LPGS The Sixth Form (Co-Educational)

Sixth Form Research Project

Today's Learners Tomorrow's Leaders

This Research Project must be completed during Spring Term form time in preparation for the Summer Term Higher Education programme.

Name: _____   Form Group: _____

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Contents:

Your tasks

Research information about your chosen career choice:
1. What the job involves e.g. Teacher. Name two other related jobs- e.g. social worker, lecturer. List your skills and qualities and identify what you need to work on for your chosen career e.g. reliable, trustworthy, time management, organised etc. Use the "Diamond 9" format.

Qualifications Required:
A level/ BTEC level 3 subjects needed for your chosen career path e.g. Pharmacist – Chemistry, and two subjects from Biology, Mathematics, Physics.

Training and Entry Routes:
1. UCAS — University
2. Level 3 Apprenticeships/Degree Apprenticeships

Work experience:
1. List five companies you could contact with a view to completing a work experience / job shadow placement with them. Make sure at least two companies are local.
2. Write a letter requesting a placement.

Mentoring Discussion:
1. Prepare a **Fact Sheet** to discuss your future career aspirations/path with your tutor.
2. Use your course analysis/Apprenticeship information sheets to support this.

Evidence:
1. Produce a folder containing the evidence listed above.
2. Hand your folder in to your tutor on **Friday 21st March 2025** for feedback.

Your project will be returned to you when we begin the Higher Education programme in the Summer Term.

If you would like some advice regarding your future career, you can make an appointment with the LPGS Careers Academy, Mrs Hayden **hha@lpgs.bromley.sch.uk** or Miss Day **wda@lpgs.bromley.sch.uk**.

Please note the Careers Academy is in the M corridor, next to M009.

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Checklist:

To complete this project you MUST do the following tasks and either save them electronically or place hard copies in a folder:	
Put your work into a folder with your name and tutor group on it.	✓ **Checklist:**
1.	Put/save this booklet at the front of the folder.	
2.	Place or save the **notes** you made from your research into the back of the folder.	
3.	Produce your career choices **Fact Sheet.** This must be completed using **Microsoft Word,** saved or printed and then placed into your folder behind the completed booklet.	
4.	Produce a **Letter of Application** for Work Experience/Job Shadowing. List the 5 companies you have applied to.	
5.	Produce a 2 minute **Application video**. Introduce yourself and explain your employability skills.	
6.	Hand your folder in to your tutor on **Friday 21st March 2025** for feed- back from your tutor.	
7.	Read and respond to your tutors feedback in order for you to be prepared to apply for Post-18 routes.	

Hints & Tips:

◊ Use a Dictionary to find out unknown words (e.g. Remedial, Profitable Implementation)
◊ Use the "What is Research?" sheet to help you get started.
◊ Use the **Checklist** sheet to help you.

COMPLETION OF THIS PROJECT IS A REQUIREMENT FOR HIGHER EDUCATION AND EMPLOYMENT BEYOND SIXTH FORM

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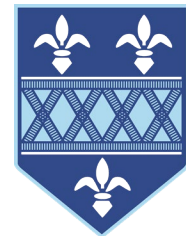
Task 1- What is research?

One of the definitions of research is "the quest for knowledge, data and truth". It doesn't matter what you are doing, you are always on a quest.

How to begin

Think of a career pathway or industry/sector that you are interested in. Determine your strategy by identifying keywords in your topic, for example "Teaching" or "Creative Industries". For your chosen career pathway or industry you will need to produce the following:

1. **Fact Sheet-** this will form the basis of your discussions in your first mentoring session.

2. **Information Sheet-** based on the material gathered through your research.

Remember to place all information and the Sheets into your folder

To help with the research consider Labour Market Information (LMI). LMI is "any qualitative or qualitative facts, analysis or interpretation about the nature and operation of the labour market" (World Skills UK)

LMI is an important aspect of this research project. By having an increased awareness of the current LMI you are able to make better informed decisions about your future. As a student, LMI can help identify entry requirements, skills and abilities required for a course or it could allow you to understand future job prospects for a selected course. For Jobseekers, LMI can help identify job opportunities and help identify trends, salaries and labour market conditions for your chosen career. You can view a session on the Labour market, delivered by James Wallace from Bloomberg LLP earlier this year at: https://lpgs.fireflycloud.net/careers-academy/previous-guest-speakers (scroll towards the bottom of the page)

Below are some areas that you may want to include on your Fact Sheet, but your research must *not* be limited to this alone:

- What qualifications are needed?

- What skills and abilities are important?

