

The background of the cover features two photographs. The top photograph shows a group of four students in school uniforms sitting around a white table, engaged in a discussion. The bottom photograph shows a young woman with long blonde hair, wearing a blue school blazer and a striped tie, smiling as she talks to an adult woman whose back is to the camera. A sign in the background of the bottom photo reads "TABLE 29". The cover is overlaid with large, diagonal geometric shapes in dark grey, green, and magenta.

ESH GROUP 

BUILDING MY SKILLS

Student Checkpoints

ACADEMIC YEAR 2018/19

[North]

Checkpoint Number: 1
Checkpoint Title: My Pathway
Submission Deadline:



CHECKPOINT BACKGROUND

Within every business sector, there are numerous job roles available each requiring different skills, attributes and qualifications. Choosing what you want to do is not always an easy task but you should always choose something that suits you.

There are alternative routes into employment available depending on your preferred career, your qualifications and skills. Making future career decisions therefore should not be rushed; you need to understand and consider the different options and routes available. Career pathways can begin with any of the following:

- Apprenticeships
- Volunteering
- University
- Work experience placements
- Internships
- Extra qualifications
- Traineeships
- Working for family or a friend
- Full-time education e.g. Sixth-Form or College studying A-Levels, BTEC, HND, Highers etc.



COMPULSORY TASK

Choose a business sector that you are interested in. Some examples include; Medicine, Education, Travel, Hospitality, Engineering, Manufacturing, Law, Insurance, Finance, Local Government and Retail.

1. Thinking about your strengths and interests, select one job role in a business sector that you would be interested in as a future career.

You may find the following websites useful;

- nationalcareersservice.direct.gov.uk
- careerpilot.org.uk
- prospects.ac.uk/job-profiles

2. Produce a written summary of this job role which includes;

- Main features of the job role
- Responsibilities
- Reasons why you have chosen this job role

3. Referring to your chosen job role, create a mind map to illustrate your chosen career pathway. Your mind map should refer to:

- Job title
- Qualifications required
- Entry route e.g. degree, apprenticeship, work experience
- Skills required
- Your strengths which match this job role
- Backup plan



CHECKPOINT BACKGROUND

Having a fulfilling career should always be your goal but it is also important that the salary you earn can support your lifestyle.

In the UK around 60% of families living in poverty are working* which shows that just because you work it doesn't necessarily mean that you earn enough to support yourself and your family. This is why financial planning is key to ensuring you have enough money to pay for what you need and also, if you are unable to work, that you can still afford to live a comfortable life.

It is important to think realistically about your future and the type of life you would like to afford. Planning your finances in the beginning can secure your future and avoid serious financial difficulty.

In this checkpoint we will look at:

- How to work out your 'take home' net pay from your initial gross pay
- What you may be spending your money on
- The difference between essential expenditure and discretionary expenditure

*Source: <https://www.theguardian.com/society/2017/may/22/record-britons-in-work-poverty-families-study-private-rented-housing>



GLOSSARY

Salary:

A fixed amount of money paid to an employee by an employer in return for work performed. Commonly paid in fixed intervals, for example, monthly payments.

Net (take-home) Pay:

Portion of a salary or wages that an employee is issued after paying all deductions and taxes.

Gross Pay:

The total amount of money that an employer pays to an employee before any deductions and taxes are taken out.

Essential Expenditure:

Expenses that are essential to meet our basic needs, for example, food, shelter and warmth.

Discretionary Expenditure:

Expenses which are not essential, for example, money spent on luxury items and holidays.

Taxable Wage:

The maximum amount of earned income that employees must pay tax on.

Tax Free Allowance:

The amount of income you don't pay tax on.

National Insurance:

A tax on earnings which is paid into a government fund, from which state benefits are paid.



COMPULSORY TASK

1. Using your Pathway Mind Map from the previous checkpoint you should find a realistic starting salary for the job role you chose, this can be done by looking for job vacancies in your area (remember some areas pay more) or finding generic information about the job role.
2. From this starting (gross) salary you need to work out your net 'take home' pay. You can use the Salary Table or HMRC calculator to help you: www.gov.uk/estimate-income-tax.
3. Once you have your monthly 'take home' pay, complete the Budget Planner to work out how you will spend your money on essential expenditure and discretionary expenditure. Consider what you would need to cut back or lose out on if you didn't earn the necessary amount of money to cover these expenses.



