



Careers support during the Covid-19 pandemic

A guide for students and parents on:

What you need to do next

What services we offer

Useful resources to access at home

How to contact us

What to do next if you want to go to...

Sixth Form	Page 3
College	Page 4
Apprenticeship	Page 5
Traineeship	Page 6
Job	Page 7
I don't know what to do	Page 8

Resources

Which job should I choose?	Page 9
Job information	Page 11
How to write a CV	Page 13

How to get in touch with us

Contact details	Page 14
-----------------------	---------

I'm planning on going to Sixth Form:

I've let school know that I want to return for Year 12 and am expecting five or more C grades OR ABOVE INCLUDING MATHS AND ENGLISH.

You don't need to do anything right now. School will be in touch with further information over the coming weeks and ENROLEMENT IN TO YEAR 12 WILL TAKE PLACE ON FRIDAY 21ST AUGUST (THE DAY AFTER GCSE RESULTS DAY)

I've let school know that I want to return for Year 12, but I'm not sure about my grades

School will be in touch to discuss your place, but you might want to consider making an application for a college course as a back-up, just in case. If you end up not needing the college place, just let the college know before the start of term. If you need help picking the most suitable course, please get in touch.

I'm returning for Year 12, but I'm not sure about the right options for the job / degree I'm interested in

Please get in touch with us to talk about this.

I'm planning on going to College:

I've applied for college and been offered a place

You don't need to do anything.

I've applied for college recently, but haven't had my interview yet

College have cancelled all interviews and places are being offered based on predicted grades. If the predicted grades you submitted on your application were accurate and matched the course entry requirements, you should be fine.

If you would like to check on the status of your application, you can email the college at studentrecruitment@coleggwent.ac.uk

I'm planning on going to college, but haven't applied yet

Online applications are still open as usual and you should apply as soon as possible to ensure that you get a place on the course you want. Some courses are very popular and might fill up before you get the chance to apply. If you're not sure how to apply or if you need help with your application, please let me know.

I haven't been to an open event yet

Open days have been cancelled for the foreseeable future. If you would like to have a look around the different campuses, you can use the college's virtual tour feature (see below). If you have any questions about courses, please get in touch.

Further Links

[College courses](#)

[Virtual tours of college](#)

I'm planning on doing an Apprenticeship:

I've already been offered an apprenticeship

Speak with the person / company who have offered you your apprenticeship. The economic impacts of Covid-19 have forced many businesses to reconsider their future plans and you may have to make other arrangements. Please get in touch with me if you're in this situation.

I want an apprenticeship, but haven't managed to find one yet

I'm very happy to help with this. Get in touch ASAP, as lots of opportunities will be closing soon.

You can search for Apprenticeships using the Careers Wales Apprenticeship Matching Service (see below). Remember that over 50% of apprenticeships aren't advertised online, so speaking to local businesses about possible opportunities can be key to finding a position.

Further links:

[About Apprenticeships](#)

[Search for Apprenticeships](#)

[Companies who offer Apprenticeships](#)

I'm planning on doing a Traineeship (ITEC, MPCT, etc.)

You'll need a referral from Careers Wales to do this, so please let us know as soon as possible if this is what you would like to do.

Further links:

[ITEC](#)

[People Plus Cymru](#)

[MPCT](#)

I'm planning on getting a job:

Getting a job at 16 can be really challenging, but Careers Wales can offer you support with this, including:

- Creating a CV
- Filling in applications
- Interview techniques
- Support with job search

Please let us know that this is what you're planning on doing and we'll be happy to help.

Further links:

[Getting a job](#)

[Writing your first CV](#)

I don't know what to do:

[This video](#) explains all of the different options and how you can start to think about which is best for you. If you're not sure which option to choose, please get in touch so that we can talk you through everything and help you decide.

What job should I do in the future?

When thinking about what job you might like to in the future, you should consider:

- What jobs would I enjoy?
- What jobs would make the best use of my skills?
- How much does the job pay?
- What days / hours would I have to work?
- What qualifications do I need for this job?
- How realistic is it that this job will be available?
- Are these jobs available in the local area?
- Will this job be around in the future?

The Job Information pages of this guide can help you find out more about each of these points.

Job Matching Quiz

One of the easiest ways to get started is by taking the Job Matching Quiz. The Job Matching Quiz asks questions about what you enjoy and what you're good at, before matching your answers to suitable jobs. It's a great way of coming up with new ideas, as well as testing how well thought through your existing ideas are.

