

# Trinity Academy Halifax



## COMPETITIVE EDGE

Name: .....

VT Group:.....

# Competitive Edge

## What is the Competitive Edge programme?

The Competitive Edge programme is providing Phase 3 students with extra 'above and beyond' opportunities, giving your CV a world class edge.

The programme aims to ensure that you are the best prepared and the most competitive Year 11 student when you apply for sixth form, college or an apprenticeship.

### The programme aims to:

- Broaden cultural capital experiences
- Widen skill sets
- Raise aspirations
- Challenge stereotypes
- Build resilience

## Year 10

Starting in September 2022, on the second week of every term, Year 10 students will be invited to an after school lecture or talk delivered by an inspirational individual. Following these sessions, there will be refreshments and the opportunity to reflect using this journal. Attendance at the lectures and talks will be tracked and at the end of the year, students will be rewarded with an extra curricular trip.

## Year 11

Twice a year, directly after trial exams, students will have a 'drop down day'. These days will start with an introductory talk followed by morning and afternoon sessions with external sixth forms, colleges and businesses. These days will provide you with an insight into your next steps once you leave the academy in Year 11.

This journal will allow you to plan and reflect on the additional opportunities you are offered throughout Year 10 and 11. You will use this journal when completing your next steps applications, so take good care of it.



The image features a central dark green horizontal band containing the text 'Year 10' in white. This band is flanked by diagonal stripes in yellow, dark green, and grey, creating a dynamic, geometric pattern.

**Year 10**



# Year 10: Competitive Edge Lecture Series - Terms 1,2 and 3

**Term 1**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**

**Term 2**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**

**Term 3**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**

# Year 10: Competitive Edge Lecture Series - Terms 4,5 and 6

**Term 4**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**

**Term 5**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**

**Term 6**

**Speaker and topic:**

**Date:**

**Summary:**

**Actions:**



# Next Steps Information Sheet

Below you will find the websites for a range of next step providers, including apprenticeships:

- **Trinity Sixth Form Academy**—[www.sixth.trinitymat.org](http://www.sixth.trinitymat.org)  
Find information on courses and how to apply under 'Apply & Courses'
- **Calderdale College**—[www.calderdale.ac.uk](http://www.calderdale.ac.uk)  
Find information on how to apply under 'Apply'
- **Kirklees College**—[www.kirkleescollege.ac.uk](http://www.kirkleescollege.ac.uk)  
Find information on courses under 'Subjects'
- **Huddersfield New College**—[www.hudnewcoll.ac.uk](http://www.hudnewcoll.ac.uk)  
Find information on how to apply under 'Apply here now'
- **Greenhead College**—[www.greenhead.ac.uk](http://www.greenhead.ac.uk)  
Find information on courses and how to apply under 'Courses & Apply'
- **North Halifax Grammar School**—[www.nhgs.co.uk](http://www.nhgs.co.uk)  
Find information on courses and how to apply under 'Sixth Form'
- **Apprenticeships**—[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)  
Find information on apprenticeships and how to get started under 'Apprentices'



The image features a central dark green horizontal band. This band is flanked by diagonal stripes in yellow, dark green, and grey, which extend from the top-left and bottom-right corners towards the center. The text 'Year 11' is centered within the green band in a white, bold, sans-serif font.

**Year 11**

# Careers Guidance Sessions

Every student in Year 11 will be offered at least one individual meeting with a C&K Careers advisor. If you feel you need further advice or help with completing an application form you can organise another session by emailing one of the careers advisors using one of the following email addresses:

- Rob Stoakes—rob.stoakes@ckcareers.org.uk
- Michael Burke—michael.burke@ckcareers.org.uk
- Suzanne Dutton—suzanne.dutton@ckcareers.org.uk

## Session 1

Date:

Location:

Staff member:

Summary:

Actions:

## Session 2

Date:

Location:

Staff member:

Summary:

Actions:

# Writing a CV

## What is a CV?

When you are applying for jobs or apprenticeships, you may be asked to provide a CV as part of your application. A CV is a short, factual document that sets out information about you, your education and work. It is something you can tweak and make changes to over time, as you gain more work experience and qualifications.

