

North Berwick High School



**KEEP  
CALM  
and  
CAREER  
PLAN**

*S6 Careers  
Resource 2019/20*

## Welcome to S6

Welcome back to sixth year. 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 planning resources that everyone can use this year.

As the school's Careers Advisers, we are here to give you information and advice about the options open to you, so please get in touch if you need our 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](http://www.myworldofwork.co.uk). As a starting point, use the online tools and quizzes on the website under Exploring Options 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 **My 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, who can refer you to one of us 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 [mickburns@sds.co.uk](mailto:mickburns@sds.co.uk) [jennifer.jones@sds.co.uk](mailto:jennifer.jones@sds.co.uk) or use the blog at [www.edubuzz.org/careers](http://www.edubuzz.org/careers)

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**Careers Advisers**

**June 2019**

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# North Berwick High



## S6 2019/20 Career Planning

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



### STUDENT'S JOURNEY

Be aware of these dates

Term 1

Term 2

Term 3



UCAS applications completed.



Receive offers. Think about college courses.



Accept 2 offers. Research SAAS.



Research college courses.



Apply for college courses.



Accept course or look at alternatives.



Start working on your CV.



Start job hunting. Attend Jobs Roadshow.



Keep searching. Keep applying.



### Skills and Strengths

Everyone needs to identify these. Try using My Strengths at MWOW

Ready  
You need to...



start using the resources in this booklet and access the appropriate websites now.

Steady  
Everyone needs to...



work on their Personal Statements and CV in Term 1. Everyone!

Go!  
Make sure...



you have worked on your applications. Attend Open Days and Conventions. Check everything before you submit. Use your Networks.

# Higher Education Open Days 2019

**Check dates and times before going to Open Days. Book on-line to reserve a place.**

Institution	Date of Visit	Website address
<b>Aberdeen University</b>	Saturday 15 June 2019 – Medicine Open Day Tuesday 27 August 2019 – General Open Day Saturday 5 October 2019 – General Open Day	<a href="https://www.abdn.ac.uk/study/open-days.php">https://www.abdn.ac.uk/study/open-days.php</a>
<b>University of Abertay, Dundee</b>	Saturday 28 September 2019 Wednesday 23 October 2019	<a href="https://www.abertay.ac.uk/visit/open-days">https://www.abertay.ac.uk/visit/open-days</a>
<b>University of Dundee</b>	Dentistry – Monday 10 June 2019 Medicine – Friday 14 June 2019 Main campus Open Days – Monday 26 August 2019 and Saturday 21 September 2019	<a href="https://www.dundee.ac.uk/study/visitus/opensdays/">https://www.dundee.ac.uk/study/visitus/opensdays/</a>
<b>University of Edinburgh</b>	Monday 10 June 2019 Saturday 21 September 2019 Saturday 5 October 2019	<a href="http://www.ed.ac.uk/studying/undergraduate/open-day">http://www.ed.ac.uk/studying/undergraduate/open-day</a>
<b>Edinburgh Napier University</b>	Monday 2 September 2019 Saturday 28 September 2019. All campuses.	<a href="https://www.napier.ac.uk/study-with-us/undergraduate/meet-us/open-days">https://www.napier.ac.uk/study-with-us/undergraduate/meet-us/open-days</a>
<b>University of Glasgow</b>	Glasgow campus – Thursday 13 June, Wednesday 4 September and Saturday 19 October 2019. Crichton campus, Dumfries. Open Day Wednesday 9 October 2019	<a href="http://www.gla.ac.uk/about/visit/undergraduateevents/">http://www.gla.ac.uk/about/visit/undergraduateevents/</a> <a href="http://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/visitus/visitdays/">http://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/visitus/visitdays/</a>
<b>Glasgow Caledonian University</b>	Monday 2 September 2019 Saturday 5 October 2019	<a href="http://www.gcu.ac.uk/study/opensdaysandtours/datesandtimes/">http://www.gcu.ac.uk/study/opensdaysandtours/datesandtimes/</a>
<b>Glasgow School of Art</b>	Thursday 24 and Thursday 31 October 2019	<a href="http://www.gsa.ac.uk/gsaopen">www.gsa.ac.uk/gsaopen</a>
<b>Heriot-Watt University</b>	Edinburgh campus – Friday 6 June and Saturday 26 October 2019 Scottish Borders Campus, Galashiels – Friday 27 September and Friday 8 November 2019.	<a href="https://www.hw.ac.uk/uk/meet-us/edinburgh-campus-open-day.htm">https://www.hw.ac.uk/uk/meet-us/edinburgh-campus-open-day.htm</a> <a href="https://www.hw.ac.uk/uk/meet-us/sbc-open-day.htm">https://www.hw.ac.uk/uk/meet-us/sbc-open-day.htm</a>

