

Dalkeith High School S6 Careers Resource 2022-23

Welcome to S6

Welcome back to sixth year at Dalkeith High School. Since this is your last year at school, it’s essential to begin **now** to think about what you are going to do in the future. This book contains career planningresources that everyone can use this year.

As the school’s Careers Adviser, I am here to give you information and advice about the options open to you, so please get in touch if you need my help.

**Help from Skills Development Scotland**

If you would like help in deciding what to do when you leave school, you should register on Skills Development Scotland’s website **My World of Work** at **www.myworldofwork.co.uk**. As a starting point, use the online tools and quizzes on the website to help identify areas of study or employment which might suit you. The website can also give you lots of useful information on applications, CVs, interviews, jobs and college. You can also call Skills Development Scotland’s Contact Centre for advice on **0800 917 8000.**

If you have accessed **My World of Work** website and used the **Strengths** tool and other resources to research information, but are still undecided about what to do, please speak to your Pupil Support Leader, who can refer you to me for a face to face interview in school.

I can also be contacted by phone at the Skills Development Scotland Centre in Dalkeith on 0131 376 3232 or direct 07887 831027 or by email at [barbara.moir@sds.co.uk](mailto:barbara.moir@sds.co.uk)

Skills Development Scotland have a local careers centre in Dalkeith at 29 Eskbank Rd, Dalkeith, EH22 1HJ Telephone 0131 663 7287

**Barbara Moir**

**Careers Adviser**

**Dalkeith High School**

**June 2022**

**Career Planning Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | Term 1 | Term 2 | Term 3 | | University | UCAS applications completed. | Receive offers. Think about college backup college courses. | Accept 2 offers – FIRM and INSURANCE. | | College | Research college courses. | Apply for college courses. | Accept college course or look at alternatives. | | Work | Start working on your CV. | Start job hunting. Attend Job Roadshows/ Career Fairs. | Keep searching, keep applying. | |

**Skills and Strengths –** important to identify your skills and strengths for all applications. To help you find out what your skills and strengths are, try the **Skills** tool and the **Strengths** tool on [**www.myworldofwork.co.uk**](http://www.myworldofwork.co.uk)

**Ready**

**You need to start to ....**  use the resources in this booklet and access

the appropriate websites **now**.

**Steady**

**Everyone needs to …..**  work on their personal statements and CV in

Term 1. Everyone!

**Go!**

**Make sure ……**  you have worked on your applications.

Attend open days and conventions / fairs.

Check everything before you submit.

Use your networks.

**How ready am I?**

**On a scale of 1 to 10 – how do you rate your confidence in the following statements. (1 being not confident and 10 being confident.)**

1. **I know what I want from a job**

**1..………………………………………………………………………………………………………………….…………10**

1. **I know all the learning and work options available to me**

**1………………………………………………………………………………………………………….…………………..10**

1. **I feel confident about applying to courses and jobs**

**1..……………………………………………………………………………………………………………………….……10**

1. **I feel confident I know my strengths**

**1.................................................................................................10**

1. **I feel confident I can talk about what I’m good at in an interview**

**1……………………………………………………………………………………………………………………………….10**

1. **I know how to research my options further**

**1……………………………………………………………………………………………………………………………….10**

1. **I can think of some people and websites who can help me with my career decisions**

**1……………………………………………………………………………………………………………………………….10**

1. **I feel confident speaking to the people who can help me with my career decisions**

**1……………………………………………………………………………………………………………………………..10**

**Use the information below to help improve your confidence in the above statements. Remember your Pupil Support Leaders and Careers Adviser are here to help you.**

**Planning Ahead**

|  |  |
| --- | --- |
| **Don’t have a clue:** | * Think about your skills, strengths and interests. * Visit [www.planitplus.net](http://www.planitplus.net) and complete the Careers Match quiz for ideas. Register on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) for careers information and resources. Try the **About Me** and **Strengths** tools for suggestions. |
| **Have some ideas but need to explore options available:** | * Visit [www.planitplus.net](http://www.planitplus.net) for career and course information. * Check out your ideas on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) * Try getting some relevant work experience or work shadowing. * Start to research the post-school options outlined below using the available resources. |

