**Careers Information for Students**

Welcome to careers support and guidance at Haileybury Turnford School.

Please find a list of useful websites in helping your child find information about careers, further education, or work related learning. Youth Connexions Hertfordshire offer external careers guidance and support for students. If you would like to organise a meeting with a connexions adviser for your son/daughter then please contact Mrs Goodes (Senior Teacher) on 01992 308333 ext. 200

Here are some useful links to external websites:

National Careers Service: <https://nationalcareersservice.direct.gov.uk>

Starting a CV from scratch is daunting enough. [Try this CV builder](http://www.harrissouthnorwood.org.uk/330/Starting%20a%20CV%20from%20scratch%20is%20daunting%20enough.%20Try%20this%20CV%20builder,%20remember%20to%20read%20the%20suggestions%20for%20what%20to%20put%20in%20each%20section.%20You%20can%20choose%20from%20one%20of%20four%20template%20designs,%20and%20�%20if%20you%20don�t%20like%20any%20of%20them%20�%20you%20can%20always%20design%20your%20own%20using%20this%20as%20a%20baseline%20starter.%20Perhaps%20write%20the%20text%20on%20a%20word%20doc.%20and%20save%20it,%20then%20cut%20and%20paste%20into%20the%20various%20sections%20of%20the%20CV%20Builder%20�%20particularly%20useful%20for%20longish%20sections%20like%20the%20�Personal%20Statement�%20or%20�Interests/Hobbies�%20bit.%20Anyway,%20whatever%20you%20decide%20to%20do%20its%20always%20really%20really%20useful%20to%20have%20a%20CV,%20so%20make%20sure%20you%20create%20one%20as%20you%20will%20almost%20definitely%20need%20it%20at%20some%20point.), remember to read the suggestions for what to put in each section. You can choose from one of four template designs, and – if you don’t like any of them – you can always design your own using this as a baseline starter. Perhaps write the text on a word doc. and save it, then cut and paste into the various sections of the CV Builder – particularly useful for longish sections like the ‘Personal Statement’ or ‘Interests/Hobbies’ bit. Anyway, whatever you decide to do its always really useful to have a CV, so make sure you create one as you will almost definitely need it at some point.

[NCS](https://nationalcareersservice.direct.gov.uk/tools/cv/Pages/default.aspx)

* National Apprenticeships website: www.apprenticeships.org.uk
* National online 16‐19 prospectus: www.ucasprogress.com
* National Higher Education Course Search: www.ucas.com
* Government website: [www.gov.uk](http://www.gov.uk), with a pointer to the ‘Education and Learning’ section

The education services team at Youth Connexions Hertfordshire produce a leaflet called ‘Where to find information’ which contains links to further helpful websites for both careers and other issues affecting young people. (Scroll to the bottom of the page to find the leaflet). <http://www.channelmogo.org/info-and-advice/jobs-careers.aspx>

**Local Information for young people and parents:** This website has links to information and advice on looking and applying for work, a searchable database of local vacancies, information on the labour market and major employers in Hertfordshire, national employers with school leaver schemes and other advice for young people, including how to find their local Youth Connexions one stop shop or centre. <http://www.youthconnexions-hertfordshire.org/>

* Kudos is a useful starting point for students to gain an understanding about the different career options available. Go to [www.cascaid.co.uk](http://www.cascaid.co.uk) (Click on Launch our Products)
* Enter your own username and password in the KNOW YOUR LOGIN Details? Box
* If you are new to KUDOS or Careerscape set up your own username and password by entering the school code (displayed around the school on posters).

If you would like any advice or further information then please contact

Mrs M Goodes

Assistant Principal