

BIRMINGHAM CAREERS SERVICE *NEWS*

YOUNG PEOPLE · CAREERS
INFORMATION · ADVICE ·
GUIDANCE · JOBS ·
APPRENTICESHIPS ·
LABOUR MARKET TRENDS ·
NEETS ·



January 2022

NEW YEAR NEW START

published by Birmingham Careers Service

**BIRMINGHAM
CAREERS SERVICE**
guiding young people



NEW YEAR 2022

Happy New Year Everyone!

The start of a new year is the perfect time to set some career intentions, this may include getting your CV in order, being more focussed on your job searches, thinking about your career goals or applying for college or training. We have friendly qualified advisers working across the city who can offer personalised support with your next steps.

In this edition our advisers Judith and Baljit provide guidance and hints and tips on preparing for an interview and putting together a CV. We speak to Better Pathways about Mental Health support available to young people, we also answer you career questions.

If you are 16 -19 (up to 25 for those with additional needs) and looking for education, employment or training opportunities, just get in touch!

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CV

HINTS AND TIPS

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Alongside your CV, employers also usually ask for a cover letter.

THINGS YOU SHOULD INCLUDE ON A CV:

Aim for 2 sides of A4

Think about your layout - clear & concise. Use bullet points

Personal details correct and clear. Email address should be named appropriately

Personal profile

3-5 sentences highlighting your skills and strengths. Match these to the skills and strengths the employer is asking for

Education

list school/college qualifications, subjects and grades. If you have lots of qualifications, you could group them together e.g. 10 GCSE's at grade 5 or above including Maths and English

No qualifications - present your education positively e.g. completed GCSE course in 5 subjects including English and Maths

Interests

Good to include but not vital if you're struggling. Try to show attributes the employer is looking for e.g. communication, teamwork

References

Check with suitable referees they are willing to give you a reference before you put their names down

- Don't lie but present yourself in a positive way. Don't present negatives
- Check, double check and check again your spelling and grammar
- Get other people to read through your CV
- Tailor your CV to the job, don't just use the same one

An adviser at Birmingham Careers Service would be happy to check over your CV and give you some feedback, just get in touch.

HOW TO GET AHEAD IN INTERVIEWS

So you've applied for that perfect part time job, apprenticeship or training place and been offered an interview. What kinds of questions might you be asked and how can you prepare? Here are a few examples of the types of questions you may be asked:

Can you tell me a little bit about yourself?

What subjects are you studying at the moment or what did you study at school, and what is/was your favourite subject?

Give an example of one of your strengths and how you've used this

Where do you see yourself in 5 years' time?

What are your interests?

Do you have or have you held any positions of responsibility?

What accomplishments / achievements are you most proud of?

What are your weaknesses?

Many interviewers use competency-based questions to assess candidates' ability to do the job. These types of questions invite you to describe a situation or scenario. The interviewer may ask what you needed to do in the example, how you achieved it and what happened. Here are a few examples of this type of question:

1

Please provide an example of when you have worked as part of a team.

2

Tell us about a time when you have solved a problem.

3

Tell us about a time when you had to meet a tight deadline.

4

Please provide an example of when you have taken the lead in an activity or project.

5

Tell us about a time where you have developed your communication skills.

It is a good idea to have a bank or library of examples ready in your mind so that you can draw on these and apply them to the questions you are asked. These could include situations you have come across at school or college, in work or training or in your social life eg where you have led a group, taken responsibility or sorted out a problem.

You can also use the STAR technique to help answer this type of question:

1 SITUATION
describe the event or situation

3 ACTION
describe the specific actions you took to complete the task

2 TASK
explain the task you had to complete

4 RESULT
finish with the results of your input with examples of any key achievements

At the end of an interview, the interviewer will usually ask:

Do you have any questions you want to ask us?

Try to keep a few example questions in mind as it shows you are interested in the role and are keen to find out more. It's fine to ask about details such as hours and uniform, however, try to keep questions about the salary for outside the interview.

APPRENTICESHIP VACANCIES

Log on to www.findapprenticeship.service.gov.uk/apprenticeshipsearch and enter the vacancy reference number for more information

Apprentice Nursery Nurse

Excellent opportunity to earn, learn and gain a nationally recognised qualification in Childcare Level 2 for 15 months.

