

# **MOVING ON POST 16**



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## Local providers



	Provider	Miles from Salisbury city centre	Average rush hour car travel time	Average public transport travel time
	S6C	<1	<5	7
	Sarum Academy	3	10	20

	South Wilts	<1	<5	7
	Bishops	<1	<5	-
	Wiltshire College	<1	<5	7

<b>A</b>	Burgate Sixth Form	10	25	29
<b>B</b>	Andover College	28	30	45
<b>C</b>	Sparsholt College	21	40	55
<b>D</b>	Brockenhurst College	25	1h 15m	1h 4m
<b>E</b>	Peter Symonds College	24	1h 15m	55
<b>F</b>	Barton Peveril College	24	1h 15m	2h
<b>G</b>	Ringwood Sixth Form	18	40	50

Which college or sixth form you choose may depend on many factors:

- Location
- Subjects offered
- Levels of courses offered
- How well they have performed (exam results)
- Extra-curricular activities, clubs and facilities



### **Differences between a college and sixth form:**

A sixth form is normally attached to a school, a continuation from Year 11 into Years 12 & 13

A college generally starts from students aged 16 and will have students of all ages above this.

### **Location**

The location of where you choose is very important due to two main factors:

- The time it will take you to travel there and back each day
- The cost of travel

If you lead a busy life outside of school, this could be adversely affected if you lose a lot of time travelling to and from college / sixth form each day (for example, you may have to give up some of your clubs / activities)

You should also take into account how tiring the travel might be and how tiredness and the loss of time could impact on your studies, particularly homework.

Generally, the further you travel the more it will cost. To travel to one college 40 minutes from Salisbury costs over £700 a year in bus fares. You should check that your family can afford all travel costs.

However, travelling further afield can open up new opportunities, allow you to meet new people and provide you with a greater choice of subjects to choose from.

### **Subjects offered**

There is an extremely wide range of courses on offer post 16 and although many courses are offered by a number of providers, some courses may only be offered by just one specialist college and some providers only offer certain level courses.

## Levels of course

There are 4 Levels of course available post 16:

- Foundation Level
- Level 1
- Level 2
- Level 3

Each level has different entry requirements. **Which level you move on to is generally dependent on your GCSE results.**

Therefore, not all colleges / sixth forms may be available to you to choose if you do not get the exam results that they require.

**More about levels on pages 6 & 7**

## Performance / exam results

It is always important to research any provider you are considering and this should include looking at their latest Ofsted report. All Ofsted reports can be found here: <https://reports.ofsted.gov.uk/>

The following Government website allows you to not only look at Ofsted reports but also look at exam results and to compare results between different providers: <https://www.gov.uk/school-performance-tables>

## Extra Curricular activities, clubs and facilities

Some colleges / sixth forms have a wide range of sports teams, drama opportunities, clubs, societies and facilities, for example a swimming pool. To some students, this might be an important factor to consider when making their choice.



## Apprenticeships

Apprenticeships allow you to combine work and study. You'll be employed to do a real job while studying for a formal qualification, usually for one day a week either at a college, a training centre or in house (trained by the staff you work with). By the end of your apprenticeship, you'll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

### Levels of apprenticeship

There are four different levels of apprenticeship:

1. **Intermediate\*** - equivalent to five good GCSE passes.
2. **Advanced\*** - equivalent to two A-level passes.
3. **Higher** - equivalent to the first stages of higher education, such as a foundation degree.
4. **Degree** - comparable to a Bachelors or Masters degree.

\* Only two available at 16

If starting an apprenticeship at 16, you would apply for either an **intermediate** or **Advanced** apprenticeship depending on the apprenticeship you are applying for and possibly the results you achieved at GCSE. **You can, however, go to College / sixth form at 16 and start a higher or degree apprenticeship at 18.**

### Types of apprenticeships

Most job sectors offer apprenticeship opportunities, with a wide range of specific roles on offer within each. There are over 400 different types of apprenticeship which include:

1. **Business**; roles such as accounting, marketing, people/HR administration, recruitment and sales.
2. **Construction**; roles such as building, plumbing and quantity surveying.
3. **Engineering**; roles such as civil engineering, mechanical engineering and electrical engineering.
4. **Healthcare**; roles such as dental, nursing and youth work, as well as NHS apprenticeships.
5. **IT**; roles such as information security and software development.
6. **Law**; roles offered at paralegal, legal executive or solicitor level.
7. **Media**; roles such as journalism, live events and costume design.