**Post-school options and resources**

|  |  |
| --- | --- |
| **Further Education** | * Visit [www.planitplus.net](http://www.planitplus.net) for college information * Read college prospectuses in the careers library and/or visit college websites:   Borders College – [www.borderscollege.ac.uk](http://www.borderscollege.ac.uk)  Edinburgh College – [www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)  Newbattle Abbey College – [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)  SRUC College – [www.sruc.ac.uk](http://www.sruc.ac.uk)  There are many other colleges throughout Scotland which you can explore in more detail through the Planit website. |
| **Higher Education** | * [www.studentinformation.gov.uk](http://www.studentinformation.gov.uk) information on higher and further education including funding * [www.ucas.com](http://www.ucas.com) and [www.planitplus.net](http://www.planitplus.net) for course information. * [www.saas.gov.uk](http://www.saas.gov.uk) for financial advice. * [www.discoveruni.gov.uk](http://www.discoveruni.gov.uk) for further information. * [www.push.co.uk](http://www.push.co.uk) for student advice. * [www.prospects.ac.uk](http://www.prospects.ac.uk) for degree course progression. * Go to open days at the universities to see what they are like. * LEAPS – [www.leapsonline.org](http://www.leapsonline.org) * ACES for art and design courses <https://www.ed.ac.uk/student-recruitment/widening-participation/projects/aces/aces-resources> * REACH for law, medicine and vet medicine <https://www.ed.ac.uk/student-recruitment/widening-participation/projects/reach/pupil-resources> * Read university prospectuses in the careers library or visit university websites. * Attend Higher Education Fairs – see [www.ucas.com](http://www.ucas.com) for location and dates. |
| **Employment/ Training** | * Register on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) for help with CV’s and interview skills * There are lots of job search websites keep a weekly check on these: [www.edubuzz.org/midandeastvacancies](http://www.edubuzz.org/midandeastvacancies), [www.notgoingtouni.com](http://www.notgoingtouni.com), [www.apprenticeships.scot](http://www.apprenticeships.scot), [www.earlycareers.scot](http://www.earlycareers.scot), <https://opportunities.youngpersonsguarantee.scot> and [www.theguarantee.org](http://www.theguarantee.org) * Visit [www.yell.com](http://www.yell.com) or use the Yellow Pages or local trade directories to identify employers to contact about recruitment. * Try to get some relevant work experience or work shadowing or do some volunteering – try [www.volunteermidlothian.org.uk](http://www.volunteermidlothian.org.uk) |
| **Year Out** | * Visit [www.yearoutgroup.org](http://www.yearoutgroup.org) [www.summerjobs.com](http://www.summerjobs.com) and [www.gapyear.com](http://www.gapyear.com) * Think about what you hope to gain from a year out. * Plan what you would like to do at the end of your year out to.   Country guides <https://www.prospects.ac.uk/postgraduate-study/study-abroad> |

**START PLANNING NOW! To arrange an interview with Barbara Moir, Careers Adviser, contact your Pupil Support Leader or email Barbara at** [**Barbara.moir@sds.co.uk**](mailto:Barbara.moir@sds.co.uk) **or phone 0131 376 3232 or 07887 831 027**