Weekly wage: £150.50

Desired qualifications: Age 16-18: maths and English at GCSE or Functional Skills or equivalents (grades will be discussed at interview) Age 19+: must have maths and English GCSE grade 9 to 3 (A to D) or Functional Skills Level 1-2 or equivalents

Location: Rubery

Closing date: 28/01/22

Reference number [VAC001718406](#)

Childcare Apprentice

Supporting Children in Childcare provision

Weekly wage: £172.00

Desired qualifications: Successful applicants will: grade C/4 or above in English and maths GCSE (or equivalent), or Functional Skills Level 2 and be able to attend our training Academy in Birmingham for your 18 classroom-based days

Location: Northfield

Closing date: 28/01/22

Reference number [VAC001806535](#)

Hairdressing Apprenticeship

Hair Junkie are looking for a new highly-motivated & hard-working learner to join their team.

Weekly Wage: £129.00

Desired qualifications: No formal qualifications are required, however you will need to work towards achieving your Functional Skills in English and maths unless you have already gained these

Location: Longbridge

Closing date: 05/03/22

Reference number [VAC001804002](#)

Apprentice Works Operative

Apprentice required to cut various types of materials including steel, brass and alloys, using a variety of tools. You will also be loading and unloading vehicles and dealing with stock maintenance.

Weekly Wage: £216.00

Desired qualifications: GCSE grade 4/C as a minimum in English and maths

Location: Duddeston Mill Trading Estate, Duddeston Mill Road

Closing date: 30/01/22

Reference number [VAC001783440](#)

Office Junior/Receptionist Apprenticeship

To provide basic administration support at a junior level to all members of the office. The successful applicant will enrol onto a Level 3 Business Administration Apprenticeship.

Weekly wage: £161.25

Desired qualifications: GCSE's at grades A*-C / 9-4 (or equivalent) in maths and English

Location: Alum Rock

Closing date: 05/03/22

Reference number [VAC001795377](#)

Apprentice Administrator

Fantastic new career opportunity to work as an Apprentice Administrator/Receptionist for Gordon Franks Training based in Birmingham (B7). This is an excellent opportunity to gain a business administration level 3. Full training provided.

Weekly wage: £150.50

Desired qualifications: Age 16-18: GCSEs (or equivalent) in maths and English, Age 19+: GCSEs at grades A*-C/9-4 (or equivalent) in maths and English

Location: Nechells

Closing date: 28/01/22

Reference number [VAC001762265](#)

Early Years Apprenticeship

Assisting the experienced staff with the day to day care of children

Weekly wage: £129.00

Desired qualifications: English and Maths at GCSE Grade 4 (c) and above

Location: Nechells

Closing date: 28/01/22

Reference number: [VAC001785742](#)

Apprentice Intake Administrator

Responsible for carrying out marketing and PR activity to attract learners to our Study programmes. (Employability and Traineeships)

Weekly wage £150.50

Desired qualifications Age 16-18: maths and English at GCSE or Functional Skills or equivalents (grades will be discussed at interview), Age 19+: must have maths and English GCSE (or equivalent) grade 9-4 (A*-C) or Functional Skills level 2 or equivalents

Location: Nechells

Closing date: 10/02/22

Reference number [VAC001793174](#)

Apprentice Service Engineer

To liaise with customers, company employees to ensure the smooth operation of daily engineering tasks. Preparing and repairing equipment. Working week: Monday to Friday 8.30am to 5.30pm

Annual wage: £10,400.00

Desired Qualifications: GCSE or equivalent IT (Grade 9-4)

Location: B7

Closing date: 28/02/22

Reference number [VAC1000026814](#)

Volkswagen Service Technician/Mechanic Apprentice

You will have the opportunity to work with a wide range of products including traditional, hybrid and electronic engines. From heritage vehicles to leading edge modern technology, our range will provide you with a varied technical training experience to build your skills as a Service Technician/Mechanic

Weekly wage: £172.00

Desired qualifications: GCSE grades 9 – 4 (A – C) or equivalent in English, Maths and Science. (see vacancy for 'equivalent' grades)

Location: B4

Closing date: 04/02/22

Reference number [VAC001806083](#)

Data Technician Apprenticeship

IT related, data collecting and problem solving

Annual wage: £22,824.00

Desired qualifications : Grade 4/C or Functional Skills Level 2 equivalent in maths and English is required for this role.

