



## Progression Advice & Information



### What next after completing your course?

#### Taking the next step in your career or studies

Future plans and career choices can be exciting and challenging. Now that you are studying at AHED, you may also be considering what the next steps will be in your career or further study planning. The information available in this section is here to help you consider and plan your future choices. Click on the range of key career planning resources to start identifying and assessing the range of options open to you.

#### Useful links

[Kudos Career Development Service](https://kudos.cascaid.co.uk/#/) (<https://kudos.cascaid.co.uk/#/>) provides a career and skill matching tool to help with your career decisions. With instant access to skills analysis, careers matching and an Action Plan, you can choose the best way to support your career planning. To login as a new user use stepgoal15 as Licence Code, which will allow you to register.

[National Careers Service](https://nationalcareersservice.direct.gov.uk/home) (<https://nationalcareersservice.direct.gov.uk/home>) - Packed with information and guidance on how to make career choices. Includes sections on CV writing, further educational and employment choices.

[What jobs would suit me?](https://www.prospects.ac.uk/planner) (<https://www.prospects.ac.uk/planner>) – A job exploration tool for students on higher education programmes. Invest half an hour to answer the questions and see what careers suit your strengths and interests.



[TARGET jobs](https://targetjobs.co.uk/careers-advice/career-planning) (<https://targetjobs.co.uk/careers-advice/career-planning>) Careers Report – Use questionnaires to explore your strengths and capabilities. These can then be matched to jobs that may suit you.

[Prospects](https://www.prospects.ac.uk/) (<https://www.prospects.ac.uk/>)- National careers website for undergraduates studying in the UK. Go to Postgraduate Study to research the choices available after studying a higher education course at AHED.

[The Guardian media online](https://www.theguardian.com/careers/careers-blog) (<https://www.theguardian.com/careers/careers-blog>) – Careers articles and advice.

[Inside Careers](http://www.insidecareers.co.uk/) (<http://www.insidecareers.co.uk/>) – Thinking of a career in banking, finance, engineering, accountancy or law? Use this site to find out more about employment and training options.

[A Career Change](http://www.acareerchange.co.uk/) (<http://www.acareerchange.co.uk/>) – Articles on employment and education.

## Planning to continue your studies?

Have you got the learning bug and are you hoping to carry on to a higher level course?

**Continue to Study at AHED.** Many students decide to carry on to the next level of their course or to progress onto university courses at AHED. You may want to progress to an **Access to HE** qualification to get into university, or alternatively, if you are over the age of 21 you could progress directly to a **degree at AHED**. Unlike most university programmes our degrees are designed to fit around work (attendance is one afternoon and evening a week in term time) and our fees are £4,950pa (2018) instead of £9,250pa. AHED is a partner college of Middlesex University and the University of Chichester. We offer degree programmes in Counselling, Learning Support (where students can work as Teaching Assistants and progress to Primary School teaching) Early Years, Business & Management, Insurance and Sport Injury & Treatment (which can lead to Physiotherapy).

Please talk to your current tutor about what opportunities there are at AHED or look online at [www.psc.ac.uk/ahed](http://www.psc.ac.uk/ahed) for more information and to complete an application. Adult & HE brochures and our University Prospectus can be picked up in reception at AHED.

**Applying through UCAS** – Application to higher education courses in the UK are administered through [UCAS](https://www.ucas.com/) (<https://www.ucas.com/>), the Universities and Colleges Admissions Service. Visit the site and start researching courses and entry requirements. Ask your tutor for the college buzzword, which allows us to support you with your application, check your form and personal statement and attach a reference.

**Topping up at university?** - Visit [UCAS course search](http://digital.ucas.com/search) (<http://digital.ucas.com/search>) and insert the words 'top up' in the course box. This will show you where you may be able to top up your foundation degree to a full degree. Ask your tutor for the buzzword so that we can support you with your application and attach a reference.

**Personal Statements still count!** Use The [University of Southampton's Guide](#) to write an informative personal statement that focuses on why you wish to study your chosen subject and highlighting your major skills and interests beyond education. The personal statement needs to be 47 lines (4,000 characters) in length to fit into your UCAS application.

**Compare university course data by going to Unistats** (<http://unistats.direct.gov.uk/>). This allows you to compare UK universities and subjects.