## Planning your CV

When you are writing your CV, think about what needs to be on it and how it will be presented. You can decide what you put, but remember it's a way to promote yourself to an employer. It helps if you can get their attention as quickly as possible.

Employers may use a program to scan your application form and CV so it's a good idea to include key words and phrases related to the job you are applying for. The job advertisement, job description and person specification will provide clues to these words and phrases.

To help you plan what to include, here are a few tips:

- Make it short and concise, 1-2 pages is ideal
- Tailor your CV to the job you are applying for. Read the job description, profile and person specification and make sure you link it with your experience. This takes more effort than sending out the same CV to lots of different companies but a CV that is relevant to the role you are applying for is more likely to get an interview
- Be positive, only write about the things you can do
- Tell the truth, making things up on your CV sounds easy but imagine having to carry on that lie during the interview and once you've started the job. Be honest from the start



### Tip!

Use a font that is easy to read i.e. Arial or Calibri.

# Writing a CV

## Information to include on your CV

### Contact Information

This goes at the top of the CV and usually contains your full name, address, telephone number and email address. Make sure you keep this up to date as employers will use this to contact you. Is your email address appropriate and professional? Avoid using anything other than your full name.

### Personal profile

This is a short statement or summary about yourself that focuses on your skills (the things you've learned to be good at) and qualities (the things you're naturally good at). The personal profile is the hardest part of the CV to write.

### Education

With the most recent first, list where you have studied and the qualifications you have got from school. Write predicted grades if you haven't got your grades yet. You don't need to include your primary school in this section.

### Work experience

Start with your most recent job including the dates you worked there, the name of the company and the main duties you carried out. If you've had a part-time job or done some voluntary work, write about that. Include activities and achievements that match with the description of the role you are applying for. Once you've made a note of the things you have done and linked them to the skills in the role description, add them to your CV. If you don't have any work experience, consider doing some voluntary work or contacting a company to arrange a work experience placement. See the 'Key skills' point below to find out more about what to write if you don't have any work experience.

### Key skills

If you don't have any work experience yet use a heading that says 'Key skills'. Think about all the things you have done in your spare time and at school. It's likely that most of these will have involved using a range of skills. If these skills match with the description of the role you are applying for, include it. If you are applying for an apprenticeship in social care, for example, it would be relevant to put that you 'cared for an elderly relative by preparing their meals and supporting them to complete household chores'. This would show you are reliable, caring, trustworthy and able to use your initiative.

### Hobbies and interests

Think about what you like to do in your spare time that would set you apart from other applicants. Do you play sport or compete in a team? Perhaps you've helped out at home preparing meals and have since developed an interest in cooking. This is a good place to write about you Duke of Edinburgh award. Anything that shows you can commit to something and are enthusiastic about learning new things.

### References

You should have two referees. Before you give details of a referee ask for their permission and get their most up to date contact details. One referee should be your most recent employer, or if you are still in education, your tutor/head of year. Your second referee should be someone who can talk about you character but not a member of your family.

### Tip!

Look at the job description and try to relate your key skills and interests to the skills the job requires. You can put this in the personal profile, key skills or work history sections of your CV.

# Writing a CV

## Words for your CV

If you are finding it difficult to know which words to include in the personal profile or work experience sections of your CV have a look at the tables below and see if any of the words apply to things you have done. See if you can think of other things you can say about yourself too. Avoid using words you are unsure about—check their meaning if you need to.

Use the words below to describe your skills and abilities:

<b>Able to</b>	<b>Accurate</b>	<b>Adaptable</b>	<b>Capable of</b>	<b>Caring</b>	<b>Confident</b>
<b>Creative</b>	<b>Decisive</b>	<b>Dependable</b>	<b>Effective</b>	<b>Enthusiastic</b>	<b>Excellent</b>
<b>Experienced</b>	<b>Flexible</b>	<b>Hardworking</b>	<b>Honest</b>	<b>Innovative</b>	<b>Methodical</b>
<b>Organised</b>	<b>Patient</b>	<b>Positive</b>	<b>Practical</b>	<b>Proactive</b>	<b>Punctual</b>
<b>Qualified</b>	<b>Reliable</b>	<b>Responsible</b>	<b>Skilled</b>	<b>Successful</b>	<b>Trustworthy</b>

