

nextsteps inlondon

**SECTOR
SPOTLIGHTS**

Being green

Digital London

**Thriving in
hospitality**

Careers and qualifications in London
Where ambition meets opportunity

LONDON
A global
Life Sciences
Hub

Ready to move on?

Find the kind of information inside
you need to make the best decisions
on your next steps in London.

- World of work in London
- Qualification pathways
- Skills you didn't know you had
- Looking after your mental health
- Interviewing

Next Steps in London
Careers Guide
Autumn 2024

Planning your future just got easier!



Feeling overwhelmed about your next steps? We've got you covered! The London Careers Hubs have created the **Next Steps in London** guide to help you navigate your career journey with confidence.

This easy-to-use guide offers everything you need to learn more about all the options open to you post-16.

There are a variety of progression pathways you can take to build your career. Different pathways suit different people and what is great is that you can choose the best route to achieve your goals.

Foreword



My ambition is to make London the best city in the world in which to grow up by helping all young Londoners secure good jobs and a bright future.

London is a city full of opportunities. It is a place that allowed me to go from the council estate I was raised on in south London to becoming the Mayor of the greatest city on earth. I believe all young Londoners – regardless of their race, gender, religion, disability, class, sexual orientation, or background – should have the same chance I was given, not just to survive but to thrive.

It is why I have committed to help create 150,000 jobs through a new London Growth Plan. And young Londoners, especially those from lower income households, will be given a fair shot to secure these high-quality, well-paid jobs that will enable them to get on.

We know success relies on having the confidence, aspiration, and support to take advantage of the opportunities available to young people. Yet, we also know that navigating your way into the world of work and further and higher education can be daunting. This Next Steps in London guide is designed to help young people understand their options and make the right choice. It provides advice on deciding whether university or college is right for them; insight into the transferable skills a young person may not know they have; and information and case studies on different pathways into work, including apprenticeships, T-Levels and Supported Internships.

I hope this guide will help young Londoners considering their next steps to fulfil their full potential. I also hope this guide will help parents, guardians, and educators support future generations to make the most of London's rich employment opportunities and the different routes to get there.

Sadiq Khan
Mayor of London

Welcome

Growing up, I always knew I wanted to work in the arts. I loved drama in school, and although my family couldn't afford to send me to a professional acting school, I was always eager to learn more and excel in what I was passionate about.

I was fortunate to have had some fantastic Drama and Theatre Studies teachers who recognised my potential and pushed me to be the best I could be. However, when it came to pursuing opportunities in the UK's TV and film industries, I often struggled to see myself reflected.

I decided to pursue teaching, not only for my love of the subject, but also, breaking into the industry felt elusive. It can seem that success depends on who you know. However, while opportunities might seem scarce, being ready when they do arise is crucial.

This readiness to act is a critical piece of advice I'd give to anyone aspiring to succeed in any field: you can't always control when opportunities will come, but you can control how prepared you are to take them.

Instead of waiting for someone to open those doors for me, I focused on preparing myself for the moment they would - so I could barge right in! By continuously honing my skills, building my knowledge, and staying adaptable, I ensured that when opportunities finally presented themselves, I was more than ready to seize them.

One of the best pieces of advice I've received is to invest in yourself. Whether it's learning new skills or placing yourself in positive situations, these investments are never wasted.

Over the years, I've picked up numerous skills and talents that might not directly correlate with how I earn money, but they've opened doors to opportunities I never imagined. For instance, pursuing stand-up comedy helped me connect with people, hold an audience's attention and adapt quickly to changing circumstances. This experience was invaluable when I was training for my PGCE to become a Drama teacher in secondary schools. It allowed me to create engaging lessons, capture students' interest, and tailor lesson plans to meet the needs and abilities of each class. In challenging school environments, the time I spent honing my stand-up skills was crucial in managing and succeeding in those settings.

The voice-over industry is another field that requires adaptability. Versatility is key, especially when working in genres like animation and video games. As someone with dyslexia, sight-reading scripts can be daunting, particularly when scripts are handed to you at the last minute. The challenge is to deliver lines with the right intonation and energy, even when you're seeing the script for the first time in the recording booth.

To overcome this, I turned to Twitch, an online streaming platform where people stream live content to audiences worldwide. I focus on long-form, deep role-playing games with extensive dialogue and numerous characters. I challenge myself to voice every character I encounter and read every line of text aloud live in front of an audience. This not only entertains my viewers but also helps me practise sight-reading, maintain consistent character voices, and hone my accents and dialects. By dedicating hours to this practice, I've developed the confidence and skill to tackle professional voice-over work with less anxiety.

It might sound like a lot, but my varied journey across these fields reflects the diverse opportunities I've embraced throughout my career.

Inel Tomlinson

Actor, writer, presenter, comedian, voice-over artist and trained Drama and Theatre Studies teacher

"Instead of waiting for someone to open those doors for me, I focused on preparing myself for the moment they would - so I could barge right in!"



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About

This is a free publication published by Careermap Ltd for the London Careers Hubs. It is designed to help young people understand the range of careers information and related opportunities available across London.



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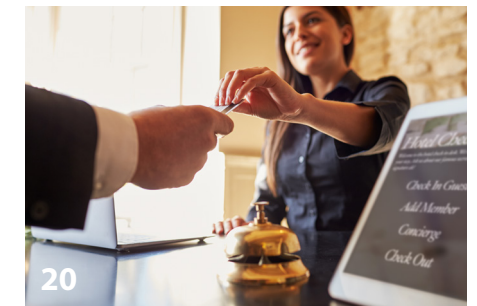
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The world of work in London

Working in London can be exciting and rewarding, especially given the variety of industries and opportunities available.

London is one of the most diverse cities in the world. You can see this on the city streets and at work with people from a wide range of backgrounds and cultures. Many companies actively promote diversity and inclusion, giving opportunities to all.

With so many opportunities available, make sure to take advantage of any education, training, and development opportunities. Your experiences and qualification will all help you to advance your career. (or similar – want to show more than academic results and experiences count too!)

We all know the cost of living is high at the moment, especially in London, particularly when it comes to housing. It's important to budget carefully and be mindful of expenses. Before you sign up to a course or take a job, consider how you will get there, how long it will take and how much it will cost.

The most important thing is to stay curious, be open to new experiences and don't be afraid to step out of your comfort zone.

Top employers and sectors

London is a global hub for various industries. Whether you're interested in going green, digital or media, or hospitality, London has something to offer.

Here are some of the top sectors and employers currently hiring:

- Finance and banking
- Technology
- Media & creative
- Retail and Hospitality
- Healthcare
- Education

You can find out more about the green, digital and hospitality sectors in this edition of Next Steps in London.

It's closer than you think!

London is a huge city with a well-connected public transport system. The city's extensive transport network makes commuting manageable and there are many programs designed to help young people enter the workforce.

Commuting times vary, but you can expect around 30-60 minutes from outer London to the city centre.

If you're living in outer London and need to travel to the city centre for work, you'll likely rely on a range of options: the Tube (London Underground), Overground and National Rail, buses, cycling and walking.

Do you know your levels?



Created by [Resourceful Careers](#).



Is University the best option for me?