## How to apply for an apprenticeship

There are a number of different ways you can apply for an apprenticeship:

### 1. Through the Government website ([www.gov.uk](http://www.gov.uk))

Through this site, you can find hundreds of apprenticeships being advertised at all levels across the whole country. You can apply for any of these advertised apprenticeships directly from this site.

You can sign in and create an account. This will allow you to select the type of apprenticeship you might be interested in and how far from home you would be prepared to travel. You will then get sent alerts each time an apprenticeship fitting your criteria is being advertised.

### 2. Apply to a company directly

Lots of companies don't advertise their apprenticeships on the Government website but use their own company website.

Wessex Water, for example, have over 19 different types of apprenticeship available every year and have a very comprehensive and informative section on their website.

You can also write speculative letters to employers or go and see them in person to ask if they have any apprenticeships.

Part time jobs and voluntary work is often a good way to get a head start.

### 3. Apply to a College

Some colleges offer apprenticeship packages. **You will normally be expected to find the employer yourself before applying to the College.** The colleges often offer support in this area though if you are struggling to find an employer. Contact the college directly to find out more.

### 4. Specific websites

'Amazing Apprenticeships' is an excellent site and provides links to some of the apprenticeship opportunities available from some of the country's top companies: <https://amazingapprenticeships.com/vacancies/>

## Different levels and types of qualification

Post 16, you can choose between **vocational** and **academic** qualifications.

Academic qualifications include A Levels. They are assessed normally by a series of exams at the end of the two years. They are very subject specific and not directly linked to any particular job. They are a good qualification to take if you don't know what career you might like to move into and they keep lots of 'doors open' for your future. They allow you to study subjects in much more depth and detail than GCSEs.

Vocational qualifications include Diplomas, BTechs, the new T Levels and a range of others. Unlike A Levels which focus purely on the subject, vocational qualifications link the subject to its use and application in the world of work.

Vocational qualifications combine practical learning with subject and theory content. They offer a more hands on approach to qualifications rather than the usual textbook and classroom learning style and may include work placements.

If you know what career you want to pursue, vocational qualifications can be helpful as they allow you to start gaining the skills you need for the career you want. As career focused qualifications they are grounded in the world of work giving students the opportunity to gain skills and knowledge in their subject area and then putting those skills into practice in real-life scenarios.

Vocational qualifications are continually assessed throughout the course through coursework and practical projects rather than just exams at the end of the course.

1. A Levels are always level 3 qualifications.
2. Vocational qualifications offer a range of levels and at 16; Levels 1, 2 and 3 may be available (which you apply for will be, in part, dependent on your GCSE results).

**Levels of course:** There are 4 Levels of course available at 16:



	Normal <b>minimum</b> requirements
<b>Foundation Level</b>	No formal qualifications needed
<b>Level 1</b>	4 x GCSEs at grade 2 (to include English & Maths)
<b>Level 2</b>	4 x GCSEs at grade 3 (to include English & Maths)
<b>Level 3</b>	5 x GCSEs at grade 4* <i>Although A Level courses normally require higher GCSE grades than vocational courses &amp; many providers will have higher entry requirements.</i>



The easiest way to understand the often confusing world of qualifications is to see your education as a journey through levels. The first level is the entry level and the levels then go from Foundation Level right up to Level 8.

It will be up to each individual how many levels they move up in their lifetime; the top level, Level 8 is only achieved by a very small percentage of the population.

