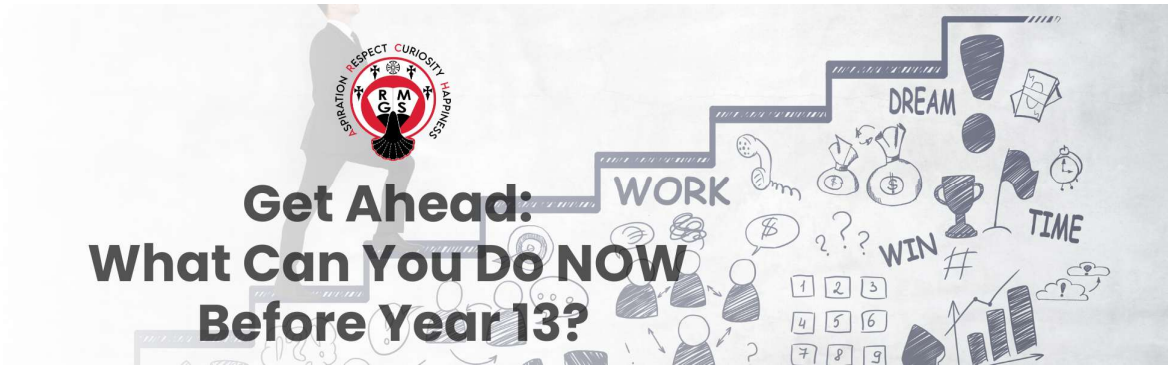


This crib sheet is packed with simple steps to help you build a stronger foundation before the year begins. By working through it, you'll develop your personal skills, gain a clearer understanding of career and education pathways, improve your organisation, strengthen your sense of purpose, and raise your aspirations.

Don't worry – this isn't about having your entire future mapped out. It's about exploring your options, discovering what interests you, and gaining the confidence and clarity to make informed decisions in Year 13.

Underpinning all of this in Year 13 is : Career Guidance 1-2-1 meetings; SLT Interviews; Resource Library; Assemblies; Form Time; Enrichment Sessions; PSHE.

Remember, your career pathway is yours and yours alone. This is about your journey.
If you are struggling with any of this or would like help please email me ewilliams@rmet.org

Let's get started...

This is normal – so firstly do not worry. This section is designed to help you explore options that link into your personality, skills, subjects or interests.

Use the summer to explore options that link into your interests and skills

- Do the National Skills Assessment which is a short online quiz that will look at your skills and interests and suggest options – these may not suit you but sometimes this can bring up suggestions that you have not thought about :
    - https://nationalcareers.service.gov.uk/

Let's look at the subjects you are doing or enjoy

- Use this platform to select the subjects that you are doing and see what "Career Bubbles" this could lead to. Are there any in here that interest you? Do not rule something out based on an assumption – every single "Careers Bubble" is huge and includes a wide range of jobs. *Make a list of any that interest of intrigue you :*
    - https://www.informedchoices.ac.uk/subjects

- Next, think about the subjects you like and look at careers linked into these – *add any new ones to your list :*
    - https://www.careerpilot.org.uk/job-sectors/subjects

Let's think about a sector or an industry that you are interested in

- Use these platforms to look at the types of careers that fall under sectors or industries that you are interested in – explore all of them. *Add these to your list:*
    - https://nationalcareers.service.gov.uk/explore-careers
    - https://www.prospects.ac.uk/

Now you can take this list of potential careers onto the next step...

Whether you already had a Career in mind OR now have a potential list from the previous steps – do you know enough about it? Do you know where it might take you or even how to get there? Do you know if it is a career that will be impacted by AI or other factors?

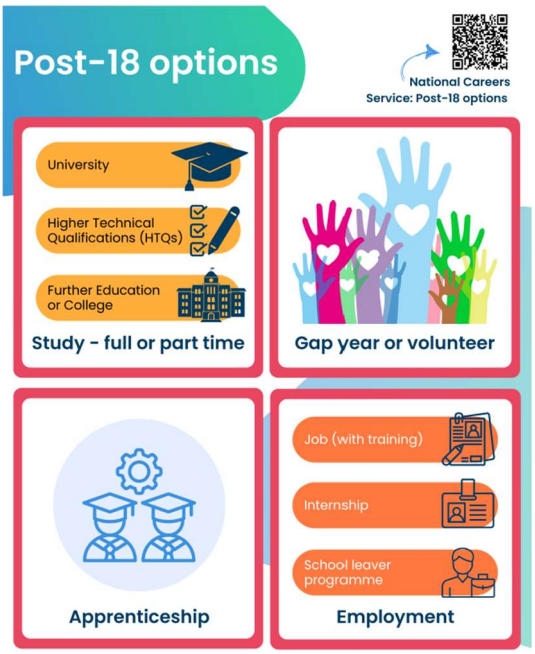
- Use these websites to really find out more about Careers that interest you. Look at routes into that career and more about it such as: The Labour Market Information (how is this job likely to be impacted by factors such as AI etc); progression opportunities; entry routes; what might you actually be doing; salaries; working hours etc :

