



# Let's Talk About Your Future

## Thinking about your future

This booklet is for you to use in your last year at school.

You might begin to use it in Year 10.

It will help you to think about yourself and your future.

## What is Connexions?

We (Connexions) offer information, advice, guidance and support to all young people aged 13 to 19. We also work with young people (up to 25 years old) who have learning difficulties or disabilities (or both).

## What's inside

|  |                 |
|--|-----------------|
| About you and your future                      | Page 2          |
| What you need to think about                   | Page 2          |
| Talking to someone who can help you            | Page 3          |
| Your checklist for Year 11                     | Pages 4 and 5   |
| Staying on at school or college                | Pages 6 and 7   |
| Jobs with training                             | Pages 8 and 9   |
| Preparing your CV                              | Pages 10 and 11 |
| Filling in application forms                   | Page 12         |
| Interviews                                     | Page 13         |
| Planning with your Connexions Personal Adviser | Pages 14 and 15 |
| Where you can get help and information         | Page 16         |
| Your local Connexions Centre                   | Page 17         |



## Parts 1 and 2

# About you and your future

Your name:

Your date of birth:

Who do you live with?

Name of your school:

Date you will leave school:

## What you need to think about

**This will be useful when you are planning your CV. See pages 10 and 11.**

What do you like doing in your spare time? (For example, listening to music, cooking, sport, going out, shopping or reading.)

What are you good at doing? (For example, organising things, working on your own or getting on with others.)

What do you like doing at school?

What are you good at in school?



## Part 3

# Talking to someone who can help you

If you need to talk to someone about your future, who could you speak to?

### **At home:**

What would you talk to them about?

### **At school:**

What would you talk to them about?

### **Your friends:**

What would you talk to them about?

### **Your Connexions Personal Adviser:**

What would you talk to them about?



## Part 4

### Your checklist for Year 11

The table below lists activities you may do in Year 11.

Tick the box in the 'done' column when you have done the activity.

Add more activities in the space provided if you think of any.

#### Autumn term (September to December)

| Activity | Done |
|----------|------|
|----------|------|

|                                      |  |
|--------------------------------------|--|
| See your Connexions Personal Adviser |  |
|--------------------------------------|--|

|   |  |
|---|--|
| Visit your school's Connexions Information Centre |  |
|---|--|

|                         |  |
|-------------------------|--|
| Go to college open days |  |
|-------------------------|--|

|                                |  |
|--------------------------------|--|
| Visit your school's sixth form |  |
|--------------------------------|--|

|  |  |
|--|--|
| Check out local training organisations |  |
|--|--|

#### Spring term (January to March)

| Activity | Done |
|----------|------|
|----------|------|

|                                      |  |
|--------------------------------------|--|
| See your Connexions Personal Adviser |  |
|--------------------------------------|--|

|   |  |
|---|--|
| Fill in application forms for college, an pprenticeship |  |
|---|--|



or a job

Check your progress file is up to date

Prepare for interviews (for college, training or jobs)

### **Summer term (April to July)**

Activity

Done

See your Connexions Personal Adviser

Talk to your Connexions Personal Adviser if you need help with transport. (See page 7 for more information.)

Check with your Connexions Personal Adviser if you qualify for an Education Maintenance Allowance. If you do, apply now.

### **After you leave school**

Activity

Done

Visit your local Connexions Centre



## Part 5

# Staying on at school or college

You could go to college or stay on at school to learn new skills for your adult life and to prepare for going to work.

Local colleges offer courses that can help you to do the following.

- ⊙ Improve your skills, including the 'key skills' of using numbers, using computers, working with other people and solving problems.
- ⊙ Learn about new things you can do in your spare time.
- ⊙ Find out what different jobs are like and what it is like to go to work.
- ⊙ Learn 'life skills' or 'independent living skills' to help you do things on your own.

After doing a course at college, you could go on to do a course related to the job you want to do. These courses are called vocational courses. There are lots of vocational courses. For example, catering, hairdressing, building and office work.

Some schools with sixth forms or post-16 units offer vocational courses. You may like to stay at your school because you know the school and the staff, they know you, and it offers the course you want. If you go to college, do an entry to employment (e2e) programme or stay at school, you might be



able to get an Education Maintenance Allowance. This is a weekly payment to help you pay for the day-to-day costs that you will have if you stay on in education.

You can also get help from the Care to Learn scheme if you are pregnant or a parent under 19. It helps with childcare costs while you are at college or school.

