



Next Steps News

Issue 5 - 13 November 2020

"If opportunity doesn't knock, build a door."

Head2Work Programme

If you are a young person seeking work and would like to undertake some social action based work experience to enhance your CV and employment prospects, whilst contributing to your local community then AfC's Head2Work Programme is for you.

Partnering with [Voices of Hope](#), we are offering young people to be part of the project team, planning, resourcing and distributing 'Brite Box' Christmas Activity packs to families in Kingston who will benefit the most.

You will also receive support from Metro bank to include the experience on your CV and to show you how you can use the experience and the skills developed to perform well in interviews. Metro Bank Staff and our team will continue to support you after the project to seek and apply for paid work.

The 4 week, part time social action project starts on **30 November** and employability support will continue in the new year or until you receive a job offer.

For more information contact: sharon.pratt@achievingforchildren.org.uk
To apply for a place on the programme, [complete this form](#)

Upcoming and recent opportunities

January start courses West Thames College have announced courses that will be launching in January 2021, ranging from Level 1 - Level 3. They have courses such as art and design, media, electrical installation, and more. To read more, [click here](#).

How to create an effective CV Richmond Work Match posted information regarding a virtual training event taking place on **16 November**. This training will be a short course dedicated to demonstrating how you can make your CV more attractive to employers, including use of keywords, writing a cover letter, different types of CVs, and more. This course will take place via Zoom, from **10:00am** until **12:15pm**. To take part in this course, [click here](#).

Foodbank Volunteering Kingston Foodbank relies on compassionate volunteers to assist with the sorting, weighing and distributing of food donations. This is a great opportunity to help your community whilst gaining an admirable addition to your CV. [Click here](#) to find out more.

British Army Mentoring From **25 November**, the British Army will be delivering 2 hour sessions to 18-24 year olds using mentoring circles. To find out how you can hear from serving soldiers, contact your Jobcentre work coach.

NCS Virtual Jobs Fair National Careers Service are hosting a virtual jobs fair in which each day is focused on particular areas at particular times. This is a really popular way of networking with hiring employers and is particularly useful during these times. To discover the latest job, learning and apprenticeship opportunities in **London**, you can book **16 November, 1:00pm - 4:00pm**, or for **South East England**, book **20 November, 9:00am - 12:00pm**. Tickets are free, but you must [book an e-ticket](#).

Virtual resources

Functional Skills top tips NCFE have created posters presenting their top tips for delivering or undertaking Functional Skills exams. These are particularly aimed at those who work with young people so they can prepare them for their

exams, however, these are also useful for the young people themselves so they have better insight into what the exam board may be looking for. [View these here](#).

Identifying skills and upskilling This webpage contains information on how to identify your strongest transferrable skills from your previous experience, and how you can enhance and apply them to job searching. You can find out about improving your skill set, filling up your CV, setting up goals, and more. [Click here to read](#).

Top 10 IT and Tech skills This article presents some of the top IT and Tech skills that could play a big part in building your future career. Technology is adapting all the time, therefore your digital knowledge and skillset needs to be kept updated too. Here you can find out which are the most high-demand skills in IT recruitment this year. [Click to read](#).

Wheel of Strengths Barclays Life Skills have created this tool to help you brainstorm your most useful strengths and skills. This can help you when writing your CV or cover letter, or when speaking about your strengths and weaknesses in an interview. [Use this tool here](#).

Apprenticeship spotlight

Science, measurement and engineering NPL are advertising their apprenticeship vacancies within science, measurement and engineering. These roles are mainly for school/college leavers and looking to start their career with one of these level 3 apprenticeships. Based in Teddington, this vacancy closes **30 November**. Click here to [find out more and apply](#).

Horticulture operative HG Landscapes, based in West Molesey, are searching for a responsible young person to join their staff as a level 2 apprentice. This vacancy closes **30 November**, so to apply, [click here](#).

Level 3 HR apprentice World Courier are promoting their position for a level 3 HR apprentice to perform administrative tasks and support their team. This position closes **20 November**, so to apply for this job in Feltham, [click here](#).

Digital marketing apprenticeship This Twickenham-based apprenticeship is a big opportunity for those who are interested in a career in digital marketing. You would be expected to undertake a number of tasks such as social media management, blog updating, and more, whilst working towards your level 3 qualification. To apply, [click here](#).

Business administration apprenticeship Electrical branch, AT&TBG Electrical, are looking to hire a level 3 business administration apprentice to undertake administrative and additional responsibilities with their team. This vacancy closes **20 November**, with a starting date of **1 December**. To apply, [click here](#).

Career aptitude test

This career quiz calculates what your ideal job role may be based on your personal preferences. Based on choosing between 4 pictures per question, the results of this quiz will provide you with a list of occupations that best fit your career personality. Click here to [take the test](#).

[Share](#)



[Tweet](#)

Forward