**Higher Education Open Days 2022**

**The majority of open days are virtual on-line events.**

**Register on university websites for up to date information and to reserve a place.**

|  |  |  |
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| **Institution** | **Date of Visit** | **Website address** |
| **Aberdeen University** | Sat 11 June 2022 Medicine/ Dentistry  Tue 30Aug 2022 – Open day.  Sat 1Oct 2022 – Open day. | <https://www.abdn.ac.uk/study/undergraduate-open-day/> |
| **University of Abertay, Dundee** | Dates to be confirmed – Autumn 2022 | <https://www.abertay.ac.uk/visit/open-days/> |
| **University of Dundee** | Fri 10 June 2022 - Medicine Open day.  Tue 21 June 2022 - Dentistry Open Day  Mon 29 Aug 2022 - Open Day  Sat 24 Sept 2022 - Open Day | <https://www.dundee.ac.uk/open-days> |
| **University of Edinburgh** | Mon 6 Jun 2022 - Edinburgh College of Art  Sat 11 June 2022 – Medicine & Vet Medicine  Autumn Open Days - Dates still to be confirmed  Campus Tours – check website | <https://www.ed.ac.uk/studying/undergraduate/open-days-events-visits/open-day> |
| **Edinburgh Napier University** | Dates still to be confirmed. | <https://www.napier.ac.uk/study-with-us/undergraduate/meet-us/open-days> |
| **University of Glasgow** | Glasgow campus – Thur 16 June 2022  Crichton campus, Dumfries – Thur 23 June 2022 | <https://www.gla.ac.uk/explore/visit/undergraduate/opendays/>  <https://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/visitus/online/> |
| **Glasgow Caledonian University** | Fri 16 Sept  Sat 8 Oct | <https://www.gcu.ac.uk/study/opendaysandtours/datesandtimes/> |
| **Glasgow School of Art** | Virtual open days available – check website | <https://www.gsa.ac.uk/visit-gsa/open-days/> |
| **Heriot-Watt University** | Edinburgh campus – Fri 10 June, Sat 24 Sept and Sat 29 Oct 2022.  Scottish Borders Campus, Galashiels – Fri 7 Oct and Fri 4 November 2022. | <https://www.hw.ac.uk/uk/visit/edinburgh-campus-open-day.htm>  <https://www.hw.ac.uk/uk/visit/sbc-open-day.htm> |
| **University of the Highlands and Islands** | See website for individual campuses contact details. | <https://www.uhi.ac.uk/en/studying-at-uhi/open-days/> |
| **Queen Margaret  University, Edinburgh** | Sat 24 Sept & Sat 29 Oct 2022. | <https://www.qmu.ac.uk/open-days-and-meeting-us/undergraduate-open-days/> |
| **Robert Gordon  University, Aberdeen** | Wed 15 June, Sat 15 Oct & Sat 19 Nov 2022. | <https://www.rgu.ac.uk/study/visit-us/open-days> |
| **Royal Conservatoire of Scotland, Glasgow** | 2022 Open Days to be confirmed.  Admission Event – Fri 27 May 2022 – check website for booking details. | <https://www.rcs.ac.uk/apply/visit-us/open-days/> |
| **SRUC - Scotland’s Rural Colleges** | Vet nurse & animal care – Thur 26 May 2022  Oatridge Campus – Fri 27 May 2022  Edinburgh Campus – Wed 1 June 2022 (except agriculture)  Edinburgh Campus – Agriculture Thur 9 June | <https://ww1.sruc.ac.uk/courses-training/useful-information/open-days-events/> |
| **University of St Andrews** | 2022 Open Days to be confirmed.  On line events available throughout May   * On line open day * Ask a student | <https://www.st-andrews.ac.uk/study/meet-us/online-information-events/ug/>  <https://www.st-andrews.ac.uk/study/meet-us/ug/> |
| **University of Stirling** | Sat 17 Sept 2022. | <https://www.stir.ac.uk/events/#open-days> |
| **Strathclyde University** | Thur 9 June 2022 – on line event | <https://www.strath.ac.uk/studywithus/openday> |
| **University of the West of Scotland** | 2022 Open Days to be confirmed. | <https://www.uws.ac.uk/study/open-days-info-sessions/> |

# Useful Information Websites

[www.ucas.com](http://www.ucas.com) **– UCAS (Universities and Colleges Admissions Service)**

Details of degree courses throughout the UK. Includes course search by subject and/or institution, course profiles, university/college information, student finance. Also includes Apply, the on-line application system used by applicants to UK universities.

[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) – **Skills Development Scotland’s website**

Provides information on Higher National and Degree courses as well advice on how to choose a course and make your application.

[www.planitplus.net](http://www.planitplus.net) **- PlanIT**

Contains information on all full and part time courses at Scottish colleges including Higher National Certificates/Diplomas, along with information on degree courses at Scottish universities.

[www.discoveruni.gov.uk](http://www.discoveruni.gov.uk) – **Discover Uni**

Detailed information on the going rate for entry to courses. Also includes a survey of current students’ views of their course, including how it is taught and assessed, level of academic support provided, availability of learning resources including libraries and IT facilities. Data on graduate employment destinations for individual courses.

[www.push.co.uk](http://www.push.co.uk) **– PUSH Online**

The ultimate Guide to student life, university and everything! Researched by students and recent graduates. Includes brief university profiles, university links to student unions/newspaper websites, information on how to apply, prices of beer, a jargon buster and lots more.

[www.prospects.ac.uk](http://www.prospects.ac.uk) **– Prospects**

The essential guide to graduate careers, jobs and postgraduate study in the UK. Gives information about employment opportunities in its ‘What do Graduates Do’ section.

[www.saas.gov.uk](http://www.saas.gov.uk) **– Student Awards Agency for Scotland**

Information on all aspects of student funding including bursaries and student loans. Scottish students studying in Scotland do not pay tuition fees for their courses. Some students may be eligible for a non-repayable bursary depending on the level of their family’s income. All students can apply for a non income assessed repayable loan. Look at this site to find out more about the cost of Higher Education.

[www.studentinformation.gov.uk](http://www.studentinformation.gov.uk) - **Student Information Scotland**

Useful information for applicants to university and college on funding including information on bursaries available to care experienced people.

# Useful Information Websites (Continued)

[www.icould.com](http://www.icould.com) - **I Could**

Careers website which contains the Buzz quiz – the results of which are useful for helping with job applications / making up the personal profile section of your CV, etc.

[www.young.scot](http://www.young.scot) - **Young Scot**

Flex your Young Scot card for various discounts. This site has lots of useful information on various topics of interest such as looking after your mental health, your rights and how to apply for your National Entitlement Card which gives you **free** bus travel.

