

# CAREERS RESOURCES FOR YOUR FAMILY



While your family is home together it can be a perfect time for some fresh thinking about the world of work. Both children and adults can develop their skills and confidence, ready for future employment or study. The East Sussex Careers Hub has put together ideas to help you get started.

The resources below are best utilised with whatever technology you have access to : computer, iphone, tablet etc.

## What can you find?

**Page 1 :** What skills are needed at work? Try an online skills quiz. Follow your interests. Develop Employability Skills

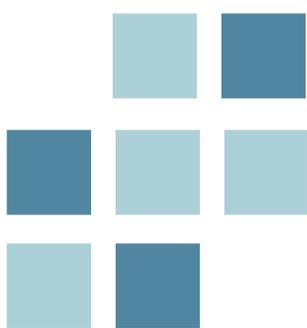
**Page 2:** Study Online. Virtual Work Experience. Volunteer. Visit a University. Find out about Apprenticeships

**Page 3:** Explore East Sussex Employers. Network online

**Page 4 :** Job application skills. Applying for future study. Access careers support.

## WHAT SKILLS ARE NEEDED AT WORK?

Start a family conversation about skills. Watch [this video](#) together for a quick introduction to the skills that employers are looking for, then take a look at [this film](#) about the skills needed in the future. Discuss what you have seen. Are there any other skills that you think are important? What skills do you notice in people around you? Talk with family and friends about the skills they use at work.

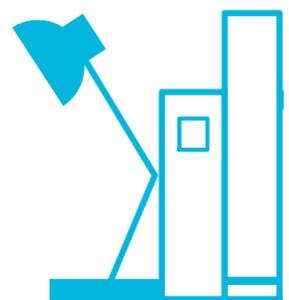


## TRY AN ONLINE SKILLS QUIZ

Which skills are your natural strengths? Which ones do you find harder, but would like to conquer? Online quizzes are a fun way to identify skills and match them to jobs. Children can try the [iCould Buzz quiz](#). Teens might prefer the [Prospects website](#).

## FOLLOW YOUR INTERESTS

Exploring jobs that use favourite interests or school subjects is another good way to identify career paths. Ask everyone in the family about their favourite subjects at school or their favourite hobbies, then research related jobs using [iCould](#), [BBC Bitesize](#) or [Prospects](#).



## DEVELOP EMPLOYABILITY SKILLS

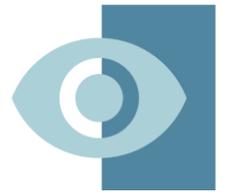
Use the [Skillsbuilder resources](#) and videos to master the employability skills that employers value, such as leadership and teamwork. The materials cover all ages from 4 years to adults.

## STUDY ONLINE

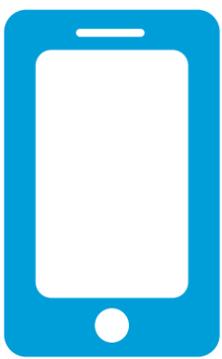
You might decide to challenge yourself by improving your technical skills while you are at home – this is sure to impress future employers.

Here are a few suggestions:

- Try a **free online course**. See the [Open University's](#) or Google ["MOOC"](#) or ["future learn"](#) for more ideas.
- Brush up your **digital know-how** with [BT Skills for Tomorrow](#) or get a [badge in coding](#).
- **Learn a language** using [duolingo](#) app.
- Explore **3D computer graphics** with [Blender](#), free open source software.
- Follow your favourite YouTuber to develop a **practical or craft skill**.



## VIRTUAL WORK EXPERIENCE

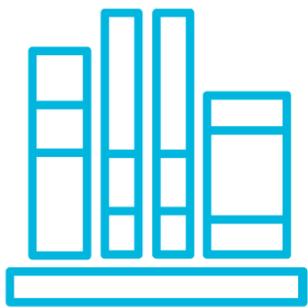


Work experience is possible from home, using these two platforms for young people:

- Speakers for Schools have just launched [Virtual Work Experience #VWEX](#) & [Virtual Talks #VTALKS](#) programmes. Young people and educators can register for further information.
- [Barclays Virtual Work Experience](#) also have a virtual work experience offer. You'll get to see the inner workings of Freeformers, a 'digital transformation' agency, and actively work with different departments on a project.

## VOLUNTEER

If you are 18 or over, you can volunteer – which is a great way to gain employability skills and show your commitment. [British Red Cross](#) are looking for people in the coronavirus effort, [NHS volunteer responders](#) plan to welcome new volunteers soon, or look for other [local opportunities](#).



## VISIT A UNIVERSITY

Do some armchair travelling and [explore universities](#) around the UK. Join the universities' mailing lists so that you are ready to sign up for face-to-face open days once the lockdown ends.

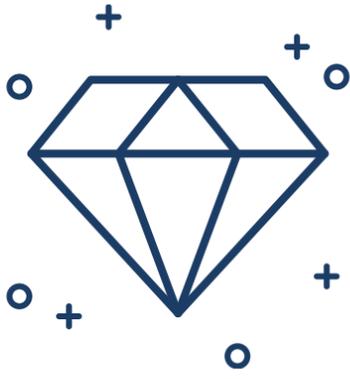
## FIND OUT ABOUT APPRENTICESHIPS

Find out about apprenticeships with Amazing Apprenticeship's interactive [Student Apprenticeship Guide](#). This gives 10 hours of self-directed distance learning for those aged 16 and over. Use Adobe Acrobat Reader for best results.



