to...



Degree Apprenticeships

Having a degree is a requirement for an increasing number of professions and graduates can expect to earn considerably more than non-graduates (in 2019, graduates earned on average, £10,000 pa more than non-graduates). Securing your degree through an employer means that you will be working whilst studying. This is hard work, **and is certainly not the easy option**, but is a very good decision if you are confident about your future career path and you don't mind missing out on the university experience. Salaries are at entry-level, but employers are also paying the cost of your degree course. Some will also offer subsidised accommodation or travel if you need to relocate for your work. As your employer has invested in your degree, you will be expected to remain with your employer for the duration of your studies, and a number of years following this. If you leave, they would be entitled to ask you to pay the cost of your degree. As you are working at the same time, it will take typically 4-5 years to secure your degree rather than 3 years.

You will spend approximately 80% of your time working, with 20% set aside for study – this may be on a university campus. Degree apprenticeships are advertised through employers, and you will have to complete a rigorous selection process to be successful. They are highly sought after, and very competitive. You will need top grades, as well as be able to demonstrate personal experience and qualities that make you stand out from other applicants. All employers who offer Higher Apprenticeships are government approved, and subject to stringent checks to monitor the quality of the training.

There is also more information on Degree Apprenticeships on both UCAS and Government Apprenticeship websites:

<https://www.ucas.com/understanding-apprenticeships/what-types-of-apprenticeships-are-there/degree-apprenticeships>

<https://www.gov.uk/apply-apprenticeship>

Higher Apprenticeships

These are full-time jobs with a study element – typically a 30-hour working week, plus a day of study toward professional qualifications through an approved awarding body. Any tuition fees are paid by your employer but, as with degree apprenticeships, you must commit to remaining with your employer, so you need to be 100% sure about the sector you are entering before you apply. Degree apprenticeships are advertised through employers, and you will have to complete a rigorous selection process to be successful. They are highly sought after, and very competitive. You will need good grades, as well as be able to demonstrate personal experience and qualities that make you stand out from other applicants. All employers who offer Higher Apprenticeships are government approved, and subject to stringent checks to monitor the quality of the training.

There is also more information on Higher Apprenticeships on both UCAS and Government Apprenticeship websites:

<https://www.ucas.com/understanding-apprenticeships/what-types-of-apprenticeships-are-there/higher-apprenticeships>

<https://www.gov.uk/apply-apprenticeship>

The rights of an...



Your working hours

If you're under 18, you shouldn't be expected to work for more than an average of 40 hours each week, over a period of 17 weeks.

If you're 18 or over, this limit increase to 48 hours.

You're also entitled to at least one 20 minute break for every 6 hours that you work, and at least 11 hours off in between shifts

As an apprentice, you're entitled to:

A salary

This should at least match the minimum wage rate for apprentices (if you're in your first year of employment or aged under 18), or the National Minimum Wage (if you're more than a year into your apprenticeship or aged 18 or over).

Holiday pay

You're entitled to at least one and a half days' paid holiday for every month of your training, and you will also get bank holidays. You also have the right to at least 24 hours free from work each week, or 48 hours free in two weeks. This increases to 48 hours free from work in a week if you are under 18.

Sick pay

There are two types:

Company sick pay

Some companies choose to offer a sick pay scheme that is more generous than Statutory Sick Pay (below). A typical sick pay scheme usually starts after a minimum period of employment (for example, a three month probational period). You would then receive your normal pay during the period that you are off work due to illness, up to a certain number of days or weeks.

Statutory Sick Pay (SSP)

If your employer doesn't offer company sick pay, you're entitled to SSP. The limit is usually 28 weeks in a three-year period. To qualify, you must:

1. Have four or more consecutive days of sickness (including Sundays)
2. Notify your absence to your employer
3. Give them evidence of your illness, such as a doctor's certificate

Parental rights

These include maternity leave, maternity pay, paternity leave and paternity pay. For more details on your parental rights, [click here](#).