**When you get your GCSE results, which level you apply for; Foundation Level, Level 1, 2 or 3, will normally be dependent on your results:**

*If you achieve a minimum of 5 GCSEs of grade 4 or above (normally to include English and Maths) you will have achieved overall a Level 2 and so are most likely to move on to Level 3 qualifications.*

*If you achieve a minimum of four GCSEs at grade 3, you will have achieved Level 1 and so are most likely to move on to Level 2 qualifications.*

*If you achieve a minimum of four GCSEs at grade 2, you will have achieved Foundation Level and so are most likely to move on to Level 1 qualifications.*

*If your GCSE results are below grade 2 or you do not have any formal results, you will normally start at Entry Foundation Level.*

**When you take your next step, you usually move up to the next level** so those who have achieved a Level 1 will move on to the next Level 2 qualifications and those who have achieved Level 2 will move on to Level 3 qualifications.

The above is just a general guide; each college and sixth form have slightly different entry requirements and somebody who has achieved Level 2 might be accepted to one college to start a Level 3 qualification but not another. **The easiest way to find out entry requirements is to look at Provider websites and they will be listed including what grades are required to study each subject / course on offer.**

5 GCSEs of grade 4 and above is normally the minimum requirement to move on to Level 3 qualifications although, some providers will want higher grades than this. This is particularly true for the subjects you hope to study. For example, if you wanted to study Chemistry A Level (which is a level 3), many providers may want you to have got at least a grade 6 or 7 in your chemistry GCSE.



## **Applying to college / sixth form / an apprenticeship**

There is no limit to how many college / sixth form places and apprenticeships you can apply for.

If applying to colleges / sixth forms, you will, following an interview, normally be given a conditional offer. This means that on the condition that you get the grades / subjects that they have asked for, the place is yours.

Generally, you do not have to decide which place you will accept until exam results day in August.

If you are applying for an apprenticeship and get offered one, it is general practice that you would need to accept or decline almost straight away.

Application forms are now nearly always done online (as opposed to being handwritten).

### **Guidelines to completing an online application form:**

- Have all information to hand before starting
- If you are able to, save as you are going along
- Print off a copy for your records when complete
- Don't forget to submit it!

Most applications will ask questions about your skills, interests, experiences and why you are applying.

This is your chance to really impress the person who will be reading your application

It is best to draft in rough what you want to write before writing on your form.

Think carefully about all the skills and experiences you have had both in and out of school that have made you you. Be to the point, don't waffle. Think about the skills and qualities they want and try to tailor your response to that.

When talking about skills you have, give brief examples of when you have used these skills Eg don't just say you are a good leader but that you have developed your leadership skills through captaining the school netball team.

Never lie on an application form. As tempting as it might sometimes be, you are more than likely to get found out at interview and no one is likely to want to offer a place / job to someone who is dishonest.

### **Additional paperwork**

Often, along with your application form, the provider or employer may want you to send them a CV and / or a Personal Statement.

These documents allow you to provide further information about your skills, experience and achievement and it can be a good idea to submit these whether they are specifically asked for or not.

There are lots of templates available to help you write a CV / Personal Statement. If you are searching online, be careful, some templates are much better than others. Your school will have templates for both documents that have been designed specifically for school leavers so will be the best place to get one.

**See pages 17 – 22 for further information on writing a CV and Personal Statement.**



## **Interviews**

### **Leading up to the interview**

An interview is a bit like an exam, the better you prepare for it, the better you are likely to perform. Think not only about the questions they may ask you but how you are going to answer them. Think about all the things you would like them to know about you and think how you will word your answers to let them know what you want them to know.

Don't be late. But don't turn up too early either! About 5 minutes before your appointment is ideal.

Ensure you know how to get to the place, who to ask for when you arrive and have their phone number in case you are delayed.

Wear appropriate clothing. You should, of course, be smart but don't go over the top; for college, sixth form and apprenticeship interviews, normally your school uniform will be the most suitable outfit to wear.

If there are smokers in your household, wash your interview clothes the day before; you do not want to smell of cigarette smoke at any interview you ever attend. You should also avoid strong smelling perfumes / aftershaves.

Ensure that your phone is turned off / on silent.

First impressions; make good eye contact and smile when you meet the interviewers.

