



Wilmington Grammar

Year 12 Career Guide

This guide supports all year 12 students to access Post 18 options.

Students are encouraged to make informed choices and to prepare applications in collaboration with school careers staff and Sixth Form tutors.

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Introduction

Currently Year 12 are working through a range of career related activities in form time. They are also receiving a 1-1 career interview to help them focus their planning and use of the resources available through UNIFROG as well as UCAS.

There is a raft of virtual and online support that students have also had the opportunity to access through their chosen elective that may well be supporting their decision making. Completion of super-curricular activities will really enhance the quality of personal statement and applications to competitive universities or apprenticeship schemes.

This booklet is a review of all of the information that is available. It is imperative that students also make sure that they discuss options with their subject teachers, form tutors, careers advisors or a member of the WG6 team to help ensure that they are making informed choices. It is important to work through the key stages of quality research and decision making before application are submitted.

In addition to this booklet do keep an eye out for further signposting of any online resources. Please keep checking teams and liaising with your form tutor for latest information as well as the Career newsletter that is provided via email direct to students.

Please remember that we are here to support you and whilst we are in a season of uncertainty, research and preparation is not wasted and we will do everything we can to enable you to make successful transitions to whatever path you chose after sixth form at Wilmington Grammar.

For any general questions regarding future career choices please email:

Mrs Martin dmartin@wgsq.co.uk for students based at WGSQ

Miss Smith jsmith@wgsq.co.uk for students based at WGSQ

Mrs Walker twalker@wgsb.co.uk for students based at WGSB

Miss Kemp akemp@wgsb.co.uk for students based at WGSB

Future Pathway

The first step on your path to choosing which option is right for you is to be familiar with all of the options available.



Here is a reminder of the main options:

University degree – Full-time, part-time, Open University, FE college, independent provider, away from home, stay at home

Apprenticeship – Work combined with study for a recognised qualification relevant to the job you are based in, qualifications at different levels (Levels 2-7: GCSE equivalent to Master's degree or equivalent)

FE College – Full-time or part-time courses to prepare you for specific careers for example, construction, creative and digital media, hospitality or business administration.

Employment – Full-time employment or self-employment

Gap Year – Take a year to enhance your CV or university application through travel, employment, further study/re-sits, volunteering, or a combination of any of these.

It is important to bear in mind that you do not have to just follow one option at this stage. Researching every option that you are considering is an important part of helping you to decide which is the best for you. **You can also apply or plan for more than one option to keep the doors open for longer.**

To research and compare these options generally see [careerpilot.org.uk](https://www.careerpilot.org.uk):

<https://www.careerpilot.org.uk/information/your-choices-at-18>

This booklet includes a step-by-step guide for applying to university **and** for apprenticeships. If you are considering an alternative option please contact Mrs Martin or Mrs Walker by email for more detailed guidance.

Unifrog



All Year 12 students have access to this platform. They have started to create shortlists. [Sign In - Unifrog](#) (speak to form tutor if they cannot access)

These can be for university or apprenticeships.

To support your research Mrs Martin has sent activities that will be monitored by your form tutor and Deputy Head of Sixth Form.

This is one of the main online tools we use to support sixth form students – it is an online career platform that we have a school subscription for. This is a central point where you can:

- Undertake research into options and keep shortlists
- Complete activities set for you to enhance your application for university, apprenticeships or work
- Record examples of competencies to use in your personal statement or other application
- Draft your personal statement and get interactive feedback from your tutor
- View your careers interactions e.g. group work, assembly speakers, 1:1 interview

Do make sure you spend time familiarising yourself with Unifrog to enhance your research.

University Applications



We do advise you consider all options and it is often the offers received from universities that help to motivate you during Year 13.

You do not have to go if you apply but it allows you to change your mind. Further information is available on ucas.com.

University Course choices

Knowing where to start can often be the first hurdle to overcome. The school has purchased an additional resource called *higher ideas*, to help ease this process.



1. Go to the Careerssoft website. It is at www.careerssoft.co.uk or search for 'Careerssoft' using your browser or any search engine.
2. Click the 'Sign in' button (on RHS) . This takes you to www.careerssoft.co.uk/sign-in where you can enter your Access Code.
3. Enter your establishment's Access Code. **vt3kcb77**

Step-by-step Guide for University Applications

Some of you may have already completed some elements of your research and/or work quickly through, whereas others may take more time to consider each step. Take your time to research everything thoroughly. Talk it through with family and friends and ask for help if you need it.