You can also get other kinds of support. For example, you might need:

- ⦿ transport to and from college; or
- ⦿ special equipment to help you learn more easily.

Your Connexions Personal Adviser can help you to work out the support you might need.

What courses are you interested in?

Which sixth forms or colleges are you interested in?

What support will you need to do the course?



## Part 6

# Jobs with training

After you leave school or college, you could get a job which provides training and a qualification while you earn money.

If you choose to get a job with training, you could do an apprenticeship. You'll be able to work and train and earn at the same time.

An apprenticeship will give you the chance to gain the qualifications you will need to do your job. These qualifications are National Vocational Qualifications (NVQs) and Technical Certificates. You will also study the key skills you would study at college (using numbers, using computers, working with other people and solving problems).

Ask your Connexions Personal Adviser for a copy of the Apprenticeship Guide.

What type of apprenticeship are you interested in?  
Who offers these apprenticeships?

(You can find out who offers apprenticeships at [www.apprenticeshipsonline.org](http://www.apprenticeshipsonline.org).)

You may not be sure what you want to do or you may not be ready to get a job. In this case, Entry to Employment (e2e) may help you.



The e2e scheme helps young people to develop the confidence and skills they need to get an apprenticeship, go to college or get a job. On e2e you will get help with life skills and work experience. For more details, speak to your Connexions Personal Adviser.

## **Where is your nearest e2e centre?**

Some young people get jobs which do not offer any training. You can find out about jobs in the local newspapers. If you have a part-time job or do work experience, your employer may offer you a full-time job when you leave school.

If you start a job that does not provide any training or qualifications, ask your employer if you can have time off work to learn. Your Connexions Personal Adviser can help you with this.



## Preparing your CV

CV stands for curriculum vitae. An employer might ask you for your CV when you apply for a job. It tells the employer about you and your experience.

Your CV must be clear, to the point and well laid out.

Fill in this page and page 11 to make your own CV.

Your name:

Your address:

Your phone number:

### **Personal profile**

This should be one or two sentences about your strengths (what you are good at).

### **Your skills**

Using the bullet points, list the skills you have. For example, communication, presentation or teamworking. They should be relevant to the job you are applying for.

### **Education and qualifications**

In date order, list your exam results, or exams you are about to take.



Name of your school or college:

List the GCSEs, NVQs, BTEC, or any other qualifications you have.

### **Employment history**

If you have had a job before, you can fill in this section. If you have had more than one job, list them in reverse order, starting with your most recent or current job

Company name:

Date you started work:

Date you left the company:

Your job:

### **Work experience**

Write down any work experience you have had that is relevant to the job you are applying for. You can also include any voluntary work you have done.

Company name:

Date you started:

Date you finished:

Job:



## **Achievements**

## **Your interests**

## **Personal information**

This section is for any extra information you want to give. If you have a driving licence or you can speak another language, you should say so here.

## **References**

References, tell an employer about you. People who know you may provide a reference for you. An employer will usually ask you for two references. You could ask your teacher or an employer, but not your friends or family. People who provide references are called 'referees'.

Ask your Connexions Personal Adviser to check your CV for you before you send it to an employer.

Ask your Connexions Personal Adviser to show you some examples of CVs.



## Filling in application forms

Some employers and colleges will ask you to fill in an application form.

Application forms are really important. They tell the employer or college a lot about you.

It's always a good idea to practise filling in the form before you do it for real. If you can, photocopy the form to practise on.

- 1 Always read the whole form before you start. There may be instructions (for example, 'use black ink' or 'do not write outside the boxes provided') that you'll have to follow. You'll also need to check each section on the form to make sure that you understand what they want to know.
- 2 Once you've practised and checked that all your details and spellings are correct, fill in the form.
- 3 Photocopy the form before you send it.

Don't forget, the way you fill in a form does make a difference. Some employers might not invite you for an interview if your form isn't filled in properly or it is messy.

Other ways of telling employers about you are by writing letters and making phone calls. If you do either of these, remember the following.

- ⦿ Be careful - prepare and practise what you want to say.



- ⦿ Be clear - make sure that what you say is not confusing.
- ⦿ Be confident - be positive about what you say about yourself or what you ask.

## Interviews

If you want to go to college or start work, you're likely to have an interview. This gives the employer or college the chance to find out about you. It also gives you the chance to find out if the job or the college course is right for you.

It is really important that you prepare for your interview. Find out as much as you can about the employer and the job, or the college and course.

Be ready for the questions you could be asked. For example, you could be asked the following.

