

# Aspire...

To realise greatness

ISSUE

2

Dec '20



Applying  
to college

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information

Interview tips

@CareersHeys



Careers Education Information Advice and Guidance from  
The Heys School



# Applying for the next step. *Where should Year 11's be up to?*

Year 11's have received their pre-college exam results. They should now have a clear idea of the colleges and courses they want to apply for.

They should now be applying for college.

They can apply to as many colleges and courses as they like. Year 11 are advised to keep their options open and apply to a number of courses.

Most college applications are online, however, if students prefer a paper application form they can see Mrs Farrington-Evans.

Most paper applications have a section for school to complete. Students can get this done by their form tutor, pastoral manager, head of year or Mrs Farrington-Evans.

If they need help or support year 11's can ask their Form Tutor, Head of Year, Pastoral Manager or Mrs Farrington-Evans.

If they require a careers interview please email RJF.

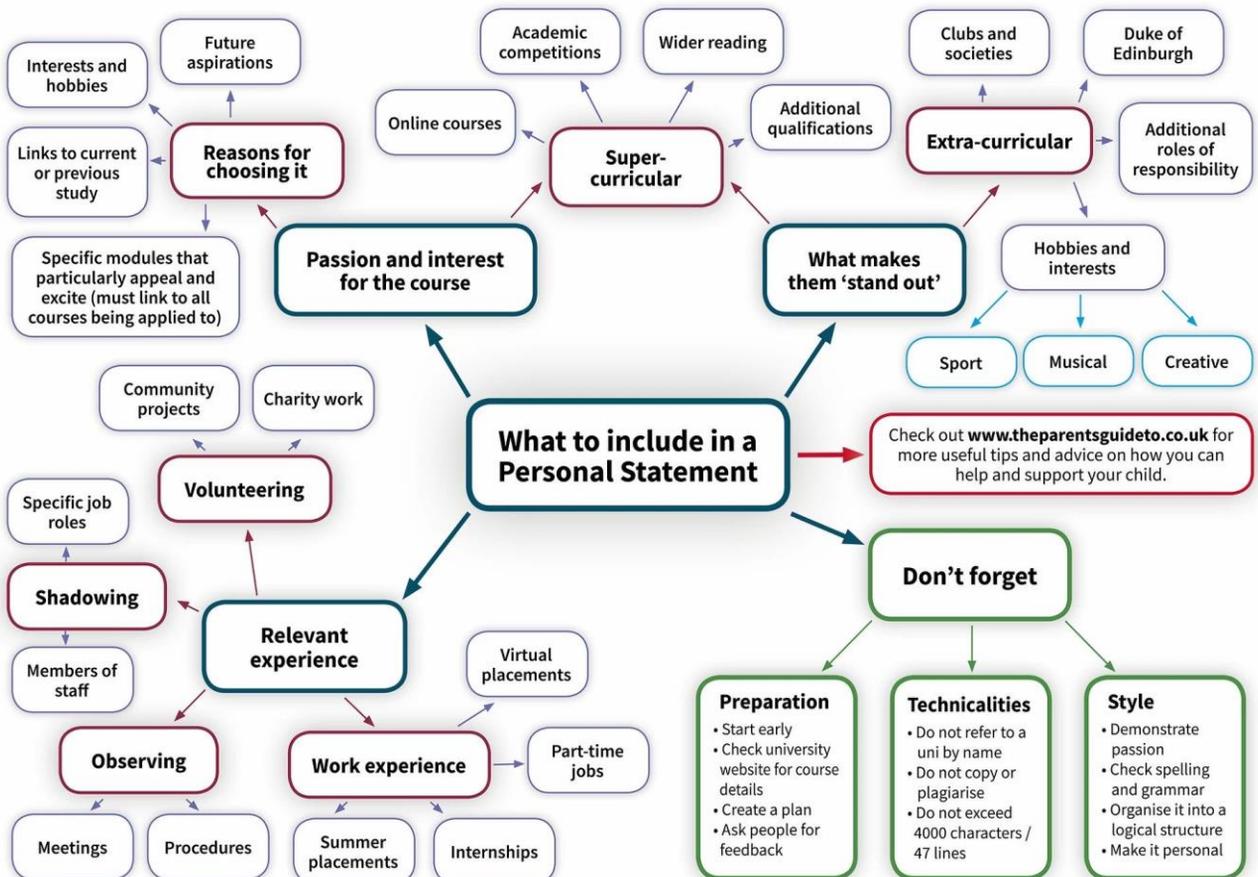
There is a college application support session after school each Tuesday in room 29.