The rights of an...



Other things to consider

Before you start your apprenticeship, make sure you know the answers to the following questions. Most of them should be found in your Apprenticeship Agreement but, if not, ask your employer/training provider directly.

1. The role of your training provider:
2. How much time will you be spending with your training provider over the duration of the apprenticeship?
3. How many hours per week are you expected to be in class for?
4. How many hours are you entitled to be taught?
5. The role of your workplace mentor:
6. Who will your mentor be and what role do they have in the company?
7. Have they mentored apprentices before?
8. How much time will be dedicated to one-to-one support/guidance from them?

What to do if you're not satisfied with your apprenticeship

As with any job, there's a small chance that you will feel unsatisfied with your apprenticeship. Perhaps the role won't be what you expected, or maybe you won't feel supported by your colleagues. If this is the case, try to bear with it a little longer, as it's possible that you just need a little more time to settle in and adjust. In the meantime, try to figure out exactly why you're unhappy.

Once you have a clear idea of what you would like to improve, be brave and approach your training provider (if it's a training issue) or mentor (if it's a workplace issue). It can help to write down exactly what is bothering you before you do this. Don't worry about approaching them – if it's a serious issue, there's a good chance that another apprentice has had a similar concern. It's in everyone's best interests to keep you happy, and they should be able to offer support and advice to help you.

An OSH Parent Guide to...

Employment



Public Services

Police Force

There are lots of different routes to access a career with the police.

You can either join their 3-year degree apprenticeship at post-18 (Professional Policing Degree) or continue to university and join at post-graduate level having already obtained this degree.

As a police officer, you will be expected to take responsibility for developing your own skills, and ensuring that your fitness levels are maintained as the work can be demanding, both physically and mentally.

There is further information on joining the Police on the website below:

<https://www.joiningthepolice.co.uk/ways-in-to-policing>

Fire and Rescue Service

The process of joining the Fire Service varies according to where you live, and is quite complicated (see link to website below). It is a very rewarding career with a continuous training programme by attending lectures, exercises, practical training sessions and other forms of training to maintain competence levels.

As a fire officer, you will be expected to take responsibility for developing your own skills, and ensuring that your fitness levels are maintained as the work can be demanding, both physically and mentally.

As part of the application process, you will need to pass a fitness test. Although slightly less onerous than in the past, this is still rigorous and you will need to get fit to pass the test.

There is further information on joining the Fire and Rescue service on the website below:

<http://www.fireservice.co.uk/recruitment/>

Armed Forces

There are wide variety of post-18 apprenticeships routes into the armed forces.

You can apply post-18 with your Level 3 qualification and receive further training once enrolled, however to progress to the higher ranks you will require a degree, so you may need to go to university dependent on your career goals.

For all of the forces options, as part of the application process you will need to pass a fitness test. This is rigorous, and is a stumbling block for many applicants so ensure you get fit before you apply – and then stay fit as you will be continually assessed

If you are interested in joining any of the armed forces, I would strongly recommend researching different apprenticeship pathways using the links below.

Army: <https://www.army.mod.uk/careers/>

RAF: <https://www.raf.mod.uk/recruitment/find-your-role>

Royal Navy: <https://www.royalnavy.mod.uk/careers/joining>

An OSH Parent Guide to...

Employment



How to write a Cover Letter

Step 1 – Read the job/apprenticeship description

Yep, we know this one seems a bit obvious, but when we say ‘read’ we really mean dissect. Figure out exactly what these guys want from their ideal applicant. If you’re lucky, they’ll have provided a handy bullet point list. If not, just highlight key words and create your own. Have a go with this one:

Wanted! Animal care assistant for Hogwarts School of Witchcraft and Wizardry

Due to an unfortunate incident, we’re now on the lookout for a new animal care assistant. The role is a varied one, but general duties will include feeding, grooming and training magical creatures, purchasing food and occasionally taking a large but cowardly boarhound named Fang for his evening walk.