Location: Heath Mill Lane Digbeth B9

Closing date: 31/01/22

Reference number [VAC001804403](#)

Catering Apprenticeship

Busy Bees Education and Training have a wide selection of food production chef apprentices throughout the Busy Bees Nurseries. Enabling you to start your career within the catering industry preparing fresh and nutritious meals

Annual wage: £6,708.00

Desired Qualifications: GCSE or equivalent Maths and English (Grade 4 or Equivalent)

Location: B7

Closing date: 31/01/22

Reference number [VAC1000026853](#)

Apprentice Operational Technician

Develop technical skills to look after all things operational in Severn Trent. As part of the Water Treatment Team

Annual wage: £17,194

Desired qualifications: GCSE or equivalent English (Grade 4) Desired
GCSE or equivalent Maths (Grade 4) Desired)

Location: B31

Closing date: 13 Mar 2022

Reference number [VAC1000027212](#)

Warehouse Operative Apprenticeship

Our Warehouse Operative is responsible for effective stock maintenance, compliance with strict health and safety regulations and high standards of customer service.

Annual wage: £15,000

Desired qualifications: GCSE or equivalent English (Grade 4) Desired
GCSE or equivalent Maths (Grade 4) Desired)

Location: Longbridge

Closing date: 31 Jan 2022

Reference number [VAC1000027100](#)

SEAT Parts Assistant Apprentice

This is an exciting opportunity for you to join our team as an Apprentice Parts Assistant. Our Parts Assistants drive sales of parts and accessories and liaise with the workshop team to ensure that they have the parts they need to work effectively.

Weekly wage: £172.00

Desired qualifications: GCSE grades 9 – 4 (A *– C) or equivalent in English, maths and Science.)

Location: Nechells

Closing date: 07 Feb 2022

Reference number [VAC001807771](#)

Audi Parts Assistant Apprentice

This is an exciting opportunity for you to join our team as an Apprentice Parts Assistant. Our Parts Assistants drive sales of parts and accessories and liaise with the workshop team to ensure that they have the parts they need to work effectively.

Weekly wage: £172.00

Desired qualifications: GCSEs at grades A*-C/9-4 (or equivalent) in maths, English and a science.

Location: B24

Closing date: 07 Feb 2022

Reference number [VAC001807139](#)

If you would like help or support with applying for these or any other vacancy, get in touch with us and one of our Birmingham Careers Service Advisers can help you.

TRAINEESHIPS

If you feel you are not ready for an apprenticeship and need to develop your skills further, you may want to consider a traineeship. This is a course where you can get some work experience that will help you to prepare for a job or an apprenticeship. It will give you a better chance to get the apprenticeship or job you are after, as well as helping you to build up your CV. The work experience will also give you a reference from an employer to help when applying for future jobs.

Here are just some of the opportunities currently available on the traineeship website:
Find a traineeship - www.gov.uk/find-traineeship You can use the reference number to find out more about the traineeship you are interested in.

Office Assistant Traineeship

Are you looking for something exciting that offers you the chance to learn new skills. We have a great opportunity for you to gain your level 1 in customer service and get 2 weeks work experience within an independent music label company, to support the day to day running of the office with administration tasks.

Working week: Monday - Friday 10.00am - 5.00pm with a break at 12.00pm for half an hour.
Expected duration: 10 weeks
Closing date: 08 Feb 2022
Training provider: The Apprenticeship Works
Reference number: [VAC001798663](#)

Teaching Assistant Traineeship

Excellent opportunity to gain skills and experience within a school setting, this is ideal for those that want a career in Teaching and support but lack previous experience or the necessary grades.

Working week: 18 – 20 hours per week in setting plus additional 1 to 2 days study time over 6 - 12 weeks of programme. Shifts TBC.
Expected duration: 12 weeks
Closing date: 28 Jan 2022
Training provider: Let Me Play Ltd
Reference number: [VAC001680096](#)

Plastering /Skimming Traineeship

This Traineeship work experience is part of an education and training programme that is focused on giving young people the skills and experience that employers are looking for at a high-quality work experience placement.