1. Decide on a course/subject area.
 - a. Use "Higher Ideas" to explore degree courses linked to your A level subjects (see information above)
 - b. Use the National Careers Service website to explore specific jobs and check what degree might be needed for your preferred career if you have one in mind:
<https://nationalcareers.service.gov.uk/explore-careers>
 - c. If you do not know what direction your degree will take you in, research what might be possible using Prospects:
<https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>



2. Research courses and universities.
 - a. Use Unifrog to research courses in your chosen and related subject areas. Make use of filter and ranking tools to narrow down courses based on factors that are important to you which may be: distance from home, graduate prospects, student satisfaction or something else. Select courses from each of the aspirational, solid and safe columns to balance your choices in line with your predicted grades. It is good to get your selection down to **8-10 courses by 18th June 2021**
 - b. Double check entry requirements for your preferred courses on UCAS.com
 - c. Link available on UCAS or use Unifrog to review the course page on each university website and read the course details including modules, teaching and assessment, and career prospects as well as any specific application information e.g. assessment test, interview, or portfolio requirements.
3. Research any University Admission Tests that are needed – you need to register for these with the school examinations officer (UCAT is completed separately)
Most common admission tests include:

Cambridge Law Test

MAT (Mathematical Admissions Test) for Oxford (for both maths *and* computer science degrees), Imperial College London and Warwick*

STEP (Sixth Term Examination Paper) for maths courses at Cambridge and Warwick*

TMUA (Test of Mathematics for University Admissions) for maths and maths-related courses at the universities of Durham, Bath, Cardiff, Nottingham, Sheffield, Lancaster, LSE, Southampton and Warwick; it is usually optional rather than compulsory **TSA** (Thinking Skills Assessment) for Cambridge, Oxford and UCL.

*Neither test is compulsory for Warwick, though it is recommended to take one of these or the TMUA.

Do the tests require specific knowledge and is it possible to practice for them?

MAT, STEP, BMAT and UCAT all require specific knowledge that you may need to revise, though it should be things that you've covered previously in your academic studies.

TSA, LNAT and Cambridge Law Test on the other hand test you on critical thinking and writing skills and therefore do not require specific revision.

Many resources available online, including past papers, specimen tests, guides and test specifications. The TSA, MAT, BMAT and STEP preparation resources can be found on the [Cambridge Assessment Admissions Testing website](#), [LNAT](#) and [UCAT](#) have their own websites

Cambridge Law Test sample papers [University of Cambridge website](#).

Inform yourself thoroughly on what you need to know and then practise, practise, practise. [University Admissions Tests | UCAS | UKCAT, BMAT, LNAT And More](#)

4. Create a final shortlist of five courses by 3rd

September 2021 to apply to.

- a. Check University websites for virtual tours or open days. Read any frequently asked questions (FAQ). Access online forums or telephone helplines to get answers to additional questions.
- b. Make sure that your choices are **in line with your predicted grades** ideally including aspirational (slightly above, no more than 2), solid (in line with grades, 2-4) and safe (slightly below, at least 1) choices.

SHORTLIST

5. Preparation planning for your personal statement.

- a. Think about why you have chosen your subject:
 - i. Where did the interest come from?
 - ii. What specific topics interest you?
 - iii. How does it link to your A level subjects?
 - iv. What wider research or experience have you undertaken?
- b. Be ready for the 'Make the Most of the Personal Statement' online seminar on **21st June 2021** to start the writing of your personal statement.
- c. **A first draft** to be added to unifrog and/or emailed to your form tutor by **3.30pm on 21st June 2021**
- d. This is a useful exercise to get you started:
 - i. Talk to someone (parent, sibling, pet) for 2 minutes without stopping giving every reason why you love your subject.
 - ii. When your time is up, write down everything that you said – this is the start of your first draft.
 - iii. Type it into Unifrog in the Personal statement section.
 - iv. Watch this video for more tips then revise your notes into a first draft.
<https://www.youtube.com/watch?v=8hFkMAjW-I>
- e. Form tutor to provide feedback by **Friday 2nd July 2021** to start work on a second draft . Do not ask too many people to check your personal statement as you will get conflicting advice. Mrs Martin and Mrs Walker are happy to support but this in conjunction with your form tutors.
- f. Consider the feedback, revise your draft and re-submit for further feedback. Complete this cycle until you have a final draft saved in unifrog and emailed to your form tutor by **Friday 19th July 2021**.

