

Issue 1.3

Welcome back
Careers resources and activities
Employability skills
Local Job advertisements
Labour Market Information
Careers education, information advice and guidance resources (CEIAG).



A termly insight into careers activities at Oakley College and Local Labour Market Information

Careers Newsletter



Welcome to Oakley College Careers Newsletter

Welcome to Oakley College Careers Newsletter, bringing you some exciting updates on careers events and activities, updates on work placements and community projects; and also upcoming opportunities for learners to attend and apply for. This newsletter will also include information on careers workshops, local job vacancies and Labour Market Information. At the end of the newsletter, there is a bank of amazing career and employability resources to support learners and provide careers education, information, advice and guidance (CEIAG).

To find out more information on what careers activities and events Oakley College learners will be doing throughout the year, check out our Careers Programme on the Oakley College website.

The Careers Programme follows advice and guidance from The 8 Gatsby Benchmarks.

Welcome back!

We hope everyone had a lovely
Christmas and New Year.

Oakley College welcomes learners back after the Christmas break.

Oakley College welcomes learners back after a lovely festive break. Opening the doors to an amazing curriculum with learners working remotely from home and those who are coming into college.

Even though things might look a little different this term at Oakley College, and be a little quieter than it would be normally, there is lots to look forward to and be excited about. Even though times are hard and the world is a little different we all need to stay focussed on our goals and strive to achieve. We must keep working hard, stay positive, keep our body and minds healthy, communicate with one another and develop ourselves.



SOMETIMES WE'RE TESTED
NOT TO SHOW OUR WEAKNESSES,
BUT TO DISCOVER OUR
STRENGTHS.



Term 3

Careers and Employability Skills quizzes and Career videos

While learners are working remotely from home or working in college it is important to keep developing your employability skills and improving your careers knowledge and understanding to make you more employable when the opportunities arise to gain work experience and employment.

Below is a bank of online quizzes for you to complete, videos for you to watch and other websites to explore different careers. These website will help you improve your employability skills and give you a better understanding of your own skills and qualities, to help you find the right job for you. It also gives you an opportunity to recognise and develop employability skills you might need more help and support with. We know your week is full of amazing curriculum learning with your tutor groups, but when you get a chance give these videos a watch and complete the quizzes. It will help you understand yourself and benefit you in the future by making you more employable.



Quizzes and skills tests

<https://icould.com/buzz-quiz/>

Take the Buzz Quiz to develop self-awareness and start thinking about careers. This fun, quick quiz helps young people to explore their strengths and preferences, and explore links between their personality, working styles and job types.

<https://nationalcareers.service.gov.uk/skills-assessment>

The national careers service have created a skills test to find out what interests and motivates you, identify your skills and find out what you can do with the skills you have.

Explore different careers

<https://icould.com/explore/>

<https://www.careersbox.co.uk/>

Through these two links you can explore different careers and watch videos of different people talking about their job. They will also explain and the different skills, qualifications and experience needed for that chosen career.

Videos to watch

Employability skills – Have you got them?
<https://www.youtube.com/watch?v=tKKPUYfOkvw>

Hard skills vs soft skills
<https://www.youtube.com/watch?v=0FFLfcB9xfQ>

Top 8 employability skills
<https://www.youtube.com/watch?v=vGjNI16pxn8>

Interview skills – Top tips
<https://www.youtube.com/watch?v=HG68Ymazo18>

Active listening – How to communicate effectively
https://www.youtube.com/watch?v=BW82k7lwl_U

Body language
<https://www.youtube.com/watch?v=sXAHwa1CWYw>

What is a Careers advisor and how can they help?
<https://www.youtube.com/watch?v=vlzs3J54CRQ>

What is labour market information and how do we use it?
<https://www.youtube.com/watch?v=MZthWNpiH4A>

A film about HOPE.
<https://nationalcareersweek.com/>



Employability Skills

Understanding what are employability skills and why it is important to develop them

As part of the Careers Programme at Oakley College, two qualified job coaches deliver a series of Career Workshops throughout the year. These focus on the process of employment and improving employability skills.

As most learners are working remotely from home this term, with the exception of a few learners who are coming into college, career workshops are put on hold for the time being. However, it is important to continue to develop these skills, recognising the importance of why we need these skills, and how they will help you in the future.

Term 3

Employability skills to focus on

Ability to learn and adapt
Flexibility
Problem solving skills

These three employability skills are incredibly important to understand and develop. The good news is you are all currently doing these everyday while you are working remotely from home or if you are in college. You are learning and adapting to a new way of learning online via Teams, you are being flexible with your approach to learning and you are also solving problems with technical issues and the different problems you come across each day at home.