- Consider entry requirements

- Consider future employment prospects

- Salary and the working environment

Some useful starting points:
1. www.unifrog.org
2. www.prospects.ac.uk
3. www.nationalcareersservice.direct.gov.uk
4. www.ukces.org.uk
5. www.ucas.co.uk
6. www.apprenticeships.org.uk
7. www.targetcareers.co.uk
8. www.careersmap.co.uk
9. www.notgoingtouni.co.uk
10. www.apprenticeshipcareers.co.uk

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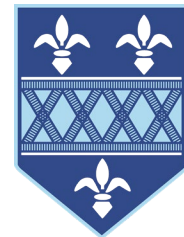
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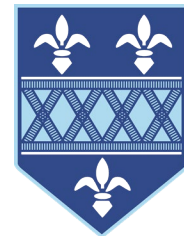
Task 2 - Skills and abilities

Knowledge and qualifications are very important but a focus on an individual's wider skills base and their character is just as vital both for adult life and the world of work. Skills and abilities are also known as hard and soft skills, core skills, key competencies or employability skills. This activity aims to identify, develop and record your skills and enhance a greater sense of self awareness. Here is a list of the key skills most employers look for when recruiting . Take a look through these skills and complete as much of the information as you can.

Adapted from: WorldSkills UK

KEY SKILLS	How would you score yourself out of 10 for this skill? 10 being professional	How could you improve this skill so that you were more professional at it?	Can you name any careers that this skill would be good for?	List examples of how you have demonstrated this skill, include examples from home, school, extra curricular activities and work.
PROBLEM SOLVING (Initiative)				
COMMUNICATION (Presenting, Listening)				
SELF—MANAGEMENT (Organisation)				
TEAMWORK				
CREATIVITY				
NUMERACY				
DIGITAL SKILLS				
INFORMED (about the world of work)				
LEADERSHIP				
CONFIDENCE				
DRIVE (Aiming High)				
RESILIENCE				
REFELECTION				
SELF-BELIEF				

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Task 3 - Develop your personal brand

Social Media plays a huge part of researching your chosen career pathway or industry. Many employers use social media for marketing, recruitment and screening of applicants. Some sectors have specific media platforms for example "Cucumbertown" for chefs/cooks, "Exploroo" for travel/tourism and "Epernicus" for research scientists. Does your chosen career pathway have one?

Think about your online presence, create a plan on how to improve it or develop it. Save this into

Use your network to find out who is hiring locally.

Manage your privacy settings carefully to make sure employers can't see pictures and posts you don't want them to see!

- Follow relevant companies and individuals to help you find out more about them.
- Use as a platform to share your knowledge about your area of interests and grow your followers.

- Use as your online CV.
- Connect with people who can help you gain experience and build your knowledge and networks.
- Contribute to group discussions to get yourself recognised.
- Seek out job opportunities that companies post on LinkedIn.

- Showcase your capabilities by uploading video footage of yourself demonstrating your expertise and experience.
- Consider constructing a video alternative to a CV.

- Sites such as Google Plus can help you to bring all your 'good' online content together in one place.
- By having a Google Plus account you will boost your prominence on Google search results.

- Demonstrate your artistic, design and creative skills on Pinterest and use as a platform to share your work with the creative industries.

Task 4 - Pathway after Sixth Form

After completing the research into your desired career path, it will give you ideas of the steps you need to complete in order to achieve your goal.

In some cases, it will require higher education and pursuing a place at University. For others,

SCENARIO 1 : "I WOULD LIKE TO GO TO UNIVERSITY"

Use the official website for applying to university, *www.ucas.com,* to record the grades required for your chosen course(s) and/or use *www.unifrog.org* to help you decide.

SCENARIO 2 : "I AM INTERESTED IN AN APPRENTICESHIP"

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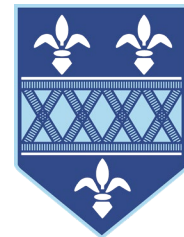
The following pages will provide you with guidelines for each scenario.

It is wise to complete the activity for both university and an apprenticeship in order for you to be able to consider all options at this stage.

SCENARIO 1: "I WOULD LIKE TO GO TO UNIVERSITY"

Step 1
Use the website *www.sacu-student.com* ('SACU' is 'UCAS' spelt backwards) and use the Spartan Test in the 'Research Tools' section to explore what courses might interest you. It is free and very helpful for gauging your interests and suggesting related degree courses. Also complete the post-18 intentions section of *www.unifrog.org* for further career/degree suggestions.

Step 2
Use the website *www.ucas.com and Unifrog.org* to research the course requirements (SACU will offer these too). Note that UCAS is the official site for applying to university. Make sure you know what specific grades or tariff points are required. Courses will take into account your **GCSE** grades as well as your A level and BTEC predicted grades.

Now choose SIX universities that offer your desired course. Find out the entry requirements and enter them into the Course Analysis Sheets on the next pages.

Remember to research the UCAS grade & tariff points system so that you understand how this works, the advantages/ disadvantages and which universities accept which (and why!)

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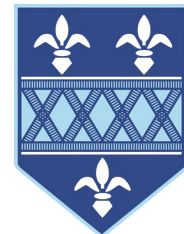
University course analysis sheets

Course Title and code	
University:	
Entrance Requirements/Tariff: Grades or points?	
Special entry requirements (e.g. GCSEs):	
Course type (Degree/Foundation) and duration	
No. of Applicants / number of places available	
Course fees and bursaries available	
Skills and Qualities needed for this course	

Need to consider the following and make any notes on:
Assessment, location and travel, cost of accommodation, facilities etc

Course Title and code	
University:	
Entrance Requirements/Tariff: Grades or points?	
Special entry requirements (e.g. GCSEs):	
Course type (Degree/Foundation) and duration	
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Course Title and code	
University:	
Entrance Requirements/Tariff: Grades or points?	
Special entry requirements (e.g. GCSEs):	
Course type (Degree/Foundation) and duration	
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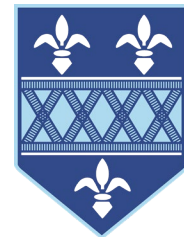Assessment, location and travel, cost of accommodation, facilities etc

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Task 5 -

SCENARIO 2 : "I AM INTERESTED IN AN APPRENTICESHIP"

Sometimes it can be hard to motivate yourself to study if you don't intend to go to university. So it is worth checking out the sort of grades expected for degree apprenticeships in your industry of choice.