Be comfortable when you are sitting but no slouching in the chair, sit upright.

### **What to take with you**

Read through the details that came with your invite to interview very carefully, it may specify that they would like you to bring along certain things eg exam certificates, art or photography portfolios etc.

Some people put together a portfolio, this is a folder containing details of your achievements and can include certificates, letters, newspaper cuttings, details of initiatives you have been involved in etc. If you don't have one, don't worry but if you do, it can be useful to take with you.

## Interviews (Online)

During the COVID restrictions, interviews had to be held online. This has its advantages and disadvantages but it is likely that even as restrictions are lifted, many interviews may continue to be held online or over the phone in the future.

### Tips for conducting an interview online:

Check in advance that you can access the platform being used for the interview (eg Zoom, Teams etc). Do you need to download an app or certain software?

Ensure that your microphone and camera are both working.

Find somewhere quiet and suitable to base yourself.

Check the light coming into the room isn't going to blind you or cast you as a silhouette.

Let others around you know that you have an interview so you won't be disturbed.

Ensure that whatever device you are using has enough power and that the wifi signal is good.

Dress appropriately (as you would if you were meeting face to face).

You may still be asked to show examples of work (eg an Art portfolio) or audition so make sure you are prepared; read carefully all the instructions sent to you regarding the interview.

Take a few seconds after each question has been asked before replying. It can be easy to end up talking over people online.



## Answering the interview questions

Try to be as relaxed as you can and remember, you are interviewing them (deciding if this is where you want to go to) as much as they are interviewing you.

The point of an interview is so that the interviewers can get to know you as a person and what you are like (they are not trying to catch you out) so try to give full answers, not one word responses (but don't ramble too much!).

Try to see the interview as a chat, a conversation rather than straightforward questions and answers.

Don't worry if you don't understand a particular question or word, just ask them to rephrase it for you.

Try to make regular eye contact with the interviewer and remember to smile and show enthusiasm where appropriate.

Use positive body language throughout your interview.

Don't feel you need to start talking as soon as each question has been asked, it is perfectly acceptable to take a few seconds to think about what it is you would like to say in response.

## Typical interview questions

Tell me about yourself...

What are your strengths?

What are your weaknesses?

Give an example of a time when you have used [a particular skill] eg teamwork, leadership, overcome a problem etc.

Why do you want to come here?

What are your plans for your future?

Why have you chosen these particular subjects / courses?

Why an apprenticeship and not college / sixth form?



## **What you should be doing NOW to prepare**

**Research.** Even if you think you know exactly what you want to study and where, explore all your options. Be proactive; you cannot choose from what you don't know and the better informed you are about **all** your options, the better choice you are likely to make.

Look through prospectuses. All colleges and sixth forms publish each year a prospectus which gives details of every course they will be offering as well as information about their college / sixth form. You can find these online or you can get a free paper copy of the booklet (just contact the college / sixth form directly).

Open Events. All colleges and sixth forms run a number of open events where you can visit and have a look at their facilities, meet staff and students and find out more about specific subjects. These will be in person or run virtually.

Attend events organised by your school. These may include careers fairs where staff and students from local colleges and sixth forms come into the schools to talk to students, apprenticeship workshops, new subject taster programmes and visits to local providers.

Talk to your teachers. Your teachers shouldn't tell you to continue studying a particular subject but they will be in a good position to give you an insight into their subject at the next level and to talk to you honestly about how they think you would cope with the increased demand.

Make an appointment with your School's Careers Advisor. This will give you the opportunity to have a 1 to 1 appointment to discuss your future plans, ask questions, find out further information and put together an action plan.

Make a plan and a back up plan. No matter how sure you may be about what you want to study next or where, for a number of reasons, even the best plans can change and so it is always a good idea to have a plan B as a backup.

Application deadlines. Ensure that you know when the closing dates are for applications (each apprenticeship, college and sixth form will have a different closing date).

**Check your school email account regularly; you will be sent important information and updates throughout the year.**

## New subjects

As well as the subjects that you have studied at GCSE, there is a wide range of new subjects available for you to choose from.