Working week: Monday - Friday, 9.00am - 3.30pm
Expected duration: 7 weeks
Closing date: 30 Jan 2022
Training provider: Aspiration Training
Reference number: [VAC001718814](#)

Traineeship in Social Media / Digital Marketing

Assisting of updating web pages, monitoring the business's Social Media and reporting to Line manager, assisting with Digital Marketing, assisting with SEO of website, track Google Analytic accounts and report to line manager.
 General Admin Duties

Working week: Monday - Friday, learning based for 12 weeks, 9.30am - 2.30pm and then 12 weeks work experience based, Monday - Friday, 9.00am - 4.00pm.
Expected Duration: 24 weeks
Closing date: 21 Jan 2022
Training provider: Protocol
Reference number: [VAC001754621](#)

Childcare /Work Experience

Childcare work experience for those who lack experience or skills within the sector and wish to build these, to be in with the opportunity of full-time work afterward. Consists of a 3 weeks workshop and 4 weeks work experience opportunity within a nursery.

Working week: 25 hours
Expected duration: 7 weeks
Closing date: 29 Jan 2022
Training provider: Aspiration Training
Reference number: [VAC001482370](#)

Kitchen Assistant

As a Kitchen Assistant you are responsible for producing all menu items in an efficient and consistent manner while following company specifications and always adhering to Health and Food Safety requirements.

Working week: To be confirmed.
Expected duration: 6 weeks
Closing date: 28 Jan 2022
Training provider: Let Me Play Ltd
Reference number: [VAC001724402](#)

Traineeship in Recruitment

- Applying yourself daily, showing a great attitude, aptitude, initiative by spotting and acting on opportunities to generate revenue at pace.
- Achieve set targets.
- Source candidates from a variety of sources including company database, job boards, LinkedIn and a variety of other social media and online platforms.
- Building a strong understanding of your market.

Working week: Monday to Thursday 9.00am until 4.30pm total 30 hours a week
Expected Duration: 7 weeks
Closing date: 29 Jan 2022
Training provider: Aspiration Training
Reference number: [VAC001574888](#)

Business Administrator

Successful candidates will gain knowledge in a working office environment. Basic duties will include filing, scanning, data entry, customer service and general office duties.

Working week: Monday – Friday: 9.30am - 4.30pm
Expected duration: 7 weeks
Closing date: 25 Jan 2022
Training provider: Aspiration Training
Reference number: [VAC001626012](#)

If you would like help or support with applying for these or any other vacancy, get in touch with us and one of our Birmingham Careers Service Advisers can help you.

LOCAL TRAINING PROVIDERS

There are many Training Providers across Birmingham that offer opportunities and a Birmingham Careers Service adviser can help you identify the right one for you. Here is a snapshot of Training Providers in the area with a link to get in touch and find out more.

ACCESS CREATIVE COLLEGE

Music, Gaming and Media related courses

[VISIT](#)

ASPIRATION TRAINING

Health and Social Care, Childcare, Business Admin, Customer Service and Dental Services

[VISIT](#)

BCTG

Offering: Construction related courses

[VISIT](#)

BRITISH ACADEMY OF JEWELLERY

Offering: Jewellery Manufacture and Design courses

[VISIT](#)

BET (BIRMINGHAM ELECTRICAL TRAINING)

Offering: Electrical Installation Apprenticeships L3

[VISIT](#)

CRACKERJACK

Offering: Childcare and Teaching Assistant

[VISIT](#)

CREATIVE ALLIANCE

Offering: IT related courses

[VISIT](#)

GORDON FRANKS TRAINING

Offering: Business Admin, Early Years Childcare, Customer Service

[VISIT](#)

HEART OF ENGLAND TRAINING

Offering: Hairdressing, Beauty, Sport, Customer Service, Business + more

[VISIT](#)

JTL

Offering: Construction traineeships, Electrical & Plumbing Apprenticeships

[VISIT](#)

JUNIPER TRAINING

Offering: plumbing, electrical, property maintenance

[VISIT](#)

MPCT (MILITARY PREPARATION COLLEGE)

Offering: course related to a Military Career

[VISIT](#)