Use the action words below to describe what you have done:

<b>Achieved</b>	<b>Advised</b>	<b>Arranged</b>	<b>Assessed</b>	<b>Budgeted</b>	<b>Built</b>
<b>Completed</b>	<b>Co-ordinated</b>	<b>Created</b>	<b>Delivered</b>	<b>Designed</b>	<b>Developed</b>
<b>Enabled</b>	<b>Encouraged</b>	<b>Evaluated</b>	<b>Helped</b>	<b>Identified</b>	<b>Implemented</b>
<b>Improved</b>	<b>Led</b>	<b>Managed</b>	<b>Negotiated</b>	<b>Operated</b>	<b>Organised</b>
<b>Planned</b>	<b>Presented</b>	<b>Produced</b>	<b>Re-organised</b>	<b>Researched</b>	<b>Resolved</b>
<b>Restored</b>	<b>Supervised</b>	<b>Supported</b>	<b>Taught</b>	<b>Trained</b>	<b>Won</b>

## And finally...

### Check for mistakes

When you have finished your CV, leave it a while and then read it through again. How does it look? Have you missed anything out? Are the headings and spacing consistent? If you are running just a few lines over onto another page, change the margins or spacing. Check your spelling and punctuation and make sure the company name and other key details are correct. Remember to change your CV for different jobs you apply for!

## Tip!

**Once you have written your CV, keep it up to date. Keep adding to it each time you start or finish a new job or course.**

# Example CV

## Zara Sutcliffe

12 Arc Road, Crowley, Huddersfield, HD1 5DT

zara.sutcliffe@email.co.uk

00765 434652

### Personal profile

I am a caring and hardworking person who enjoys helping others. My communication skills are excellent and I work well as part of a team. I am planning on pursuing a career in childcare and currently looking for an apprenticeship that involves working in a nursery. I am ambitious and keen to apply the knowledge I have learned from my health and social care course to the role of nursery assistant.

### Education

#### Broad Edge Sixth Form

A level Psychology

A level Art

BTEC Level 3 Health and Social Care (Extended Certificate)

September 2019– present

C (predicted)

C (predicted)

Distinction (predicted)

#### Broad Edge High School

GCSE English

GCSE Maths

GCSE Art

GCSE Combined Science

GCSE Geography

BTEC Level 2 Health and Social Care (Technical Award)

September 2014—June 2019

6

4

6

5-5

4

Distinction

### Employment and work experience

#### 24/7 Stores

##### Sales Assistant

- Dealing with customer enquires
- Organising new deliveries
- Monitoring stock levels

November 2020—present

#### Bumble Bee Tots Day Nursery

School work experience

- Supporting the nursery team
- Supervising and caring for children
- Planning activities and preparing meals

June 2018

### Hobbies and interests

At home, I like to cook and learn new recipes. My mum works shifts, so I often help to look after my younger siblings. It can be difficult making a meal that they all like, but I enjoy the challenge of trying to find a recipe that works for everyone or managing to prepare three different meals at once, while keeping them entertained.

### References

Mr P Barker

Head of Sixth Form

Broad Edge Sixth Form

Elm Street

Huddersfield

HD2 4LS

01484 654321

pbarker@broadedge.co.uk

Miss A Finch

Day Care Manager

Bumble Bee Tots Day Nursery

Upper Grove

Huddersfield

HD1 4EB

01484 111111

annabellef@bbt.co.uk

# Year 11: Writing your CV

Use the table below to write down the information you need for your CV:

**Your contact details (name, address, email and phone number):**

**Personal profile:**

**Education:**

**Hobbies and interests:**

**References:**

# Writing a Cover Letter

A cover letter or email is usually sent with a CV or completed application form. It needs to demonstrate to an employer that you really want the job or apprenticeship and that you're the best person for it. The points below guide you through the process of writing one and explain what you need to include.

