

Dalkeith High School S6 Careers Resource 2018-19

Welcome to S6

Welcome back to sixth year at Dalkeith High School. Since this is your last year at school, it’s essential to begin **now** to think about what you are going to do in the future. This book contains career planningresources that everyone can use this year.

As the school’s Careers Adviser, I am here to give you information and advice about the options open to you, so please get in touch if you need my help.

**Help from Skills Development Scotland**

If you would like help in deciding what to do when you leave school, you should register on Skills Development Scotland’s website **My World of Work** at **www.myworldofwork.co.uk**. As a starting point, use the online tools and quizzes on the website to help identify areas of study or employment which might suit you. The website can also give you lots of useful information on applications, CVs, interviews, jobs and college. You can also call Skills Development Scotland’s Contact Centre for advice on **0800 917 8000.**

If you have used the **Strengths** tool and accessed **My World of Work** website and other resources to research information, but are still undecided about what to do, please speak to your Guidance Teacher / Pupil Support Leader, who can refer you to me for a face to face interview in school.

We can also be contacted by phone at the Skills Development Scotland Centre in Musselburgh on 0131 665 3120 or by email at barbara.moir@sds.co.uk

**Barbara Moir**

**Careers Adviser**

**Dalkeith High School**

**August 2018**

My Action Plan

Tick the boxes that apply to you – there may be more than one!

Use the sections on the next page to help with how to do this.

My main career interest is

 I don’t know go to section 1

After S6 I plan to... go to university go to section 2

 go to college go to section 3

 get a job go to section 4

Over the summer I need to.....

Get some/more work experience Explore my strengths and skills

Talk about my ideas Improve my confidence

Do some volunteering Find out entry requirements

Anything else I should do - e.g. identify possible courses, start working on personal statement....

Remember you should try to develop a back-up plan too....

Back up Idea:

Start planning now

REGISTER ON [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

If you need any help, e-mail me at barbara.moir@sds.co.uk or phone the SDS office on **0131 665 3120**, or just pop in to SDS Dalkeith, 29 Eskbank Road, Dalkeith, EH22 1HJ (opposite Morrisons Supermarket) to see me or another SDS adviser. Open: 9am – 5pm Mon-Thurs; 10.30am – 5pm Fridays.

 ****Useful Websites for Higher Education Applicants

[**www.ucas.com**](http://www.ucas.com) **– UCAS (Universities and Colleges Admissions Service)**

Details of degree courses throughout the UK. Includes course search by subject and/or institution, course profiles, university/college information, student finance. Also includes Apply, the on-line application system used by applicants to UK universities.

[**www.myworldofwork.co.uk**](http://www.myworldofwork.co.uk) – **Skills Development Scotland’s website**

Provides information on Higher National and Degree courses as well advice on how to choose a course and make your application.

[**www.planitplus.net**](http://www.planitplus.net) **- PlanIT**

Contains information on all full and part time courses at Scottish colleges including Higher National Certificates/Diplomas, along with information on degree courses at Scottish universities.

[**http://unistats.direct.gov.uk**](http://unistats.direct.gov.uk) **– Unistats**

Detailed information on the going rate for entry to courses. Also includes a survey of current students’ views of their course, including how it is taught and assessed, level of academic support provided, availability of learning resources including libraries and IT facilities. Data on graduate employment destinations for individual courses.

[**www.push.co.uk**](http://www.push.co.uk) **– PUSH Online**

The ultimate Guide to student life, university and everything! Researched by students and recent graduates. Includes brief university profiles, university links to student unions/newspaper websites, information on how to apply, prices of beer, a jargon buster and lots more.

[**www.elrah.ac.uk**](http://www.elrah.ac.uk) **– Edinburgh, Lothians, Fife and Borders Articulation Hub**

Designed to help HNC/HND college students with progression on to degree courses at university. This site provides useful information for school leavers on links from HNC/D courses at local colleges to related courses at universities in south east Scotland.

[**www.prospects.ac.uk**](http://www.prospects.ac.uk) **– Prospects**

The essential guide to graduate careers, jobs and postgraduate study in the UK. Gives information about employment opportunities in its ‘What do Graduates Do’ section.

[**www.saas.gov.uk**](http://www.saas.gov.uk) **– Student Awards Agency for Scotland**

Information on all aspects of student funding including bursaries and student loans. Scottish students studying in Scotland do not pay tuition fees for their courses. Some students may be eligible for a non-repayable bursary depending on the level of their family’s income. All students can apply for a non income assessed repayable loan. Look at this site to find out more about the cost of Higher Education.