Photo by Jeremy Bishop on Unsplash

When deciding whether to go to university, there are some important things to consider.

Your dreams and goals

Do you want a job that needs a university degree, like being a doctor, lawyer, or engineer?

Are there other ways to get into your dream job, like apprenticeships or special training programs?

What are your favourite subjects?

Are you really interested in a subject that you want to study more at university?

Does the university have good programs for what you want to learn?

Cost of university:

Think about how much tuition fees and living costs will be. Can you or your family afford it, or will you need loans?

Student loans will need to be paid back later and can take up to 30 years. Think about how this could affect your future money plans.

Living in different cities can cost more or less money. It is worth looking into scholarships, grants, and bursaries that can help pay for university.

Job opportunities

Research how easy it is to get a job and how much graduates in your field earn.

Check if the universities you like have good job placement rates for their students or other support into the job market.

Does the university offer internships or work placements that can help you get real-world experience?

Personal growth and fun

Going to uni can help you become more independent, learn social skills, and meet new people.

It's a chance to build a professional network that might help you later in life.

Explore the clubs, societies, and activities at the universities you're considering.

Where to study

Decide if you want to study in a city, town, or countryside.

Think about how far it is from home and how this might affect your travel costs and comfort.

Taking a gap year

Not sure if uni is right for you or what kind of career you would love?

It is ok to consider taking a gap year to work, travel, or better understand your interests before deciding on university. This may give you the time you need to build confidence in any decision you make.

University quality and reputation

Look at how universities rank, especially in the subject you want to study: See [Complete University Guide: University and Rankings and League Tables 2025](#).

Consider student satisfaction. Use the interactive [The Guardian's University Guide 2024](#).

Make sure the courses you are considering are recognised by professional bodies, especially if it's important for your future career.

Campus facilities

Check out the facilities on campus, like libraries, accommodation, and sports centres.

Going to college

Why consider further education?

Whatever your ambitions and aspirations are, further education colleges have hundreds of exciting courses to interest and inspire you.

Colleges pride themselves on giving everyone an excellent experience - offering something to suit everyone, from full-time and part-time courses to distance learning opportunities. They boast vocational training, as well as A Levels and apprenticeships.

Many colleges and sixth forms own businesses that act as training centres where learners can learn and work, both at the same time, such as restaurants, hair and beauty salons, theatres for performing arts, recording studios for music and great sports centres and leisure complexes.

Colleges and sixth forms are committed to providing support at all stages of your journey, from initial career advice to help you make well-informed career decisions. In some cases, they can help provide financial support to help you to attend college. They can also provide support for additional needs such as dyslexia and support is continuously available through the staff and support services such as Learning Coaches, Learning Mentors and Counsellors.

Going to college can be a second chance, especially if you didn't achieve your desired grades. Colleges offer courses and programmes at all levels including English as a Second Language (ESOL) courses.

FE colleges can serve as a stepping stone to higher education. Many offer foundation degrees, HNCs, and HNDs, which can lead to further study at a university.

Attending a further education college provides a practical, accessible, and flexible pathway to achieving your educational and career goals.

“Colleges and sixth forms are committed to providing support at all stages of your journey”

How do I find out if further education is right for me?

Before leaving school there are many practical things you can do to help you decide.

Visit a few colleges to see their courses on offer. Many have course guides you can download or order a print copy.

Start following colleges and sixth forms on social media as well as watching their content on YouTube.

Why not book yourself in on an Open Day or a campus tour to really get a feel of the college?

Attend career events at school, and speak to the different colleges and sixth forms to find out more and collect as much information as possible.

Finally let people around you know what your plans are so they can also support you on your journey as you take your first step on a path to an exciting future.

Being green



The terms “green sector” and “green skills” are increasingly significant in the world of work due to the UK’s commitment to reducing carbon emissions and promoting sustainability.

The “green sector” includes industries and activities focused on environmental sustainability and reducing the negative impact on the planet. It affects all businesses across all sectors, as well as organisations providing green products and services.

Green sector

Renewable Energy

Production and maintenance of energy from renewable sources such as wind, solar, and hydroelectric power. Jobs include:

- Solar Panel Installer
- Wind Turbine Technician
- Hydropower Technician

Green Finance

Financing initiatives that support environmental sustainability, such as renewable energy projects, clean technology, and eco-friendly infrastructure. It aims to reduce carbon emissions and promote sustainable development.

- Sustainability Research Assistant
- Environmental Risk Manager
- Climate Finance Advisor

Waste Management and Recycling

Systems for reducing, reusing, and recycling waste materials.

- Recycling Coordinator
- Waste Management Engineer
- Composting Specialist

Environmental Conservation

Protecting natural habitats and biodiversity through conservation projects and sustainable land use.

- Environmental Scientist
- Conservation Biologist
- Forest Ranger

Energy Efficiency

Improving energy use in buildings, transport, and industrial processes to reduce overall consumption and emissions. Jobs include:

- Energy Auditor
- Sustainable Construction Manager
- Building Retrofit Specialist

Green skills

Green skills are valued in all sectors. These contribute to environmental sustainability across various jobs. Some real life green skills in demand include:

- Technical skills for installation, maintenance, and repair of renewable energy systems
- Expertise in sustainable agriculture practices and forest management.
- Engineering and design to create plans for sustainable buildings and infrastructure.
- Creative skills to imagine innovative solutions for environmental challenges.
- Project management for sustainability initiatives.
- Expertise in understanding and implementing environmental regulations and standards.
- Research skills to study new technologies and practices for sustainability.

Impact on the world of work in the UK

The green sector and green skills in the UK are crucial for driving the transition towards a sustainable and low-carbon economy. This shift impacts various industries and necessitates a workforce equipped with the relevant skills to support and advance these initiatives.

The green sector is expected to create numerous jobs as the UK transitions to a low-carbon economy. This includes roles in renewable energy, energy efficiency, environmental conservation, and more.

There is a growing need for training and education programs to equip workers with the necessary green skills. This includes vocational training, higher education courses, and on-the-job training.

Businesses that adopt sustainable practices can benefit from cost savings, improved reputation, and access to new markets. This can drive economic growth and innovation.

Companies must adapt to increasingly stringent environmental regulations, which requires knowledgeable professionals to navigate and implement these changes.

Green jobs pay!

Working in the green sector pays! To give you an idea of what you could earn:



Recycling Officers

Typically earn between £25,000 and £35,000 annually.



Wind Turbine Technicians

Typically earn between £30,000 and £40,000 per year



Environmental Consultants

Can expect to earn between £28,000 and £45,000, with senior consultants earning upwards of £50,000.



Green Building Designers/Architects

Generally earn between £40,000 and £60,000.

Regional Focus

32.7% of UK green jobs are located in London and the South East!

London has a dense population. There are so many green jobs to help the city use less carbon and be more eco-friendly.

Sadiq Khan, the Mayor of London, says investing in green skills is not only about tackling climate change but also about addressing social inequalities.

Improving energy efficiency in homes, such as better insulation and energy-efficient appliances, can significantly lower energy bills. These savings can make a big difference to many people.

Creating parks and green spaces makes people happier. It leads to fewer medical expenses and better overall well-being.

