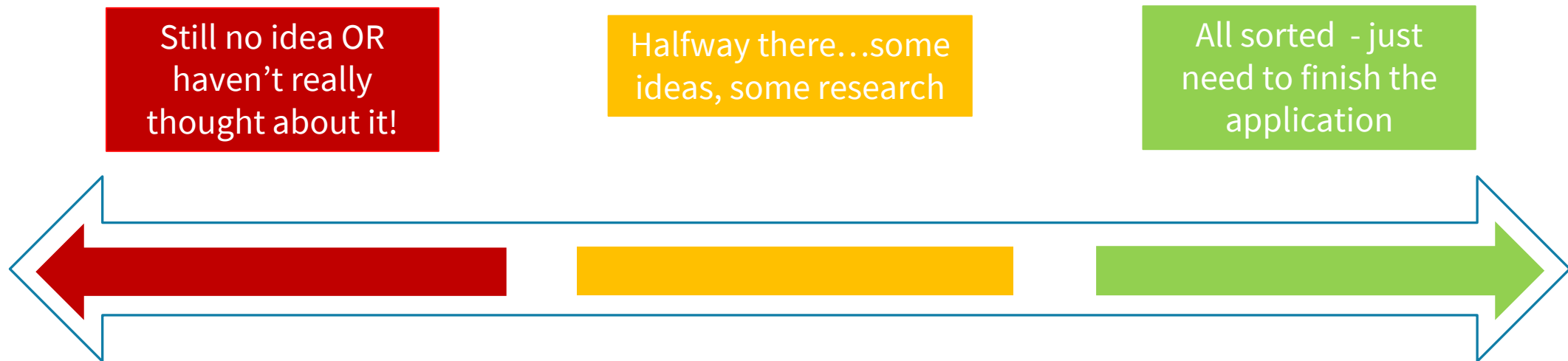


Careers – Do Now

Following your sessions on PS16 and last week's input from post 16 providers, where are you now on your post 16 decision-making journey?





CASTLE MEAD
ACADEMY



Year 11: Module 13

Choosing Your Post 16 Pathway



Year 11: Module 13

Choosing Your Post 16 Pathway

Aims of the module:

- To research post 16 opportunities, providers and pathways.
- To understand the post 16 application process and how to make an application.
- To reach an informed decision on the appropriate post 16 pathway.
- To complete a post 16 application.

By the end of this module, you will be more confident and clear about the application process for the courses and training pathways which appeal to you and how to present the best version of yourself in your applications.

Module 13 – Session 5

Introducing Personal Statements

Aims of the session:

- To understand the purpose and importance of a personal statement.
- To understand how to construct a personal statement.

Module 13 – Session 5

Introducing Personal Statements

- What is a personal statement?
- What is the purpose of a personal statement?
- What do I need to include?

Module 13 – Session 5

Your skills and qualities

Examples of skills	Examples of personal qualities
Organisation / Diligence	Independent
Teamwork	Patient
Presenting	Proactive
Aiming high	Caring / Kind
Problem solving	Personable / Polite
Communication skills	Hardworking
Creative thinking	Curious
Numeracy	Thorough / Diligent
Customer service	Motivated
Decision making	Confident
Leadership	Responsible / Reliable
Analytical	Respectful / Polite
Physical fitness	Ambitious
IT skills	Adaptable
Innovative	Determined
Time management	Dynamic
Staying positive / Resilience	Enthusiastic
Using own initiative	Friendly / Approachable

Module 13 – Session 5

Your skills and qualities

How do you evidence those skills through what you do?

- Do you have responsibilities outside of school such as looking after elderly relatives.
- Do you attend army cadets, performing arts or sports clubs?
- Have you taken part in leadership activities in school?
- Have done any extra-curricular school activities such as the school production, playing in a sports team or DofE?
- Other school achievements and awards?

These are all examples of things you may want to consider including.

Module 13 – Session 5

Your skills and qualities

Turn and Talk

Identify one skill or quality you possess and provide an example of how you could evidence / demonstrate this?

For example

- *I am a caring and reliable young man which is evident through my commitment in volunteering at my local food bank every month.*
- *I am a hardworking and possess strong leaderships skill which I have recently further developed through my involvement in the army cadets.*
- *I am a hardworking and driven scholar and am proud to have improved all of my progress grades last year.*

Module 13 – Session 5

Constructing a personal statement

Four key sections

1. **About you – What kind of person are you?** (Tell the post 16 provider how brilliant you are and what you are proud of!)
2. **What have you done in school?** (Subjects studied and favourite subjects but other achievements and successes you are proud of!)
3. **What do you do outside of school?** (Hobbies, interests and commitments and the skills and qualities this has helped you to develop.)
4. **Summing up** (Including any career aspirations or plans for the future.)