Peter Symonds, Winchester

Adult & Higher Education

☎ 01962 886166

e [ahed@psc.ac.uk](mailto:ahed@psc.ac.uk)

w [www.psc.ac.uk/ahed](http://www.psc.ac.uk/ahed)

f [Facebook.com/petersymondsAHED](https://www.facebook.com/petersymondsAHED)

## Honours Degree students

Postgraduate degrees such as one or two year masters programmes are available if you are predicted to achieve a good class of degree. Search postgraduate courses on [Prospects](https://www.prospects.ac.uk/) (https://www.prospects.ac.uk/) Professional or vocational qualifications – you may be ready to train for a professional qualification such as librarianship, teaching or marketing. Postgraduate Study in the UK is again explained on [Prospects](#).

## Students wishing progress to Higher Education Programmes studying part time?

Degree Programmes at AHED are delivered one day a week 1:30-7:30pm and so can be fitted around work. Although attendance is one day a week these programmes are classified as full-time because they are designed to be completed in the normal 3 year timescale.

Part time study is an option that can still be pursued once you have completed a higher education programme at AHED. [The Open University](http://www.open.ac.uk/) (http://www.open.ac.uk/) offer part time, distance learning opportunities on undergraduate and postgraduate courses. Universities and colleges throughout the UK offer many part time courses. Search for part time study options on [Prospects](#).

## Funding your studies

Funding degrees and professional courses has to be taken into account when planning any further or higher education. Government rules do change so make sure you are aware of application closing dates and any new incentives that become available.

Are you aware of the funding that is available? Use the following links to research this further:

[Government Student Finance](https://www.gov.uk/student-finance) (https://www.gov.uk/student-finance) website provides information on entitlements and how to apply.

[Student Finance England](http://www.slc.co.uk/) (http://www.slc.co.uk/) has a user friendly site outlining higher education entitlements and application. Go to services to find the Higher Education section.

[The Scholarship Hub](http://www.thescholarshipclub.org.uk/) (http://www.thescholarshipclub.org.uk/) provides a directory of UK scholarships, grants and bursaries.

[Scholarship Search](http://www.scholarship-search.org.uk/) (http://www.scholarship-search.org.uk/) gives further information of funding available to students studying in the UK.

The [National Careers Service](https://nationalcareersservice.direct.gov.uk/) (https://nationalcareersservice.direct.gov.uk/) provides a comprehensive explanation of funding options.

## Employability

Employability means having the appropriate range of skills, knowledge and attributes to allow you to secure and be successful in your chosen career. Degrees or professional qualifications are valuable tools to support your future employment. In order to stand a good chance when competing for employment you need be aware of your capabilities and be able to transfer these into accurately written application forms and C.Vs.

**Skills Profile:** Before completing an application form, carry out a skills profile outlining your skills and strengths. Using the [skills profile](#), state the skills that you have and say when you have used each one. Also give evidence of how this skill was used. Employers are looking for key employability skills: self-management, interpersonal/people skills, written and verbal communication, teamwork, leadership, problem solving, presenting to others, computer literacy, numeracy, time management, working under pressure, adaptability and commercial awareness.



Peter Symonds, Winchester

Adult & Higher Education

☎ 01962 886166

e ahed@psc.ac.uk

w www.psc.ac.uk/ahed

f Facebook.com/petersymondsAHED

How many key employability skills do you have? Can you give examples of occasions when you have effectively used these skills? Remember when providing examples that they can be found in many areas of your life: education, employment, volunteering and leisure activities.

When applying for employment go back to your skills profile and use it to match your capabilities to the skills required to carry out the job. These will be found in the job description and person specification.

**Application Forms:** Once you have found a vacancy that interests you, download the application form and be aware of the information that you have to provide to complete the form. Before typing any information make sure that you have critical dates such as those of previous education and employment.

Find a quiet place in which to work as you need to be able to concentrate. Work out any answers to lengthy questions in rough before transferring them to the application form. The trickiest part of any application form is usually the Reasons for Application or Further Supporting Information sections. Make sure that you have read the job description and person specification before attempting these sections. Don't forget to use your skills profile to outline what you wish to say, use well-structured sentences to illustrate your capabilities and suitability for the job, giving a few examples to bring the information to life.

Try to keep this section to no more than two pages of A4 in lengths as too much information may lead to repetition and lack focus.

**Competency questions:** Some application forms will ask you to provide examples of when you have used certain key skills that they would like you to use in the role: e.g. Provide an example of an occasion when you have worked effectively in a team. What were the outcomes?