Improving energy efficiency in homes means it will cost families less money to stay warm.

By growing a green economy, London aims to create a cleaner, healthier and more fair city for all its residents.

Green jobs hiring now in London

What is retrofit?

Retrofit involves upgrading existing buildings with new materials, technologies, or systems to improve their energy efficiency, reduce carbon emissions, and meet modern standards. It includes a wide range of improvements, such as better insulation, energy-efficient windows, new heating and cooling systems, solar panels, and smart energy management systems. The goal is to make buildings more sustainable, reduce energy consumption, and extend their usable life.

What is driving retrofit in the UK?

The retrofit sector in the UK is rapidly growing, driven by government policies, environmental goals, rising energy costs, and the need to modernize aging buildings. This growth is creating a wide range of job opportunities across various trades, engineering, management, and consulting roles, and it is expected to continue expanding in the coming years as the demand for sustainable buildings increases.

Jobs currently available

Below are just some of the jobs currently available and emerging in retrofit.

Insulation Installers	Specialists who fit various types of insulation materials, such as cavity wall, loft, and floor insulation, to improve a building's thermal efficiency.
Heating Engineers and Plumbers	These professionals install, upgrade, or replace heating systems, such as heat pumps and energy-efficient boilers, to reduce a building's carbon footprint.
Renewable Energy Technicians	Experts in installing, maintaining, and repairing renewable energy systems like solar panels, heat pumps, and wind turbines.

Here are some jobs of the future!

Digital Retrofit Designers	Use digital tools and software to design retrofit solutions tailored to specific buildings, incorporating advanced modelling techniques.
Green Finance Specialists	Develop and manage funding solutions to support retrofitting, such as green mortgages or loans for energy-efficient home improvements.



What you need to know about apprenticeships

Apprenticeships can give you the opportunity to earn and learn while gaining invaluable skills and work experience.

What are apprenticeships?

Apprenticeships are a type of work based training. During an apprenticeship, you'll typically spend 30 hours per week working combined with time at college, with your training provider, training centre or to learn online. You'll normally split your time at work by 80% in the workplace and 20% in the classroom.

What happens during an apprenticeship?

Once you've applied, interviewed and been hired, you will receive an income as well as support and training. You don't need any experience as you'll gain this on the job. The same goes with qualifications, although some employers will ask for them, not all will. If you don't have basic requirements, you'll be able to gain these during your apprenticeship by completing your functional skills in English, maths and IT.

How much will I get paid?

It can vary. As an apprentice, you will get paid, however, how much will depend on your employer. Some employers will pay a lot more than the minimum wage.

Who can do an apprenticeship?

Anyone can do an apprenticeship, whether you're looking for a career change or want to kick-start a career after school or college. But remember, it is a job and you will need to apply and go through an interview process.

When do apprenticeships start?

You can apply for an apprenticeship all year round, unlike colleges and universities. However, some larger employers recruit at set periods of the year so it's best to check before applying.

What happens after I've completed an apprenticeship?

Once you have completed an apprenticeship, many employers will offer you a permanent job, but the world really is your oyster!

You might decide to continue working with the employer you did your apprenticeship with or you might look for a more advanced role with a different company.

You have lots of options. It all depends on your career goals and finding what you love.

Level up!

Apprenticeships are all about helping you to gain new skills, enhance current skills, gain experience and qualify with a Level 2 to Level 7 qualification, depending on the level you undertake.

Level 2 or Intermediate apprenticeships are equivalent to GCSE level and typically takes 12 to 18 months to complete

Level 3 or Advanced apprenticeships are equivalent to 2 A Levels and usually last for two years

Level 4 and 5 or Higher apprenticeships are equal to a foundation degree and HNDs and normally take around 3 to 6 years to complete.

Level 6 and 7 or Higher/Degree apprenticeships are equal to a Bachelor or Master's degree and typically lasts around 3 to 6 years.

An apprenticeship will last for a minimum of 12 months. This will vary depending on the type of apprenticeship and the level you'll be working towards. Apprenticeships are available in a number of different industries including: business, sports, engineering, law, health care, hair and beauty and many more.

CASE STUDY

Meet Shakayla

Apprentice at Mace, a construction company

The Mace degree apprenticeship program so far has definitely had some impacts on my personal and professional growth.

Coming straight out of college was a complete lifestyle change. Going into my third year of work/ university, I feel like I have made more use of each day which I would say is very important.

Professionally, the apprenticeship program has shown me work in the real world which you would not find anywhere else. You are placed into the industry from day one.

I have been able to interact with colleagues within my company who have plenty of knowledge, including our subcontractors who I've learnt a lot from. It may be harder to study at university and work full-time, but it has the major benefit of learning things that are practical.

The learning you acquire from university will teach you interesting and helpful topics but can't give you the necessary experience of the real world of work. I believe that my growth has been amplified via the apprenticeship route.

Overcoming challenges

A challenge for getting an apprenticeship is having work experience. Having done various work experience placements throughout secondary school and college has definitely helped.

A more personal challenge is time management. Having a full routine can be hard, but making the effort everyday goes a long way. The apprenticeship program has made me manage my time better.

I started working on the project HS2 (High Speed 2) based at Euston. Then I moved to the Salisbury Square Development. This made a massive impact on me. My manager at Euston helped move me to this project which completely changed the way I feel and look at the job/ industry.

"I believe that my growth has been amplified via the apprenticeship route."



Another challenge is the knowledge gap between me and my colleagues. Working with professionals can be difficult as they can't necessarily come down to your level, so you have to work your way up to theirs. To overcome this, I remind myself that things do take time, but to not waste time.

What I do

My main contributions to my team are mainly site based. This includes using the TS60 total station and QA (quality assurance) checking of rebar. The TS60 is a powerful tool that allows me to monitor the movement of buildings, laser scan items to check positioning against the site model and calculate volumes within the site.

Checking rebar is extremely important as this is the material that strengthens concrete. I use a drawing to check against the rebar to make sure it is correct, and I have been able to pick up mistakes which is crucial as reinforced concrete is the foundation of most buildings that will last for over a hundred years. These are just two of the main things I get to contribute to, and there will surely be many more to experience.





Education to Employment

10 Skills You Didn't Know You Had

Skills are vital to the world of work. You might have heard of the buzzword 'transferable skills'?

These are skills that can be transferred to any job role and chances are, you might not even realise you have them! Employers recognise and value these skills and qualities.

We've put together a list of 10 skills you probably didn't know you had.

1 Trustworthiness

Employers NEED to be able to trust their employees to act in the best interests of the business. Especially now it is common for employees to work from home. Employers needed to trust that their staff working to the best of their abilities independently.

2 Determination

Determination is another important aspect. It's what drives you forward. That deadline you need to meet, a problem you need to solve or a sales target you need to achieve, determination is what pushes you to go that extra mile to successfully accomplish these.

3 Teamwork

You may have heard the saying 'teamwork makes the dream work' and that's exactly how employers view it too! When a team comes together it increases productivity and enables an organisation to use each individual's strengths to their full potential.

4 Communication

Communication ensures everyone is on the same page for goals to be achieved. By effectively communicating, colleagues can increase productivity and keep each other motivated.

