

# Lookin' for Work

we can help



# WANT TO WORK?

**Don't want to go to university? Want to look for a job straight from sixth form or college? This is a positive choice and isn't automatically second best to going to university, particularly when you continue your education and training alongside work.**

Local employment can be unpredictable, with the type and number of vacancies dictated by the economic cycle and companies' needs. However, your choice can be summarised as:

- 1 A job with training and part-time study for a professional or technical qualification.
- 2 An Advanced Apprenticeship leading to NVQ3 or better.
- 3 An Apprenticeship leading to NVQ2.
- 4 A job with sophisticated on-the-job training.
- 5 A job with little or no training.

If possible, go for a job where you will get some training and a job qualification. It pays in the long run.

### **Not sure what to do?**

Your Connexions Personal Adviser can help you decide and help you find job vacancies.

# JOBS IN NORFOLK

### **If you want to work locally then check what is available in your area.**

A quarter of those doing A Levels in Norfolk go straight into work when they finish their course. Last year they went into everything from accountancy to yacht broking. A lot went into finance, others into hospitality and catering, reception, retail and surveying amongst others.

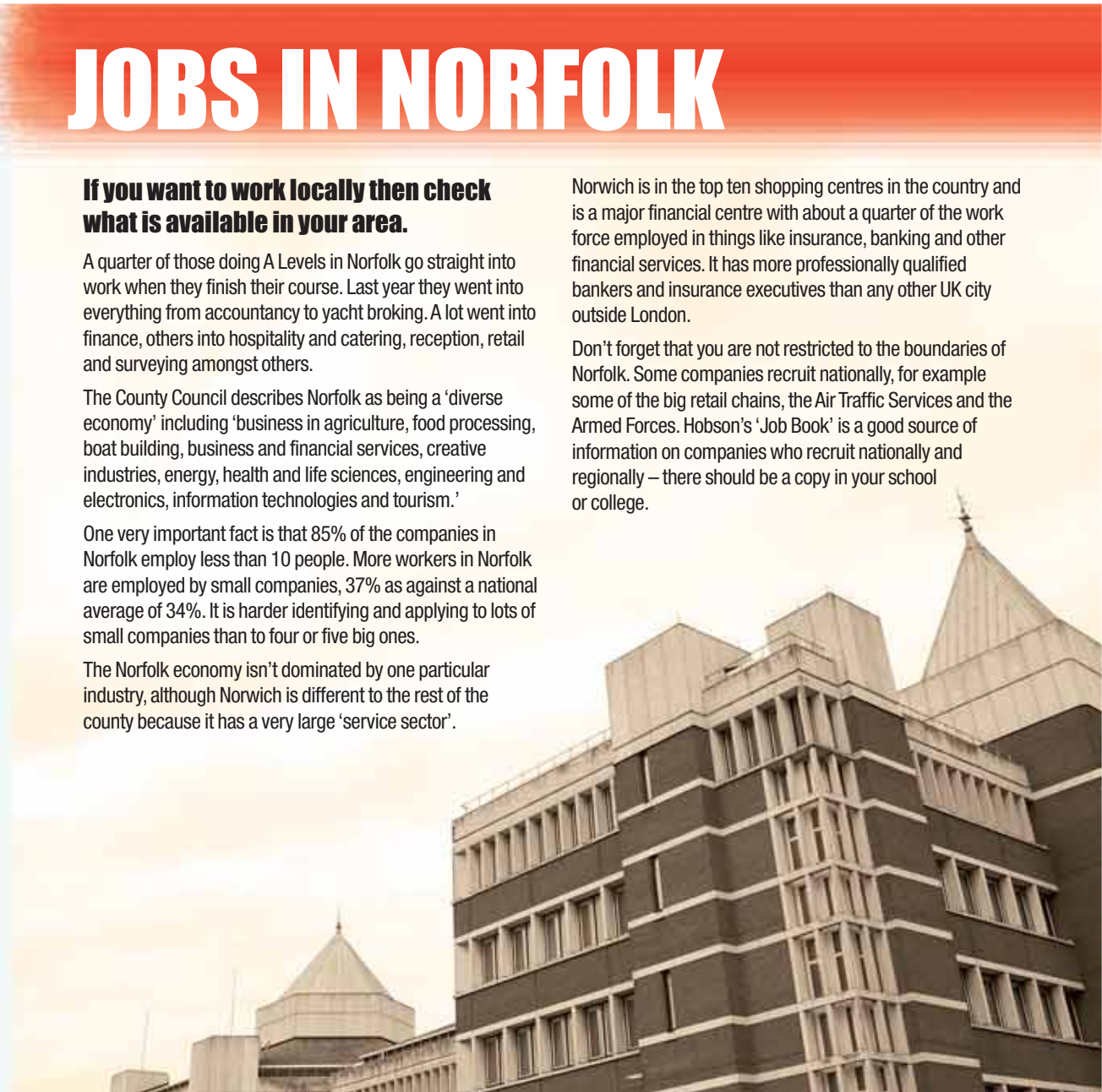
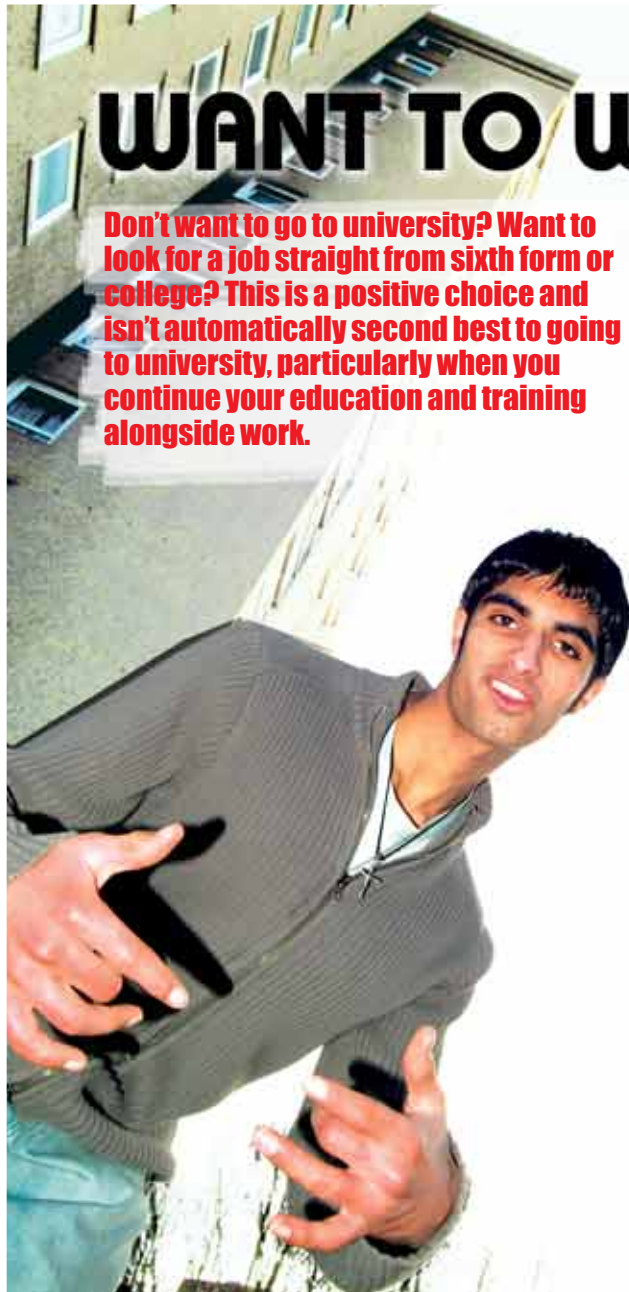
The County Council describes Norfolk as being a 'diverse economy' including 'business in agriculture, food processing, boat building, business and financial services, creative industries, energy, health and life sciences, engineering and electronics, information technologies and tourism.'

One very important fact is that 85% of the companies in Norfolk employ less than 10 people. More workers in Norfolk are employed by small companies, 37% as against a national average of 34%. It is harder identifying and applying to lots of small companies than to four or five big ones.

The Norfolk economy isn't dominated by one particular industry, although Norwich is different to the rest of the county because it has a very large 'service sector'.

Norwich is in the top ten shopping centres in the country and is a major financial centre with about a quarter of the work force employed in things like insurance, banking and other financial services. It has more professionally qualified bankers and insurance executives than any other UK city outside London.

Don't forget that you are not restricted to the boundaries of Norfolk. Some companies recruit nationally, for example some of the big retail chains, the Air Traffic Services and the Armed Forces. Hobson's 'Job Book' is a good source of information on companies who recruit nationally and regionally – there should be a copy in your school or college.



# WHAT ARE APPRENTICESHIPS?

## Apprenticeships are a fantastic way to learn, work and earn

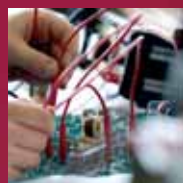
Apprentices learn on the job, building up skills and knowledge, gaining qualifications and earning money all at the same time. As an Apprentice, you are employed and work towards a career of your choice in a local company.