<b>University of the Highlands and Islands</b>	Various visit days at individual campuses. See website for information.	<a href="https://www.uhi.ac.uk/en/studying-at-uhi/open-days/">https://www.uhi.ac.uk/en/studying-at-uhi/open-days/</a>
<b>Queen Margaret University, Edinburgh</b>	Saturday 21 September 2019 Saturday 12 October 2019	<a href="http://www.qmu.ac.uk/marketing/bulletins/opendays.htm">http://www.qmu.ac.uk/marketing/bulletins/opendays.htm</a>
<b>Robert Gordon University, Aberdeen</b>	Wednesday 2 October 2019 Saturday 2 November 2019	<a href="http://www.rgu.ac.uk/news-and-events/visit-us/undergraduate-events/open-days">http://www.rgu.ac.uk/news-and-events/visit-us/undergraduate-events/open-days</a>
<b>Royal Conservatoire of Scotland, Glasgow</b>	Music – Friday 14 June 2019. Drama, Production & Film – Friday 16 August 2019 Production & Film – Friday 4 October 2019 Drama – Friday 18 October 2019 Ballet – Friday 1 November 2019	<a href="https://www.rcs.ac.uk/studyhere/opendays/">https://www.rcs.ac.uk/studyhere/opendays/</a>
<b>SRUC - Scotland's Rural Colleges</b>	Various open days at individual campuses. Check website for full details.	<a href="https://www.sruc.ac.uk/info/120091/open-days-and-events">https://www.sruc.ac.uk/info/120091/open-days-and-events</a>
<b>University of St Andrews</b>	Wednesday 25 September, Wednesday 2 October, Wednesday 16 October, Wednesday 23 October, Wednesday 30 October 2019	<a href="https://www.st-andrews.ac.uk/visiting/visiting-days/ug/">https://www.st-andrews.ac.uk/visiting/visiting-days/ug/</a>
<b>University of Stirling</b>	Saturday 8 June, Saturday 14 September, Saturday 26 October 2019	<a href="http://www.stir.ac.uk/visit-the-campus/open-days/">http://www.stir.ac.uk/visit-the-campus/open-days/</a>
<b>Strathclyde University</b>	Monday 2 September 2019 Saturday 5 October 2019	<a href="http://www.strath.ac.uk/studywithus/openday/">http://www.strath.ac.uk/studywithus/openday/</a>
<b>University of the West of Scotland</b>	Ayr – Thursday 3 October 2019 Dumfries – Thursday 19 September 2019 Lanarkshire – Saturday 26 October 2019 Paisley – Saturday 21 September 2019	<a href="http://www.uws.ac.uk/opendays/">http://www.uws.ac.uk/opendays/</a>

# 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> – 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.

Which University [here](#)

Best Course for Me [here](#)

Go Think Big [here](#)

Studential [here](#)

The Student Room [here](#)

Icould [here](#)

# Important information for applicants to courses in **Medicine, Dentistry or Law**

All applicants to degree courses in **Medicine** and **Dentistry** must sit an aptitude test. The **UCAT** (UK Clinical Aptitude Test) is being used by all Scottish universities (and the majority of those outside Scotland). This is an aptitude test, which does not draw on any particular body of knowledge that a candidate can learn in advance. However, there are practice questions on the UCAT website.

You must register on-line to take the test. Registration should be made between **1 May 2019** and **18 September 2019**. The test must be taken between **1 July 2019** and **2 October 2019**. There is a test centre in Edinburgh. The cost of taking the test is £65 (1 July - 31 Aug) and £87 (1 Sept – 2 Oct). Bursaries may be available to cover the cost of the test depending on parental income. Closing date for bursary application is 18 September 2019.

More information is available on the UKCAT website [www.ucat.ac.uk](http://www.ucat.ac.uk).

The **BMAT** (BioMedical Admissions Test) is used by a small number of universities including Oxford, Cambridge, Brighton and Sussex Medical School, Lancaster University, University of Leeds, Imperial College, London and University College, London for entry to **Medicine**, by University of Leeds for **Dentistry** and by Oxford for **Biomedical Sciences**. Next test date is on **30 October 2019**. Registration is between **1 September and 1 October 2019**. Test fee is £48.00. More information at [www.bmat.org.uk](http://www.bmat.org.uk).