5 Creativity

Being creative enables you to think from other perspectives, solve problems, see beyond the predictable, innovate and discover new opportunities.

6 Attention to Detail

Having strong attention to detail decreases the likelihood of errors and ensures the delivery of high quality work. We all make mistakes but learning from these and paying close attention to detail really will go a long way to get things right the first time.

7 Problem Solving

Problem solvers find solutions to problems. All jobs have challenges at times, whether it be a complex task, a dissatisfied customer or a tight deadline. Problem solving skills combines logic, creativity, resilience and determination to identify a solution.

8 Adaptable

The world of work is constantly changing. Things don't always go as planned but being adaptable will help you to react positively to changing circumstances.

9 Patience

Being patient reduces stress and creates a more positive outlook. Not just for you, but also for the people around you. You need patience to learn and to build better working relationships, like helping train a new member of staff.

10 Inquisitive

Ever heard of the sayings 'if you don't ask you'll never know' and 'there's no such thing as a stupid question'? Being inquisitive enables you to learn, grow and develop. Inquisitive people ask questions until they understand so they can do the job right and this is valued by employers.

Take the time to think about what skills you already have and how you might give examples of how you have them from work, school or your personal life.

Find out more now, by using the STARR method on the next page.

Show your skills

Want to smash your job interview?

Write a perfect cover letter for a CV?

Use the STARR method for maximum impact.

Interviewers are looking for many things in a candidate. Giving examples of how your experience makes you perfect for the job is the key for success.

Using the STARR Method allows you to show the transferable skills you have, regardless of whether you have any work experience or not!

What is the STARR Method?

It is a method of answering questions in preparation for an interview and for writing a perfect cover letter for a CV or job application.

When do I use the STARR Method?

When you need to show employers how you are a good match. It will help you relate your experiences to the job. Transferable skills (like teamwork, communication and negotiation) you have developed both at work and outside can be highly desirable.

Be sure to read job descriptions carefully so you understand what they are looking for.

How does the STARR technique work?

The STARR method helps you tell a story - one that shows how you have worked through a situation and found a resolution.

Situation

Give your story context. What was the background to it? Who else was involved? When, where and why did it take place? For instance, you helped plan a charity event or created a social media campaign for your friend's business.

Task

What was the task as a whole? Describe what was your role and the overall aims of the activity.

Action

Explain how you handled and resolved the situation. Did you do it alone? Or as part of a team? Show how you assessed the situation and solved the problem. Tell your story in a way which engages.

Result

How did it end? Emphasise the positive lessons you learned during the process. What were the benefits?

Reflect

Explain how this experience relates to your ability to do the job you're applying for.

Preparing for an interview

Preparing to answer questions using the STARR Method will help make you more relaxed on the day. Practising will make the interview flow and demonstrate your confidence.

Here are some tips:

- Think about an example of a situation which needed you to show positive behaviours and actions where you have shown skills like teamwork, leadership, planning and organisation.
- Make sure your story flows - give it a beginning, a middle and an end.
- Focus on the parts which most involve you.
- Talk about what you have learned and how it could be relevant to the job requirements.
- Prepare and use several examples that show different, related skills so you don't rely on one story.
- Share a draft of your CV with a trusted friend or family member for honest feedback.
- Practise for an interview!. Saying it out loud will help you see where you might go into too much or irrelevant detail.

JD EARLY CAREERS & APPRENTICESHIPS

AT JD, WE OFFER A RANGE OF EARLY CAREERS AND APPRENTICESHIP INITIATIVES, TO SUPPORT YOUNG PEOPLE INTO EMPLOYMENT.

SCHOOL LEAVER PROGRAMMES

TRAINEESHIPS

Partnering with Juniper Training to deliver a 6-week unpaid employability programme, designed to support 16-18 year olds (upto 24-year olds with an Education Health Care Plan) into employment.

T-LEVELS

A college-based qualification that allows students to gain experience of a workplace.

WORK EXPERIENCE

Working with local schools and colleges to offer 1-week work experience placements across our Head Office, Distribution Centre and our Studio.

APPRENTICESHIP PROGRAMMES

Offering a wide range of programmes in various business areas, to upskill our colleagues. These are fully funded by the JD Group and completed within working hours, to support in upskilling our colleagues.

POST-QUALIFICATION PROGRAMMES

SUMMER INTERNSHIPS

Partnering with the 10,000 Interns Foundation to offer 6-month placements to support graduates and under-graduates from under-represented backgrounds gain industry experience.

YEAR IN INDUSTRY PLACEMENTS

Offering paid 12-month placements to under-graduates who have a sandwich year within their degree. These placements help improve employability after studies through hands on experience and internal training programmes.

GRADUATE PROGRAMME

A 2-year rotational programme allowing graduates to become experts within their chosen field.



LANA MARTIN
TOWN MERCHANDISER

I started in the business as a sales assistant and after 3 months my store manager had recognised I had a keen interest in Visual Merchandising and therefore offered me a role. Being in this position has given me more responsibilities to help the stores reach their full potential including getting management and in store Merchandisers up to date with all new aspects of Visual Merchandising.

COLLEAGUE SUCCESS STORIES



SHILPAN CHOCHAN
REGIONAL MANAGER



When I first started with the business, I was a sales assistant for 3 months in 2003. I have now been with the business for nearly 20 years and worked my way through various stages of the retail team to get to where I am now. My current role as a Regional Manager is ideal for me. I'm able to lead the business and sales operations within my Region, setting goals, coaching Area Managers, Managers and their teams, and ensuring development is provided to all as it was for me.



JOSHUA DOLOR
SALES ASSISTANT

I have found the Traineeship Programme really worthwhile, and now I have been offered a position at my JD Store. I am really happy that I have been given this opportunity and see this as a reward for working so hard over the last 6 weeks.

What are T Levels?

T Levels are technical qualifications that are an alternative to A Levels aimed at students aged 16-19. They are designed to provide a clear path into skilled employment, further study or a higher apprenticeship.

About T Levels

T Levels are designed to ensure that students are prepared for skilled employment by combining study and practical skills.

They provide a pathway to higher education, such as university degrees, higher apprenticeships, or other higher education courses.

Developed with employers and businesses, T Levels are designed to meet the needs of industry and help fill skills gaps in the workforce.

What T Levels can you do?

T Levels are available in a range of sectors, including Digital, Construction, Education, Childcare, Health, Science and more.

What Will T Levels Be Made up Of?

T Levels are made up of a technical qualification which focuses on the theory as well as skills, behaviours and knowledge covering the overall industry and a specific job role. You'll also undertake a sector placement with an employer.

During your industry placement, you'll gain vital work experience in the workplace while building your understanding of the industry and developing skills which will help you become career ready!

Each T Level is equivalent to three A Levels. If you haven't already achieved English or maths qualifications at GCSE level then you'll also work towards gaining these.

T Levels will be graded as pass, merit or distinction while your nationally recognised certificate will also show what you have successfully achieved within the course which will help you take the next step into the professional world.



Where can I do a T Level?

Visit the [official T Levels website](#).

