

USE THIS ANNUAL CALENDAR CHECKLIST TO HELP YOU PLAN FOR LIFE AFTER YEAR 11.

YEAR 11 CHECKLIST

SEPTEMBER - DECEMBER
1

RESEARCH AND EXPLORE

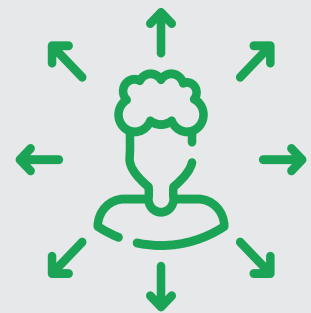
- Explore your options - What's out there?
- Use various websites such as Start Profile and National Careers Service to help you explore your options further
- Use online careers tools and questionnaires if you are struggling to decide such as Career Planner or National Careers Service Skills Assessment
- Research job roles, sectors and employers using various resources such as the internet, careers library, college and company websites
- Discuss your ideas with your family members and teachers
- Arrange a meeting with your Careers Adviser
- Check out Sixth Form and College prospectuses online
- Attend open evenings and Year 11 careers / options events in school, college and other event venues
- Find out about Apprenticeships and training
- Check out when to apply and if you need to apply via school, college, or on a training provider or employers website
- Start revision for your mock exams
- Attend any additional study options with the subjects you feel you need to improve on



JANUARY - MARCH
2

TIME TO MAKE A DECISION

- Apply for courses and consider the deadlines
- Attend open evenings or any taster events you're interested in - local colleges will advertise on their events calendar
- Explore current job and apprenticeship vacancies online - www.gov.uk/apply-apprenticeships or www.getmyfirstjob.com
- Create a CV and cover letter and send it to companies who have vacancies - they may ask you complete an application form
- Prepare and attend interviews you are invited to. At College and Sixth Form these can be very informal but Apprenticeship and job interviews can be more formal and may require extra preparation



APRIL - JUNE
3

EXAMS - GOOD LUCK AND DO YOUR BEST!

- Make a revision plan / timetable and try to stick to it
- Update your CV
- Continue to attend interviews
- Check in with your careers adviser especially if you've changed your mind or are struggling to decide on what to do
- Last official day in school is the last Friday in June



JULY - AUGUST
4

NEXT DESTINATION

- Take some time out and have a break, you've earned it!
- Arrange a meeting with your Careers Adviser if you are still looking for an Apprenticeship or haven't applied to College or Sixth Form
- Continue to attend interviews
- Exam results are out in the third week in August. Good Luck!
- Contact your Careers Adviser on or after the results day for any further help if needed.

