Blackfen School for Girls Careers Newsletter
July 2020

This will be the last newsletter of this academic year for students. We have compiled a range of information and online learning courses that students can access from home. Wishing you all a safe and restful summer break.

Podcast alert

YOUR FUTURE FORWARD.

Tired of staring at the screen all day, well, here's a recommendation to help!

Your Future Forward is a podcast that aims to bridge the gap between education and careers.

Chris Targett RCDP explains the importance of work experience and of the CDI code of ethics. You can listen here

PRO FUTURES
SOCCER SCHOOLS

A great opportunity for aged 16+ students to qualify as a Level 1 Football coach, through an adapted version of a programme that has run for the last few years. It's government funded and students can sign up for free with the possibility of securing part time work after they have qualified.

Must be aged between 16-19

Must be available to complete a minimum 6 week, job based, coaching program at a venue local to you.

Must not be in Full-time Employment

Must not be In Full-time Education (on summer break is fine)

Link below if interested:

https://profuturessoccer.com/become-an-fa-qualified-football-coach/

Meet the inspirational scientists, healthcare professionals, engineers, technicians and students doing incredible things during lockdown.

Big Bang Digital 2020 – science, engineering & Covid-19 is a free, online event on **Tuesday 14 July** that celebrates the amazing work of scientists and engineers in a pandemic. The 1-day event celebrates their achievements, hears about challenges, innovation and collaboration, and explores some upsides to lockdown.

Aimed at students aged 11+ #BigBangDigital gives young people a front row view of the incredible contribution of people working in science and engineering.

Announced line-up

- **The worldwide race to develop a vaccine** (GSK)

- **The environmental impact of staying at home** (Plastic Oceans)

- **Keeping the water flowing** (Thames Water)

- **Designing a social distancing lanyard** (RS Components)

- **Feeding the nation** (Harper Adams)

An inspiring day of upbeat sessions, Big Bang Digital 2020 suits students with an interest in the people, or the STEM (science, technology, engineering and maths) behind the news stories. Get involved with interactive polls, live Q&A sessions, and Big Bang activities – there's also a follow-up competition for summer inspiration.

Whether it's through a live stream at school/college or on a tablet at home, join online for an uplifting look at the essential role of science and engineering.

For more details and the latest confirmed line-up visit the website

How To Boost Your Employability and Key Skills

Make the most of these FREE online courses to:

• Boost your employability and give you great updates for your CV.
• Help you improve your study skills in time for college and university
• Prepare you for apprenticeships in the future.

Please note:

All the below are free courses. They all feature ads, so click on 'remove ads' and you'll see the content.

Only give out the briefest of information e.g. name and email. Never give your telephone number.

One site asks for a Date of Birth to know which school year you are in, which is ok.

Some professional Future Learn courses offer the chance to engage with other students on their moderated portal. This would not be recommended for students.

If the specific videos here do not appeal to you, use You Tube/the main links to find ones that do.

Employability Courses

1. Touch Typing
2. Word, Excel and PPT
3. Basic First Aid
4. Developing Career Resilience
5. How to write a CV
6. How to succeed at writing applications
7. How to succeed at interviews
8. Communication & Presentation Skills
9. Digital Technologies- Minecraft Coding, Movie Maker, Python, Scratch, Animation, Gif making, Graphic Design, Video Editing, Entrepreneurship
10. Plumbing, Electrics and Carpentry, Car Technician basics
11. Food Safety

Courses to boost your study skills

These links have literally hundreds of options to improve your study techniques and support

1. **Touch Typing** - Use https://sense-lang.org/typing/ and go to the 'animated tutorials' first. This will show you hand positions. Then try using these via 'keyboarding tutorial' icon. You can test yourself along the way and gain a certificate at the end

2. **Office Software**
   Do you know how to use Word really well? Check your knowledge of Word, Excel and PPT. See this You Tube summary of top tips across all three pieces of software- how many do you know and use? https://www.youtube.com/watch?v=qNbX1qIz1uQ&t=520s

   Microsoft Word
   You will know this one - but how well?! Could revising Word help speed up your college work?
   Beginners Word https://www.youtube.com/watch?v=S-nHYzK-BVg
   Advanced (good for essays) https://www.youtube.com/watch?v=Fvrtt0h84Mg&t=460s

Microsoft Excel

You might not know this one so well. Why improve your skills in this? You are likely to need it in the future:

- At college/university, to help you include professional charts and graphs in PPTs.

- Maths, Economics, Statistics & Sciences students will almost certainly use Excel in their career. Anyone aiming to work in an office one day will usually need to use Excel at some point.

- Apprentices! Excel boosts your CV for most roles e.g. business administration, marketing, finance.

What is Excel? https://www.youtube.com/watch?v=Sj4Ss4QVs50

How to learn it: Open Excel on your PC, within 'Home' look at the 'Welcome to Excel & Take a Tour' module. You will see lots of short Excel tutorials here. Or You Tube has many examples: e.g.

https://www.youtube.com/watch?v=rwbho0CgEAE&t=488s

Microsoft PowerPoint

You know how to write a PPT – but could you speed up and produce more professional PPT's?