Module 13 – Session 5

Constructing a personal statement

1. About you – Tell the provider how brilliant you are and why!

Use a couple of sentences to introduce yourself. How would your friends describe you? What are your best skills and qualities.

I am an honest, confident, and ambitious scholar who enjoys learning and is resilient to challenges in and out of the classroom. My commitment to learning has been highlighted through my contributions in lessons and impeccable attendance. I am very proud of achieving the gold standard award for 100% attendance for the past two years.

I believe myself to be a dedicated, self-motivated, as well as a confident person. I can complete tasks on my own, but I can also work well as part of a team. Moreover, I cope extremely well under pressure and always aspire to do everything to the best of my ability. I have excelled in the role of CMA prefect and have been trusted with representing the school on numerous occasions and had the responsibility of leading tours for potential scholars and parents on year 6 open evenings.

Module 13 – Session 5

Constructing a personal statement

2. At Castle Mead Academy – your achievements!

Whilst lessons are important, you are more than your grades – alongside your achievements in lessons, what extra-curricular activities do you take part in? Examples could include scholar leadership opportunities; being a member of a sports team; participating in school productions; DofE etc. List any achievements at Castle Mead, including any awards in recognition of your hard work.

I am outgoing and really enjoy debates and discussions in class. For this reason, I excel in RE lessons as I enjoy getting to share my ideas and opinions with others. I have also recently joined the CMA Maesters debating society and won a silver award at the regional competition.

My favourite subjects are Sports and Science. I have enjoyed learning about the effect of exercise and nutrition on the human body across both subjects, particularly in practical lessons. While at CMA, I have captained the very successful rugby team, demonstrating my commitment to training in all weathers and my leadership skills. I enjoy sport and pushing myself, but I have also developed my teamwork skills, specifically listening, patience and determination.

Module 13 – Session 5

Constructing a personal statement

3. Outside of Castle Mead – your interests, commitments and achievements!

Are you a member of a sports team or do you play sports for fun? Do you enjoy drawing, painting, reading, watching movies, cinema, bowling, swimming, martial arts? Do you help at the mosque or temple or help others less fortunate than yourself? Do you take part in charity fundraising, look after younger siblings or help to care for relatives? Are you a member of sea, air, army, police, or St John Ambulance cadets.

I have taken part in many musical theatre group performances, one of my proudest achievements is playing Dorothy in the Wizard of Oz last Christmas. This requires a lot of dedication, teamwork and time management skills to keep up with my schoolwork and other commitments as well as the busy rehearsal schedules. All these skills are also applicable in the workplace.

At weekends I spend time with my mum caring for my grandma because she has Alzheimer's. I have learnt about the impact not only on the person affected but how the whole family has been affected. I am kind and considerate and would love a future career which involves working with people.

Module 13 – Session 5

Constructing a personal statement

4. Summing up – finish with a flourish!

Finish off with a summing up statement. You could mention any specific career aspirations. There is a specific section to complete as to why you are applying for the particular course and provider at the point you make your course selections; please do not mention specific providers here.

I am working exceptionally hard and attending after school study session to ensure that I achieve my very best in my GCSE exams. I am looking forward to embarking on the next stage of my career journey and starting a vocational course in Engineering which, I believe will suit my preference as a practical learner; I am also looking forward to the industry placement.

I believe that my positivity, drive, social skills, maturity, intelligence, and flexibility will help me succeed. In the long term I want to make a positive contribution to society through a career in the education or health sectors.

I would like to pursue a career in the political or business sector as I have a real passion for giving back and having a say on how our country is run and I hope to eventually have a direct impact on this. I feel certain that I would like to progress onto higher education at university.

Module 13 – Session 5

Introducing Personal Statements

Key reminders

- Show your unique strengths – be proud!
- Be enthusiastic but be truthful.
- Provide examples of how you demonstrate skills and qualities.
- Relate to any aspirations you have if applicable.
- Expect to produce several drafts.
- Proofread as many times as possible.
- Ask people you trust for their feedback.
- Ensure you have provided enough detail.

Module 13 – Session 5

Introducing Personal Statements

Homework

- Over half term, complete the draft sections in your booklet or straight into a word document if you would prefer.
- You will have a further session in the IT suite after half term to complete your personal statement, on a Word document, to enable you to check grammar and spell check it before copying and pasting it into your profile on PS16.
- If you are unsure about completing your personal statement, get something onto a Word document and share with your tutor or a member of the careers team and we can support you and guide you.