    - https://www.prospects.ac.uk/
    - https://www.mypathcareersuk.com/a-z-of-jobs
    - https://nationalcareers.service.gov.uk/explore-careers/all-careers

Maybe you already have a Degree in mind – but not sure what you can do with it afterwards or where that can take you? It is essential to make sure you have clarity around the kind of opportunities and jobs that a Degree could lead to:

- https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/

Again – do not worry. Use the resources below to help you decide. And even if you cannot decide what to do in Year 13 you can always apply for both Uni and Apprenticeships. Or even think about a Gap Year.



Apprenticeships

- What is an Apprenticeship? :
  - https://www.rainhammark.com/page/?title=Apprenticeships&pid=426

- What do your A Level subjects link to which Apprenticeship? :
  - https://www.rainhammark.com/page/?title=Apprenticeships&pid=426

- What is a Degree or Higher Apprenticeship? :
  - https://www.rainhammark.com/page/?title=Degree+and+Higher+Apprenticeships&pid=411

- Difference between a Degree and an Apprenticeship? :
  - https://www.rainhammark.com/page/?title=Traditional+degree+and+a+degree+apprenticeship%3F&pid=381

- Understand what an Apprenticeship can lead to and what will happen at the end? :
  - Is it a Degree Apprenticeship and if so, what is that Degree in? Use this to then look at what you could then explore afterwards : https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/

  - Is it a Higher or Advanced Apprenticeship and if so, what will you finish with and what could this lead onto?

- How do I find an Apprenticeship and when should I start looking?
  - This is important – if you are thinking of applying for an Apprenticeship it is important that you start to get organised **NOW.** Some Apprenticeship open in September. Use the resources on our page to do the following so that you are ahead of the game:

- Look at the 2026 list of top Apprenticeship providers here to get an idea of just SOME of the opportunities :
    - https://www.rainhammark.com/page/?title=Post+18+Career+choices+%2D+what+to+do%3F&pid=375

- Download the Apprenticeship tracker onto your phone or laptop and amend to suit you so that you can start adding the ones you find and get organised :
    - https://www.rainhammark.com/page/?title=Post+18+Career+choices+%2D+what+to+do%3F&pid=375

- Save all the platforms on this page to your favourites and start to familiarise yourself with them :
    - https://www.rainhammark.com/page/?title=Post+18+Career+choices+%2D+what+to+do%3F&pid=375

- Follow RMET_RMGS on Instagram as I share several Apprenticeship influencers on there who are ahead of the game in terms of New Opportunities; tips; advice and insights.

- Use LinkedIn to search for Apprenticeships – here is how :
    - https://www.ucas.com/careers-advice/how-use-linkedin-student-or-apprentice

- Use LinkedIn to search and contact current or former apprentices to find out more about how they found it or if they have any advice.

- If you are on Facebook – join our private “RMGS Careers” Group as I often post any opportunities in there

- Start to get used to Google searches for latest apprenticeship opportunities such as “Apprenticeships in business” “Apprenticeships in film” as these searches will capture any that are not picked up in the search channels from the previous steps.

- Create and update your CV : Do not forget with this you can send your CV to myself for proofing :
    - https://www.rainhammark.com/page/?title=How+to+write+a+CV+%26amp%3B+Personal+Statement&pid=380

- How to write a covering letter :
    - https://www.rainhammark.com/page/?title=Apprenticeships&pid=426

University

- What is University and do I want to go? : University is not for everyone so make sure you fully understand what is involved, how to apply, if this is right for you, timescales etc :
    - https://www.rainhammark.com/page/?title=Guide+to+University&pid=410

- University searches and applications :
    - These are all managed through UCAS – use the summer break to have a look around UCAS - start having a look at the Uni’s out there; the courses they offer; course structures; entry requirements etc

- You have some Universities that you like but not sure which to pick? :
  - Use UCAS, the Universities websites and social media to check out their Open Days. Also look at their websites or LinkedIn to connect to current students and ask any questions. Think about their location; accommodation; clubs & societies etc.