SALARY TABLE

Salary	£15,000	£20,000	£25,000	£30,000	£35,000	£40,000	£45,000	£50,000
Gross Wage	£15,000	£20,000	£25,000	£30,000	£35,000	£40,000	£45,000	£50,000
Taxable Wage	£3,141	£8,141	£13,141	£18,141	£23,141	£28,141	£33,141	£38,141
Tax Paid	£628	£1,628	£2,628	£3,628	£4,628	£5,628	£6,628	£8,356
Tax Free Allowance	£11,859	£11,859	£11,859	£11,859	£11,859	£11,859	£11,859	£11,859
National Insurance	£789	£1,389	£1,989	£2,589	£3,189	£3,789	£4,389	£4,624
Take-home Pay	£13,583	£16,983	£20,383	£23,783	£27,183	£30,583	£33,983	£37,019

*These are approximate values.



MONTHLY BUDGET PLANNER

Monthly gross pay = £ _____

Monthly net pay = £ _____

Essential Expenditure (The things you need - top priority)	
Expense Type	Amount
Rent/Mortgage	
Gas and Electric	
Council Tax	
TV Licence	
TV and Broadband	
Mobile Phone	
Travel Costs	
Food	
Clothing/Misc.	
Total	



THE EXPENDITURE MENU

You can use these figures or work out your own more accurately by researching online or asking friends and family. The following figures are monthly estimates for a single person, living alone.

Essentials			
Rent/Mortgage	£300-£800	Clothing/Misc.	£50
Gas and Electric	£40-£70	Lending (car finance, loan, credit card)	£150-£500
Council Tax	£90-£150	Car insurance (Driver under 25)	£50-£200
TV licence	£12	Driving expenses (tax, repairs, maintenance)	£20-£50
TV and Broadband	£25-£50	Home insurance	£5-£50
Mobile Phone	£25-£45	Travel	£60-£150
Food	£100-£150		

If you have money remaining you can now have more choice over what you spend next.

Discretionary Expenditure (The things you can live without but still want to spend money on - the fun stuff)	
Expense Type (e.g. Cinema, Socialising)	Amount
Total	

How much money are you left with from your monthly take-home pay after accounting for essential and discretionary expenditure?

£ _____

If you aren't left with anything, you would need to amend your Monthly Budget Planner.



THE EXPENDITURE MENU (DISCRETIONARY)

You can use these figures or work out your own more accurately by researching online or asking friends and family.

Discretionary			
Pet/Animal expense	£20-£50	Dental/Optical care/Prescription costs	£10-£20
Gym	£25-£40	Hair and Beauty	£10-£80
Memberships/ Subs	£10-£25	Holiday	£50-£100
Eating out/ Socialising	£50-£150	Savings	



**CHECKPOINT
BACKGROUND**

Social Media is a key player when applying for jobs today. Sites such as Facebook, Twitter, LinkedIn allow employers to see who you are outside of your application. According to a 2017 survey, 70% of employers use Social Media to screen candidates before hiring*. Therefore, it is incredibly important to give potential employers the correct impression.

To be taken seriously in a professional world you should be careful what you share online. Offensive statuses, inappropriate profile pictures, distasteful comments and out of date profiles could affect your chances of employment before you reach an interview.

You should consider using your online appearance in a positive way as a self-marketing tool to demonstrate your strengths, shine a positive light on unique hobbies and communicate your values, skills and experiences to potential employers.

There are many different forms and types of Social Media and no matter what platform you use, it is important to be vigilant and to not post anything you wouldn't want an employer or potential employer seeing. Make sure you check your privacy settings.

What employers want to see on Social Media:

- Correct spelling and grammar
- Statures/photos reflecting reputable interests
- Examples of education and work experience
- Demonstrate your strengths not weaknesses
- Volunteering/ Charity work
- Clubs and societies

What employers don't want to see on Social Media:

- Sharing your political affiliation
- Debates over controversial topics
- Making references to illegal drugs and profanity
- Complaining about your teacher/school/ job/boss
- Using texting language
- Posting tasteless comments
- Posting photos with alcohol
- Unprofessional profile pictures
- Allowing friends to post unprofessional comments

* <https://www.careerbuilder.com/advice/social-media-survey-2017>




**COMPULSORY
TASK**

1. Assess and annotate 2 'dummy profiles' attached of Facebook and Twitter. Identify 3 positives and 3 negatives for each profile and explain the reasons why.

2. Identify positives and negatives relating to your own online appearance. In addition, identify 3 positive interests or accomplishments that you could post on Social Media individual to you.

3. Search your name on Google to see if you can find your social media profiles. You need to make sure what you find is appropriate for a potential employer to read. If not, either stop posting unprofessional information or ensure your profiles are private. Doing this ensures your personal information is only viewable to your friends.