Many colleges also offer support with the application process, check their websites.

**Year 11's need to regularly check their school email and the twitter feed @CareersHeys**



# PERSONAL STATEMENTS



# Bury Careers Event

Check out your post 16 options in Bury:

[www.burycareersevent.org.uk](http://www.burycareersevent.org.uk)

Apprenticeship Training Providers • Colleges • Employers • Higher Education • Information



**Bury**  
COUNCIL

connexions  
BURY

The website for the Bury Virtual Careers Event 2020 will remain live for the rest of the academic year with exhibitors able to update the material on their pages and answer enquiries from young people and their parents.

# College Interviews



- Interviews are how course and training providers find out if you'd be a good fit. It's also a chance for you to find out more about the course, the people, and the place, as well as getting to show a bit more about yourself and your aspirations for the future.
- **Top tips!**
- **Don't let shyness or nerves get in the way** – easy to say and harder to do, but try to focus on helping the interviewer see you love the subject(s) or think this really is the course, programme, or place for you. Slouching, fidgeting, and avoiding eye contact all give the wrong signals, as will chewing gum and failing to put your phone on silent.

**Arrive early – plan your journey and aim to get there 30 minutes before your interview time. This will give you time to re-read your application, notes, and questions you've prepared.**

**Don't forget important documents – make sure you bring certificates, ID, or a portfolio if you're asked to.**

**Bring a copy of your application and some notes** – no-one expects you to remember everything. Bringing your application allows you to go over it before the interview, and having notes shows you've done your research. A list of questions about the course and school/college will remind you what you wanted to ask and shows you've done some preparation.

**UNLESS YOU HAVE A VIRTUAL INTERVIEW THIS YEAR!**

- **Strike a balance between formal and casual** – you need to look like you're taking it seriously, without looking too uncomfortable if you're not used to wearing smart clothes, such as a suit. Keep it simple and clean.

**Be enthusiastic** – if applicable, refer to a club or facility other schools/colleges don't have. Show genuine interest and remember some good manners. Shake hands with the interviewer, speak clearly, and don't be afraid to ask them to repeat themselves if you didn't hear them properly the first time. Remember to thank them at the end.

**Don't lie or get caught up in a half-truth because you want to impress** –if you're not really into sports, don't pretend to be. The same applies to other things too, like exam results or special achievements.

**Most importantly, be yourself!** Tell them what you're good at, what you like, what your plans are, and ask your questions. It's just as important you interview them to make sure it's the right next step for you.



## Questions to expect at an interview

We can't tell you exactly what they will ask, but here are some of the most common questions to help you prepare:

### *Why have you decided to apply to us?*

Show you've thought through why you've applied, and that you've researched your choices. Is it their reputation, or the course or programme they offer? How impressed were you at the open day, or with the leisure facilities? Whatever it is, be specific.

### *What are you hoping to gain from the course?*

They want to know that you see this course as a way to get you where you want to go – whether it's a job or career, something you just want to continue to study, or that you're aiming for university.

### *Where do you see yourself in five years?*

If you know, that's great – but very few people do, and that's fine! There's no trick here, just be honest. If you haven't got a plan, it's perfectly okay to say 'I'm not sure at the moment. I see this course as a great next step and think it will help me decide where to go and what I want to do'.

### *What do you think your strengths and weaknesses are?*

This one can be tricky. Your strengths may be easy – trustworthy, hard worker, reliable. If you were a school prefect, be sure to mention it. But what do you say when it comes to weaknesses? No-one wants to promote their flaws but at the same time, no one is perfect, so you need to say something. Can you get too enthusiastic about a project and go off the point? Has your time management been a bit weak but now you know how to plan better and stick to it?

### *Do you have any questions for me?*

This is a big one and usually finishes off the interview. It's your chance to get the information you need to be sure this is what you want to do, and to show you've thought it through and done your research.