Across the country Apprenticeships are available in over 180 different career types and in thousands of different companies. While you are working in a local company, you will be able to experience exactly what it is like to work in your chosen career. You will find out about the sector and what areas of the job you enjoy - or are not so keen on. You will be employed and, as an employee, vital to the future success of the company.

## There are two main levels of Apprenticeship

Advanced Apprenticeships train you to NVQ level 3 standard while Apprenticeships give you NVQ level 2 qualifications.

Both Apprenticeships and Advanced Apprenticeships help you gain valuable Key Skills which will support any future applications for work or learning opportunities. Key Skills are used in most jobs and include areas like: communications, information technology, using figures, team work and personal development.



You will be supported through your training and study towards a nationally recognised National Vocational Qualification (NVQ). While at work, Apprentices learn how the business really works and what it is like to be in full time employment. Apprenticeships usually last around two years, depending on how quickly you progress and how you prefer to learn. For more information look at [www.apprenticeship.org.uk](http://www.apprenticeship.org.uk) or ring the Apprenticeship helpline on 08000 150 160.

We would like to thank City College Norwich for their generosity in allowing us to use many of the images found in these leaflets.

# THE TRAINING

## Apprenticeships

**Status:** Planned to meet both your requirements and those of your employer.

**Qualification:** Up to NVQ level 2 with additional Key Skills and an associated 'technical certificate'.

**Period of training:** There is no set time limit but Apprenticeships are usually completed within 1 to 2 years.

**Application:** Selection tests and interviews are likely to be required.

**Career progression from Apprenticeships:** You can progress from an Apprenticeship to an Advanced Apprenticeship.

## Advanced Apprenticeships

**Status:** Planned to meet both your requirements and those of your employer. For young people who are aiming for management level employment.

**Qualification:** Up to NVQ level 3 with additional Key Skills and an associated 'technical certificate'.

**Period of training:** Up to three years.

**Application:** Selection tests and interviews are likely to be required.

**Progression:** You can continue learning and training in your chosen career by taking further professional qualifications or by using your Advanced Apprenticeship to gain entry to a degree or Foundation Degree.



Organisations called Training Providers play a key role in the Apprenticeship system. Most employers use them to find employees and undertake certain training. Training providers can be colleges, well-known businesses, or specialists in particular type of work. Some large companies have well developed training programmes and are training providers in their own right. The Connexions Norfolk publication 'Your Next Move' and the website [helpyouchoose.org](http://helpyouchoose.org) have more details on these providers and how they can help you.



# Case Study 1



**Name: Emma Fulcher**  
**Company: Lintott Control Design Systems**  
**Job: Apprenticeship in Electrical and Control Engineering**

## Emma's In Control.

Control engineering isn't about hitting big pieces of metal with a large hammer. It's a precision, hi-tech, high skilled career that is at the heart of companies in the chemical, food, pharmaceutical, power and water industries. Lintott Control Systems design and manufacture equipment used in all these environments and one of their newest recruits is Emma Fulcher, currently doing her apprenticeship in electrical and control engineering through EAGIT in Norwich.

Emma spent one year in sixth form but decided to leave after taking and passing AS Levels in four subjects. She felt that she 'wanted to learn by getting experience at work'. Her year in Sixth Form wasn't wasted though - in Year 11 she wasn't sure what she wanted to do but the extra year gave her time to decide.

Starting work doesn't mean stopping learning. The biggest satisfaction Emma gets from her job is that she is continuously learning both at work and through her training for a City and Guilds Technical Certificate at EAGIT. Emma thinks that to do the job and training you need 'to be happy with maths and science at GCSE', although she did neither of these at AS level.

For more information on EAGIT look at [www.eagit.org](http://www.eagit.org) and to learn more about control engineering look at [www.lintottcs.co.uk](http://www.lintottcs.co.uk)

She applied for several jobs before landing her apprenticeship at Lintott Control Systems. Lesson one for Emma was that you don't always get the first thing you apply for - 'keep trying' is her advice.

What about the old issue of being a woman in a male dominated industry? 'No problem' says Emma. 'The people here are intelligent enough to know that I have as much right here as they have'.

And the future? She hopes to go on further, continuing her study through to Higher National Certificate (nearly degree level) and come out as a junior electrical design engineer. How much can she hope to earn by her mid twenties? Her estimate - 'It depends on the company you are working for - anything between £15,000 and £25,000 is possible within a few years of finishing your apprenticeship'.