The **LNAT** (the Law National Aptitude Test) is used by the University of Glasgow (and other institutions outside Scotland) as part of the selection process for applications to all courses in Law, including joint degrees in Law and another subject. The test can be taken between 1 September 2019 and 20 January 2020 (by 20 October 2019 if applying to Oxford University). Full details of test dates, registration and cost are on the LNAT website [www.lnat.ac.uk](http://www.lnat.ac.uk).

**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 [here](#)
- Online personal statement tool [here](#)
- More help on this is [here](#)
- Link to UCAS advice for parents and carers [here](#)
- More on applying to university and/or college [here](#)



## Planning Ahead

<b>Don't have a clue:</b>	<ul style="list-style-type: none"> <li>• Think about your skills, strengths and interests as discussed at today's session</li> <li>• Visit <a href="http://www.planitplus.net/careerzone/careerometer">www.planitplus.net/careerzone/careerometer</a> You can use the computers in the school library or at home to do this and it will help generate some ideas.</li> <li>• Register on <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a> for careers information and resources.</li> </ul>
<b>Have some ideas but need to explore options available:</b>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.planitplus.net">www.planitplus.net</a> for career and course information</li> <li>• Try getting some relevant work experience or work shadowing.</li> <li>• Start to research the post-school options outlined below using the available resources.</li> </ul>

### Post-school options and resources

<b>Further Education</b>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.planitplus.net">www.planitplus.net</a> for course availability</li> <li>• Read college prospectuses in the careers library and/or visit college websites: Edinburgh College - <a href="http://www.edinburghcollege.ac.uk">www.edinburghcollege.ac.uk</a>  Oatridge College - <a href="http://www.sruc.ac.uk">www.sruc.ac.uk</a></li> </ul> <p>There are many other colleges throughout Scotland which you can explore in more detail through the Planit website</p>
<b>Higher Education</b>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.ukcoursefinder.com">www.ukcoursefinder.com</a> you can take a quiz to help you identify course ideas</li> <li>• Visit <a href="http://www.ucas.com">www.ucas.com</a> and <a href="http://www.planitplus.net">www.planitplus.net</a> for course information</li> <li>• Visit <a href="http://www.saas.gov.uk">www.saas.gov.uk</a> for financial advice</li> <li>• Visit <a href="http://www.push.co.uk">www.push.co.uk</a> for student advice</li> <li>• Visit <a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a> for degree course progression</li> <li>• Read university prospectuses in the careers library or visit university websites.</li> <li>• Attend the Higher Education Convention at Edinburgh Corn Exchange on 2<sup>nd</sup> and 3<sup>rd</sup> September 2014</li> </ul>
<b>Employment/ Training</b>	<ul style="list-style-type: none"> <li>• Register on <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a> for help with CV's and interview skills</li> <li>• There are lots of job search websites; you can access some links to these on <a href="http://www.edubuzz.org/midandeastvacancies">www.edubuzz.org/midandeastvacancies</a></li> <li>• Visit <a href="http://www.yell.com">www.yell.com</a> or use the Yellow Pages or local trade directories to identify employers to contact about recruitment.             <ul style="list-style-type: none"> <li>• Try to get some relevant work experience or work shadowing or do some volunteering - try <a href="http://strive.me.uk/find-opportunities/">http://strive.me.uk/find-opportunities/</a></li> </ul> </li> </ul>
<b>Year Out</b>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.yearoutgroup.org">www.yearoutgroup.org</a> <a href="http://www.summerjobs.com">www.summerjobs.com</a> and <a href="http://www.gapyear.com">www.gapyear.com</a></li> <li>• Think about what you hope to gain from a year out.</li> <li>• Plan what you would like to do at the end of your year out too</li> <li>• Country guides <a href="#">here</a> to help you</li> </ul>

Remember to use the Careers blog at [www.edubuzz.org/careers](http://www.edubuzz.org/careers)

**START PLANNING NOW!**

# College Resources

[Edinburgh College](#)

Scotland's Rural [Colleges](#)

Pre-application resources [here](#)

Higher National level funding [here](#)

HN to degree progression routes [here](#)

Scottish Qualifications Framework [here](#)

# Finding Employment

CV preparation [here](#)

MyWOW Cover letter information [here](#)

MyWOW Cover letter layout and examples [here](#)

MyWOW Cover letter information [here](#)

MyWOW Cover letter layout and examples [here](#)

MyWOW – Interviews help [here](#)

MyWOW – My Interview [here](#)

Some Vacancies Information [here](#)