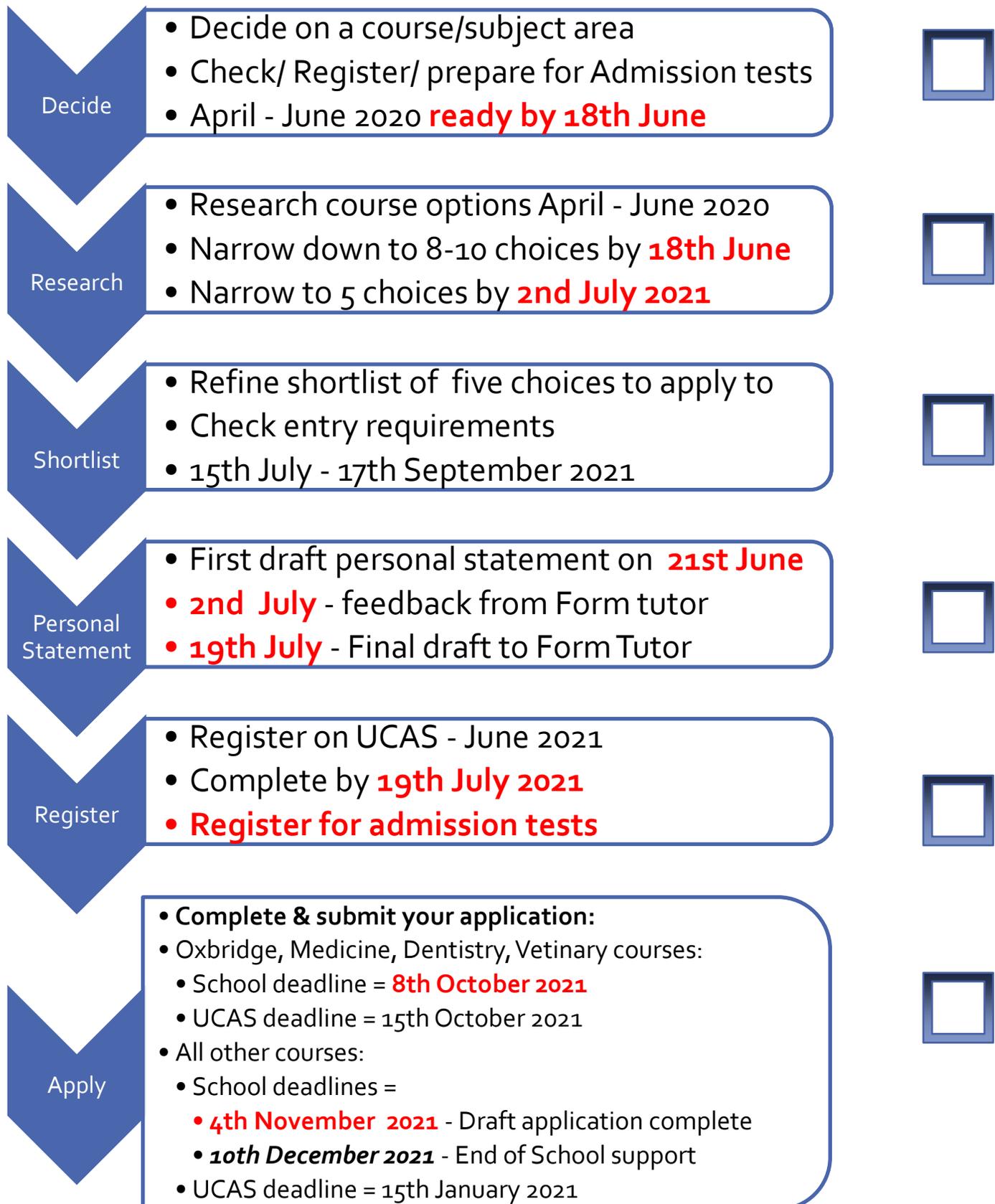


6. Register on UCAS and Apply – **You will be advised on 16th June when this is live and you will be given a buzzword.**
- a. Fill in your personal details, use a sensible email address (create a new account if you need to) so that universities can contact you on results day and after you have left school. The fee code is '02' for all students.
 - b. Add your university course choices using the codes from UCAS.com
 - c. Complete the education section
 - i. Add all of your GCSEs and any other qualifications that you have completed including achieved grades.
 - ii. Add your A levels with the future date and grades pending.
 - d. Complete all other sections
 - e. Paste in your personal statement copied from Unifrog (maximum of 4000 characters)
 - f. Email your form tutor and ask them to check your form and confirm predicted grades to be included on the reference.
 - g. Form tutors will check the form and ask you to make any changes and then agree for you to pay and send. (NOTE – your form is **not** sent to UCAS yet. There is a checking process that will take up to 3 weeks to complete from this point)
 - h. Cost is £ 26 (£20 for a single choice). Student completes **pay and send** (using a credit or debit card) – **Form is then locked and sent to the school for processing.**
 - i. Form tutors will upload your reference (ensuring you know the predicted grades) and verify GCSE grades added to your form.
 - j. Form tutors will notify Miss Smith or Miss Kemp and a check is completed of the form
 - k. Miss Smith will notify Mrs Tiddy, or Miss Kemp will notify Mr Watson, and a final check is carried out.
 - l. Mrs Tiddy or Mr Watson will carry out an final check and send to UCAS (this will be completed **within 3 weeks** of being sent to form tutor).

PLEASE NOTE: If any changes are needed after Pay and Send has been completed your form can be sent back (unlocked) and then changes can be made and your form can be resubmitted (there will be no charge for this).

Timeline for University Applications

Complete



Apprenticeships

The steps to research and apply for apprenticeships are similar to those for university but the main difference is that apprenticeship vacancies are not all found in one place and the application process varies by employer including the opening and closing dates. With that in mind, the research is equally if not more important and will need to be started in plenty of time. For information about what apprenticeships are or other general information see the gov.uk apprenticeship website: <https://www.apprenticeships.gov.uk/#>



Step-by-step Guide for Apprenticeship Applications

