



At Island Futures, we are aware of some the challenges you may be facing and how the extended lock down has affected the jobs market and your future prospects. In this July edition, we will outline what help is accessible as well as the options available to you.

Sadly, there is no face to face contact at the moment, but here at Island Futures we are utilising the technology we have and are working virtually – our Progression Coaches and Careers Advisers are equipped to deliver our service remotely either by telephone, email or video call.

If you would like to receive monthly phone calls to check how you're doing, please get in touch with our team via the contact details below:

[Island Futures Careers Information Service](#) has a wealth of helpful resources, particularly beneficial during the pandemic.

[Island Futures](#) Careers Advice for Students in response to COVID-19

### Useful resources during the pandemic

Whilst the Isle of Wight Council is seeking to serve the community as best it can, here are some other resources that may help you during this time.

- Advice and aid from [Isle of Wight Council](#) during the pandemic
- Government guidance on [COVID-19](#)
- Guidance from the [NHS](#)
- Advice and help for those who are [Self Employed](#)
- Guidance for those seeking [Benefits](#)
- Advice for [Employees](#)
- For help handling Mental Health check out [MIND](#)

### What are your next STEPs?

Island Futures can help you get back into work, education or training by

- Helping you assess what you want to do next
- Providing work experience and offering training courses
- Working with you every step of the way to help you achieve your next goal

### Our support can be tailored to your needs

For more information contact Island Futures



### Taking Care of Mental Health

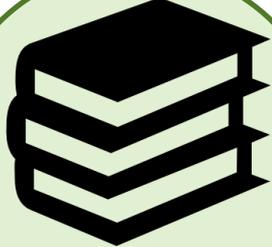
During the pandemic and lockdown, it's important to look after your mental health. Everyone has different ways of coping, below are some suggestions from our team, that they've found helpful.



Do light amounts of exercise



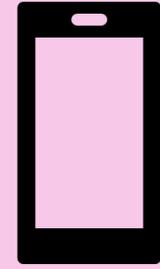
Learn a new instrument



Take a break from screens



Learn to bake



Keep in touch with friends



Plant flowers or herbs from seed



Eat well and stay hydrated



Find ways to relax



Create something

### Help Lines

If you are struggling, don't be afraid to ask for help. We will always do our best to support you, but if we don't seem like the right people, reach out to family and friends or consider using one of the links below.

For help when struggling with Domestic Abuse: [Wight Dash](#)

For help managing mental health: [Rethink Mental Illness](#)

For someone to talk to when you need it most: [Samaritans](#)



### Get Set!

Itchen College is launching a new and exciting online programme called 'Get Set' to help you grow in confidence, develop skills and achieve qualifications. The training can be easily delivered over the phone enabling you to learn from the comfort of your own home, one-to-one or even in small groups. The programme is tailored to meet your needs and delivered in a relaxed, encouraging environment.

Qualifications include: • Confidence building • Industry specific qualifications • Transferable skills • Employability skills • Functional skills

**Contact Island Futures for more details**

### Listen and Learn Online

- [Learn @ Home](#) provides a wide variety of resources for all ages and areas of interests. Watch and learn something new online with others.
- [BBC Bitesize](#) also has a lot of courses and opportunities for all ages learning from home. It also offers suggestions on how to cope with lockdown and stay in touch with loved ones.

### Exam Results and Reopening Dates

If you are currently attending college and would like more information about your exams and results during COVID-19, check out the links below.

- Government Guidance on [GCSE and A Level exams](#)
- For further information from the Government about how [GCSEs and A Levels will be rewarded](#)
- Guidance on the potential [reopening of schools and colleges](#)
- [Protective measures](#) in education and childcare settings

### Online Courses and Learning Opportunities

- If you're interested in finding something new to study and college doesn't feel right for you, check out the [Open University](#)
- [Island Futures Careers Information Service](#) lists all courses and training opportunities.
- Island Futures also links to [other useful websites](#) where you can find other courses and opportunities that may be of interest.
- Unlock your potential with [POA Learning](#)
- [Think with Google](#) hosts nine online course to help you elevate your digital marketing and leadership skills.

### Isle of Wight College

Whilst colleges remain physically closed, many are still accepting applications for the next academic year.

To find out more click on the link [Isle of Wight College](#)

### Mainland colleges

To find out what is available click on the link below:

- [Barton Peveril College](#) [Bournemouth & Poole College](#)
- [Brockenhurst College](#) [Eastleigh College](#)
- [Fareham College](#) [Havant and South Downs College](#)
- [Highbury College](#) [Itchen College](#)
- [Peter Symonds](#) [Portsmouth College](#)
- [Richard Taunton](#)





### Job hunting Websites

- [Isle of Wight Jobs](#)
- [IWCP Jobs](#)
- [Gov.uk](#)
- [Indeed](#)
- [Jobsite](#)
- [Monster](#)
- [Reed](#)

### Tips for Job Seekers ★

- Voluntary work is a proven way to get into paid work.
- Already having a job whilst job-seeking puts you in a stronger position to find the one you **really** want.
- If you do not hear anything once you have applied for a job, follow up your application with a phone call - don't take it for granted an employer will "let you know"

### Develop your Work and Life skills

- Check out [Barclays Life Skills](#) to develop your abilities, and reflect on your skills, interests and personality traits to further hone your skills.
- On [The Skills Toolkit](#) you can choose from a selection of high quality courses to help you boost your skills.