**Important information for applicants to courses in Medicine, Dentistry or Law**

**Medicine and Dentistry**

All applicants to degree courses in **Medicine** and **Dentistry** must sit an aptitude test. The **UCAT** (UK Clinical Aptitude Test) is being used by all Scottish universities (and the majority of those outside Scotland). This is an aptitude test, which does not draw on any particular body of knowledge that a candidate can learn in advance. However, you should familiarize yourself with the format of the test and do the practice questions on the UCAT website.

You must register on-line to take the test. Registration opens 24th May and booking opens 20th June 2022. Booking deadline is 22nd September 2022. There is a test centre in Edinburgh.The cost of taking the test is £70 for 2022. Bursaries may be available to cover the cost of the test depending on parental income. Check the UCAT website for more details. [www.ucat.ac.uk](http://www.ucat.ac.uk)

**The BioMedical Admissions Test (BMAT)** gives you the chance to stand out from the crowd and show your potential to succeed on medical and health-related courses. It tests your ability to apply scientific and mathematical knowledge, as well as problem solving, critical thinking and written communication skills that are essential to university-level study.

On this [website](https://www.admissionstesting.org/for-test-takers/bmat/preparing-for-bmat/) you’ll find everything you need to feel informed, supported and prepared to take the test.

<https://www.admissionstesting.org/for-test-takers/bmat/>

**Law**

The **LNAT** (the Law National Aptitude Test) is used by the **University of Glasgow** (and other institutions outside Scotland) as part of the selection process for applications to all courses in Law, including joint degrees in Law and another subject. For the **September 2023** intake, booking for the **LNAT** opens 1 August 2022. The cost of the test was £75 for 21/22 session, bursaries may be available to help with costs. Full details of test dates and registration go to the LNAT website [www.lnat.ac.uk](http://www.lnat.ac.uk)

and prepared to take the test.

**Start to think about how to write your Personal Statement for UCAS applications and what to include.**

**(This information is also useful for college personal statements and job applications.)**

* Remember to allow yourself plenty of time to work on creating a good personal statement. Universities decide on their offers based mainly on your statement and your exam results.
* Timeline for this [here](https://www.ucas.com/advisers/getting-started/application-deadlines)
* Online personal statement tool [here](https://www.ucas.com/undergraduate/applying-university/writing-personal-statement/introducing-personal-statement-tool)
* More help on this is [here](https://www.ucas.com/how-write-ucas-undergraduate-personal-statement)
* Link to UCAS advice for parents and carers [here](https://www.ucas.com/ucas/undergraduate/getting-started/parents-and-guardians/ucas-undergraduate-application-process)
* More on applying to university and/or college [here](https://www.myworldofwork.co.uk/learn-and-train/applying-courses)

**Volunteering**

**Why volunteer?**

* Meet new people
* Improve your mental health
* Gain experience
* Boost your confidence
* Give yourself an edge with university/college/job applications
* Make a difference to your local community

**Local opportunities**

Volunteering in Midlothian with Volunteer Midlothian

<https://www.thirdsectormidlothian.org.uk/vm/young-volunteers/>

**Charity Shops** - Cancer Research, British Heart Foundation and Oxfam

\*Some opportunities may be reduced due to Covid restrictions.

**Other Resources**

[www.saltireawards.scot](http://www.saltireawards.scot/)

College Resources

[Edinburgh College](http://www.edinburghcollege.ac.uk/)Scottish Colleges [here](https://www.planitplus.net/Institutions/Colleges/)

Borders College [here](http://www.borderscollege.ac.uk)

Scotland’s Rural [College](http://www.sruc.ac.uk/)Pre-application resources [here](https://www.edubuzz.org/careers/2017/12/06/applying-for-college-2018/)

Higher National level funding [here](http://www.saas.gov.uk)HN to degree progression routes [here](http://www.pathways.ac.uk)  
Scottish Qualifications Framework [here](https://www.edubuzz.org/careers/wp-content/blogs.dir/156/files/2017/12/SQA.pdf)

Finding Employment

CV preparation [here](https://www.planitplus.net/EasyCV/)

MyWOW Cover letter information [here](https://www.myworldofwork.co.uk/getting-job/cover-letters)

MyWOW Cover letter layout and examples [here](https://www.myworldofwork.co.uk/getting-job/tutorial-how-lay-out-your-cover-letter)

MyWOW Cover letter information [here](https://www.myworldofwork.co.uk/getting-job/cover-letters)

MyWOW Cover letter layout and examples [here](https://www.myworldofwork.co.uk/getting-job/tutorial-how-lay-out-your-cover-letter)

MyWOW – Interviews help  [here](http://www.myworldofwork.co.uk/node/57416)

MyWOW – My Interview [here](https://www.myworldofwork.co.uk/interview-tool-factsheet)

Some Vacancies Information [here](http://www.edubuzz.org/midandeastvacancies/)