Aim to have at least two or three questions prepared. They could be about the course or tutors, or maybe you want to follow up on something mentioned at the open day. Write questions down before you go to the interview so you can refer to them. If by chance they have answered all your questions during the course of the interview, tell them that.



## **Other possible interview questions**

What do you know about the subject you are applying to study?

Why are you interested in this subject?

Why do you want to attend this college in particular?

What are your short-term and long-term goals?

What do you like to do in your spare time?

Have you ever done any volunteering?

Why is there a gap in your employment/schooling?

What makes you more suitable for the course than another applicant with the same grades?

What do you think will be your biggest challenge?



# PREPARING FOR A VIDEO / PHONE INTERVIEW

## **PREPARING FOR A VIDEO / PHONE INTERVIEW**

Video and phone interviews are becoming more common.

You'd normally get a chance to meet your potential college / employer in person. But with current physical distancing guidelines, this isn't always possible.

Whether you already have a video or phone interview lined up or are starting your job search and want to be prepared – we've pulled together some top tips to help.

### **Understand the interview format**

It's important to be clear on how the interview will be carried out.

Will it be over the phone or using video through something like [Skype](#), [Zoom](#) or [Microsoft Teams](#)?

If you haven't done an interview like this before or haven't used any of the technology, don't panic – you can find step-by-step instructions online.

The employer might also give you more specific details or instructions to follow. Make sure you familiarise yourself with these beforehand so that you're prepared on the day. If you have any questions about the technology, it's a good idea to get in touch with them.

# INTERVIEW TIPS



## **Practice using your technology**

Make sure you test your sound and picture quality. It's important that the employer can hear and see you clearly.

If it's a video interview, avoid having bright lights or windows in the background – this can make it difficult for the employer to see you. Always try and have the source of light in front of you.

It's a good idea to record yourself or test with a friend to make sure everything is working. If you have a headset or headphones, try using these to see if they make a difference to your sound quality.

## **Prepare your interview set-up**

There are a few simple things you can do when setting up:

Make sure you are in a quiet place and there is no noise in the background

Make sure you have a tidy background

Switch off your email and social media notifications, and put your phone on silent - you don't want any messages popping up during the interview

Close any tabs you have open on your computer – you don't want to be distracted or for the employer to see these if you share your screen

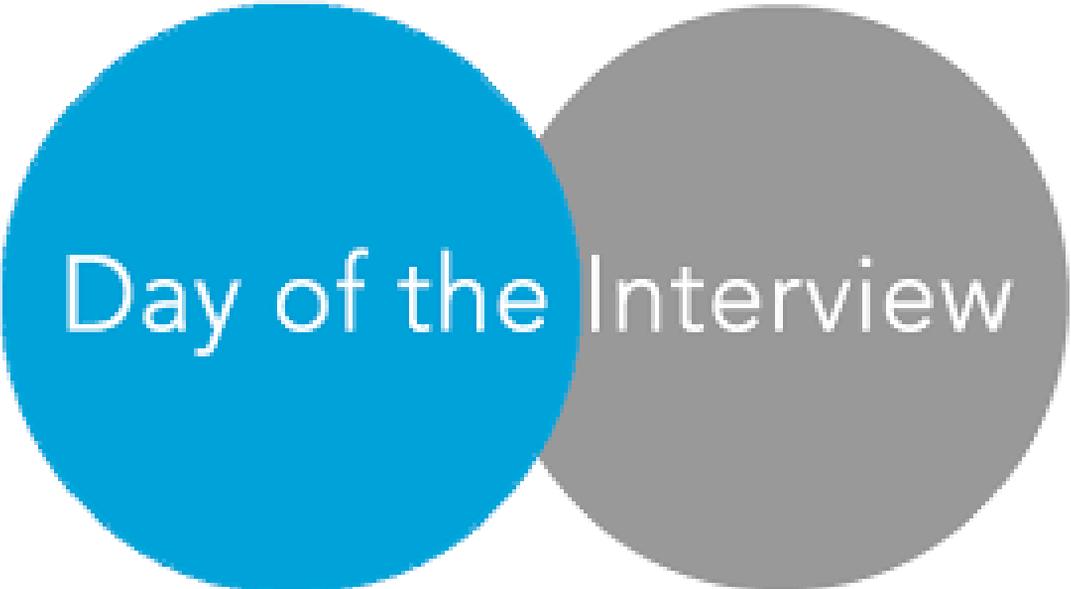
## **Research and prepare for interview questions**

It's important to remember that you'll need to prepare in the same way as you would with a face-to-face interview.