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

**Apprenticeships Helpline  
08000 150 600**



# Case Study 2



**Name: Steve Parrette**  
**Company: British Sugar**  
**Job: Advanced Modern Engineering Apprenticeship**

## Better Late Than Never.

You don't often hear about someone leaving university to start an apprenticeship but that's what Steve Parrette did. 'I believed that the only way to get a decent job was to go university and that's what I did. I ended up on the wrong course and, for me, at the wrong place. I wished I'd gone straight into the apprenticeship at 18.'

Steve joined British Sugar on an Advanced Modern Engineering Apprenticeship, which includes full time study in the first year at EAGIT and day release at City College Norwich leading to a Higher National Certificate (HNC) and an NVQ3 qualification.

Does he think he has lost out to the friends he left behind at university? 'Difficult to say' is his reply. 'Some have gone on and got good jobs but I know one or two still haven't found what they want. But I've got what I want, it's different every day and I started earning two years ago.'

So is an apprenticeship better than a degree? 'It's what suits you. The main thing is that you don't automatically ignore something because someone else says it's no good. Look around, you might be missing out on something.'

To find out more about careers at British Sugar look at [www.britishsugar.co.uk](http://www.britishsugar.co.uk) and click Our People.

So if it was a good idea to start an apprenticeship at 18 why not start at 16? Steve's opinion? 'It depends on the person and the job. I enjoyed A Levels and they gave me a good background for my current course. I think being a couple of years older and that bit more mature made it easier to get the respect of the people I work alongside.'

Steve learnt to drive before starting work and feels it gave him the ability to look for jobs in a wider area. 'Before learning to drive I felt restricted in where I could look for a job. And you don't find the sort of thing I wanted in the middle of Norwich.'

And so we don't embarrass Steve we won't tell you who was local Apprentice of the Year in 2005/6, but you can probably guess.

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

**Apprenticeships Helpline  
08000 150 600**



# WHERE TO LOOK FOR A JOB

## Connexions at School or College

All Connexions Centres and many schools/colleges have vacancy notice boards where job opportunities are displayed. These details can also be found on the website askjon.org. Click 'ask JON for jobs' and follow the on-screen instructions.

## Jobcentres

Jobcentres tend to handle vacancies for older applicants but may have vacancies for school and college-leavers.

## Private employment agencies

Commercial agencies that charge employers for finding candidates to fill their vacancies. Some specialise in certain types of work. Check if they can help you and, if so, register with them.

## Websites

Most companies have a section on their website where they list training programmes or vacancies. These are particularly useful when looking at big national companies.

## Advertised vacancies

Can appear in the national and local press but also in specialist magazines, websites and journals. If a company wants to recruit a trainee computer programmer it makes sense to advertise in a magazine that is read by people who are interested in computer programming. Ask at your local library or Connexions Centre to find out which magazines may carry relevant vacancies.

Don't limit yourself to just reading the adverts. If you see that a company is expanding or has just won a contract put them on your list for speculative letters.

## Speculative applications

Many jobs are filled without ever being advertised. Send a copy of your CV plus a brief covering letter to companies/organisations that might offer the job you want. Speculative applications need to be focussed. Try to refer to a particular job or role within the company. Research the company so you can personalise your letter. Write to the named individual who is responsible for recruitment - phone the company to check that person's name and title if necessary.

## Apprenticeships

Many of the vacancies for young people are now offered under the Apprenticeship banner. See earlier for more information.

# HOW TO APPLY

**If you are replying to a job advert do exactly what it asks you to do, including applying by the closing date.**

- Write out any letter in rough and check it.
- If you hand write the final version, make it legible.
- If you can, address the letter to a named person – makes it more personal.
- Make sure your letter says:
  - what you are applying for
  - why you are applying for that job
  - subjects/course you are taking
  - school/college leaving date
  - details of any work experience (where relevant to the job)
- Include the name of a referee (get their permission first).