Step 1
Register on the government web site that advertises apprenticeships for your area and start researching on the sites below:

- For England **www.apprenticeships.org.uk**
- For Scotland **www.myworldofwork.co.uk/modernapprenticeships**
- For Wales **www.careerswales.com**
- For Northern Ireland **www.delni.gov.uk/apprenticeships**
- **https://www.linkedin.com/home**
- **https://www.ucas.com/apprenticeships**
- **https://www.unifrog.org/**
- **www.careermap.co.uk**
- **https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships**
- **www.apprenticeshipcareers.co.uk**
- **www.notgoingtouni.co.uk**
- **www.getmyfirstjob.co.uk**
- **https://nationalcareers.service.gov.uk/explore-your-education-and-training-choices/apprenticeship**
- **https://www.careerpilot.org.uk/**
- **www.indeed.com**
- **www.reed.co.uk**
- **https://www.ratemyapprenticeship.co.uk/**
- **www.future-talent.com**
-

Step 2
Research SIX apprenticeships that might interest you. As a quick guide you will most likely be interested in Level 3 Apprenticeships (those at A Level and BTEC level 3 standard). More about apprenticeships - Level 4 (slightly higher than A level but not degree level), Level 5 (at Foundation degree level / HND) or Level 6 (at degree level).

RESEARCH

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Apprenticeship course analysis sheets

APPRENTICESHIP	EMPLOYER	TRAINING PROVIDER	GCSE GRADES	A LEVEL GRADES/ BTEC	OTHER SKILLS OR QUALITIES/ WORK EXPERIENCE	APPROX STARTING SALARY
1						
2						
3						

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APPRENTICESHIP	EMPLOYER	TRAINING PROVIDER	GCSE GRADES	A LEVEL GRADES/ BTEC	OTHER SKILLS OR QUALITIES/ WORK EXPERIENCE	APPROX STARTING SALARY
4						
5						
6						

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Task 6 - Self-evaluation of project – Getting useful feedback

You need to complete the following section reflecting on your performance in your research project so far

Name: _____ Tutor Group: _____

Getting useful feedback—student to complete.

Success—What do you feel is going well and why?
•

Challenges—What have you found challenging and how have you resolved this?
•
•

Improvements—How do you think you could now improve your project?
•
•

To help next year's, Year 12 who are undertaking this project, give two points that you think would help them achieve success.
•
•

Task 7 - Work experience /job shadowing letter example

123 Any Street
Anytown, CT 11112
Email: firstlast@gmail.com
Mobile: 555-124-1245

DATE

Dear Ms. Last Name,

I am interested in any opportunities that may be available to undertake a Work Experience placement at ……………… . I have had experience of working with ……… at ……. and would like to develop some of these skills further. I am interested in a career in ……… after attending university.

I have volunteered as an …….. at the ……. and enjoyed being able to help………… with ……… in this position, I assisted with a variety of projects and ………

I am an ………….young ….. who is totally …………. and reliable. I play………...and can work well individually or as part of a team.

If you have a work placement available, I would be thrilled to have the opportunity to gain further experience and skills with you.

I am available from …….. to ….. and I would be available to undertake a weeks' work experience at your convenience.

I do hope that you will look on my application favourably. I look forward to hearing from you soon.

Thank you for considering my application.

Yours sincerely,

First Name Last Name

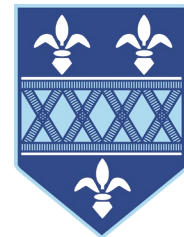# LPGS The Sixth Form (Co-Educational)

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List of 5 Companies applied to:

Name of Contact	Company	Address	Response

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Name:………………………………………………….   Tutor Group:………………

Record of work experience/job shadowing letter sent:

Date	To Whom	Response

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Name		Tutor		
Placement Details				
Date of placement				
Supervisor				

Please complete the following boxes with a tick in the appropriate column

Level of Attainment	Excellent	Good	Satisfactory	Causing Concern
Attendance				
Punctuality				
Motivation and enthusiasm				
Ability to follow instructions and complete tasks				
Ability to work with others				
Appearance				
Communication Skills				
Flexibility and adaptability				

Please comment briefly on the student's progress

Signed		
Position		**Date**

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Thank you for completing your Research Project. We are pleased to give you the following feedback.

Contents	Feedback	Further Action
Research Notes		
Fact Sheet		
Course Analysis Sheets		
Work Experience Letter		
Work Experience Supervisors report		