



For those of you that completed qualifications last term, hopefully all your hard work and patience has finally paid off and you achieved the results you were expecting.

Traditionally, September will see many of you setting out on the next chapter of your life. 2020 has proved to be an extraordinary year so far with the events of the last few months adding to a sense of uncertainty about what the future might hold.

No matter what lies ahead, it is important to remember that professional support is available to you as and when you need it. At [Island Futures](#), our team remain committed to ensuring that young people, across the island, continue to have access to the highest quality information, advice and guidance.

Alongside the resources and articles within this edition, please accept this as an open invitation get in contact with us if you are currently unsure about what to do next or are simply looking for that bit of extra support and a listening ear.

Inevitably, we have had to make some changes to the way we deliver our services. At this point in time we are unable to meet face-to-face, but you can still arrange to speak with an adviser by telephone, email or video call.



## Support with GCSE Results

We know that receiving your exam results can be a stressful time, but whether your results were better or worse than you hoped, there are still many options open to you.

Your Island Futures careers advisers are available to help talk through your options.

## 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](#)

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### Get Set!

Itchen College has launched an 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**

### 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.

### Job hunting Websites

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

### ★ Tips for Job Seekers ★

- Keep a record of all the jobs that you apply for along with the closing date and contact the company if you haven't heard anything a fortnight after the closing date.
- Do you ignore calls from a number you don't recognise? If you are looking for work, it's advisable to answer all calls, you wouldn't want to ignore it and potentially miss an opportunity.
- Answer your phone politely and in a friendly manner as it's important to give the right first impression.

### 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.



### Careers Advice from Job-Hunting sites

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

### Mainland Apprenticeships

#### [Apprentice Bench Joiner - Cabinet Maker](#)

Southampton

#### [Pensions Assistant Apprentice](#)

Southampton

#### [Apprentice Groundworker](#)

Southampton

#### [ITV Apprenticeship - Trainee Production](#)

#### [Broadcast Apprentice](#)

Whiteley

#### [Software Tester Apprentice](#)

Southampton

#### [Apprentice Service Technician](#)

Portsmouth

#### [Healthcare Support Worker / Nursing](#)

#### [Apprentice](#)

Portsmouth

### Isle of Wight

#### Cowes

[Apprentice Teaching Assistant](#) at Cowes

Enterprise College

[Housekeeping Assistant](#) at Parkdean Resorts

#### Newport

[Store Team Member](#) at Home Bargains

[Sales Assistant](#) at Mountain Warehouse

[General Sales Assistant](#) at Matalan

[Apprentice Chef](#) at Prezzo

[Business Skills Apprentice](#) at Tops Day Nursery

#### Ryde

[Optical Assistant Apprentice](#) at Specsavers

#### Sandown

[Customer Service Assistant](#) at Southern Coop

#### Seaview

[Apprentice Chef](#)

#### Whippingham

[Waiters/Servers](#) at The Folly Inn

For more information on local apprenticeships and training:

- [HTP Apprenticeship College](#)
- [CECamm](#) [MPCT](#) [Smart Training UKSA](#)

### 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](#)



### ★ CV Tips ★

1. Think about your CV as a working document. In this way, it will become second nature to make suitable alterations and amendments every time you apply for a position. This will also ensure that the CV you end up submitting is specifically tailored to the vacancy you wish to be considered for.
2. Keep your CV relatively concise: No more than two sides of A4.
3. Use professional language: Do not abbreviate unnecessarily. Check spelling including different variants of the same word (i.e. there, their and they're?). Proofread for obvious punctuation and grammatical errors.
4. Once completed, re-read it from start to finish. Ask yourself, does it do you justice? Is it easy to read and all the necessary information easily accessible? Equally, does it meet the competencies asked for in the original advert?
5. If you are required to post your CV online, avoid using unnecessary lines and boxes. Some types of digital scanners are unable to process these.
6. Bear in mind that on average an employer spends 12 seconds viewing a CV. This being the case, ensure that your CV delivers!