## How to write a cover letter

- Your cover letter should be brief and clear—keep it to one page, especially if you are printing it out
- There is no need to repeat information already in your CV or application form
- Use the letter to show your enthusiasm for the job and the company—relate your skills to the job advert
- Include your address and the employer's address, if you are posting the cover letter
- If you are emailing the cover letter, you could either attach it to your email, including a brief message to say what is attached or you could write the cover letter formally within the body of the email. You don't need to include any postal addresses in a cover email
- In the first paragraph say why you are writing the letter or email—mention the job or apprenticeship you are applying for and where you saw it advertised
- Next, explain why you are interested in this vacancy and in working for this company. Also describe how your skills and qualities match the job description
- In the final paragraph say when you are/are not available for interview and say that you are looking forward to hearing back from the employer
- Send your cover letter to a named contact if you can, try to find out who you need to send it to by contacting the company. If you started the letter with 'Dear (name)', use 'Yours sincerely' to finish. Use 'Yours faithfully' if you have started the letter with 'Dear Sir or Madam'. Only use 'Good morning/Good afternoon' as a last resort, if there isn't a specific contact to send it to
- When you have finished leave it a while and then read it through again to check for mistakes. Check your spelling and punctuation and make sure the company name and other key details are correct
- If you don't hear from the employer within a few days follow up your letter with a phone call—it shows you're keen.



## Tip!

Tailor your cover letter or email to each application you make—it will change with each application so avoid copying and pasting information and write it from scratch each time.

# Example Cover Letter

12 Arc Road  
Crowley  
Huddersfield  
HD1 5DT

**Not needed on a cover email**

Ms C Arring  
Daisy Chain Day Nursery  
Celandine Lane  
Crowley  
Huddersfield  
HD1 4QZ

Dear Ms Arring

**In an email put the job title or reference number in the 'subject' box**

Apprentice nursery assistant (Ref: 248)

## **Say why you are writing**

I am a second year student at Broad Edge Sixth Form and am writing in response to an advert I saw on Indeed, for the above position.

## **Explain what you have to offer**

Please find attached my CV, as requested. I think I would be ideal for this apprenticeship as I have always had an interest in childcare. At sixth form I am about to complete a course in health and social care. As the eldest of five I regularly help to look after my younger siblings so I have experience of caring for children. I am reliable, punctual and friendly. I also enjoy thinking up activity ideas and games.

I would like to apply my experience of caring for my siblings and my knowledge of health and social care to gain childcare skills on the nursery assistant apprenticeship. I am keen to further develop the skills I need to progress within the industry.

## **Tell the employer when you are available**

I hope you will consider me for the position. I am available for interview at any time and can start work from mid July.

Yours sincerely

*Z. Sutcliffe*  
Zara Sutcliffe

**In an email you would only type your name**

## Next Steps: Tracking my progress

It is recommended that you complete at least two applications for your next steps following Year 11. Use the tables below to track your progress with these important applications:

### Application 1

First choice destination	
Subject 1 choice and grade requirements	
Subject 2 choice and grade requirements	
Subject 3 choice and grade requirements	
Application deadline date	
Date application submitted	
Staff member asked to provide reference	
Interview date	

### Application 2

First choice destination	
Subject 1 choice and grade requirements	
Subject 2 choice and grade requirements	
Subject 3 choice and grade requirements	
Application deadline date	
Date application submitted	
Staff member asked to provide reference	
Interview date	

# Mock Interview Day

## Interview Details

Date:

Time:

Interviewer:

## Tips for a successful interview/ notes:

## Summary of feedback:

# Year 11: Competitive Edge Drop Down Days—Day 1

<b>Session/Speaker Name</b>	<b>Summary</b>
Speaker 1:	
Session 1:	
Speaker 2:	
Session: 2	

## Year 11: Competitive Edge Drop Down Days—Day 2

<b>Session/Speaker Name</b>	<b>Summary</b>
Speaker 1:	
Session 1:	
Speaker 2:	
Session: 2	



# Trial Exam Results Tracking

## First Trial Exam Series:

Subject	Target	Grade achieved	WWW	EBI

## Second Trial Exam Series:

Subject	Target	Grade achieved	WWW	EBI





Trinity  
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