One or two of the animals can be a little tempestuous at times, particularly our young female Norwegian Ridgeback dragon, so this job is not for the light-hearted and you’ll need to be quick on your feet. The animals won’t always behave how you want them to, so resilience is also a must. Finally, our head gamekeeper likes to keep the animals on a very strict diet and exercise schedule, so we need someone with good organization skills. This position is open to anyone with the right skills and we won’t discriminate against muggles, although naturally we’d prefer applicants with relevant experience and a genuine passion for animal care.

Wage: 62 galleons, 4 sickles / week

Hopefully, your list will look a little like this one:

Resilience, Strong organisation skills, Quick on feet, Experience with animals and a genuine passion for animal care

Step 2: Answer these three easy questions

1. Why do you want to work (or complete an apprenticeship) with this company?

Do your research. Have a rummage through the company’s website, blog and social media channels to find out what they’ve been up to recently, what they care about, and what makes them stand out from the rest. If you’re going for an apprenticeship, you might want to mention something specific about the training programme they offer.

E.g. Having thoroughly enjoyed volunteering with animals for the past three months, I now want to broaden my experience by working with some of the world’s rarest magical creatures. Hogwarts, with its impressive range of beasts and reputation for excellent staff training, seems like the perfect place to do this.

This section doesn’t need to be long, but it does need to be relevant and personal to you.

2. Why do you want this particular job/apprenticeship?

Again, start with some research. If it isn’t clear on the job or apprenticeship description, find out exactly what this role will involve and be honest about why you want to pursue it. Unifrog has some great guides to specific roles in the Careers Library, and the National Careers Service is another good source.

An OSH Parent Guide to...

Employment



How to write a Cover Letter (continued)

E.g. I believe that working with animals is challenging and rewarding in equal parts. Through my volunteer experience with Dogs Trust, I've found that each animal has its own quirks and demands. Getting to know these traits and using them to provide good care has been challenging; however, I find nothing more rewarding than watching a young, rebellious puppy grow into a well-behaved, healthy and happy adult. The animal care assistant role at Hogwarts will allow me to put these skills into use in a much more challenging environment and I think the rewards will be equally amazing.

3. What makes you the best candidate for this job/apprenticeship?

This is the most important section, so spend some time on it. It's also where the list you created earlier will come in super handy. Think about how you can demonstrate each one of the points you listed. Remember, you need to provide examples as evidence – they won't just take your word for it.

E.g. My strong organization skills were tested when planning a fundraiser walk to the top of Ben Nevis. The walk itself was very challenging because of unexpected weather and I helped my team to overcome many setbacks, which I believe shows my resilience and ability to deal with challenging work environments.

Step 3: Add a beginning and an end

The beginning of your letter should outline why you're writing –

E.g. I wish to apply for the position of 'Animal Care Assistant', which I saw advertised in the Daily Prophet last Thursday, and I enclose my CV for your consideration.

The end of your letter should outline what you hope to be the next step –

E.g. I look forward to discussing this role with you at an interview...

Step 4: Get the formatting right

The hard bit is over! Now you've just got to make it look good:

Make sure the cover letter is no more than one page in length

Use the formal business letter layout for your country. If you're in the UK, use 'Dear Sir/Madam' and 'yours faithfully' if you don't know who you're sending it to, or 'Dear Mr / Ms [name]' and 'yours sincerely' if you do. Include addresses if using a word document (rather than email) – see an example here.

Give your letter a title or subject line, e.g. 'Re. application for position as animal care assistant'

Proofread your letter and make sure you check for any spelling, punctuation or grammar errors. Don't rely on computer spell checks – they miss stuff out. Ask a friend or family member to double check it.