FOLLOW EAST SUSSEX CAREERS HUB ON SOCIAL MEDIA

## EXPLORE EAST SUSSEX EMPLOYERS



Go online to research local job opportunities. Two of the biggest local employers are the **NHS** and **East Sussex County Council**. Find out more about the NHS on the [Health Careers YouTube channel](#) and see which of the 350 different job roles might suit you. Watch videos about working as a [teacher](#) or in [adult social care](#), or as an [infant teacher](#). But don't forget to check out the websites of **small and medium sized employers** on your high street or local business park, as smaller organisations often find it hard to recruit the people they need.

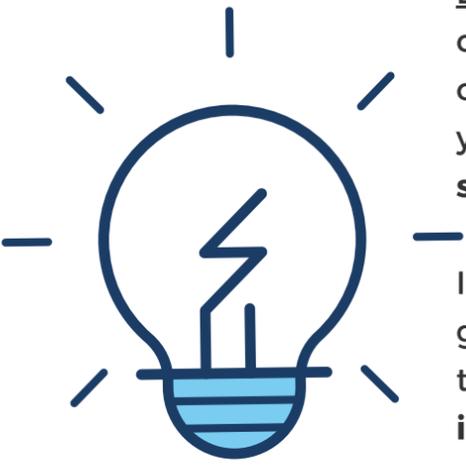
## NETWORK ONLINE

LinkedIn is a wonderful free job search tool for anyone **aged 16 and over** to develop their professional online presence, get noticed and be positioned to find out about opportunities and be found by recruiters. It is often under-used, particularly by young people. Follow these steps:



- Go to <https://www.linkedin.com> and set up your profile, including a high quality photograph, a headline, summary and skills section. [Read this advice](#) on how to create a good profile.
- It is important to follow [these recommendations](#) regarding your security settings. If you are under 18 check this with your parent or carer.
- Research employers using a search engine like Google. Find companies you are interested in, then locate their LinkedIn page. On their page you will find a link to their employees.
- Identify people who might be influential, then invite them to join your LinkedIn network, by sending an enthusiastic personal message - "Hi [name], I'm looking to build a network and career in your sector, so it would be great to connect with you. Any career advice, tips or guidance also gratefully received - I'm just starting out. Thanks for your time". Remember that you only want people in your LinkedIn network who are relevant to your career and don't ask for a job, just for information.
- If you are a young person and are not sure who to invite to your LinkedIn network, you could begin by connecting to your college careers advisor or tutor.
- The next step is to join LinkedIn "Groups". These exist for sectors, skills and interests. By joining groups in areas that you are interested in, you become more visible to their members and can pick up tips from them.
- Become active on LinkedIn by liking people's posts and posting your own comments and questions.
- Use LinkedIn to research jobs. If you see a job advertised that you'd like to apply for, go to the company's LinkedIn page. Find relevant employees and invite them to join your network (this could include those already doing the job - they can give you real and valuable insights). This activity shows your initiative and can mark you out as different in a competitive jobs market.

## JOB APPLICATION SKILLS



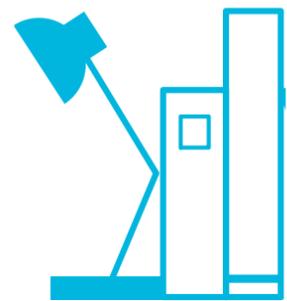
Eton College is making several online self-study courses from the EtonX Future Skills Programme free of charge to state school pupils in the UK, aimed at 16 years and over, including **CV Writing and interview skills**.

If you are applying for work during the lockdown, it's good idea to practice your phone and video interview techniques. Follow Hastings Direct's advice on video interviews, and take a look at this American video for phone interview guidance (quick translation note: when the presenter says "resumé" she means "CV"!).

## APPLYING FOR FUTURE STUDY

Alternatively, you might be ready to apply to college, university or for an apprenticeship.

If you are applying to university or college, contact your teachers to assist you with your application. Apply to East Sussex College Group, Bexhill College and Plumpton College through Careers East Sussex; for other colleges apply directly to each institution. University applications are made through UCAS, which also has useful advice on preparing personal statements for college or university.



**Apprenticeship** applications are usually made directly to employers or through the National Apprenticeships Service and can take place throughout the year, depending on the individual employer's deadline, as this video explains. If you are a school leaver applying for an apprenticeship, it is highly recommended to apply for college courses too, as a backup in case the apprenticeship falls through.

## ACCESS CAREERS SUPPORT

Our final tip is to seek support with your career decisions. Free guidance for adults and young people aged 13 or over is available from the National Careers Service on 0800 100 900 or use webchat. Your child's teacher can also put you in touch with the school or college's careers advisor.



Youth Employability Service, East Sussex, can provide information and advice to learners around transition from Years 11, 12 and 13, and support and guidance to young people aged 16-18 who are not in education, employment or training. email [yeseastsussex@themytrust.org](mailto:yeseastsussex@themytrust.org) or message through the Facebook page - [facebook.com/YESEastSussex](https://facebook.com/YESEastSussex).