You can take the Job Matching Quiz by clicking [HERE](#).

You can watch a video tutorial on how to get the most out of the quiz [HERE](#).

Buzz Quiz

If you want something a bit quicker than the full Job Matching Quiz, you can try the 5 minute Buzz Quiz. This is more of a personality test and links the type of person you are to suitable career types.

You can take the Buzz Quiz by clicking [HERE](#).

Careers Advice and Guidance

If you would like to speak to someone about your future career ideas while we're all at home, Careers Wales are able to offer careers advice and guidance over phone, email, text and webchat.

Careers advice might be a quick question about a job or course, such as:

- What qualifications do I need?
- What are the possible pathways into this career?
- What would be the best course for this job?
- What can I do now to improve my chances of getting this job in the future?

Careers guidance is a much more thorough exploration of your career related skills and decisions. These longer interactions might look at:

- Developing a fuller understanding of your strengths and skills
- Tracing back your influences to see where career ideas have come from
- Learning from your past decisions and experiences
- Highlighting any barriers to progression or success and putting ideas or support in place to help overcome them.

Job information

Careers Wales

The Careers Wales website is full of useful information about almost any job that you can think of. You can search for specific jobs or simply browse an A-Z list.

Get started [HERE](#).

You can find information about any job on the Careers Wales website, but if you're interested in going into certain fields, the resources below will be of additional help:

Construction Careers

Most people considering a career in construction think of trades such as Plumber, Electrician or Brick Layer, but did you know that there are almost 200 different jobs available in this industry? Learn more about them at **Go Construct**.

The Careers A-Z section provides full job information, while the Interactive Careers Map is a great way to introduce yourself to the full range of jobs that are available.

See more [HERE](#)

Health Careers

Interested in working for the NHS in the future? Health Careers is the website for you. Most people thinking of working for the health service consider jobs such as Doctor or Nurse, but there are nearly 300 different jobs available. Learn more about them at **Health Careers**.

The Explore Roles section

See more [HERE](#)

Law Careers

Law is one of the most popular career choices for young people but can be difficult to get into. **Law Careers' 'Beginner's Guide'** is a great resource to learn more about the range of pathways available. The Reality Check and FAQ sections are particularly good.

See more [HERE](#)

Engineering Careers

Engineering is one of the biggest sectors locally and is always a popular choice with students in South Wales, but few really understand the range of opportunities available in the sector. 'From Idea to Career' by **Tomorrow's Engineers** is a great way to develop your knowledge of the different areas of engineering that you could work in in the future.

See more [HERE](#)

Media Careers

Interested in working in the Film, TV or Gaming industries? Wales is a bit of a hotspot in these areas and it might be more realistic than you think! To explore the range of roles available and ways into these careers, check out **Screen Skills**.

See more [HERE](#)

How to write a CV

Whether you're planning on applying for a job soon or not, writing a CV can be a valuable experience as it will highlight your strengths and help you identify any areas for improvement over the next few years.

Writing a CV isn't hard, but it's also easy to make basic mistakes that can really hold you back. You can use the resources below to get started, but if you'd like someone to take a look and suggest improvements, feel free to get in touch with us.

[CV writing guide](#)

[Build a CV](#)

[How to write your first CV](#)

Skills to Succeed

Skills to Succeed is a free online learning platform that helps people to get ready for work – from writing a CV, filling in an application and attending an interview, all the way through to how to impress on your first day. There are loads of activities here to help you develop and increase your chances of success in the future.

If you'd like to sign up, you can do so with the access code **CW1se1**.

You can access Skills to Succeed [HERE](#).

How to get in touch with us

Telephone

You can call me on **02920 846691** between the hours of 9am and 5pm, Monday to Friday.

Text

You can text me on **07827 991532**.

Email

You can email me at david.jones@careerswales.com

Webchat

You can speak to an adviser on the Careers Wales website between the hours of 9 and 5, Monday to Friday. Webchat is a good alternative for more complex enquiries if you don't want to speak on the phone – it's a bit like Whats App or Facebook Messenger.

When using webchat, you will be speaking to one of several advisers from all across Wales. If you would like to speak to me specifically on webchat, you can text me to arrange this beforehand.

To start a webchat, visit the [Careers Wales website](#) and click 'Chat Now' in the bottom right hand corner.