1. Decide which sector or job category you want to work in.
 - a. Browse sectors on Unifrog and compare details such as number of apprenticeship vacancies, number of jobs, employment rate and salary.
 - b. Use the National Careers Service to see details of what a specific job could involve day to day.
 - c. Use [careerpilot.org.uk](https://www.careerpilot.org.uk) to explore jobs linked to school subjects.
2. Research requirements for chosen apprenticeship or sector.
 - a. Academic, skills, qualities/values and experiences.
3. Use Unifrog competencies section to record examples for each of the areas identified e.g. teamwork, problem-solving etc.
4. Identify any specific companies or organisations that you would like to work for:
 - a. Research their apprenticeship vacancies including:
 - i. Timing of recruitment: opening/closing dates
 - ii. Recruitment process: online application, CV, telephone/digital interview, testing, assessment centre/interviews
 - iii. Entry requirements: academic, skills, values, experiences etc
 - iv. Type of qualification offered and progression opportunities
 - v. Number of vacancies

Careerpilot

5. Search for vacancies

- a. Use Unifrog to shortlist vacancies based on criteria that are important to you
 - i. Click link to apply.
- b. Register on gov.uk apprenticeship site
 - i. Set alerts for search criteria of interest
- c. Go direct to preferred companies
 - i. Find vacancies on their website
 - ii. Send a speculative application with your CV and a cover letter.
- d. Check UCAS.com, notgoingtouni.co.uk, getmyfirstjob.co.uk and other job websites for vacancies.



6. Prepare a CV and cover letter

- a. Use a CV template from Word or Monster.co.uk to get started and complete the main sections:
<https://www.monster.co.uk/career-advice/cv-writing-tips>
- b. Use examples from your Unifrog Competencies section to enhance your CV.
- c. Tailor your CV to the role and companies you are applying for and their requirements, refer back to their job description or vacancy listing.
- d. Prepare a cover letter to introduce yourself and accompany your CV tailored to the company & role that you are applying for. Tips and templates are on Monster.co.uk
- e. Email your CV and cover letter to Mrs Martin, Mrs Walker or your form tutor for feedback.



7. Apply for vacancies

- a. Apply to as many vacancies as you can that meet your criteria.
- b. Make sure that you will be able to travel to the location and check driving requirements.
- c. Keep a record of each application, date sent and any responses.

Timeline for Apprenticeship Applications

Complete



The steps and timeline to apply for other employment options would follow the same process as for apprenticeships.