

# Applying for College



Name

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## My Qualifications

Subject	Teacher	Exam board	Target Grade	Predicted Grade
GCSE English Language				
GCSE English Literature				
GCSE Mathematics				
GCSE RE				
GCSE Combined Science				
GCSE Biology				
GCSE Chemistry				
GCSE Physics				
GCSE French / Spanish				
GCSE Geography				
GCSE History				
Art				
Design Technology				
Music				
Physical Education				
GCSE Computer Science				
BTEC Digital Information Technology				
BTEC Business Studies				
BTEC Health and Social Care				
Drama				

# My Work History



## Year 10 Work Experience.

Name and address of place of work experience.

Duties while on work experience.

Details of any reference from placement.

## Saturday or Holiday Jobs

Details of any paid or unpaid work that you have done during the holidays or at weekends.

If family members make this clear.

Would the employer give you a reference?



## Work related study

Any courses or visits you have done that are work related? e.g. trips for Geography or Business Studies.

Any talks that you attended that were run by an employee (e.g. careers day in year 9)



# PLANNING A PERSONAL STATEMENT

Name: \_\_\_\_\_

What are you proud of?

What clubs do you attend?

Favourite Subjects in school:

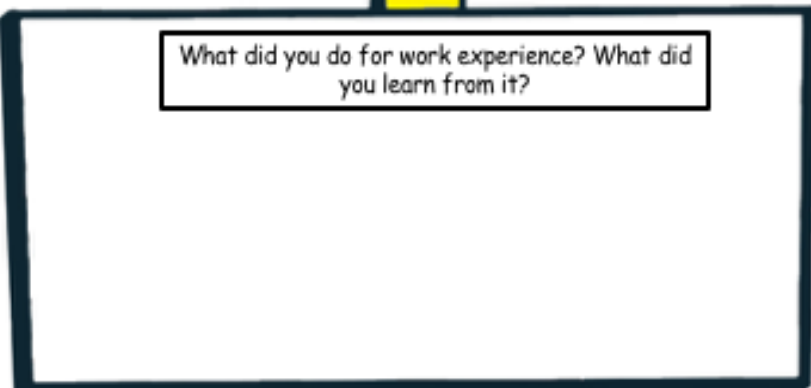
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

When have you overcome an academic problem?

Write a quick text message to your self listing all you key skills and qualities you have



What did you do for work experience? What did you learn from it?



Make a list of your biggest achievements at school (awards, certificates)

- ✓
- ✓
- ✓
- ✓
- ✓



Four hashtags to summarise how you will approach the year ahead

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

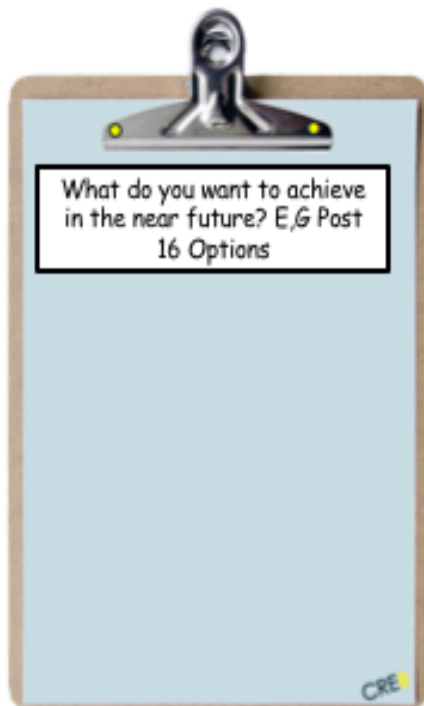
List any part time jobs or volunteering you have done

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

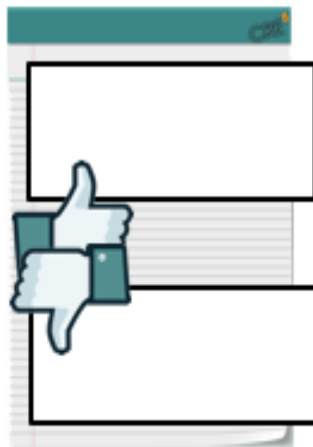
Create a quick mind map of the main things you enjoy doing in your spare time (hobbies)



What do you want to achieve in the near future? E.g Post 16 Options



Biggest strengths and weaknesses



How many stars of effort are you going to put in this year?



## An example personal statement

My name is Abdul Ahmed and I am student and prefect at Mount St Joseph Catholic High School. I will be taking my GCSEs this year in the core subjects of English, Maths and Science as well as RE, Geography and the optional subjects that I chose last year of Business Studies, Computer Science and PE. I believe that I am doing well in all of these subjects and am currently on target to achieve my predicted grades.