**Other Resources to help explore and research Higher Education**

**Which University** [**here**](http://university.which.co.uk/)

**Best Course for Me** [**here**](http://www.bestcourse4me.com/)

**Go Think Big** [**here**](http://www.gothinkbig.co.uk/tools/careers-infographics)

**Studential** [**here**](http://www.studential.com/)

**The Student Room** [**here**](http://www.thestudentroom.co.uk/)

**Icould** [**here**](http://icould.com/)

   

   

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**Start to think about how to write your Personal Statement for UCAS applications and what to include.**

* Remember to allow yourself plenty of time to work on creating a good personal statement. Universities decide on their offers based mainly on your statement and your exam results.
* Timeline for this is [here](https://www.ucas.com/sites/default/files/ucas-personal-statement-timeline.pdf)
* More on how to write your personal statement is [here](https://www.ucas.com/ucas/undergraduate/getting-started/when-apply/how-write-ucas-undergraduate-personal-statement)
* Hints and tips [here](https://www.ucas.com/connect/blogs/personal-statements-quick-fire-questions-answered) and [here](https://www.ucas.com/connect/blogs/ten-places-get-personal-statement-pointers)
* Link to UCAS video wall with various “How to” and “Advice” videos is [here](https://www.ucas.com/connect/videos/ucas)
* More on applying to university and/or college is [here](https://www.myworldofwork.co.uk/learn-and-train/applying-courses)

**Planning Ahead**

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| --- | --- |
| **Don’t have a clue:** | * Think about your skills, strengths and interests.
* Visit [www.planitplus.net](http://www.planitplus.net) and complete the Careers Match quiz for ideas. You can use the computers in the school library or at home to do this and it will help generate some ideas.
* Register on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) for careers information and resources. Try the Strengths tool for suggestions.
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| **Have some ideas but need to explore options available:** | * Visit [www.planitplus.net](http://www.planitplus.net) for career and course information
* Try getting some relevant work experience or work shadowing.
* Start to research the post-school options outlined below using the available resources.
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**Post-school options and resources**

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| **Further Education** | * Visit [www.planitplus.net](http://www.planitplus.net) for course availability
* Read college prospectuses in the careers library and/or visit college websites:

Borders College – [www.borderscollege.ac.uk](http://www.borderscollege.ac.uk)Edinburgh Colleege – [www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk) Newbattle Abbey College – [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk) Oatridge College – [www.sruc.ac.uk](http://www.sruc.ac.uk) There are many other colleges throughout Scotland which you can explore in more detail through the Planit website. |
| **Higher Education** | * Visit [www.ukcoursefinder.com](http://www.ukcoursefinder.com) you can take a quiz to help you identify course ideas
* Visit [www.ucas.com](http://www.ucas.com) and [www.planitplus.net](http://www.planitplus.net) for course information
* Visit [www.saas.gov.uk](http://www.saas.gov.uk) for financial advice
* Visit [www.push.co.uk](http://www.push.co.uk) for student advice
* Visit [www.prospects.ac.uk](http://www.prospects.ac.uk) for degree course progression
* Read university prospectuses in the careers library or visit university websites.
* Attend the Higher Education Convention at Royal Highland Centre, Ingliston on 4th September 2018
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| **Employment/ Training** | * Register on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) for help with CV’s and interview skills
* There are lots of job search websites keep a weekly check on these: [www.edubuzz.org/midandeastvacancies](http://www.edubuzz.org/midandeastvacancies) , [www.apprenticeships.scot](http://www.apprenticeships.scot) and [www.theguarantee.org](http://www.theguarantee.org)
* Visit [www.yell.com](http://www.yell.com) or use the Yellow Pages or local trade directories to identify employers to contact about recruitment.
* Try to get some relevant work experience or work shadowing or do some volunteering – try [www.volunteermidlothian.org.uk](http://www.volunteermidlothian.org.uk)
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| **Year Out** | * Visit [www.yearoutgroup.org](http://www.yearoutgroup.org) [www.summerjobs.com](http://www.summerjobs.com) and [www.gapyear.com](http://www.gapyear.com)
* Think about what you hope to gain from a year out.
* Plan what you would like to do at the end of your year out too
* Country guides [here](http://prospects.ac.uk/country_profiles.htm) to help you
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**START PLANNING NOW!**

College Resources

[Edinburgh College](http://www.edinburghcollege.ac.uk/)
Scotland’s Rural [Colleges](http://www.sruc.ac.uk/)
Pre-application resources [here](http://www.edubuzz.org/mgscareers/college/)
Higher National level funding [here](http://www.saas.gov.uk)
HN to degree progression routes [here](http://www.elrah.ac.uk)
Scottish Qualifications Framework [here](http://www.scqf.org.uk/framework-diagram/Framework.htm)

Finding Employment

CV preparation [here](https://www.myworldofwork.co.uk/getting-job/building-cv)

MyWOW Cover letter information [here](https://www.myworldofwork.co.uk/getting-job/cover-letters)

MyWOW Cover letter layout and examples [here](https://www.myworldofwork.co.uk/getting-job/tutorial-how-lay-out-your-cover-letter)

Some more [resources](http://www.edubuzz.org/mgscareers/sample-page/) to help you

Also more is [here](http://www.edubuzz.org/mgscareers/employment-and-training/)

MyWOW Cover letter information [here](https://www.myworldofwork.co.uk/getting-job/cover-letters)

MyWOW Cover letter layout and examples [here](https://www.myworldofwork.co.uk/getting-job/tutorial-how-lay-out-your-cover-letter)

MyWOW – Interviews help [here](https://www.myworldofwork.co.uk/getting-job/interviews)

MyWOW – My Interview [here](https://www.myworldofwork.co.uk/myinterviewtool/start)

More on apprenticeships is [here](https://www.apprenticeships.scot/)