Use the "Find a T Level Near You" tool, which allows you to search for T Level providers based on your location and the T Level subject you're interested in.

The National Careers Service website offers a [course search tool](#) that can help you find T Level courses by subject and location.

Awarded UCAS points

T Levels will contribute towards your UCAS points with a T Level Distinction being equivalent to 3 A Levels at an A*. This will be recognised by universities and education providers enabling you to continue your learning journey if you would like to.

TEXT NEXT
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How Do T Levels Differ From Apprenticeships?

Apprenticeships involve 80% in the workplace getting paid and 20% of the time studying towards a qualification. T Levels involve more study time with a minimum of 45 days in the working environment. How and when you complete your industry placement will all depend on the type of T Level, employer and college.

INCLUSIVE apprenticeships

Inclusive apprenticeships are special job training programs that are open to everyone, no matter their background, ability or circumstances.

These apprenticeships make sure that all young people, including those with disabilities or from different ethnicities and social backgrounds, get a fair chance to learn, earn, and build a career. They aim to:



Break down barriers by making it easier for people who might face extra challenges to get training and work.



Promote diversity to ensure that workplaces have a mix of people from all sorts of backgrounds, which makes work more interesting and innovative.



Support growth by giving you the skills and experience you need to grow in your career, no matter where you start from.

What makes them inclusive?

Inclusive apprenticeships offer extra support to meet everyone's needs. This might include:

- Providing learning resources in formats that everyone can use.
- Providing technology and devices that help people with disabilities do their jobs.
- Allowing different working hours to accommodate individual needs.
- Connecting you with mentors who can guide and support you through your apprenticeship.

For the latest and more detailed information about Inclusive Apprenticeships, visit the British Association for Supported Employment (base): www.base-uk.org/inclusive-apprenticeships

HOW TO FIND THEM

Into Apprenticeships 2024, is a guide for disabled people, parents and advisers from [Disability Rights UK](#). It answers common questions such as how to find an apprenticeship, whether the training is accessible and what support is available in the workplace.

GOV.UK Find an apprenticeship The Government's service to search and apply for apprenticeships in England. Use filters to find inclusive apprenticeships specifically tailored for young people with disabilities or from diverse backgrounds. Use search terms like "inclusive apprenticeships," "diversity apprenticeships," or "apprenticeships for people with disabilities."

Many apprenticeship portals host vacancies for inclusive apprenticeships. Check out [Careermap](#), [GetMyFirstJob](#) and [Reed](#). You can also filter by location to find something near you.

Charities like [Scope](#), [Mencap](#) and [Leonard Cheshire](#) offer support for young people with disabilities looking for employment opportunities, including apprenticeships.

Speak with career advisors at your school or college who can provide information and resources about inclusive apprenticeship programs.

Attend job and apprenticeship fairs in London. These events often have representatives from companies and organisations that offer inclusive apprenticeships.

See [National Careers Service - Job support if you have special educational needs or a disability](#) for more direction to available support.



Exploring career opportunities in hospitality in London

Providing great service to guests, ensuring they have a memorable experience.

The hospitality industry encompasses various sectors, including hotels, restaurants, event planning, travel and tourism. Great hospitality is crucial in London as a top global tourist destination, hosting millions of visitors annually.

Exceptional service enhances tourists' experiences, encouraging repeat visits and positive reviews, which are vital for the city's economy.

London's diverse and multicultural population and visitor base demand high standards of hospitality to meet varied expectations and needs. This helps maintain London's reputation as a welcoming and world-class city.

Great hospitality is important for everyone living and working in London because it improves the overall experience of the city. It also boosts the local economy by attracting more tourists and business travellers, which creates more jobs and opportunities for everyone.

Good hospitality helps build a friendly, welcoming community where people enjoy living and working. If you love interacting with people, solving problems, and working in dynamic environments, hospitality might be the perfect career path for you.

Sectors and Roles in Hospitality

There are a wide range of different sectors with many different types of jobs at all sorts of levels. There is a place for everyone!

Hotels and accommodation -
Receptionists and Concierge, housekeeping staff, hotel managers

Restaurants and catering -
Chefs and kitchen staff, waiters and bartenders, restaurant managers

Event planning and management -
Event coordinators and managers, contract caterers, DJs and bands

Travel and tourism -
Tour guides and travel agents

Jobs in demand and career progression

The hospitality sector in London is exciting and always growing. As a major tourist destination, the city sees millions of visitors each year, driving demand for hospitality services.

It is one of the largest employers in London, providing thousands of job opportunities across various levels of experience and education.

Entry-level positions like waitstaff, receptionists, and housekeeping staff often require minimal qualifications and offer a way to gain experience.

By gaining experience and getting additional training, individuals can progress to supervisory and management roles, such as restaurant managers, head chefs, or hotel managers.

Many hospitality companies in London offer training programs and apprenticeships to help employees develop their skills and advance their careers.

Getting paid

Salaries vary widely based on the role and level of experience.

For instance, entry-level positions such as waitstaff or housekeeping staff typically earn between £18,000 to £22,000 annually.

Mid-level roles like chefs or assistant managers can expect to earn between £25,000 to £35,000 per year.

Senior roles such as hotel managers or executive chefs can command salaries ranging from £40,000 to £60,000 or more.



Work environment

Many careers in hospitality often require flexibility. Many roles involve shift work, including evenings, weekends, and holidays.

Jobs can be fast-paced and physically demanding but also highly rewarding, especially when providing excellent service and creating memorable experiences for guests.

Education and training

While many hospitality roles do not require a formal degree, having a qualification in hospitality management, culinary arts or tourism can be advantageous and lead to better pay and conditions.

Several universities and colleges in London offer specialised courses and degrees in hospitality and tourism management.

Many employers provide on-the-job training for entry-level positions, allowing employees to learn while they earn.

Apprenticeship programs are also available, offering a combination of work experience and study that can lead to recognised qualifications.

Speak more than one language? Being multilingual can lead to higher pay and positions in management, as well as opportunities to work abroad or in international companies, especially in a diverse city like London. It makes you more valuable to employers because you can communicate with a wider range of people.

The Institute of Hospitality offers resources, networking opportunities and certifications to help you advance your career.

Tech and hospitality



The hospitality industry is increasingly using technology, from online booking systems to customer service chatbots. Understanding these technologies can give job seekers an edge.

Sustainability and eco-friendly practices are becoming more important. Knowledge in these areas can also be beneficial.

Valued skills

The heart of hospitality is excellent customer service. Building strong interpersonal skills, empathy and problem-solving abilities are crucial for success.

The hospitality industry in London offers a wide range of career opportunities, from entry-level positions to management roles. With the city's thriving tourism and business sectors, there's always demand for passionate and skilled individuals.

Whether you're starting out or looking to advance your career, hospitality provides a dynamic and rewarding pathway. With the right attitude, training, and a commitment to excellent service, you can build a successful career in this exciting industry.

Take the BBC Bitesize Careers in Hospitality to find out what kind of job may interest you.

www.bbc.co.uk/bitesize/guides/zb6njhv/test



Supported Internships

A Supported Internship is like a special job training programme for young people who might need some extra help learning and working. It's a way to learn about work, get real job experience and have support to help you do your best. All to get you ready for a future job!