Research the college / company and think about examples that showcase your transferable skills and any relevant experience.

Be familiar with your CV or application form. Think about any talking points and questions you want to ask.

# INTERVIEW TIPS



# Day of the Interview

## **You've done all the preparation. Here are a few top tips to make sure it all runs smoothly on the day:**

Make sure your phone, laptop or tablet is fully charged and you sign in to any software required – have it all set up ready to go before your interview so that you can relax knowing there will be no last minute technical problems.

Dress like you would for a face-to-face interview, be smart and wear something you feel confident in.

Make sure you're sitting somewhere where you won't have any distractions or interruptions.

Have a pen and paper handy to take notes.

Think about eye contact, look directly at the camera.

The more prepared you are, the more relaxed you'll feel - this confidence will come over in your voice.

Don't rely on reading from notes, the interviewer will know from your voice and lack of eye contact.

There can sometimes be a short time delay with technology, wait a moment to make sure the interviewer has finished what they're saying before you respond so that you don't interrupt them.

If you do have technical problems on the day, apologise and tell the employer. They may be able to help or rearrange your interview to allow some of the problems to be sorted out.



Bury College will be attending our college application drop in session on Tuesday 12<sup>th</sup> January 2021.

Room 29 2.50pm-4.00pm

**Application Support**



**Labour Market Information (LMI)** is a useful tool to help research future jobs in the local area, understand the skills needed for certain roles and the demand for future employment.

Labour Market Information is the ideal tool for providing real-world examples of how specific subjects and skills are vital for future employment in the Greater Manchester region.

Bridge have compiled a wealth of data from each sector and

area in Greater Manchester, giving you the chance to dive into information on career opportunities, current salaries, promotion prospects and potential job growth. Whether you want to explore skills gaps and unemployment rates in your town, or see how much you could expect to earn in the profession you're interested in, Labour Market Information is a vital asset.

<https://bridgegm.co.uk/labour-market-information>

# MUSIC



## JOBS FIGURES, 2020-2025

There are approx. 1,519 full-time and part-time jobs in Greater Manchester.



## AVERAGE SALARIES

The current average salary for the occupations listed with experience is £33,685 per year.

Top Jobs	Starting Salary	Salary with Experience
Musician	£23,000	£40,000
Radio Broadcast Assistant	£18,000	£29,000
Studio Sound Engineer	£15,000	£40,000
Live Sound Technician	£25,000	£40,000
Music Therapist	£31,365	£44,503
Music Promotions Manager	£12,000	£60,000

Top Jobs	UK Average Salary
Composer	£35,000
DJ	£25,000
Radio Presenter	£25,000
Musician	£29,364
Music Teacher	£33,824
Music Producer	£36,676

Salary Data taken from National Careers Service and Start. Job figures data taken from EMSI. EMSI data based on Greater Manchester Authorities. Data collated July 2020.

# Labour Market Information

When making decisions about your future, it can be really useful to research Labour Market Information. These informative snapshots give some insight into salary expectations and jobs available.



### JOBS FIGURES, 2020-2025

There are approx. **1,177**  
full-time and part-time jobs  
in Greater Manchester.



### AVERAGE SALARIES

The current average salary for the  
occupations listed with experience  
is **£36,040 per year.**

# PERFORMING ARTS

Top Jobs	Starting Salary	Salary with Experience
Community Arts Worker	£16,000	£28,000
Costume Designer	£13,000	£35,000
Dance Movement Psychotherapist	£31,365	£44,503
Dramatherapist	£31,365	£44,503
Lighting Technician	£15,000	£40,000
Live Sound Engineer	£25,000	£40,000
Stage Manager	£18,000	£45,000
Stagehand	£15,000	£20,000
Talent Agent	£15,000	£100,000

Top Jobs	UK Average Salary
Actor	£20,426
Choreographer	£25,000
Dancer	£25,026
Presenter	£25,000
Prop Maker	£22,250
Stage / Set Designer	£31,000
Television Director	£30,940

Salary Data taken from National Careers Service. Job figures data taken from EMSI.  
EMSI data based on Greater Manchester Authorities. Data collated July 2020.