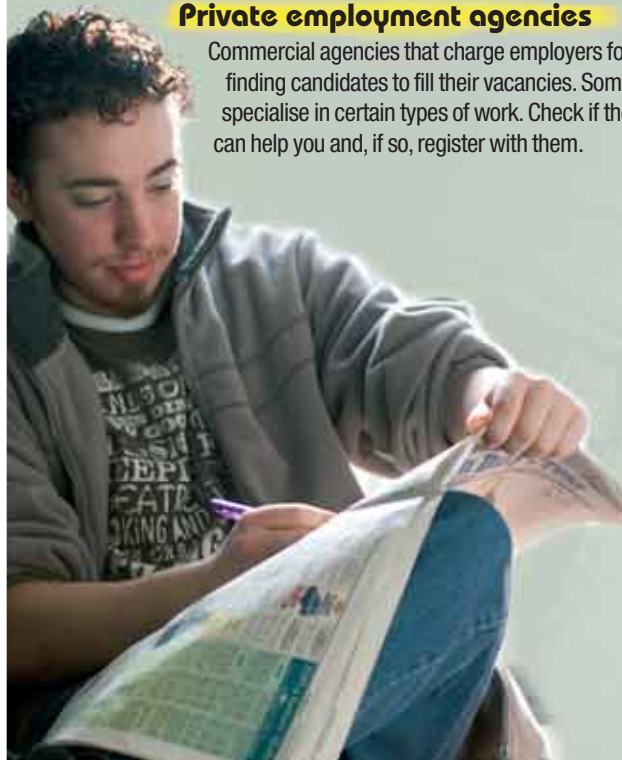
## If you are completing an application form:

- Before you even touch a pen, read through the form first and see what goes where.
- Make a copy of the form and do a draft using that.
- Check it for accuracy and spelling.
- Have you done yourself justice? If not, edit the content.
- Complete the form neatly.

## Writing a CV (Curriculum Vitae)

- Take your time - get together information about yourself - personal, education and work history.
- Keep a CV short – 1 side of A4 if possible, 2 sides maximum.
- Keep it simple and clear, make it easy to read. Use summaries, not long sentences.
- Include any information that is specifically requested in the job advert. Make the CV relevant to the job.
- Word-process a CV – check the spelling.
- Send your CV with a covering letter, explaining your reasons for applying for that job.
- Keep a copy for future reference and keep it up to date.

To learn more about CVs see [helpyouchoose.org](http://helpyouchoose.org) and follow the links or ask your Personal Adviser.



# WHAT EMPLOYERS LOOK FOR

Think about your application and the way you present yourself as if you were the employer: then you will understand what you have to do to impress.

## Research the company

Does it have a website or is there a trade magazine that deals with their industry? Background information on the company and understanding what is important to them will improve your application.

Employers assess you against a list of desirable attributes and against other applicants. They look at the skills needed for the job and your potential to acquire them, but the following are also important:

## Motivation

Has the applicant taken the trouble to find out about the job, the company, and its products or services?

## Appearance

How appropriate is the applicant's appearance?

**Be professional in the way you approach companies from the beginning. Remember, first impressions count and you can't make a second first impression.**

## Qualifications and intelligence

Does the applicant have the right qualifications? How does he or she work - are they methodical and ordered or careless and messy?

## Impact

How does the applicant come across at an interview? What kind of person is he or she?

## Interests

Are any of the applicant's interests related to his/her career plans?

What level of involvement does the applicant have with his/her interests?



# SUCCESSFUL INTERVIEWS

**An interview is a conversation with a purpose, in this case for the employer to find the best person for a job. You need to prepare for an interview – don't try to wing it!**

## Before

- Find out as much as you can about the job and the firm. Use Jobs4U on [www.connexions-direct.com](http://www.connexions-direct.com) for basic job information. Use the company's websites or publications to learn about them.
- Read through your application form and CV to remind yourself of what you said. Identify your strong points so they are clear in your mind.
- Think about what the employer is looking for. Think through

some of the questions you might be asked and what your answers might be. Think in general terms, but don't rehearse the answers word for word.

- At the end of the interview you will be given a chance to ask questions. Think about what you need to know.
- Before the interview find out where you are going and how to get there on time.

## On the day

- Dress neatly, cleanly and appropriately.
- Make sure someone knows where you are going and when you are due back.
- Arrive early.
- Be polite to everyone you meet. An interviewer will often ask others how you came across to them.
- When entering the interview room smile, shake hands and wait to be asked to sit down.
- Answer questions as clearly and fully as you can – a lot easier if you've thought about it in advance. Try to avoid one-word answers or 'rambling on'.
- Make sure you mention your strong points – you need to be clear what these are so you don't miss the chance to get them in.
- Don't lose the plot if you make a mistake. Forget it and concentrate on what comes next.
- When you get a chance to ask questions, don't ask about something you have already been given the answer to.
- Before you leave, check when you are likely to hear the result of the interview.
- At the end of the interview thank the interviewer(s) and shake hands.

**Know what interviewers hate the most? People being negative. No-one wants to hear you whingeing about your current boss or moaning about your school.**