When answering this question, use the acronym CAR to structure your question:

**C** – What is the context of your example?

**A** – What actions did you take?

**R** - What was the outcome?

#### **Useful Links:**

[Target Jobs](https://targetjobs.co.uk/careers-advice/applications-and-cvs/271309-the-graduates-guide-to-job-application-forms) (<https://targetjobs.co.uk/careers-advice/applications-and-cvs/271309-the-graduates-guide-to-job-application-forms>) Application Forms guide

[National Careers Service](#) tips on completing application forms

[Prospects](#) application forms information

**CVs:** CVs are a useful way to incorporate all your key biographical details, such as contact address and education history plus your skills and employment background on no more than two pages. Don't forget to have two referees who can give a positive and impartial account of your abilities. Referees can be usually found at the end of a CV or made 'available on request' if you have posted your CV online and do not want personal contact details posted on the web.

Simplicity and focus are the key words to remember when compiling a CV. Employers will want to be able to easily find key information about you so keep it brief and make sure that the spelling and grammar are correct.


You may need more than one CV to tailor your information to the requirements of specific vacancies. Use power words when highlighting your skills as you need to impress those shortlisting who will be interviewed.


CVs can be sent with an accompanying covering letter to employers in response to a job advert or to enquire about a prospective vacancy. They must not replace an application form, when this has been made available as part of the recruitment process.





Peter Symonds, Winchester

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 [ahed@psc.ac.uk](mailto:ahed@psc.ac.uk)

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 [Facebook.com/petersymondsAHed](https://www.facebook.com/petersymondsAHed)

## Useful links:

[National Careers Service](#) CV Builder

CV advice from [Prospects](#)

CV writing tips from [University of Kent Careers Service \(https://www.kent.ac.uk/careers/cv.htm\)](https://www.kent.ac.uk/careers/cv.htm)

## Cover Letters

CVs are usually accompanied by cover letters, even when sent as an email when the covering letter is an attachment sitting alongside the CV.

The cover letter acts as an introduction to your CV and needs to be no more than one A4 page in length. The letter should be addressed to the employer and comprise of four paragraphs:

*Paragraph one* – introduce yourself and your reason for sending the covering letter

*Paragraphs two and three* – outline the key qualities, with accompanying evidence to show why you would be a suitable candidate for the job or organisation

*Paragraph four* – positive ending stating that you look forward to hearing from the organisation. Provide any key information if you will be hard to contact due to holiday or other reasons.

### Useful links

[Prospect](#) guide on writing a cover letter

How to write a successful cover letter by the [University of Kent](#)

## Searching for your dream job?

When applying for employment start by making sure that your CV and cover letter are up to date and focused on the jobs that you are applying for.

Are you searching for employment locally or nationally? Find out when local and national newspapers and journals advertise vacancies and buy those providing the jobs that you are seeking.

Many vacancies are advertised on job search websites so register with those covering the employment areas that match your interests. Recruitment agencies may also be worthwhile investigating, particularly if you are seeking temporary employment.

Take time to read through vacancies. A job title may not immediately sound like the ideal job that you are looking for so read the job description to find out more as you could be surprised.

Be proactive and ring or write to companies that you would like to work for. Remember that not all vacancies are advertised so it shows confidence if you have impressed an employer by contacting them speculatively.

### Useful Links :

[Graduate Jobs South website](#)

Recruitment site set up by universities in the south of England that advertises graduate employment in the southern region.



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e [ahed@psc.ac.uk](mailto:ahed@psc.ac.uk)

w [www.psc.ac.uk/ahed](http://www.psc.ac.uk/ahed)

f [Facebook.com/petersymondsAHed](https://www.facebook.com/petersymondsAHed)

### [Prospects Website](#)

Useful site advertising graduate level vacancies, job hunting techniques and information on finding work experience.

### [Universal Jobmatch](#)

Government online vacancy website with further job hunting and skills analysis information.

### [University of Kent Careers Advisory Service Website](#)

Creative Careers Search tool. A great way to investigate career planning and job search in an alternative manner.

### [Target jobs Website](#)

Advice on how to deal with accepting and rejecting job offers.

### [Volunteering with do-it.org Website](#)

Employers may expect you to have relevant voluntary experience. Do-it.org provide volunteering opportunities throughout the UK.

## Still got unanswered questions?


Are you grappling with unanswered questions about your future career? Contact [careers@psc.ac.uk](mailto:careers@psc.ac.uk) to request a 40 minute guidance interview with a Careers Adviser. The [National Careers Service](#) provide free online and telephone support for adults and young people.





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 [Facebook.com/petersymondsAHed](https://www.facebook.com/petersymondsAHed)