NOVA TRAINING

Offering: Motor Vehicle, Construction, Retail, Customer Service, Business Admin

[VISIT](#)

PERFORMANCE THROUGH PEOPLE

Offering: Care Business, Engineering and Manufacturing, Warehousing, Dental Nursing, Retail, Hospitality, Accountancy, Travel

[VISIT](#)

PROTOCOL

Offering: Business Admin, Customer Service, IT, Warehousing

[VISIT](#)

REFLECTIONS

Offering: Hairdressing, Barbering

[VISIT](#)

SKILLS TRAINING UK

Offering: Business Admin, Customer Service, Health and Social Care, IT, Engineering and Manufacturing

[VISIT](#)

SPORT4LIFE

Offering: Sports Leaders related opportunities

[VISIT](#)

STREET LEAGUE

Offering: Sports and Dance related fitness programs/courses, also offer live work experience in a range of Vocational settings including Warehousing, Retail, Customer Service, Care (Child/Adult)

[VISIT](#)

SWIFT (LEAPING MAN LEARNING)

Offering: Childcare, Digital Marketing

[VISIT](#)

TDM

Offering: IT related Apprenticeships L3 and above

[VISIT](#)

Visit Our CAREERS MARKETPLACE

Find out more about local further education & training providers, view virtual tours from your own home and meet the staff. Find out how to apply and much more in our Careers Marketplace

www.birminghamcareersservice.co.uk/marketplace/



BETTER PATHWAYS

Mental Health is all about how we feel inside and how we react to certain situations. It includes our emotional, psychological and social wellbeing. We should all look after our mental health. We speak to Mental Health Champions from Better Pathways to find out how they can support.

WHAT DO BETTER PATHWAYS DO?

Better Pathways is a mental health charity, based in Digbeth, supporting people with poor mental health, learning difficulties and with disabilities, on their pathway to recovery. We support those aged between 16-29, not in education, employment or training and living in the Birmingham and Solihull area.

CAN YOU TELL US MORE ABOUT THE ROLE OF A MENTAL HEALTH CHAMPION?

We help young people to overcome their personal challenges and mental health difficulties so they can feel confident enough to achieve their employment and education goals. Our support is personalised to each young person and our aim is to inspire, mentor, and motivate young people.

WHAT SUPPORT DOES THE YOUTH PROMISE PLUS PROJECT PROVIDE FOR YOUNG PEOPLE?

We offer 1-to-1 support that is flexible to the needs of the young person. We cover a wide range of areas such as confidence and self-esteem building, overcoming anxious feelings, building a better sleep routine, learning tailored coping mechanisms, etc.

IS THE SUPPORT OFFERED FACE-TO-FACE OR TELEPHONE?

We support young people through face-to-face sessions, WhatsApp video calls, phone calls or Microsoft Teams. Depending on how comfortable the young person feels, we can arrange support sessions weekly or every two weeks.

HOW CAN A YOUNG PERSON ACCESS SUPPORT FROM YPP?

Contact us at ypp@betterpathways.org.uk and we would be happy to answer any questions about the Youth Promise Plus Project and sign you up!

HOW LONG DO YOU SUPPORT A YOUNG PERSON FOR?

We can continue support over the time frame that the young person wants to engage with us. We have worked with people for a few months and some up to a year. We continue to support individual's goals until they have been achieved.

HAVE YOU GOT ANY HINTS AND TIPS FOR MAINTAINING GOOD MENTAL HEALTH AND WELLBEING?

- Exercise – enjoy the outdoors, getting fresh air can help clear the mind and encourage positive emotions
- Self-care – look after yourself by doing more of the things you love to do
- Direction - work on setting goals to be excited about and look forward to
- Resilience – self-help support such as meditation, breathing techniques or journaling to write down your worries

TESTIMONIALS

“I liked the fact you adapted the support sessions to meet my needs”

“It’s nice to have someone to talk to about how I am feeling”

“You have opened my mind and gave me a fresh outlook on life”



CAREERS CHAT ROOM

Young people ask our friendly Birmingham Careers Service Advisers for help with their career problems

MS FROM ERDINGTON ASKS

"I was out of the country in September and missed enrolling at college. I really don't want to wait another year before I start a course. What should I do?"