Checkpoint Number: 3
Checkpoint Title: Online Appearance
Submission Deadline:



The image shows a screenshot of a Facebook profile for a user named "Billy Mike Skill". The profile picture is a group photo of a soccer team in blue and white uniforms. A cover photo shows a man in a white hard hat and safety glasses holding a camera. The profile has a navigation bar with "Timeline", "About", "Friends", "Photos", and "More". On the left sidebar, there are sections for "Intro", "Photos" (Nothing to show), and "Friends". The main content area shows a status update from 8 minutes ago: "Did some overtime today after a full day of college. Look who will be rolling in the dollar". Below the status are "Like", "Comment", and "Share" buttons, and a comment input field. At the bottom, there is another status update: "I hate college group chat... they're nearly as bad as interacting with colleagues at work. Pain in the neck!". The footer contains language options, privacy/terms links, and the copyright notice "Facebook © 2016".

Checkpoint Number: 3
Checkpoint Title: Online Appearance
Submission Deadline:



Intro

[Describe who you are](#)

[Add info about you](#)

[Add featured photos](#)

Photos · Nothing to show

Friends

ish (UK) · Polski · Español ·
uguês (Brasil) · Français (France) +

cy · Terms · Advertising · AdChoices · Cookies ·
book © 2016

Billy Mike Skill
17 mins · 🌐 ▼

story.of.my.life

Like Comment Share

Write a comment...
Press Enter to post.

Billy Mike Skill
19 mins · 🌐 ▼

buzzzzzin nyt 2nyt. #properhanging need sum1 to come bring me food and nurse my hangover

Like Comment Share

Write a comment...
Press Enter to post.

Billy Mike Skill
20 mins · 🌐 ▼

but then again, who would wanna work there anyway?

Like Comment Share

Checkpoint Number: 3
Checkpoint Title: Online Appearance
Submission Deadline:



Intro

- Describe who you are
- Add info about you
- Add featured photos

Photos · Nothing to show

Friends

English (UK) · Polski · Español · Português (Brasil) · Français (France) +

Privacy · Terms · Advertising · AdChoices · Cookies · More

Facebook © 2016

Can't believe my bezzy got sacked today, you'll be a huge miss mate.

Like Comment Share

Write a comment...
Press Enter to post.

Billy Mike Skill
21 mins · [Privacy]

I'm taking on the challenge and running the London Marathon for Sports Aid. Every step makes a difference. Please help me raise money by sponsoring me



Join JustGiving and show you care
Raise money, support your friends, give to a cause. Show you care.

JUSTGIVING.COM

Like Comment Share

Write a comment...
Press Enter to post.

Billy Mike Skill
23 mins · [Privacy]

Lads, you were class today at footy! best game of the season -well done all me marras for winning the cup.





Intro

- + Describe who you are
- + Add info about you
- + Add featured photos

Photos · Nothing to show

Friends

English (UK) · Polski · Español · Português (Brasil) · Français (France) +

Privacy · Terms · Advertising · AdChoices · Cookies · More

Facebook © 2016

Press Enter to post.

Billy Mike Skill 25 mins ·

Nandos and the flix with the besties #extrahot #fullchicken #matedate

Like Comment Share

Write a comment...

Press Enter to post.

Billy Mike Skill 26 mins ·

flippin' burgerz is borin man, proper greasy & am bored. Can't wait to go home and watch tv

Like Comment Share

Write a comment...

Press Enter to post.

Billy Mike Skill 27 mins ·

Can't believe i'm bak at college in 3 days, better start all my essays :|

Like Comment Share

Write a comment...

Press Enter to post.

Billy Mike Skill 31 mins ·

Started Working at Bernie's Burger

Posted Today — Top burger flipper

Like Comment Share




TWITTER



Bob My Skills
@BobMySkills

I'm a party lover with a big heart. On a weekend I get lairy but volunteer during the week to people less fortunate than me [#lushlad](#)

[Durham, England](#)
Joined August 2016



Tweets **Tweets & replies** **Media**

Bob My Skills @BobMySkills · 2h
uh oh, never learn. the lads have won me over again. Burgers and Beers
[#getinmybelly](#) [#cheese](#) [#lush](#) [#onitagain](#)



← ↻ ♥ ⋮

Bob My Skills @BobMySkills · 2h
... wouldn't be a good salesperson anyway when I smell like a brewery and look so sleep deprived :|



TWITTER

Bob My Skills @BobMySkills · 2h

Last night was a good one but I need to stay in bed. I can't hack a full day volunteering 2day, I'm ruined, there's always 2moro instead.