Beginners course in PowerPoint https://www.youtube.com/watch?v=XF34-Wu6qWU Top PPT tips https://www.youtube.com/watch?v=BSildZzHn2Y

3) Basic First Aid

Register here https://www.futurelearn.com/register

Basic First Aid https://www.futurelearn.com/courses/basic-first-aid

4) Developing Career Resilience

Register here:

https://www.open.ac.uk/account/createaccount?URL=https://www.open.edu/openlearn/moneybusiness/developing-career-resilience/content-section-overview?active-tab=description-tab

Course: Developing Career Resilience (and many others too)

https://www.open.edu/openlearn/money-business/developing-career-resilience/content-sectionoverview?active-tab=description-tab

5) How to write a CV & School Leaver CV builder

How to write a Teenager CV and templates https://www.careeraddict.com/student-cv

6) How to succeed at writing applications

Register here https://www.futurelearn.com/register https://www.futurelearn.com/courses/writing-applications

7) How to succeed at interviews

Register here https://www.futurelearn.com/register

Course info here: https://www.futurelearn.com/courses/interviews

8) Communication & Presentation Skills

 Register here https://www.futurelearn.com/register

Presenting with impact https://www.futurelearn.com/courses/presenting-your-work-with-impact
Communication at Work https://www.futurelearn.com/courses/communication-and-interpersonal-skillsat-work

9) Digital Technologies & IT

- Animation, Gif making, Graphic Design, Video Editing, Digital Research, Games Design, Advertising, Entrepreneurship. All kinds of courses for free via Duke of Edinburgh 'Badges'. You do not have to do the full D of E award. Just use their courses to upskill yourself. Sign up here https://idea.org.uk/   Minecraft Coding, Movie Maker, Python, Scratch for secondary school and post16 students: https://fuse.education.vic.gov.au/VC/Secondary?digital%20technologies
- IT courses for all: https://www.futurelearn.com/subjects/it-and-computer-science-courses
        Podcasts explaining mobile technologies (Hacking, 5G, Driverless cars):

  https://www.pwc.co.uk/issues/intelligent-digital/a-to-z-of-tech-podcast-series.html

  Beginner Python https://www.futurelearn.com/courses/programming-for-everybody-python

  Basic Programming https://www.futurelearn.com/courses/computer-programming-for-everyone

10) Plumbing, electrics and carpentry basics

Planning on going into construction? These will be useful as you will be ahead of the game, knowing tool names and some basic techniques. It could make starting your Diploma or Apprenticeship a bit easier. Even if you're not planning a career in this area you may find some basic skills useful for your own homes! Sign up below. You will see two or three ads. To find the course content, scroll down through these ads and see the **blue 'start topic' tab**. Once you have done all the topics for that module, then move on to the next Module. For example, the Electrical Trade option has 5 modules and 26 topics. Topics and modules are listed, top, left hand side. Sign up here – click on green tab:
https://alison.com/?fbclid=IwAR28x9ZDH85LNtvQa672oJR44OrDHvVdDRtJAnKtQFPbp7wM9Dki4EzBD4w

Intro to Plumbing tools https://alison.com/course/introduction-to-plumbing-tools-and-drawings-revised

Introduction to Pipe work https://alison.com/course/introduction-to-plumbing-pipes-and-fixtures-revised

Electrics https://alison.com/courses/diploma-in-electrical-studies-revised-2017/content

Carpentry https://alison.com/course/introduction-to-carpentry-revised

11) Auto Technician

 Register on www.Alison.com

Auto service Technician – an Intro https://alison.com/course/nsdc-course-auto-service-technician

12) <u>Food Safety</u>

Free Level 2 course: https://www.cocoms.eu/mycompliance/PowerPointHtml5.aspx?page=a4ea52eb01fa-43c8-9ef3-0213d5d0b471

<u>Courses to boost your studies</u>

<u>a)</u> <u>Future Learn:</u>

Register here https://www.futurelearn.com/register

List of courses by subjects https://www.futurelearn.com/subjects Examples (there are hundreds, in all subjects):

- Improve study techniques: https://www.futurelearn.com/courses/improving-study-techniques
- A level English Literature https://www.futurelearn.com/courses/a-level-study-unseen-poetry
- Start writing fiction https://www.futurelearn.com/courses/start-writing-fiction

<u>*b)*</u> <u>Open Learn</u> – a huge variety of free academic courses *Example: History courses*

https://www.open.edu/openlearn/history-the-arts/history/world-history/the-repute-and-reality-beingroman-emperor/content-section-0?active-tab=description-tab

<u>c)</u> **<u>Open University Badges for your CV</u>** Courses will feature quizzes and interactive learning:

Register here: https://www.leeds.ac.uk/info/130503/online_courses/481/online_courses_for_schools

<u>d)</u> **'Idea'. Loads of cool courses – all free:**

Graphic Design, making websites, problem solving, money management. https://idea.org.uk/