How it works

You will gain hands-on work experience where you will do the job and learn how to work, just like all the other employees. Interns spend around 70-80% in a workplace gaining practical skills and experience.

You will also go to classes or training sessions. You will learn important skills like how to write a CV and how to handle job interviews that will help you find, and keep, a job.

You won't have to go it alone! You have a job coach who will show you what to do, help you learn new tasks and make sure you're comfortable. They are there to help you solve any issues. Employers are also supported to understand your needs and how best to accommodate you.

The programme usually lasts for about a year.

Why it's a great next step

- The real-life work experience will make it easier to find a job later on.
- You learn lots of new skills, both at work and in your training sessions.
- You get the support you need from people who understand what you need and can help you succeed.
- All help you build your confidence and give the skills required for the world of work.

Who is it for?

Supported Internships are for young people who might need a bit more help learning and working, especially those with learning difficulties or disabilities.

They are aimed at young people aged 16-24 with an Education, Health and Care (EHC) plan.

Why do some employers offer Supported Internships?

Supported Internships offer employers the opportunity to diversify their workforce and gain enthusiastic, motivated employees who can bring new perspectives.

Many supported internships lead to a job, apprenticeship or further education and training opportunities.

Finding Supported Internships

1. Contact your local school or college's careers or special educational needs (SEN) department.
2. Check the websites of further education colleges in your area.
3. Visit your local council's website and look for sections related to SEND, education or employment support.
4. Check out specialist charities that provide job coaching and employment services for people with disabilities. Examples include [Mencap](#), [Scope](#) and [Ambitious about Autism](#).
5. Explore the [National Careers Service's Find a Course](#) for advice and information on careers, including Supported Internships. Their helpline gives guidance on finding internships.
6. You can find out more about Access to Work and Supported Internships on the [Disabilities Rights UK](#) website.
7. Some employers directly offer Supported Internships. Check the websites of large companies or organisations in your area that have diversity and inclusion programmes. Reach out to their HR or recruitment departments to inquire about internship opportunities.
8. It's also helpful to consult with your school's careers advisor or your local authority's SEND team for personalised support and advice.

CASE STUDY

Meet Michael Vickery

Michael graduated from the London Heathrow Marriott's DFN Project SEARCH supported internship programme in 2017 aged 22, having gained work experience in Conference and Banqueting and the restaurant over 3 rotations. He did his final rotation again in Conference and Banqueting, knowing this was an area he had become passionate about and may want to work in in the future. He made the decision to try taking on the same responsibilities and shift patterns of his colleagues in order to prepare himself for paid employment.

When he started the programme Michael hoped he would grow in confidence, learning lots of new things. During his time on the programme Michael required assistance with learning the location and names of the meeting rooms. He was given a floor plan and even took this home so he could memorise the information. Michael was unable to write the food labels initially because he could not name some of the dishes being served. Pictures of the dishes were taken and Michael benefited from learning the dishes visually as well as by name, which meant that he was then able to label the food correctly.

On completion of the programme he successfully gained employment at the hotel as Conference and Banqueting Host and enjoys meeting, greeting and directing guests as they arrive for their meetings. He has a permanent 32 hour a week contract and has recently celebrated his 7 year anniversary with the hotel. In 2023 he won an honorary recognition in the Rising Star Category at the Movement to Work Awards.

Michael's parents are also incredibly proud of his success with his father stating "The programme was instrumental in providing the experience, skills and confidence that has enabled Michael to successfully apply for and undertake a full time role at Heathrow Marriott. The close partnership between Meadow High school staff and those at the hotel, coupled with the vision of the senior management at Heathrow Marriott to embark on the programme, is clearly a proven recipe for success".

Michael has developed his communication skills, problem solving and self-confidence. Initially, he lacked confidence when required to interact with guests, but with time and experience he has learned



to provide the warm welcome and thoughtful service our customers expect. Michael now has the ability to interact with people at all levels and takes much pride in his customer facing role. Being in employment has helped him to recently buy his own flat, where he lives independently, something I am sure he never believed would have happened. Michael is known throughout the business and enthusiastically takes part in staff activities and events ranging from river clearing to the Annual Oscars Staff Awards Dinner.

Michael now mentors current interns when they work in his department. He is a great ambassador for the Supported Internship programme and regularly speaks to visiting groups about his experience as an intern and his subsequent time as a paid employee.

It has been amazing to see the success that Michael has had and he is an inspiration to other young people to not give up on your dreams. He is a delight and an asset to have in the business.



Life Sciences in London



Leading Inclusive Futures
through Technology

Islington's Life Science Centre** is a brand-new, high-tech facility being built as part of London's growing life sciences scene. This centre will be a big player in life sciences, focusing on research, development and innovation in areas like biotechnology, pharmaceuticals and healthcare technologies.

What is Life Sciences?

Life sciences is a super exciting field that mixes subjects like biology and chemistry with the latest technology to help us understand how life works and find solutions to real-world problems. People working in life sciences might be discovering new medicines and treatments for diseases, or creating cool healthcare gadgets like 3D-printed heart valves or smart health watches.

You might remember how the Covid pandemic brought life sciences into the spotlight—companies like Pfizer and AstraZeneca became famous for making vaccines that were used around the world. Now, life sciences is one of the fastest-growing industries in the UK, offering loads of career opportunities for people who are into science, technology and more!

Barts Life Sciences HealthTech internship programme

Barts Life Sciences is running a HealthTech summer internship programme, funding placements at London-based startups. The internships will support the development of innovative health technology solutions, whilst introducing our East London communities to the various career paths available within the rapidly growing life sciences sector. Interns will develop skills in areas including sales and marketing, product development, data science, business development and market research. The programme requires no prior experience, aiming to reach a more diverse candidate pool and introducing life sciences career prospects to a wider audience.

For internships and work placements contact:

healthtech@bartslifesciences.org

datascience@bartslifesciences.org



LIFT x In2Science work experience

Janet Best applied to the LIFT summer work experience programme with In2Science to gain work experience and to learn about the different career pathways into STEM. She really enjoyed her week-long pharmacology placement at University College London and wants to pursue a STEM career after university. She developed some key skills during the programme and is more confident about making informed decisions regarding her future career.

"I thought the programme was inspirational and fun! I wanted to take part in order to get an insight into the careers I could possibly go into. I knew that the work experience would be a great aid in that decision. I was privileged enough to work alongside a pharmacologist for 5 days and it was much different to what I expected.

The highlight of the programme was the work experience because this was my first experience in a lab outside of school. The lab sessions we had weren't just for the fun of it though. During my time in the lab, I was able to gain analytical skills that will be useful for the future.

After college, I want to go to University. Following the LIFT In2science programme, I definitely want a career in STEM and I'm going to lead into that by studying for a STEM degree."

Find work and training in the boroughs of Islington, Camden, Hackney and Tower Hamlets in tech, creative and sciences at LIFT Futures London.

London: a global Life Sciences Hub

London is one of the top places in the world for life sciences and is part of the "Golden Triangle" with Oxford and Cambridge. In places like the Knowledge Quarter near King's Cross, you'll find world-famous institutions like the Francis Crick Institute, which is leading the way in medical research, along with tech and AI giants like Google DeepMind.