- Start thinking about your Personal Statement : Personal Statements are vital. Starting this now puts you in a good position ahead of coming back into Year 13 as the internal UCAS deadlines for all students (1st October for early applicants and 1st December for everyone else) will come round fast :
  - https://www.rainhammark.com/page/?title=How+to+write+a+CV+%26amp%3B+Personal+Statement&pid=380

Apprenticeship Vs Degree – what to do?

- This is an induvial and personal choice that only you can decide. This may help you establish what is right for you. Remember – you can always apply for both University AND Apprenticeships and then decide later in Year 13 after your Results:
  - https://www.rainhammark.com/page/?title=Traditional+degree+and+a+degree+apprenticeship%3F&pid=381

Gap Year

- Like the idea of a Gap Year? Take a look at some of the resources on our website and find out how you can use your Gap Year to your advantage :
  - https://www.rainhammark.com/page/?title=Gap+Year&pid=412

Employment

- Thinking of going straight into Employment? :
  - https://www.rainhammark.com/page/?title=Post+18+Career+choices+%2D+what+to+do%3F&pid=375

Have you got to this point and still not sure where you want to go or what to do?

Again, please do not worry. This happens and can be very normal. When you come back in Year 13 you can have a Careers 1-2-1 with myself to help you reach a pathway that is right for you.

Year 12 – Career Development

"There is research that proves the positive impact of Personal Development and improved academic performance. So here are just SOME of the things that you can start to do NOW"

- Utilise Unifrog : This platform has a HUGE array of talks, webinars; skill development acuities to help strengthen your own PD and skills. Also Make sure you have added all of your activities during tour time at RMGS
    - https://www.unifrog.org/teacher/help/148

- Create and update your CV : Your CV is essential for highlighting your skills, achievements, and experiences, which will help you apply for jobs, apprenticeships, and university opportunities. Don't forget that you can send your CV to myself for proofing :
    - https://www.rainhammark.com/page/?title=How+to+write+a+CV+%26amp%3B+Personal+Statement&pid=380

- Start thinking about your Personal Statement : Personal Statements are important - even if you do not want to go to University. Doing this will help you start to think about your skills and start the process of writing about you. Starting this now puts you in a good position ahead of coming back into Year 13 as the internal UCAS deadlines for all students (1 October for early applicants and 1st December for everyone else) will come round fast :
    - https://www.rainhammark.com/page/?title=How+to+write+a+CV+%26amp%3B+Personal+Statement&pid=380

- Develop your LinkedIn profile : If you are not on LinkedIn then think about creating a profile and start connecting to other students / RMGS / universities / businesses in a sector you are interested etc. Use the search tool to look for people to connect with such as apprentices or Uni students. You can also message other users to ask questions or advice :
    - https://www.ucas.com/careers-advice/how-use-linkedin-student-or-apprentice

- Work experience (WEX) : Whether you have a few career pathway ideas or none – think about getting some work experience sorted in the holidays or October half term. This could be in person or virtual. If you have no idea what you want to do, don't forget that any work experience you do WILL still develop a range of skills and character:

- In person WEX: Use the vast range of resources on our page to help you find and apply for WEX : https://www.rainhammark.com/page/?title=Work+Experience&pid=229

- Virtual WEX : This can be a great way to explore different careers and build you profile and character development : https://www.springpod.com/ and https://www.futuresforall.org/

- Search online for any events / webinars or talks that interest you or enable you to not only find out more about a sector but might help you decide if it's something you have an interest in :
  - https://www.speakersforschools.org/work-experience-opportunities/
  - https://www.springpod.com/virtual-work-experience

- Look into Professional Institutions or Bodies for a sector or industry that you like such as the Professional Body for Engineering - see if you can subscribe to their newsletters / webinars / social media channels / alerts etc. Also look at their research papers / news articles / blogs etc.

- Volunteering : Contact local charities / organisations / groups / summer camps etc to see if you can volunteer. Volunteering is a wonderful way to not only develop skills and character but also it will look great on your applications whatever you choose to do. Check out our RMGS Careers Facebook Group too as I often share opportunities in there

- Look at any Facebook / LinkedIn groups that you can join that represent a sector or industry that you like or are interested in. Join these to not only keep up to date with updates, events and tips but also use these to look for opportunities, key contacts, and advice. It may be that there are people in these groups who did an apprenticeship or went to a Uni that you like etc. Never be afraid to contact them directly.

- Join the RMGS Careers Facebook Group for the latest Careers News and opportunities.

- Also follow the RMET_RMGS Instagram account. I share daily accounts that are releasing new tips on Universities or Apprenticeships as well as a huge range of opportunivores for WEX or Volunteering