# Labour Market Information



### JOBS FIGURES, 2020-2025

There are approx. **56,121**  
full-time and part-time jobs  
in Greater Manchester.



### AVERAGE SALARIES

The current average salary for the  
occupations listed with experience  
is **£36,333 per year.**

# LOGISTICS

Top Jobs	Starting Salary	Salary with Experience
Courier	£14,500	£40,000
Delivery Van Driver	£14,000	£27,000
Forklift Driver	£17,000	£28,000
Import and Export Clerk	£18,000	£30,000
Large Goods Vehicle Driver	£18,500	£35,000
Postal Delivery Worker	£20,000	£35,000
Rail Track Maintenance Worker	£18,000	£34,000
Road Transport Manager	£23,000	£50,000
Stock Control Assistant	£13,500	£30,000
Supply Chain Manager	£20,000	£60,000
Warehouse Manager	£18,000	£40,000
Warehouse Worker	£12,700	£27,000

Salary Data taken from National Careers Service. Job figures data taken from EMSI.  
EMSI data based on Greater Manchester Authorities. Data collated July 2020.



# The Heys School

- Students should **regularly check their school email** as Mrs Farrington-Evans will be sending updates from local colleges and apprenticeship providers.
- Kevin Welch our careers advisor is in every Tuesday conducting Year 11 careers interviews. All KS4 students will receive an interview. If you feel your child needs one urgently, please email Mrs Farrington-Evans ([rjf@theheys.school](mailto:rjf@theheys.school))
- The new school website [theheys.school](http://theheys.school) includes a careers page which includes information about applying to college and useful links.
- Follow @CareersHeys on twitter for up to date information about college and apprenticeships.

**How to keep up to date.**

## *Interested in an apprenticeship?*



**TOTAL PEOPLE**  
LEADERS IN LEARNING®

Total People is one of the largest providers of apprenticeships and work-based learning in the North West of England.

We are part of the LTE Group, one of the largest social enterprises in the UK, with all our profit re-invested for the benefit of those we work with.

### **Supporting a wide range of businesses and learners.**

Total People work with over 2000 employers and over 6000 learners each year. We work with businesses to support on recruitment and skills development with a key focus on a whole organisation approach, return on investment and

productivity. We work with individuals to enable them to secure a first role, new role or progress in their current role or secure skills for a new role, through skills development.

Total People is organised into occupationally specific areas, each of which has competent and qualified Training Advisers with a wealth of knowledge in their particular field. We have training centres throughout the North West and Midlands with professional staff on hand to answer any training queries, and, in addition, fully equipped training workshops designed to support and assist learners to reach their potential.



## CAREERS APPS

Please find links below to two free careers apps:

<https://fledglink.com/>

This new platform and app is designed to support students as they make critical decisions about their future and transition from education into work. The free mobile-app provides tailored careers advice, a digital C.V. builder, self-discovery tools (e.g. personality quizzes and strengths profiles) and access to relevant work opportunities all in one place. By helping them discover more about themselves and what's out there, the Fledglink feel that young people will make better, more confident decisions about their next step (further education, into work/apprenticeship or starting a business).

<https://qdos-career-hub.com/qdos-careers-app>

A one stop' resource providing information on education pathways and career choices/options, together with tools, advice and preparation for employment and university.



**The Heys Careers Lead: Mrs R J Farrington-Evans**  
**The Heys Careers Advisor: Mr K Welch**

## USEFUL CONTACTS

Connell College <https://www.connell.ac.uk/>

The Manchester College <https://www.tmc.ac.uk/>

Hopwood Hall <https://www.hopwood.ac.uk/>

Holy Cross <https://www.holycross.ac.uk/>

Loreto <https://www.loreto.ac.uk/>

Bury College <https://burycollege.ac.uk/home/>

Salford City Colleges <https://www.salfordcc.ac.uk/>

North Lancs Training Group <https://www.nltg.co.uk/>

Xavarian College <http://www.xaverian.ac.uk/>