**If you are thinking of choosing a new subject, it is really important that you do some research and find out more.**

For example, Psychology is often a popular subject that many students consider but many students don't realise that A Level Psychology involves a great deal of Maths and data analysis and often the college / sixth form will want a high Maths GCSE grade from students selecting this subject.

Another example is Law A Level. A qualification in Law is not needed to pursue a career in Law. You can study law at university without a Level 3 qualification in Law and in fact many lawyers didn't even study law at university at all!



## Subjects that are the same but different!

What looks like the same course can in fact be very different. History, for example, at one college may have a syllabus based around medieval history and the World Wars whilst another History course may cover modern history and American history; same subject but very different courses.



## Post 18; looking further into your future

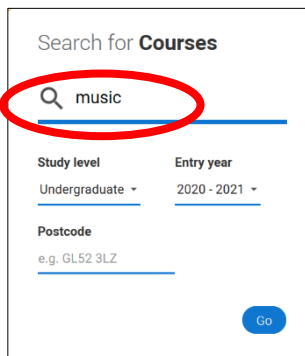
It is never too early to start thinking about your career path and your possible options after you finish college, sixth form or an apprenticeship.

For some students, it will be more important than for others to start looking ahead before finalising their post 16 choices. For example, if you want to study medicine, you will need to study sciences and maths at A Level to get into most universities.

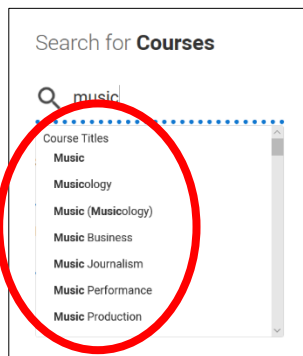
UCAS (The Universities and Colleges Admissions Service) oversee applications to universities in the UK and through their website you can access their search engine which will allow you to see every single course that is offered by at least one university in the country, what each course consists of and the entry requirements for each course.

Searching can be very eye opening, inspiring and motivational and will allow you to see the range of courses related to a particular subject that are available to study at university.

<https://digital.ucas.com/search>



The screenshot shows the 'Search for Courses' page. A red circle highlights the search input field containing the text 'music'. Below the search bar are three filter sections: 'Study level' with a dropdown menu set to 'Undergraduate', 'Entry year' with a dropdown menu set to '2020 - 2021', and 'Postcode' with a text input field containing 'e.g. GL52 3LZ'. A blue 'Go' button is located at the bottom right of the search area.



The screenshot shows the same search interface as the previous one, but with a dropdown menu open below the search bar. A red circle highlights the dropdown list, which contains the following course titles: 'Music', 'Musicology', 'Music (Musicology)', 'Music Business', 'Music Journalism', 'Music Performance', and 'Music Production'. The dropdown menu has a scroll bar on the right side.

Type in a subject and **wait for the drop down box to appear to show all related courses.**

No other information in this search box is needed, just click from the drop down box the area you want to find out more about.

This will take you to a list of every university in the country that offers a course in your selected subject area.

You can then look at the details of each university course (entry requirements, course details etc).

## **Researching specific careers**

Although it is not necessary to know what career you would like to pursue when choosing your pathway / subjects post 16, if you do have some ideas of what career you might like, it is worth doing some research to ensure that you are putting yourself in the strongest possible position by choosing a pathway and subjects that may be preferred / required.

For example, if you want to work in medicine, you need to choose sciences. If you choose, for example, humanities you would not be able to follow a straight forward pathway into higher education in medicine.

Below are links to some useful sites that allow you to look in more detail at different jobs and careers and find out information such as:

- Average salaries
- Qualifications needed
- Different pathways into the profession
- How 'future-proof' that particular job is
- Where you can find out further information

### **Careersbox:**

Watch videos of people who actually do the job that you might be interested in:

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

### **CareerPilot:**

<https://www.careerpilot.org.uk/job-sectors>

and then type in the job you want to research or search by particular job sectors you might be interested in

### **Prospects:**

<https://www.prospects.ac.uk/job-profiles>

## Key documents (Curriculum Vitae and Personal Statement)

Along with an application form that you might be asked to complete in applying for a college / sixth form place, an apprenticeship or a job, there are other valuable documents you can create which may be also required and can give you a head start.