In the coming years, new places like the MSD London Discovery Centre and Tribeca will open, creating even more opportunities for local people. There's also the SC1 Life Sciences Innovation District, which aims to become the largest life sciences hub in Europe, focusing on MedTech, biomedical research and mental health.

Whitechapel Road, a life sciences project is growing thanks to Barts Health NHS Trust and Queen Mary University of London, aiming to make Whitechapel a top spot for medical research and innovation.

Growing career opportunities

Right now, there are over 300,000 jobs in life sciences across the UK, with 35,000 of those in London. As new projects grow and quadruple the lab space available, experts think that 133,000 more jobs could be created over the next 10 years.

The Whitechapel hub is based in one of the most diverse areas of London. This project focuses on solving health issues in local communities and will create a wide range of careers. These jobs will range from lab technicians and researchers to roles in administration, healthcare management and logistics.



Skills needed in Life Sciences

Life sciences need people with all kinds of skills, not just scientists in labs! Here's a look at the skills that are in demand:

Digital, data and computational literacy: digital skills are needed across the industry and the emergence of MedTech and digital health have increased demand for people with skills in data analysis, coding, AI and development of digital tools.

Communication and interpersonal skills: the sector needs people who can communicate new advances in medicine and technology to wide audiences, through social media, reports, presentations and other means.

Problem solving: combining analytical skills with creativity, to find new solutions to complex medical or science problems

Technical skills: required for working in a laboratory, conducting experiments and using scientific equipment.

How to get into Life Sciences

There are many ways to get into life sciences. Lots of people study science A Levels and go on to university to study subjects like biology, biomedicine, or chemistry. If you're interested, talk to your careers adviser about the right subjects or qualifications to get you there.

There are also alternative pathways for those who don't take the traditional route. T Levels are a new option for students at 16+, with a T Level in Laboratory Sciences combining science study with work placements. This could lead directly into jobs like lab technicians.

Another great option is apprenticeships, where you can learn while you work. Apprenticeships are available from Level 3 (A Level equivalent) to Level 6 (degree level). Big companies like Pfizer UK and GSK offer apprenticeships in areas like laboratory science, data analytics and software development.

Get involved!

freeCodeCamp Learn to code for free

NHS Health Careers Learn about over 350 health careers

In2scienceUK Find in-person STEM placements for Year 12 and S5/S6 students

Dive into London's Digital World

London is one of the UK's centres of innovation, tech and digital dreams. If you're thinking of a career in tech, London is a great launchpad for your digital journey.

London rocks for tech

London is buzzing with all things tech. From cutting-edge fintech to revolutionary healthtech, this city is where ideas become reality. Imagine working alongside tech giants like Google and Facebook, or being part of the next big startup like Revolut or Monzo.

Innovation Hubs

Picture yourself in Silicon Roundabout, King's Cross or Canary Wharf. These areas are packed with companies that are shaping the future. They offer a digital community where you can collaborate, innovate and really make your mark.

London is home to more than 20,000 tech startups

Jobs

With over 500,000 people already part of this exciting sector, it's growing fast. Job growth in tech outpaces many other fields, so there's no shortage of opportunities.

Some of the coolest and most in-demand jobs include software developers, data scientists, cybersecurity experts, and product managers. These roles are not just jobs — they're careers where you can really make an impact.

The tech sector isn't just about cool gadgets; it's a major economic powerhouse. In 2022, it pumped over £56 billion into London's economy, making it one of the most crucial sectors.

Investors love London tech. In 2022 alone, tech companies here raised over £10 billion. That means plenty of funding for new ideas and startups.

London is home to more than 20,000 tech startups. These are the places where groundbreaking ideas take off, and you could be part of the next big thing!

Global

About 40% of tech workers in London come from overseas. This creates a diverse and dynamic workforce. You'll be rubbing shoulders with some of the brightest minds from around the world.

What's hot

AI and Machine Learning London is a world leader in AI and ML. If you're into creating smart systems that can learn and adapt, this is the place to be.

Cybersecurity With cyber threats on the rise, there's a huge demand for cybersecurity experts. You could be the hero protecting vital information and systems.

Green tech Sustainability is more than a buzzword. London's tech scene is driving green innovations, aiming to create a cleaner, greener future.

Remote working tools The pandemic has made remote work mainstream and London's tech firms are at the forefront of developing tools that make working from easy.

Support and learning

government and the Mayor of London have your back with funding programs, tax incentives and tech incubators to help you get started.

There are countless programs to help you develop your skills, from coding Skills Bootcamps to the Digital Skills Partnership. Whether you're totally inexperienced or looking to upskill, there's something for everyone.

Events like London Tech Week are perfect for seeing the latest developments. It's also your chance to connect with industry leaders and fellow innovators.

Opportunities

There's a huge demand for skilled tech professionals, especially in AI, data science and cybersecurity. If you have the skills, you'll be in high demand. Learning how to balance innovation with compliance is a valuable skill.

London's tech scene is dynamic, fast-paced and full of opportunities. Whether you're dreaming of launching your own startup or joining a leading tech firm, there's a place for you!

So get ready to dive into the world of tech and one of the most exciting industries in one of the world's greatest cities. Your digital future starts now!

Digital apprenticeships

Digital apprenticeships are a great way to kickstart your career. You'll be combining hands-on experience with academic learning. Several prominent companies and organisations in London are actively hiring digital apprentices. Here are some key players:

Google buildyourfuture.withgoogle.com/apprenticeships

Google offers various apprenticeship programs, including roles in digital marketing, IT and software development.

Amazon amazonapprenticeships.co.uk/

Amazon provides apprenticeships in areas such as software development, IT engineering and data analysis.

Microsoft partner.microsoft.com/en-gb/Training/apprenticeships

Microsoft offers apprenticeships in technical support, cloud computing and software development.

Monzo monzo.com/us/careers/

Monzo is another major player in the fintech sector with apprenticeship roles in software development, data analytics and customer operations.

BBC careers.bbc.co.uk/content/EC/Home/?locale=en_GB

The BBC offers digital apprenticeships in areas like software engineering, web development and digital production.

Sky careers.sky.com/earlycareers/apprenticeships

Sky provides apprenticeships in software engineering, digital marketing and data analytics.

Accenture www.accenture.com/gb-en/careers/local/apprenticeships

Accenture, a digital consultancy company, offers apprenticeships in software engineering, cyber security and data science.

Deloitte www.deloitte.com/uk/en/careers/early-careers.html?icid=top_early-careers

Deloitte, a global professional services firm, provides digital apprenticeships in IT, cyber security and software development.

UK Government Digital Service (GDS) www.civil-service-careers.gov.uk/departments/gds-hub/

GDS offers apprenticeships in digital, data and technology roles for government projects.

Transport for London (TfL) tfl.gov.uk/corporate/careers/apprenticeships

TfL provides apprenticeships in IT and digital technology.

Looking after your mental health

Helping you to help yourself



Starting college, your first career or going to university can bring exciting challenges and opportunities, but for some people, the pressure of stepping out of your comfort zone can lead to mental health issues.

