

North Berwick High School

November 2020

This may be your last year at school, so it is very important to think about what you want to do next and to plan ahead. Even if you are thinking about staying on for sixth year, you'll have to make decisions about which subjects to study next year. Your choice of subjects may be influenced by what you would like to do when you leave school.

The information below gives you advice on how you can make your choice of career.

Career Management Skills

To make well informed career decisions you need to know about your **Self**, your **Strengths**, your **Horizons** and your **Networks**. Learning how these fit together lets you develop lifelong **Career Management Skills**.

Self – is all about you as an individual. Understanding your personality, analysing your interests and assessing your values, will help you make the right career decisions.

Strengths – knowing what you're good at, assessing your talents, skills and your achievements to date and thinking how you can build on these.

Horizons – being aware of the bigger picture of what opportunities are out there. Exploring options such as university and college courses, jobs, Modern Apprenticeships, training programmes, volunteering, taking a gap year.

Networks – knowing where you can get help and advice in making a career decision and in finding a job, training or a college or university place.

My World of Work – www.myworldofwork.co.uk

Skills Development Scotland's careers website **My World of Work** is designed to help you develop your **Career Management Skills**.



In the **My Career Options** section, you can use the tools below to identify jobs which match your **Self** and **Strengths** and **Skills**. If you already have a job in mind, select **Ambition** to find out the routes into your chosen career. You can also include information on your qualifications in the **Education** section and your work **Experience** to find jobs which might suit you.



The **Learn and Train** section helps you explore your **Horizons** with information on courses at college and university, including guidance on how to apply, as well as giving you details of other options such as volunteering, work based learning and taking a gap year.

Once you know what you'd like to do, how can you get that job? What resources and **Networks** can help you? Use the **Getting a Job** section for information on job search and making applications, including advice on writing a job winning CV and going for interviews. You can also search for current job vacancies, including Modern Apprenticeships.



Staying at school for Sixth Year

It's important to consider carefully whether another year at school is your best option. You will have to study four subjects in sixth year. If you feel that might struggle to identify four subjects, which will interest you, then applying for a college course or going into employment or an apprenticeship after fifth year might be a better option.

You may be thinking about staying on to gain the qualifications needed for a specific college or university course, however, by going to college after S5 you may be able to gain a college qualification, which can lead on to your chosen course, and allow you to by-pass the need to remain in school to gain more qualifications.

If you have made a firm decision to stay on at school for sixth year, you will make your choice of subjects around February. If you have a job or course in mind check out the subjects needed for entry **before** the Coursing Day to ensure that you are working towards the required qualifications. Remember to check details of National 5s, needed for entry, as well as Highers.

University

If you are thinking about going to university, when you leave school, use the UCAS website, www.ucas.com, as a starting point to research course information and look at university prospectuses and/or websites for further details. Check out the specific subjects and grades you will need and keep this in mind when choosing your course for sixth year.

For some courses, relevant work experience is essential. Try to arrange this as early as you can, so that you can refer to it in your university application.

Going to College

Applications, for courses beginning at Edinburgh College in August 2021, will open at the beginning of January. There isn't a set closing date, but courses will close once they have reached a maximum number of applications. It's, therefore, **essential to apply as early as possible**, so that you don't miss out on being considered for a place. Applications for Borders College, usually open at the beginning of December.

College applicants may be interviewed and it's important to be able to show in your application/interview that you have an understanding of the type of work to which the course you are applying can lead. Related work experience can help with this.

Finding a job or Modern Apprenticeship

Begin looking for work from January/March onwards. Use websites such as www.myworldofwork.co.uk, www.apprenticeships.scot, www.apprenticeshipsinscotland.com, www.myjobscotland.gov.uk and the Job Centre website www.direct.gov.uk as well general recruitment and company websites.

You can also find full time and part time jobs on Skills Development Scotland's local job vacancy website www.edubuzz.org/midandeastvacancies which pulls together information on job vacancies for school leavers in Edinburgh and the Lothians. The site also has links to training providers, information on voluntary work, links to company websites and other recruitment websites.

Many jobs are not advertised, so you may need to make speculative enquiries to employers, to ask about job vacancies. Send them your CV, with a covering letter, explaining what type of work interests you. You may also hear about jobs from friends and family. Let them know what type of work you are looking for, so they can alert you to vacancies.

Careers Resources

As well as using **My World of Work**, you can also look at the following websites to do your own research into jobs and courses.

- **Edinburgh College** – www.edinburghcollege.ac.uk for information on local college courses
- **Oatridge College** – www.sruc.ac.uk/oatridge for information on courses in land based industries
- **Borders College** – www.borderscollege.ac.uk for information on courses in Galashiels
- **Planitplus** - www.planitplus.net for careers and course information
- **UCAS** - www.ucas.com for information on university courses
- **Prospects** – www.prospects.ac.uk for information on graduate career opportunities
- **Apprenticeships** – www.apprenticeship.scot for current vacancies

Help from Skills Development Scotland

If you have researched information, but are still undecided about what to do, speak to your guidance teacher, to arrange a careers interview in school. Even if you don't ask for an interview, we may speak to you to check on your plans or your guidance teacher may refer you to us if they feel it would be helpful for you to have an interview.

You can also contact us at the Skills Development Scotland Centre in Musselburgh by phone 0131 665 3120 or email.

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