### **CV**

CV stands for Curriculum Vitae and means 'path of life' in Latin and that is what the document is; an overview of some of the key pieces of information of your life so far. It shouldn't be too detailed but should give a brief account, almost highlights which can then be discussed in more detail at interview.

### Content

CVs should be typed, they should be professionally presented and ideally fit onto one A4 page (two at most for a 16 year old) and should include:

- Your name
- Address
- Contact details (email address & phone number)
- A very brief personal profile (2 – 3 sentences that sum you up)
- The secondary school you attended including:
  - The name and address of the school
  - The dates you attended
  - The exams you have taken showing:
    - The subjects
    - Levels (eg GCSE, BTech, V Cert etc)
    - The year you took (or are taking) the exam
    - The grade you achieved (or predicted grade)
- Work experience (include part time jobs, working for a family business, voluntary work, D of E work placements, baby sitting etc). Give brief details of the work.
- Achievements (for example, Prefect, grades in music, sporting accolades, school certificates, Race for Life, drama / dance productions etc).
- Skills you possess
- References

References. Ideally, you should include 2. One should be written by a member of staff from your school and the other should be written by someone who knows you personally outside of school, for example, your vicar, Youth Club Leader, Sea Cadets / Scout Leader, sports coach, music teacher etc.

Your referees should be adults and not a member of your family. If you are struggling to think of a second person, it is acceptable for you to choose a second member of staff from your school but a member of staff AND someone you know personally will provide a nice balance and a different perspective.

For each reference, you should include their name, their relationship to you plus their contact details.

It is courteous to check beforehand with these people that they are happy to provide a reference for you.

### Layout / presentation

There are numerous templates available online, however, your school will also have a template that has been specifically designed for 16 year old school leavers so it is worth contacting them so that they can email you a framework before you start.

### Growing your CV

You never stop growing, learning, achieving and developing and improving skills and qualities and so as you move through life, so your CV should move with you. It is always really a work in progress and you should continually be adding to it and updating it with your most recent details and achievements.

Whether you are specifically asked for a CV or not when you submit an application, it is really proactive to include one and is likely to strengthen your application.

## Personal Statement

Your personal statement really gives you the opportunity to 'sell yourself', to show the very best of you, impress the recipient and let you go into a bit more detail than an application form or CV might allow you to.

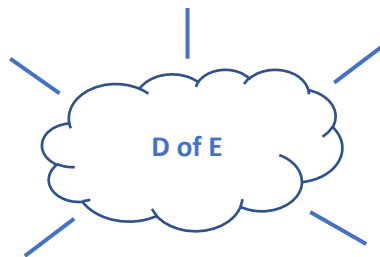
There is no official template for a personal statement and starting with just a blank sheet and knowing where to start can be a bit daunting. Following this guide to planning, structuring and writing your personal statement will allow you to produce a document that you are really proud of.

### **Step 1**

Think of one thing you have achieved, participated in, are interested in, for example, being a prefect, doing D of E, playing a musical instrument, playing a sport, having a part time job or volunteering, being a Young Carer, Sea / Army Cadets, dance / drama performances / productions, moving up a group in a subject, running your own business, supporting environmental groups, being bilingual.....

### **Step 2**

Put just one of these into a bubble and extend some lines from it:

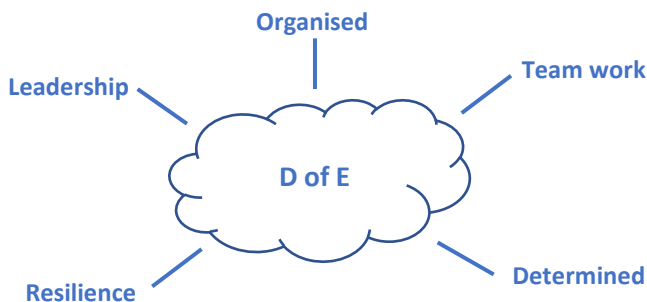


### **Step 3**

At the end of each of the lines, list all the qualities and skills that this area has allowed you to develop / improve. For example, D of E would improve the following: Leadership, Working in a Team, Resilience. Determination, Organisation etc.