Employability skills

Teamwork

Effective communication

Time management skills

Perseverance

Polite and friendly

Listening skills

Organisation skills

Ability to learn and adapt

Problem solving skills

Negotiation skills

Valuing diversity and difference

Using initiative and being self-motivated

Leadership

Creativity

Decision making

Flexibility



Local Job Vacancies in Kent

Every term, Oakley College Careers Newsletter will post out current vacancies in Kent and surrounding areas. This is an opportunity for learners to apply for jobs they might be interested in.

- Delivery Driver - Dominos Pizza - Tonbridge TN12 6EZ

<https://www.indeed.co.uk/jobs?q=part%20time%20evening&l=Royal%20Tunbridge%20Wells&advn=9892298390721965&vjk=ebe41fd625c87e2e>

- Part-time Evening School Cleaner - Kent Gurkha Company - Royal Tunbridge Wells

<https://www.indeed.co.uk/jobs?q=part%20time%20evening&l=Royal%20Tunbridge%20Wells&vjk=1618e25132d07ac8>

- Subway sandwich artist - Subway - Langley Park - Maidstone ME17 3FU

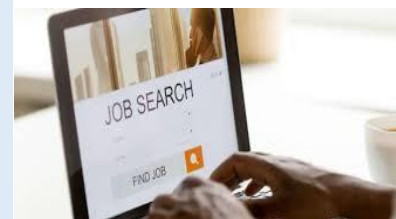
<https://www.indeed.co.uk/jobs?q=part%20time%20evening&l=maidstone&vjk=7cb3f5d2788b3ac3>

- Dining Room Assistant (Evenings and Weekends) - Nellsar - Sittingbourne ME10 4HN

<https://www.indeed.co.uk/jobs?q=part%20time%20evening&l=maidstone&start=10&advn=8764042838814140&vjk=62ef4c53d5778cb9>



Skills for Independence & Employability



Search and apply for jobs that match what you are looking for. Part time, evenings and weekends.



Job in demand in Kent 2021

1. Nursing/Care
2. Driving/Delivery jobs
3. Teaching
4. Cleaning

Jobs in decline in Kent 2021

1. Hospitality
2. Arts/Entertainment
3. Leisure
4. Retail/Wholesale

Job Search Websites

There are many websites we can use to search and apply for local jobs. It is an easy way to search through hundreds of different jobs and find the job that's perfect for you. You can upload your CV or apply online to apply for these jobs.

A list of different job search websites

- Indeed.co.uk
- Totaljobs.co.uk
- Reed.co.uk
- Jobsite.co.uk
- Monster.co.uk
- CVlibrary.co.uk
- Universaljobmatch.co.uk
- Fish4jobs.co.uk
- Guardianjobs.co.uk
- Kentjobs.co.uk

Career and employability resources

Below is a bank of helpful website links that offer careers information, education, advice and guidance (CEIAG). These websites are all free to use and include careers advice and guidance, volunteering opportunity, career and employability resources and websites with information on supporting young people into employment.

Careers advice and guidance

[Careers | RBLI](#)

[Careers advice | Prospects.ac.uk](#)

[Careers Advice | Career Guidance | Monster.co.uk](#)

[Careers Guidance And Advice For Disabled Young People](#)

[Careers advice - job profiles, information and resources | National Careers Service](#)

Volunteering opportunities

[Volunteering - Kent County Council](#)

[Kent Volunteers: Home](#)

<https://www.kentvolunteers.org.uk/>

[NHS England » NHS Learning Disability Employment Programme](#)

Career and employability resources

[Youth Employment UK: Home](#)

[Careers education for students with SEND - Sec-Ed](#)

[Career Connect: Create a better future](#)

[Home - Youth Employment UK](#)

[An Online Television Show on Careers | The WOW Show](#)

[WorldSkills UK | Raising Apprenticeships & Technical Education Standards](#)

<https://workingoptions.org.uk/>

[home - icould](#)

Supporting Young People into employment

[Dimensions | Supporting People with Learning Disabilities & Autism \(dimensions-uk.org\)](#)

[British Association for Supported Employment | \(base-uk.org\)](#)

[Learning Disability - Autism - Down's Syndrome | Mencap](#)

[How to support young people with special educational needs ...](#)

[Home | Disability charity Scope UK](#)



Careers Education, Information, Advice and Guidance