



Careers

Advance & Higher Apprenticeships

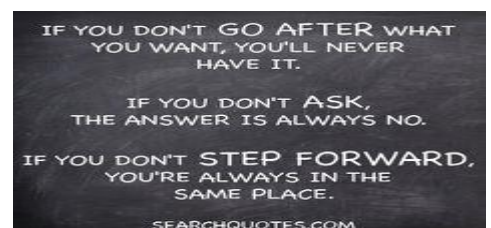
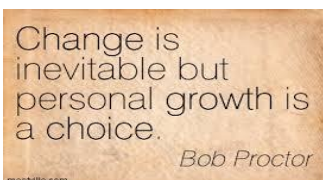


Not Going to Uni.co.uk provides a list of all the current higher apprenticeship opportunities from the over 1,000 providers. The Higher level is the top level and involves apprentices working towards work-based learning qualifications such as Level 4+ NVQs and BTECs and Foundation degrees relevant to the sector worked in. They can also be used as part of the admission process into a full Honours Degree course at university or as part of a professional qualification from certain UK industry governing bodies.

Tool Kit & Resources



From April 2017 more employers will be providing Apprenticeship Opportunities.
Choose the right level for you!!



Sample: Basic CV

Try to keep to 1 page
2 pages MAXIMUM

Benjamin Mann

56 St John's Way, Clacton on Sea, Essex CO15 2QW
Tel. No. 01255 444451 Mobile 078944491060
Email – ben32@hotmail.co.uk
DOB – 13/11/1992
Full Clean UK Driving Licence


Overview of you 

Personal Profile

A trustworthy, hard-working school leaver seeking full time employment to further develop existing employment skills and experiences. Able to communicate well with people of all levels and possess the ability to work on own initiative to successfully complete all tasks set. High level of commitment and determination to be successful and achieve my goals.

Skills and Personal Qualities

- Leadership – captain of football teams at club level
- Customer Service – always polite to customers in the work place
- ICT – competent using all Microsoft programmes
- Commitment – excellent attendance throughout school career
- Honest & trustworthy – cash handling

Always put an example of evidence 

Achievements

- Football (FA) Level 1 Coaching Qualification
- 100% Attendance Certificates in Year 9 and 10. Also throughout Sixth Form
- Full Clean Driving License – passed February 2010
- Represented School for Football and FC Clacton and Colchester Athletic

Education

Clacton County High School – Sept. 2004 to present
6 GCSEs A* - C grades including Maths, English and ICT taken in 2009
BTEC National Level 3 Business Studies – Distinction (equivalent to A grade at A' Level)
A/S level English Language - predicted grade C to be confirmed August 2011

No need to list all your subjects and the grades 

Work Experience

Frankie & Benny's – November 2011 – to present
Busser – clearing tables and assisting customers with any issues.

Sports World – June 2010 – to present

Sales Assistant – serving customers, stocking shelves finding shoes in store cupboard.

Most recent 1st
Include Volunteering &
Work Experience

Spar, Golf Green Road, Jaywick - 2004 - 2010

Paper round – morning delivery on two rounds

Interests

- Football – playing with friends and at Senior Club Level
- Keeping fit and healthy – regularly running and walking and going to the Leisure Centre Gym regularly

References

Mr Dye
Manager
J Y Sport
Station Road
Clacton-on-Sea
Essex CO15 6TF

Mrs Smith
Form Tutors
Clacton County High School
Walton Road
Clacton-on-Sea
Essex CO15 6DZ

Can be:
teacher,
boss,
football manager,
neighbour
BUT not a family member
(Education/Employment/ Character)



SchoolLeaverJobs

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