### ★ Interview Tips ★

1. Before the day of the interview, it is worth re-reading the original job description. If possible, try and identify some of the competencies the employer is looking for. These can be as simple as attention to detail, good customer service and willingness to learn new skills. Being able to have examples to hand that demonstrate aspects of each whilst you are being interviewed will really help in providing comprehensive answers.
2. Try and undertake some research into the company. What are their main products? Who are their main customers? Is the company growing? What are the market conditions like in that sector? If the opportunity presents itself, use this information as part of your answers during the interview – This can really help to set you apart from other candidates.
3. Prepare answers to commonly asked questions. The articles on 'Virtual Interviews' and 'So, tell me about yourself?' within this newsletter offer some useful pointers. Undertaking a mock interview can be useful in highlighting potential areas of weakness in your answers.
4. It is also worth preparing one or two questions to ask at the end of the interview if the opportunity presents itself. Examples include, does the job have the scope to undertake additional training? What qualities and attributes make for a successful employee in this company? Can you elaborate on the day-to-day responsibilities of this job? Have I answered all your questions?



### **Virtual Interviews: An Added Dimension!**

With social distancing being the new norm, it's possible that an employer looking to recruit uses an online forum to interview prospective candidates. Here are a few practical steps to ensure that you avoid any unnecessary pitfalls. Remember, you only get one chance to make a good first impression:

- Think about the space where the interview is to be conducted: ensure it is relatively clear from clutter and has adequate lighting.
- Make sure you set aside time before the interview to find the best camera angle and height. Equally, minimize the potential for background noise/interruptions.
- Prior to interview, undertake several rehearsals using mock interview questions. These 'dry runs' will help you to hone your answers, edit out mistakes and above all, build self-confidence.
- On the day: dress appropriately. You may be sat at home, but it's still a formal interview. Similarly, use professional language during the interview.
- Be authentic: It's a unique opportunity to sit a formal interview in a familiar environment and show the interviewer who you are and why you are the best person for the job.



### **The best laid plans...**

I'm sure that none of you will have escaped the recent headlines charting the impact of the Covid-19 restrictions and how this has led to a fall in consumer demand and with it a contraction in the wider economy and jobs' market.

In practical terms, this could, in theory, lead to a situation where an employer who has previously advertised for an apprentice and potentially recruited is forced to withdraw this offer to the successful applicant at short notice.

At the time writing this article there remains a degree of uncertainty as to what the lasting effects will be on jobs and training opportunities across the different sectors of the economy.

This being the case, if you unexpectedly find yourself in a similar situation or are currently seeking a suitable apprenticeship opportunity, please do not hesitate to contact us. We are here to offer you the advice and support throughout this period as and when you require it.



### So, tell me about yourself?

On this face of it, this popular interview question should pose few problems for a suitably prepared applicant. However, despite its apparent simplicity, it appears that many interviewees struggle to answer this satisfactorily. The key to success lies in framing your answer from both your perspective and that of the interviewer's.

**For the employer**, it's an opportunity to find out if you are not only qualified for the job, but equally whether you are likely to fit in with the existing staff (sometimes referred to as the organizational culture). Your answer also demonstrates what you consider to be important and helps to paint a picture about you as an individual.

**For you**, it's a chance to go beyond your CV and standard application and set yourself apart from other candidates. Given your age, no employer is expecting you to have loads of work experience. However, being able to provide several examples of where you have demonstrated commitment, enthusiasm and readiness to learn new skills will help bring your answer to life.

#### Two simple pointers:

**Talk about where you are now:** Just finished school, college: what made you decide on that pathway? – what you got out of it? Bring in wider activities you've been involved in sport, voluntary or paid work, special interests and hobbies.

**Share your goals for the future** – If you can demonstrate how this specific job/training opportunity will help you to fulfil this goal – you'll gain extra credit. Equally, if it's simply a part-time job to help pay your way through college – tell it as it is!

### 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](#)