I have been selected by school to be a prefect and my duties include supporting the younger students in moving around school, being a role model for other students and representing school at public events. I applied for the position and was pleased to learn skills in writing application forms and interviews.

In my spare time I enjoy playing football and meeting up with friends, although there is less time for this at the moment as I am preparing for my first mock exams this year. To aid my revision I have a revision timetable and I am organised in making notes and completing past papers. I attend extended school day sessions and any revision opportunities offered by school.

My work experience placement in year 10 was at Asda in Farnworth, where I learned about the different retail roles available, and observed many of them being completed. I showed that I could work with a range of people and complete tasks independently and within deadlines. I also showed that I could work as a team.

In the future I would like to run my own computer business and this is why I would like to study Business and Computing at college next year. I have supported a family member with their own takeaway business during the holidays and this has shown me that I am keen to be independent and successful in the future.

In school my favourite subjects are maths where I am able to demonstrate logical thinking and structure to my answers. I have achieved top place in my class assessments so far this year. I also enjoy learning about how different businesses are run in my BTEC business course, and I have been organised in making sure my portfolio is up to date and completed by deadlines. I also enjoy both BTEC IT and Computer Science as they have given me the understanding I need on how to run a business safely online.

Over the period of school closure I was keen to complete any tasks that were set me by school. I organised my work into different subject areas, and communicated by email with my teachers when there were problems that I struggled with.

To sum up, I would be an asset for your college because I am determined and resilient and keen to do well. I am looking forward to enrichment activities as much as specialising my studies in the areas I am interested in.

# Help Sheet

Don't write every sentence. Just use these sentence starters for ideas.

## Introduction

- I am a year 11 pupil at ...
- I enjoy (names of subjects) because ..
- The work I have enjoyed this year most has been... because...
- (Subject names) will be useful for me in the future because...

## Skills

Try to refer to skills that you have learned or developed in different subject areas:

- maths, science – problem solving, thinking logically and clearly
- Maths science, technology – working with numbers and measurements
- IT, Computer Science, Show My Homework – using IT to communicate, share work etc
- English, Humanities, French or Spanish – communication either in writing or speaking or listening; interpersonal skills
- MFL, Computer Science – using a foreign language
- Sports, Science, Technology, Art – Working with others in a team
- Art, Drama, Music, Technology – Thinking creatively, adaptability
- Health and Social care, prefect responsibilities – empathy, listening, non-verbal communication
- Homework, working from home – time management, independence, work ethic: discipline, initiative, dependability, self-motivation, resilience
- All lessons, form time, prefect duties – constructive feedback; friendly support for others; attention to detail: scheduling, analysis, memory, questioning.
- Prefect status – leadership skills: versatility, generosity, trust, agility,

## Attendance and Punctuality

- I have excellent / very good / improving attendance and punctuality and this shows my commitment to my studies.
- I attend all extended school day sessions to be able to improve my work, complete coursework or extend my learning.

## Work experience

- My work experience was at ...
- I enjoyed this because ..
- I learned to ...
- It will help me with my future career because ...

Be positive about yourself. If you are not sure how, get your form tutor to check your work

Be ambitious!

## Ambition

- In the future I would like to ...
- I have discussed working in ... with teachers / parents / Connexions advisor
- I have looked into careers in ... because I like / I am good at ...
- I think I would be suited to a career in ...

## School achievements

- I have attended and represented school on trips to ...
- I have represented school in (sport name) team performances. I
- I have run ... sessions in school for younger students on...
- I have attended school after school session for ..

Include as many achievements as you can.

## Other achievements / Hobbies / Interests

- Outside of school I ..
- I am very proud of my achievements in ...

## Final paragraph

- To sum up, I would be an asset to your college because...
- In conclusion I would be suitable for your college because...
- Finally, I believe that I am the best person for this course because..

Make yourself sound amazing! Remember you are competing against thousands of others!

NAME:



What are you applying for?

Tick

Sixth Form Place

A Part Time Job

Apprenticeship or Traineeship

University Place

## FIRST DRAFT PERSONAL STATEMENT

### BRIEF INTRODUCTION

### EDUCATION, SKILLS AND QUALITIES

### WORK EXPERIENCE, HOBBIES AND INTERESTS

### GOALS, AMBITIONS AND PERSONAL VALUES

# My Personal Statement



A series of horizontal dotted lines spanning the width of the page, providing a guide for writing the personal statement.



# Final Steps

## Contact Details

My contact details:

Full address

Home phone

Mobile number

Email address

Parent's details:

## Colleges I am interested in

Courses I want to do:

## Questions I want to ask