OUR ADVISER, HELEN ANSWERS

"Don't worry, in Birmingham there are lots of colleges and training providers with January start dates. You can begin to research these on our '[Market Place](#)' or come and visit our friendly Advisers at one of our outreach centres. Use [this link](#) to make an appointment now. No need to worry, we'll have you sorted in no time!"

TS FROM SHELDON ASKS

"Since Covid-19, I have become really anxious about going out and meeting new people. I really would like to start a training course but don't think I am ready. Is there any help you can give me?"

OUR ADVISER, REETU - ANSWERS

Don't worry, there are lots of ways we can help and support you with your anxiety. You don't even need to see us in person or speak on the phone if you're not ready! We can communicate with you via text, WhatsApp and email to make sure you get all the help you need. We can get you extra support for your anxiety through a programme called Youth Promise Plus. Just [contact us](#) today via text, WhatsApp or email and we will arrange for one of our Advisers to message you. They will agree with you how best they can continue to help you until you're ready to move on.

AR FROM SMALL HEATH ASKS

"Since leaving school I haven't done anything as I have no idea what to do! Can you help me?"

OUR ADVISER, SULTAN - ANSWERS

Of course, we can help! To help you start to think about career ideas download the free [QDOS Careers App](#) onto your smartphone. On there you can take a range of interactive quizzes and assessments in the section 'I don't know what I want I want to do'. These will give you an idea of the careers and job types that may be suited to you! It would be a good idea to talk to one of our Advisers about the range of options and opportunities available. You can make an appointment with an Adviser via our website [Visit Us](#)

*Got a careers question? You can email us at:
BCareers@birmingham.gov.uk and an adviser will get back to you.*

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COP26

There's been lots of news recently on environmental issues. The COP26 conference was about uniting the world to tackle climate change.

HOW CAN YOU GET INVOLVED?

There's lots of ways you, your friends and family as well as the community can get involved. All around the country, people in communities are working together to keep their local areas clean and trying to reduce their carbon footprint.



So, from recycling to going meat free for a day all these things help to keep our beautiful towns and cities places to be proud of.

YOU CAN FIND LOTS OF INFORMATION AND RESOURCES ON HOW YOU CAN GET INVOLVED

<https://ukcop26.org/young-people-demand-action-to-protect-their-futures-at-cop26/>



To find out what Birmingham City Council is doing on climate change visit:

https://www.birmingham.gov.uk/info/20015/environment/2026/climate_emergency

VISIT US

If you are young person aged 16-19 (up to 25 for those with additional needs) and not in Education, Employment or Training and need help with your career choices, you can visit our Careers Advisers at one of our three venues.

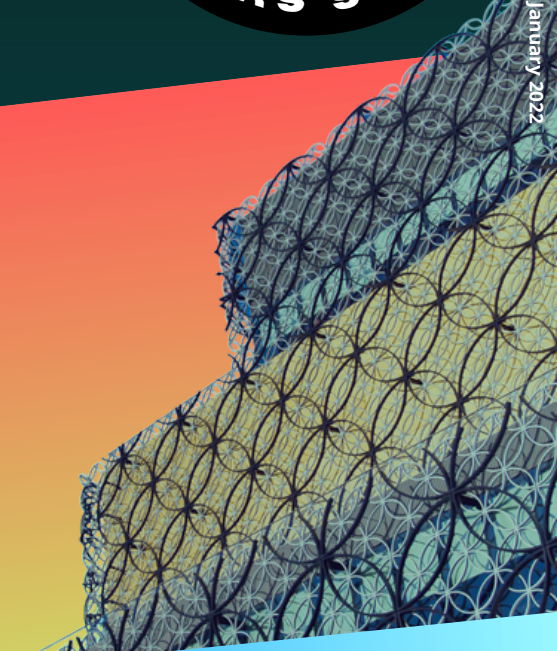
Scan the barcodes or visit www.birminghamcareersservice.co.uk/visitus/ and book online today



Birmingham Careers Service News/January 2022

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THE LIGHTHOUSE ASTON

100 Alma Way,
Birmingham
B19 2LN



THE FACTORY LONGBRIDGE

5 Devon Way
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B31 2TS





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