

## Careers Newsletter January 2025

Happy New Year! Thanks for taking time to read this newsletter and I hope you find it useful, whether you're a student, a parent or a member of staff.

**Ever wondered what actually happens in a Year 11 or 13 careers guidance appointment?**

### Ingredients for your Careers Appointment



- Impartial information
- Career exploration
- Course research
- Step by step plan
- Quiz's
- CV support
- Interview tips
- Revision tips
- University choices

### Post 16 Events

**Helston College Post 16 Education**

[https://www.helston.cornwall.sch.uk/web/post\\_16](https://www.helston.cornwall.sch.uk/web/post_16)

**Truro and Penwith College**

For all Truro & Penwith College events click here: [Events from January 9 – March 1 – Truro & Penwith College \(truro-penwith.ac.uk\)](#)

## Cornwall College Camborne

For all Cornwall College events click here: [Events - Cornwall College](#)

### New Careers Office at Hayle Academy

Think you know careers? Truro and Penwith Academy Trust values career guidance and as such I'm shaking things up a bit! Welcome to my office where career guidance appointments take place, with a dedicated classroom for career related workshops attached to it. I am hoping to recreate this space in other Truro and Penwith Academy schools so that students get the most out of their visit. So, what are you waiting for? Book your children and students in to see me to talk about who they are, what they want out of their future and how they're going to get there ☺



If any staff or parents have items they could donate for this purpose please email me at [hireland@tpacademytrust.org](mailto:hireland@tpacademytrust.org)

## Apprenticeships

Following on from September's newsletter, I have some more invaluable information and resources for apprenticeship applications – apprenticeships are really taking off, with more vacancies than ever before and more support available to help students find their dream career path!

Did you know that you can even take an apprenticeship to become a doctor!!

## Three Ways to Find an Apprenticeship

### 1: The Speculative Search

- Write a skills-based CV and a Cover Letter
- Research local employers who you want to work for, find out the name of the manager/Human Resource details and email your CV and cover letter to them. Or call the office and schedule a meeting/call with the manager.
- Ask people you know to find out if their employer offers vacancies
- If a business doesn't have an apprenticeship scheme but are interested in setting one up, give them these links – it's easy and the local colleges will help:
  - [Employing an Apprentice - Cornwall College](#)
  - [Apprenticeships - Truro & Penwith College](#)

### 2: Advertised vacancies

- Use job websites and employer websites and apply for any vacancies

### 3: College apprenticeships

- Look at apprenticeship vacancies on your local college websites and apply directly

## Top Tips!

- Start looking for apprenticeships now – the closer you get to summer the more opportunities will be advertised, so keep looking!
- Sign up to apprenticeship vacancy alerts with colleges and apprenticeship websites
- Use LinkedIn (if you're over 16) or the company website to find out names of managers and HR so you can speak to them directly
- Practice your interview techniques
- Research how to complete an application form properly
- Get writing your CV now!
- Use this toolkit for useful information and tips: <https://naw.appawards.co.uk/toolkit>

## Vacancy websites:

[Apprenticeships in Cornwall | Truro & Penwith College](#)

[Apprenticeships with The Cornwall College Group](#)

[Search apprenticeship – Find an apprenticeship – GOV.UK](#)

[Apprenticeships Jobs in UK - Updated Daily | Apprenticeships Job Vacancies UK](#)

[Browse apprenticeships before you apply](#)

[Discover the right career path with us | Apprenticeships.co.uk](#)

## How to write a CV

- The best type of CV to use when leaving school is a skills based CV. This format emphasises skills that match the job you're applying for rather than relying on work experience
- You should tailor your CV to the position you're applying for by including skills and examples that are relevant.
- Use the job description to identify key buzz words and include these on your CV

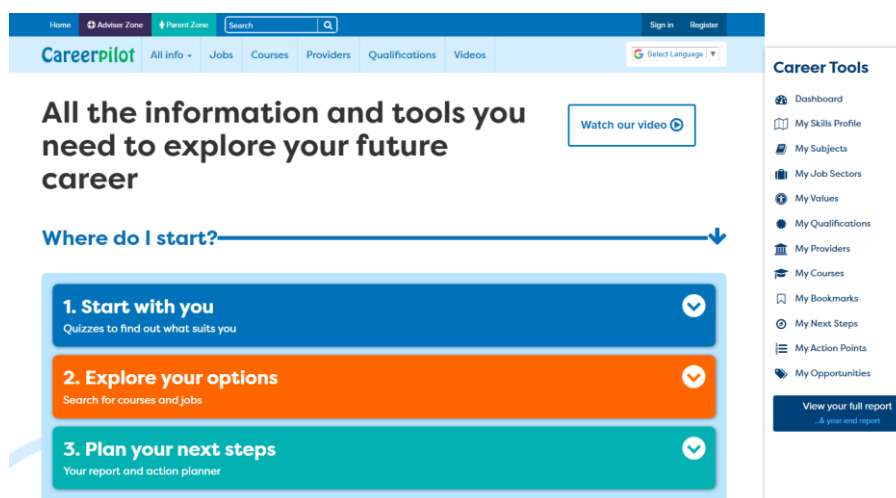
Use this link for a useful CV template: [School leaver CV template | reed.co.uk](https://www.reed.co.uk/school-leaver-cv-template)

## Parent and Teacher toolkit

You can use this planner to help students think about their careers and what they really want from their future: [Pathway-Planner.pdf](https://www.pathway-planner.co.uk/)

## Career Exploration

Don't forget about [Careerpilot : Plan your future work & study](https://www.careerpilot.co.uk/) for researching careers that match your interests, values and skills:



## Thank you

That's all for now, please contact me if you have any questions and I'll be happy to help!

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