### Job Vacancies

For details of the latest job vacancies on the Isle of Wight suitable for 16-18 year olds please click on any of the following links:

Website: [www.iwight.com/islandfutures](http://www.iwight.com/islandfutures)  
 Facebook: [www.facebook.com/islandfutures](http://www.facebook.com/islandfutures)  
 Twitter: [www.twitter.com/IslandFutures](http://www.twitter.com/IslandFutures)

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Facebook: [www.facebook.com/islandfutures](http://www.facebook.com/islandfutures)  
 Twitter: [www.twitter.com/IslandFutures](http://www.twitter.com/IslandFutures)

### Other Organisations

- [Community Action Isle of Wight](#) delivers a range of new training opportunities including online courses.
- The [Prince's trust](#) provides multiple opportunities for young people wanting to gain experience and life skills.
- From cooking to gardening to quizzes - there is a whole range of indoor [island activities](#) to get involved in during lockdown.
- [Quay Arts @ Home](#): Get your daily dose of culture direct to home, with online exhibitions, theatre, live music and more.
- [The Isle of Wight Coronavirus Community Database](#) is looking for volunteers and aims to connect those in need, with those who can help provide deliveries of supplies or emotional support.





### Apprenticeship Search Sites & Tips

The following links all contain valuable information regarding finding the ideal apprenticeship for you.

[COVID-19 Advice](#) for Apprenticeships

- We offer advice on finding the right role for you at [Island Futures Careers Information Service](#)
- To look for courses you may be interested in check out [Apprenticeships](#)
- [Amazing Apprenticeships](#) is a new site with advice and vacancy listings
- Apprenticeships at the [Isle of Wight Council](#)

### Careers Advice from Job-Hunting sites

- [Indeed's Career Guide](#)
- [Jobsite Career Development](#)
- [Monster Career Advice](#)
- [Reed Career Advice](#)
- [Total Jobs Career Advice](#)

### Mainland Apprenticeships

[Apprentice Nursery Childcare Assistant](#)  
Dysart Nursery, Southsea

[Business Admin L3 - Apprentice Business Administrator](#)  
Westcott Construction Ltd, Portsmouth

[Hairdressing Apprentice](#)  
Arcana, Southampton

[IT Technician Apprentice](#)  
Easy Networks Ltd, Portsmouth

[Business Administrator Apprentice](#)  
Winchester City Council

[Teaching Assistant Apprentice, Student Engagement Worker](#)  
The Thinking Schools Academy Trust, Portsmouth

[Apprentice Autocare Technician](#)  
Kwik-Fit Training Academy, Gosport

### Isle of Wight

#### Newport

[Cleaner](#) at Hays Construction

[Prescription Clerk](#) at Carisbrooke Health Centre

[Care Assistant](#) at Barchester Healthcare

[Window Cleaner](#) at Four Seasons Cleaning

[Finance and Payroll Administrator](#) at WP Recruitment

[Care Worker](#) at Charmes Care

[Test Engineer](#) at Vectawave Technology Ltd

#### Bembridge

**Apprenticeship:** [Dental Nurse](#) at Bembridge Dental Practice

#### Bowcombe

[Vehicle Technician](#) at Pembroke Resourcing

#### Cowes

[Accounts Assistant](#) at Pertemps

[IT & Systems Analyst](#) at Wightfibre

**Apprenticeship:** [Teaching Assistant](#) at Cowes Enterprise College

**Apprenticeship:** [Teaching Assistant](#) at Gurnard Primary School

**Apprenticeship:** [Progress Monitor](#) at Cowes Enterprise College

#### Freshwater

[Front of House Helpers](#) at Albion Hotel

[Various](#) at The Hut, Colwell Bay

#### Ryde

[Customer Delivery Driver](#) at Tesco

[Office Administrator](#) at Quarr Abbey

#### Ryde, Shanklin & Newport

**Apprenticeship:** [Travel Consultant](#) at Hays Travel

#### Sandown

[Waiting Staff](#) at Sandringham Hotels Ltd

[Teaching Assistant](#) at The Bay CE School

[Various](#) at Magnolia House Care Home

#### Shanklin

[Customer Assistant](#) at Lidl

#### Ventnor

[Care Worker](#) at Southern Housing Group



### CV Advice

When applying for any job or apprenticeship, a good CV is essential. Not only should it display a record of your qualifications, previous work history and achievements, it should also represent you as a person.

Every job-hunting site listed on the previous page includes a careers advice area. We've also included some additional sites and five top tips that may also help. Don't forget, you can always ask your Progression Coach for help.

### Interview Advice

If your application is successful, you are likely to be offered an interview. An interview gives you the chance to show the company why they should hire you, beyond what is written on your CV.

Interviews can be daunting, but hopefully through the links provided and our list of top tips, you can feel prepared and at ease. As always, your Progression Coach is here to help you, and will happily talk through any ideas or concerns you may have.

### 5 Top Tips for Writing your CV

1. Tailor your CV for each job you apply for
2. Keep it concise, no more than two pages
3. Use professional language
4. Make sure it is presentable and easy to read
5. Proof-read to check for spelling mistakes

### 5 Top Tips for Preparing for an Interview

1. Carefully read through the job description
2. Research the company
3. Prepare answers to commonly asked questions
4. Think of any questions you would like to ask
5. Dress smartly

### Additional Links

Many sources listed here have a wealth of information and guidance on both CVs and interviews. Whilst we've directed you to specific resources, consider exploring what else each site has to offer.

- **Prospects** offers a generous collection of advice on [CV writing](#) and [interview preparation](#)
- We particularly recommend [How to write a CV](#) and [How to prepare for an interview](#)
- **The Guardian Jobs** also hosts a wide variety of articles to help you [apply for jobs](#), [write CVs](#) and [prepare for interviews](#).
- We recommend [Get your personality to shine in your CV](#) and [Where to start researching for an interview](#)

