



How to: 1

How to...

find out about jobs

if you are 13-19



Why get a job?

Five great reasons:

- Money.
- Independence.
- Meeting new people.
- Gaining new skills and qualifications.
- Taking control of your life.

Remember the average number of job changes in a lifetime is 12. You may stick at one for years, but you have plenty of opportunities in front of you.



"I wasn't sure if I'd like my job, but now the people I work with are my mates, and as well as getting paid I'm doing an NVQ."

What do employers want?

Employers want people who can:

- read, write, and use numbers
- work in a team and on their own
- solve problems
- use computers
- explain what they mean and ask for help when they need it.

Vacancies change daily so keep looking. The more you look the more ideas and opportunities you'll get.

Your personal qualities also count – are you:

- reliable, honest, and enthusiastic?
- able to deal with people well?

Do you know your skills – do they match any of the above?

An employer wants to know what **you** feel you are good at – so practise putting this across, and remember it's not just about qualifications. Tell them about your:

- work experience
- voluntary work
- responsibilities in school or in your social life.

Who needs training?

Training can help you:

- learn to do your job
- gain further qualifications
- move on in your career
- earn more money in the future
- gain a sense of achievement.

Apprenticeships are an excellent way of gaining skills and experience in the workplace, and you get paid at the same time. Many apprenticeships for 16-19 year olds are advertised through Connexions, newspapers, training providers, or you could talk directly to employers. You should also register with the National Apprenticeship Service at www.apprenticeships.org.uk. Go to the Apprenticeship Vacancies section and register – you will then be informed about vacancies.

Technology changes all the time. You can cope better with change if you are flexible and continue to train throughout your working life.

If you are not ready for work yet, talk to your Connexions Personal Adviser (PA) about Entry 2 Employment (e2e). You could also think about voluntary work. This can help you get more experience, improve your skills and qualifications, and boost your confidence.



What to think about?

Find out how prepared you are:

- What types of jobs are you looking for?
- What skills, abilities and qualifications will you need?
- What skills can you offer?
- Have you got a CV?
- Do you know about local employers and what they do?
- Do you feel OK filling in application forms and writing letters?
- If you need to phone about a job, how confident are you about using the telephone?

Think about your answers and make a list of the ones you want to work on, or need to improve.

Don't worry, there's help at hand, talk this through with your PA.

Have an action plan – this is a great start.

Where to look?

Whether you know what you want to do or are still unsure, look at a range of jobs. Check out the following:

- Your local Connexions centre or our website (www.connexions-cd.org.uk).
- Jobcentre Plus.
- Your PA can tell you about training providers for local opportunities.
- The Internet – a great way to get ideas and find out about local/national employers.
- Local papers – some employers only advertise this way.
- Local radio – they often have a daily job spot.
- Employment agencies – remember if you are 18 or under you must talk to Connexions first before the agencies can offer you work.
- Ask friends, family, and other contacts.

Around 75% of vacancies are not advertised. Employers often fill these through people known to them – this could be you! Why not contact local firms and find out what vacancies they have.

What next?

Double check that you have all the information you need, and think about the options you have.

- Have you listed your strengths and weaknesses; have your interests changed and why?
- Make sure you know about the jobs you are applying for, and the skills required – match yourself to these.
- Remember that employers also ask for people who are enthusiastic, punctual, and flexible.
- If you do need a qualification, find out if there's a course available and what it involves. Don't forget you can also train while you work.
- Find out about work experience.
- Start to prepare a CV and practise your interview skills.
- Check out other How to leaflets from Connexions.

Talk about your options with your PA. Talking these through will help with your long-term job hunting, and choices about training. Why not ask them for a Job Seekers Pack, which is full of tips and advice.

Additional sources of information

www.connexions-cd.org.uk
www.connexions-direct.com
www.apprenticeships.org.uk

To get in touch...

with your PA or to find your nearest Connexions centre go online to www.connexions-cd.org.uk or give us a call on **0800 9755111**. Calls from a landline are free and you'll be connected to your nearest centre. Calls from a mobile may be subject to a network charge – you'll be connected to our head office, but we can redirect you to your nearest centre.

This Connexions service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

This Connexions service is committed to improving its products and services. If you have any comments or complaints please contact the Head of Quality, Contracts and Adult Services at Careers South West Ltd, Tamar Business Park, Pennygillam Industrial Estate, Launceston, PL15 7ED.

This publication can be made available in large print, Braille, audio CD or in languages other than English. Please contact Careers South West Ltd on 01566 777672.



This Connexions service is managed by Careers South West Ltd. Our purpose is to engage all of our customers in learning and work.

HT1-06.10 Printed on 100% recycled paper

0800 9755111

connexions