The impact of transition on mental health

Leaving the structured environment of school or college is a significant life change. A time of transition can be exciting, but it can also bring about feelings of anxiety and depression. As you decide on your next steps, understanding the challenges and knowing where to seek help can make a big difference.

Understanding the Pressure

New Environments and Expectations: Moving from a familiar school environment to a new setting—whether it's the workplace, a college, or a university—can be overwhelming. The pressure to succeed and adapt to new routines can heighten anxiety.

Loss of Support Networks: Leaving school can mean losing the daily support of friends, if you're choosing different options, teachers, and counsellors. This can lead to feelings of isolation and loneliness, which can lead to challenges with low mood.

Academic and Financial Pressures: For those continuing their education, the academic demands of A Levels or university can be intense. Additionally, financial concerns, especially for those moving away from home or taking on student loans, can add another layer of stress.

Coping Strategies and Support

No matter how you feel, remember that there is always support! Here are some coping strategies to support you with the transition:

Plan Ahead: Preparation can ease the transition. If you're moving to a new city for university or an apprenticeship, visit the area beforehand, plan your budget and get to know your new routine.

Build a Support Network: Stay connected with friends and family. Universities and colleges often have student support services, including mental health counsellors. Don't hesitate to reach out if you're struggling.

Stay Informed: Understanding what to expect can reduce anxiety. Resources like **Mind**, a leading mental health charity in the UK, provide excellent advice on managing transitions and mental health.



Healthy Lifestyle Choices: Maintaining a healthy lifestyle can significantly impact your mental well-being. Regular exercise, a balanced diet, and adequate sleep are all important. **The Mental Health Foundation** emphasises the benefits of physical activity and proper nutrition for mental health.

Mindfulness and Relaxation Techniques: Practices such as mindfulness, meditation, and yoga can help manage stress and anxiety. Apps like **Headspace** and **Calm** offer guided sessions that can be particularly helpful during stressful periods.

Seeking Professional Help

If feelings of anxiety or depression become overwhelming, it's crucial to seek professional help. The **NHS Mental health services** offers various mental health services, including counselling and therapy. Additionally, organisations like **Samaritans** provide confidential support for anyone in distress.

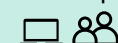
Top 10 tips for interviewing in person and online

These tips will help you present yourself professionally and confidently, whether your interview is online  or in person 

1

Research the company and role

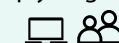
Understand the company's mission, values, and culture. Familiarise yourself with the job description to tailor your responses to the role and show that you match the company's needs.



2

Practise common interview questions

Prepare answers for typical questions like "Tell me about yourself," "What are your strengths and weaknesses?" and "Why do you want to work here?" Practising out loud will help you gain confidence.



3

Dress smart

For in-person interviews, choose smart clothes that match the company's culture. For online interviews, still dress professionally from the waist up and ensure your appearance is neat and polished.



4

Prepare your questions

It is common for an interviewer to ask, "Do you have any questions?" Have a few ready to show your genuine interest in the role and company.



5

Check your technology (online interviews)

Test your internet connection, camera, microphone and the platform you'll be using (e.g., Zoom, Teams). Make sure you have their contact details in case something goes wrong.



6

Prepare your interview environment (online interviews)

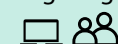
Find a quiet space with a neutral background for your online interview. Ensure there are no distractions or interruptions that could affect your focus or the interview's professionalism.



7

Practise good body language

Maintain eye contact, offer a firm handshake (for in-person) and sit up straight. Online, look at the camera to simulate eye contact, keep a professional posture and avoid fidgeting. Smile!



8

Bring necessary documents (in-person interviews)

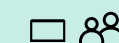
Carry extra copies of your cv, a list of references and any other relevant documents, like a portfolio. Keep them organised in a folder for easy access during the interview.



9

Prepare a Strong Introduction

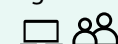
Prepare a short summary of who you are, your background and why you're a good fit for the role. This sets a positive tone for the rest of the interview.



10

Follow Up After the Interview

Send a thank-you email within 24 hours for the opportunity. Briefly repeat your interest in the position and remind them why you're a strong candidate.



More interview tips

Want more information to help you prepare?

See **interview tips from the National Careers Service** and lots more information to help you.

You can find a **bank of resources from Careermap for preparing a CV and for interviews**.

CASE STUDY

My journey with the Transport for London's Apprenticeship Program

My apprenticeship at Transport for London (TfL) has profoundly enriched my personal and professional development. Staying organised has become second nature, especially when balancing work priorities and academic responsibilities. This helped me to achieve my Certification in Recruitment Resourcing while gaining valuable, hands-on experience as a recruiter.

My communication skills have grown, allowing me to engage confidently with colleagues at all levels of seniority. These interactions have not only boosted my self-assurance but also provided invaluable insights and mentorship from TfL leaders, fuelling my aspiration to one day make there too.

On a personal level, I have built valuable relationships across the organisation that has over 27,000 employees. From independently leading recruitment campaigns to joining a team in the London Underground Football League and attending events dedicated to Graduates and Apprentices. I've met many kind-hearted and relatable individuals from all walks of life.

Overcoming barriers

Before starting my apprenticeship, I was a qualified football coach, helping young people grow a passion for the sport. Shifting to an apprenticeship in a corporate environment was a significant change, but it was a challenge I was determined to do. I believe an apprenticeship was the right choice for me because it didn't require extensive prior knowledge and everyone was eager to help me learn.

As a young person from an ethnic minority, the prospect of entering a new corporate environment was daunting. However, any concerns I had were quickly dispelled. TfL thrives on its diversity and from day one, we were welcomed with insightful career talks from senior leaders who started out just like us. I looked for guidance from my diverse network of colleagues who helped me overcome any mental barriers.

Achievements and contributions

In less than a year, I have achieved a great deal at TfL. As an early years recruiter, I attended numerous events to promote our apprenticeships, hosted online webinars and visited secondary schools and colleges across London to discuss our schemes.



A particularly proud moment was returning to my own sixth form to share the apprenticeship opportunities we offer and teach students how to network with organisations. I was delighted to hear that some of the students I spoke with had applied for our schemes. I know how valuable an assembly like this would have been when I was in sixth form, so I was eager to seize the opportunity when I was asked by my old teacher!

During my first apprenticeship placement, I organised, managed and led four assessment centres for different apprenticeship schemes within our early years department. This gave me a deep understanding of the recruitment process. Now, in the second half of my apprenticeship, I am leading my own recruitment campaigns within TfL.

I have also completed Carbon Literacy and Neurodiversity training and became a Licensed Travel Ambassador, assisting users of our transport network. These have broadened my understanding of TfL and reinforced my commitment to making a meaningful impact. Additionally, being part of the new Graduate and Apprentice football team connects me to fellow apprentices outside of work.



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Websites like Indeed, LinkedIn Jobs, and Glassdoor list thousands of job openings.

Recruitment Agencies:

Agencies like Reed, Hays, and Michael Page can help match you with suitable roles.

Company Websites:

Many companies list job openings directly on their websites.

University Career Services:

If you're a student or recent graduate, your university's career service can be a valuable resource.

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