

Dalkeith High School S6 Careers Resource 2023-24

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 2023**

**Career Planning Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | Term 1 | Term 2 | Term 3 | | University | UCAS applications completed. | Receive offers. Think about 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. |

**Post-school options and resources**

|  |  |
| --- | --- |
| **Further Education** | * Read college prospectuses 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.nac.ac.uk](http://www.nac.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 [www.planitplus.net](http://www.planitplus.net) |
| **Higher Education** | * [www.studentinformation.gov.scot](http://www.studentinformation.gov.scot) 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 or visit university websites. * Attend Higher Education Fairs – see [www.ucas.com](http://www.ucas.com) for location and dates. * UCAS Discovery Day is Tue 5th Sept, 2023 in the Royal Highland Centre, Edinburgh |
| **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), also [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) and [www.summerjobs.com](http://www.summerjobs.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 2023**

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

|  |  |  |
| --- | --- | --- |
| **Institution** | **Date of Visit** | **Website address** |
| **Aberdeen University** | Sat 10 June 2023 Medicine/ Dentistry  Tue 29Aug 2023 – all subjects.  Sat 7Oct 2023 – all subjects. | <https://www.abdn.ac.uk/study/undergraduate-open-day/> |
| **University of Abertay, Dundee** | Sat 30 Sept 2023  Sat 4 Nov 2023 | <https://www.abertay.ac.uk/visit/open-days/> |
| **University of Dundee** | Sat 23 Sept 2023  Sat 28 Oct 2023 | <https://www.dundee.ac.uk/open-days> |
| **University of Edinburgh** | Mon 5 Jun 2023 - Edinburgh College of Art  Fri 16 June 2023 – all subjects  Sat 7 Oct 2023 – all subjects  Sat 28 Oct 2023 – all subjects | <https://www.ed.ac.uk/studying/undergraduate/open-days-events-visits/open-day> |
| **Edinburgh Napier University** | Sat 23 Sept 2023  Sat 28 Oct 2023 | <https://www.napier.ac.uk/study-with-us/undergraduate/meet-us/open-days> |
| **University of Glasgow** | Glasgow Campus - Thur 15 June 2023,Wed 30 Aug 2023 and Sat 21 Oct 2023.  Crichton campus, Dumfries – check website | <https://www.gla.ac.uk/explore/visit/undergraduate/opendays/> |
| **Glasgow Caledonian University** | Fri 8 Sept 2023  Sat 7 Oct 2023 | <https://www.gcu.ac.uk/study/opendaysandtours/datesandtimes/> |
| **Glasgow School of Art** | Date usually at end of October – keep checking website for details. | <https://www.gsa.ac.uk/visit-gsa/open-days/> |
| **Heriot-Watt University** | Edinburgh campus – Sat 30 Sept and Sat 28 Oct 2023.  Scottish Borders Campus, Galashiels – Fri 6 Oct and Fri 3 November 2023. | <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 23 Sept & Sat 28 Oct 2023. | <https://www.qmu.ac.uk/open-days-and-meeting-us/undergraduate-open-days/> |
| **Robert Gordon  University, Aberdeen** | Wed 30 Aug, Sat 28 Oct & Sat 25 Nov 2023. | <https://www.rgu.ac.uk/study/visit-us/open-days> |
| **Royal Conservatoire of Scotland, Glasgow** | Orchestral Departments – Thur 18 May 2023  Non Orchestral Departments – Thur 25 May 2023  BA Production courses – Fri 13 Oct 2023  BA Film Making – Mon 23 Oct 2023  BA Modern Ballet – Mon 30 Oct 2023 | <https://www.rcs.ac.uk/apply/visit-us/open-days/> |
| **SRUC - Scotland’s Rural Colleges** | Check website as various dates depending on campus and course. | [Open days | SRUC](https://www.sruc.ac.uk/news-events/open-days/?utm_source=google_search&utm_medium=cpc&utm_campaign=ec_ss_open_days_2023&utm_content=brand_ads&gclid=EAIaIQobChMIiarO2Yre_gIVDu3tCh3W7gXGEAAYASAAEgLmQvD_BwE#filter-panel) |
| **University of St Andrews** | Check website for dates and booking form | [In St Andrews - Study at St Andrews - University of St Andrews (st-andrews.ac.uk)](https://www.st-andrews.ac.uk/study/meet-us/in-st-andrews/) |
| **University of Stirling** | Sat 16 Sept, Wed 4 Oct and Sat 21 Oct 2023 | [Undergraduate Open Days | Study | University of Stirling](https://www.stir.ac.uk/study/visit-us/undergraduate-open-days/) |
| **Strathclyde University** | Tue 5 Sept and Sat 7 Oct 2023 | [University of Strathclyde - Open Days in Glasgow, Scotland](https://www.strath.ac.uk/studywithus/openday/) |
| **University of the West of Scotland** | Ayr Campus – Wed 7 June and Sat 2 Sept 2023  Dumfries Campus – Wed 14 June & Wed 20 Sept  Lanarkshire – Sat 10 June & Sat 7 Oct 2023  Paisley – Sat 17 June & Sat 28 Oct 2023 | [Open Days | UWS | University of the West of Scotland](https://www.uws.ac.uk/study/open-days-info-sessions/) |

# Useful Information Websites

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[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.

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**Start to think about how to write your Personal Statement for UCAS and college 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/)