Bob My Skills @BobMySkills · 3h

Well done everyone!!!! What a achievement, so proud! next year that'll be me if I work hard enough [#pullmysocksup](#)



Bob My Skills @BobMySkills · 3h

SCORE!!!! You're now looking at a new Degree Ceremony Volunteer. You'll see me at the stalls selling merchandise!
[#comeseemeguys](#)



TWITTER

Bob My Skills @BobMySkills · 3h

I'm proper nervous, waiting to hear back if I have been successful for the role of a 'Degree Ceremony' volunteer. Always one to help.



Bob My Skills @BobMySkills · 3h

Had a mint wknd. Lads on tour smashing it, can't post the real pic but this sums us up ;)



Bob My Skills @BobMySkills · 3h

Finally catching up with my friends and jumping on the Twitter bandwagon
[#sociable](#) [#friends](#) [#letsgetnosy](#)



**CHECKPOINT
BACKGROUND**

When applying for a job, you are likely to be asked to provide a CV and Cover Letter or online application, which is becoming an increasingly popular application method.

When employers have a vacancy they put together a person specification (a list of skills and experiences they want the ideal candidate to have) and they will often ask you to send in your CV. Your CV should outline your educational history, relevant experiences, skills and abilities.

A CV should be accompanied by a covering letter, a short snappy summary relevant to the employer and job role you are applying for.

If you need to complete an online application for a role this will include; personal details, your skills, abilities, knowledge and experience. You may also be required to complete a number of application questions when applying online which are designed to find out whether you have the essential skills for the role.

Tips for a good CV:

- Should be no longer than 2 sides of A4 printed
- Don't include your age
- Use appropriate email addresses
- Tailored to the job
- Proof-read for spelling errors
- Don't tell fibs
- Well laid out and clear to read



**COMPULSORY
TASK**

1. Use the internet to find examples of high impact CV's. Produce your own CV that includes:

- A personal statement
- Personal details
- Your skills and qualities
- Work experience and education history
- References

2. Answer the following questions that are typically found on an online job application, referring to your chosen job role from Checkpoint 1.

- Describe something that you are most proud of in your education or relevant experiences and how you achieved this.
- What personal characteristics do you have that you think are necessary for success within your chosen job role?
- What 3 characteristics do you have that would make you a good employee?



OPTIONAL TASK

3. Produce a cover letter based on an application for the job role you looked at in Checkpoint 1. The cover letter should explain your suitability for the role.



**CHECKPOINT
BACKGROUND**

Well done you've made it to the final stage of the application process. You have been invited to an interview as you have potential and the employer believes you could be a great fit for the workplace.

There are different types of interviews including online tests, phone, face to face, video, panel and group.

Preparation is key for success in an interview. Fail to plan and you are planning to fail.

Here are some interview tips that will help you prepare, ensuring you are in the right frame of mind to do well and land the position you want

How to prepare?

- Search the company online and check out their annual report.
 - Gather background knowledge of the industry so you can impress.
 - Be sure you know the time, date and location of the interview and the name of the interviewer.
 - Prepare what you are going to wear the night before. If you look good, you tend to feel good.
 - Decide how you are going to get there and what time you need to leave.
 - Familiarise yourself with the job advert and person specification, its likely you will be asked questions relating to this.
-

**Most common
interview questions:**

- What can you tell me about yourself?
 - What are your strengths and weaknesses?
 - Why are you suitable for this role?
 - Where do you see yourself in 5 years' time?
 - Why do you want to work here?
 - What motivates you?
 - Is there anything you would like to ask me?
-

**During the
interview:**

- Keep a relaxed posture.
 - Maintain eye contact.
 - Acknowledge them by nodding.
 - Smiling and appear friendly.
 - Show your personality.
 - Do not interrupt.
 - Ask a question.
 - Don't rush when answering questions.
-

**The STAR model is
useful when it comes
to answering questions
as it provides all the
information employers
are looking for.**

- Situation: What happened and where.
- Task: Explain what you were doing.
- Actions: Describe what actions you took and the skills you used.
- Result: Describe the outcome and what you achieved.

Checkpoint Number: 5
Checkpoint Title: Preparing for interviews
Submission Deadline:



**COMPULSORY
TASK**

1. Describe 3 ways to prepare for an interview which will improve your chances of being successful.

2. Prepare 2 possible answers to:

- Reasons why you should be chosen for the job opportunity
- Your strongest skill/attribute
- Identify a weakness and your plans to overcome this

3. Prepare 2 questions that you could ask the interviewer.



**OPTIONAL
TASK**

4. Interview role play: In pairs, assign roles of 'interviewer' (student A) and 'interviewee' (student B) to practice speaking at an interview.

You could use the job roles from Checkpoint 1 and prepare suitable questions. Try to answer using the STAR model.