- ⦿ Why have you applied for this job or course?
- ⦿ What do you like to do in your spare time?

Think about what other questions you might be asked and list them below.

At an interview, you'll also get the chance to ask some questions.

You should write them down in case you forget them.

What questions would you like to ask?



## Part 7

# Planning with your Connexions Personal Adviser

Name of your Connexions Personal Adviser:

What would you like to do when you leave school?

What do you need to do to prepare for this?

What help do you need from your Connexions Personal Adviser?

In the tables below, list what you and your Connexions Personal Adviser need to do and when you or they should do it by.

Tick the box in the 'done' column when it has been done.

### **What you need to do**

When you should do it by

Done

### **What your Connexions Personal Adviser needs to do**

When they should do it by

Done



## Part 8

# Where you can get help and information

You can get help and information from the following.

- ⊙ The Connexions Information Centre in your school
- ⊙ Your local Connexions Centre (see the next page)
- ⊙ The Connexions website at [www.connexions-southcentral.org](http://www.connexions-southcentral.org)

List any other places you can go for help and information.

## Your local Connexions Centre

### Aldershot

Unit 6/7 Low Walk  
Wellington Centre  
Victoria Road  
Aldershot  
GU11 1DB  
Phone:  
01252 324037

### Andover

Winchester House  
Winchester Street  
Andover  
SP10 2EA  
Phone:  
01264 369947



## **Basingstoke**

Sun Alliance House  
37-41 Wote Street  
Basingstoke  
RG21 7NF  
Phone:  
01256 819576

## **Bordon**

Bordon Youth Centre  
Mill Chase Community School  
Mill Chase Road  
Bordon  
GU35 0ER  
Phone:  
01420 488235

## **Cosham**

53A High Street  
Cosham  
PO6 3AX  
Phone:  
023 9222 1278

## **Eastleigh**

24 High Street  
Eastleigh  
SO50 5LD  
Phone:  
023 8065 3619



## **Fareham**

189-199 West Street

Fareham

PO16 0TB

Phone:

01329 827504

## **Farnborough**

39 Victoria Road

Farnborough

GU14 7PA

Phone:

01252 548434

## **Gosport**

I-Stop

St Vincent College

Mill Lane

Gosport

PO12 4QA

Phone:

023 9250 2456

## **Havant**

1 George Court

11 North Street

Havant

PO9 1ET

Phone:

023 9248 4365



## **Isle of Wight**

29 High Street  
Newport  
Isle of Wight  
PO30 1SS  
Phone:  
01983 525927

## **New Forest**

Claypits Lane  
Applemore  
Dibden  
SO45 5TN  
Phone:  
023 8087 7960

## **Portsmouth**

Connexions  
at Go For It  
Station Street  
Portsmouth  
PO1 1EQ  
Phone:  
023 9273 2450

## **Ringwood**

5 Monmouth Court  
Southampton Road  
Ringwood  
BH24 1HE  
Phone:  
023 8087 7960



## **Southampton**

126 Above Bar Street  
Southampton  
SO14 7DU  
Phone:  
023 8022 8557

## **Waterlooville**

256 London Road  
Waterlooville  
PO7 7HG  
Phone:  
023 9226 7815

## **Winchester**

4 St George's Street  
Winchester  
SO23 8BG  
Phone:  
01962 877386

For more information about us, visit our website at:  
[www.connexions-southcentral.org](http://www.connexions-southcentral.org)  
Or contact your Connexions Personal Adviser.

Connexions Personal Advisers are based in schools, colleges and Connexions Centres across Hampshire, the Isle of Wight, Portsmouth and Southampton.



If you can't speak to a Connexions Personal Adviser, contact Connexions Direct.

Phone: 080 800 13 2 19

Textphone: 07766 4 13 2 19

Website: [www.connexions-direct.com](http://www.connexions-direct.com) (you can send us an e-mail from this website)

Connexions Direct Advisers are available from 8am to 2am, seven days a week.

### **Our commitment to you**

We want to make sure that the service we provide meets your needs. If you would like to make a particular comment, suggestion or complaint, please write to:

Pamela Charlwood

Chief Executive - South Central Connexions

West Wing - Eagle Point, Little Park Farm Road,  
Segensworth West, Fareham, Hampshire, PO15 5TD.

Or, visit our website and fill in an on-line comment, complaint, or compliment form.

©2007 - South Central Connexions Partnership

Registered Charity No: 1117504

SCCP08/05-00111V2 Updated: July 2007

Crystal Mark 12609

Clarity approved by the Plain English Campaign