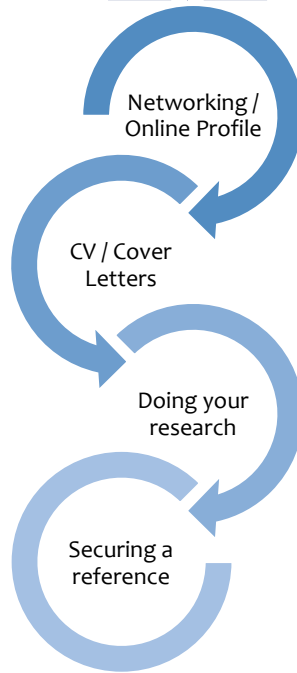
Use a plain type face – Ariel size 11 is very common for formal letters. Whichever you choose, make sure it matches your CV.

Handy tip – want to stand out? Contact the employer to find out who you should address your cover letter to. If you manage to get a name, remember to change 'yours faithfully' to 'yours sincerely'.

And that's it – you're all done! Once you've checked, re-checked and checked it again, get it sent off with a copy of your CV. If you don't hear anything back after a week or so, try giving the employer a call – it'll show that you're keen and will give them an opportunity to ask any follow-up questions.

An OSH Parent Guide to...

Employment




Networking

What it isn't

Networking is not about asking for a job – generally speaking, unless you already know someone super well, that's not going to go down so well. It's more about knowing of that job (or opportunity) as soon as it comes available, knowing exactly what it entails and whether it's right for you, and ideally the employer knowing you.

What it is

Done well, networking can help you to make useful contacts and find out about job opportunities that may not be advertised. It isn't just useful for finding work, though – some people use it to get advice, discover work experience and shadowing opportunities, or even just to meet people and find out what it's like to work in a certain industry.


Online	Old School
<div style="text-align: center;">  </div> <ul style="list-style-type: none"> • Find and follow professionals and organisations in your chosen career • Re-tweet interesting things and comment on the industry news, providing your opinion • Gradually join in conversations with professionals and organizations you're following, asking relevant questions, and add your thoughts. • Join a Twitter chat 	<p style="text-align: center;">Talking to people</p> <p>Opportunities to broaden your network are everywhere – all it takes is to be willing to talk to people. If you're interested in becoming a Journalist, for example, speak with your English teacher to see if they know anyone in the industry.</p> <p>Try not to focus solely on getting opportunities from the conversation, though – if you finish speaking with someone and you've managed to have an interesting talk about your chosen sector it's already been a successful networking session.</p> <p style="text-align: center;">Clubs, societies and events/job fairs</p> <p>Don't be afraid to ask questions and introduce yourself if possible, and it doesn't hurt to ask for someone's email address so you can send over a copy of your CV later.</p> <p>Joining a relevant club or society can also open up opportunities. Many organise trips, through which you're bound to bump into potential contacts.</p>


CVs/Cover Letters


CV / Resumé


✓ Tweak your CV for each role you apply for


Start >

 **Your contact information**
How can employers get in touch with you?
Robert Orr
(Your details will go here)Edit >

 **Personal introduction**
Describe yourself, focusing on your strengthsEdit >


 **Competencies**
What are your strongest skills?Edit >


 **Work experience**
What you've achieved in the pastEdit >

 **Education**
Your formal qualificationsEdit >

18 March 2019 **A levels** September 2017 - Present
Old Swinford Hospital
Geography Chemistry Business

GCSEs September 2015 - August 2017
Old Swinford Hospital
Geography- A* Business- A Science (Dual Award)- A English Language- 6 Maths- 6 English Literature- 5 RE- B Spanish- C

 **Other interests**
What else makes you an excellent candidateEdit >

 **References**
Who will say nice things about you?
References available on requestEdit >

Do Your Research

Check out employer reviews on glassdoor and remember that Ofsted will monitoring the effectiveness of apprenticeship provision.



References

Feel free to use Mr R Orr as a reference. You should always ask first before putting someone down as a reference though. robertorr@oshsch.com 01384817300