To help you think of a range of skills (there are hundreds though!):

<https://www.reed.co.uk/career-advice/what-are-transferable-skills/> or type in transferable or soft skills into Google.



#### Step 4

Underneath your bubble write in bullet points any additional details, for example:

1. **Voluntary: Helped out at the local Brownie group**
2. **Skill: Learnt Arabic**
3. **Physical: Joined local football club**

#### Step 5

You now need to put all the information from your bubble into a written paragraph. Don't waffle, instead make it full of information taken from your bubble diagram. The most important part is the first sentence. Make sure you include what is in the centre of your bubble plus one other fact in your first sentence eg

1. **I have been a member of my local taekwondo club for 6 years and have achieved my brown belt.**
2. **I am really proud to not only have achieved two GCSEs a year early but to have also exceeded my target grades.**
3. **I really enjoy babysitting and have regularly babysat for friends and family for the last 2 years.**
4. **For the past 5 years, I have played the piano and not only am I now working at grade 4 but I also regularly attend Salisbury Area Young Musicians.**

#### Step 6

Once your first sentence is written, add in the rest of your points from your bubble and your bullet points so you end up with paragraphs like this:

## Personal statement continued

I was really proud to have been selected to become a Prefect at School which is a position I have really enjoyed. I am in charge of a small team and organise weekly rotas. It has helped develop my confidence and given me the opportunity to make new friends. I have helped out at a number of school events supporting parents and other students and ensuring the events run smoothly. I like having the added responsibility, the chance to use my initiative and to prove that I can manage my time well.

Achieving my grade 4 in violin is something that I am really proud of. I have been playing for 6 years and am also a member of Salisbury Area Young Musicians. I love the challenge of learning something new and the satisfaction of achieving something after hours of dedication and practise. It has taught me to be determined and to not give up, skills I have acquired when mastering a really tricky piece.

After playing for my local football club for 3 years, I was given the responsibility of role of Captain. I train twice a week and play matches at the weekend. It is a big commitment and it has allowed me to learn to manage my time so that I can fit in my football with all the other commitments in my life without any of them suffering. I love leading my team, offering morale if heads are down and suggesting tactics for the game. Last year we became county champions, something that we all worked very hard for.

As a Young Carer, a lot of my free time is spent supporting members of my family. I do the weekly shop and a lot of the chores around the house. Although this means that I sometimes miss out on spending time with friends, I am really proud that I can help my family in this way and have grown in maturity and enjoy the responsibility that I have. Even when times are difficult, I know I can get through and with a smile on my face.

I am very lucky to have lived in two countries and to grow up bilingual, speaking both English and Polish fluently. Moving to a new country at the age of 8 was not easy but I quickly settled in demonstrating my resilience and my ability to adapt. It has shown me that I can step out of my comfort zone and still achieve great things. I have loved living in a new country, meeting new people and learning about new customs and traditions.

When you have written your first paragraph, repeat steps 1 – 6 for a different activity or achievement.

Soon, you will see your personal statement come together; paragraph after paragraph of really impressive, detailed information about you that will impress the person reading it.

When you have completed each of your paragraphs, your last paragraph should include some information about what you would like for your future whether that be the next step or further into the future and can be specific, for example, citing a particular job you want to do or general; that you plan on going to university in the future to continue your studies.

You can also personalise this last paragraph to be relevant to the person you are sending it to, for example, I would like to continue my education at S6C studying A Levels in.....

There is no perfect length of a personal statement but a rough guide is between 1 - 2 sides of typed A4.

When you have finished writing your Personal Statement, it is always a good idea to get someone to check it for you.

Whether you are specifically asked for a Personal Statement or not when you submit an application, it is really proactive to include one and is likely to strengthen your application.



**My Notes**

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