



**HELLO
FUTURE**

2023

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Hello Future 2023

Welcome to the Hello Future 2023.

We are so excited to be able to bring you, for the first time in 3 years, an opportunity to have face to face conversations with employees and experts from industries and organisations across Sussex and beyond.

This is an opportunity for you to ask questions and gather as much information as you can about the many different types of jobs and careers. No question is silly!

We've included some tips in the next few pages to help get you started including how to get the best out of a careers fair, and some example questions to get you thinking.

Each sector has an overview and some space below for you to record any notes from your conversations, or contacts you have made.

Enjoy the event and we hope this helps you with your planning for your future!

Skills Fairs

This is your opportunity to meet employers to discuss future career options and find out about different companies, and specific job roles. Below are some tips to help you get the most from the day.

Tip 1 – Scope it out

- ❖ Have a walk around the fair to see who's there. Make a note of the employers and businesses you would like to talk to.

Tip 2 – Give yourself a pep-talk

- ❖ Don't be shy – the employers wouldn't be at the fair if they didn't want to talk to you.

Tip 3 – Develop a game plan

- ❖ Visit your top employer first while you are fresh. Think about what you want to know and make sure you ask all your questions!

Tip 4 – Make a good impression

- ❖ Be professional, enthusiastic and polite. Think of the conversation as a mini interview.

Tip 5 – Take notes

- ❖ You are meeting a lot of employers. Don't be afraid to take notes whilst talking to them.

Tip 6 – End with a request

- ❖ Ask for a business card, flyer or contact details so that you can follow-up or contact them in the future.

Tip 7 – Thank them

- ❖ It's always polite to thank the exhibitor for their time talking to you and the information they've given you.

Sample Questions

Some suggested questions you could ask at the careers fair

- ❖ What does your company do?
- ❖ How long have you been with this company?
- ❖ How did you end up being in your current job?
- ❖ Is there a good career path in your company?
- ❖ What training does your company offer?

- ❖ What is the best thing about your job?
- ❖ What do you most like/dislike about your job?
- ❖ What is the best thing about your industry?
- ❖ What advice would you give me if I was interested in getting involved in a similar career?
- ❖ Do you work regular hours? Are they sociable?

- ❖ Did you go to college or University?
- ❖ Do you work in a team or by yourself?
- ❖ Which GCSE's or qualifications are relevant to your job?
- ❖ Do you need a certain qualification to do your job?

- ❖ What advice would you give your teenage self?
- ❖ What soft skills do you think are most important in the world of work?

- ❖ What key skills would you look for in new employees?
- ❖ What types of experiences are most valuable to you? (i.e. internships, volunteering, research, leadership, etc.)
- ❖ What is your top piece of advice for a student interested in eventually working for your company?

Employability Skills

Aside from the technical or job specific skills required for different jobs, these are a range of skills and qualities which employers have identified that are needed to be successful in all jobs.

These skills and qualities come through life experiences, education, interests, hobbies, work and volunteering, and help you demonstrate who you are to a prospective employer.

Skill	Description
<i>Communication</i>	This covers verbal, written and listening and is about being clear and concise for the relevant audience.
<i>Team working</i>	Being able to work with others to achieve goals is very important
<i>Problem solving</i>	Can you take a logical and analytical approach to a problem and come up with a solution
<i>Leadership</i>	Are you able to motivate others to achieve a goal? Can you take control of a situation and give guidance and direction?
<i>Resilience</i>	Employers need to know that you can keep going even if something goes wrong or things get tough
<i>Organisation</i>	Prioritising, efficiency and managing your time are all important skills
<i>Adaptability</i>	The ability to cope when things change

Construction

The construction sector includes the whole cycle of construction; from demolition and site preparation, through design & engineering to electrical, plumbing and other construction installation activities, building completion and finishing.

The industry is one of the nation's largest exports, with a revenue of more than £110 billion each year. It's vital to the success of the UK economy and holds over 280,000 businesses and 3 million jobs - 10% of total UK employment!

Whatever your role in the industry, a bricklayer or plasterer, civil engineer, architect or construction manager, you work as part of a team, every team member is as important as the next. Whether your talent is working with your head or hands, you can be sure there's a career in construction for you.

Healthcare

The health sector is one of the largest employment sectors with an estimated 2 million workers distributed across the UK, With almost 73% of these employed in the NHS.

There are 3 sub sections:

Human health activities - the delivery of healthcare in primary, secondary and tertiary settings, by a range of healthcare professionals and support staff treating a wide variety of medical conditions.

Residential care activities - the provision of residential care, combined with nursing, supervisory or other types of care as required by residents.

Social work activities without accommodation: This includes a range of social assistance services directly to clients (but without permanent residential services).

Public Services

More than 5.4 million people work in the public sector across the UK - accounting for 17.1% of all those in employment.

The public sector is responsible for providing all public services in the UK, from the emergency services and healthcare, education and social care to housing and refuse collection. As such, a broad range of opportunities and a varied workload are just two reasons why you should consider a career in this sector.

Many careers in the public sector are a million miles away from your typical nine-to-five office job. Careers in the armed forces, police forces, or emergency services can be some of the most exciting, dangerous and hands-on jobs in the world. They require specialist technical and physical training, and have such a huge influence on people's lives in the UK and across the world.

Education

Education is the sector of work that helps people learn – whether directly, by teaching or by supporting learners in other ways. It can involve learners of all ages, learning about any subject imaginable.

Working in the education sector can be very fulfilling. If you're involved in teaching or supporting students, your days will be filled with variety. Whatever your role, you'll have the satisfaction of knowing you've helped people to grow and develop.

Most commonly, jobs in education are those related to teaching, training and assessing within a scholastic society. However, education also occurs outside of the traditional schooling environment, for example in areas including adult and community learning, the voluntary sector and even work-based learning.

Third Sector

Third sector is a term used to describe the range of organisations that are neither public sector nor private sector.

It includes voluntary and community organisations (both registered charities and other organisations such as associations, self-help groups and community groups), social enterprises, mutual and co-operatives. Whilst a vast number of voluntary, or unpaid, roles are available in this sector, they also employ a large number in their paid positions too.

Third sector organisations are independent of government which is an important part of their history and culture, are value-driven and reinvest any surplus generated in pursuit of their goals, which is why the term 'not-for-profit' is often used.

The creative arts industry covers careers in advertising, craft, design, literature, music, performing and visual arts.

The creative industries are growing faster than any other sector in the UK. Every year the UK's creative industries contribute £92billion to the economy and the number of people employed within the creative industries is just over two million, accounting for 6% of all UK jobs.

Creativity can take many forms and is highly prized across many industries and professions, as it leads to innovation.

There is an increasing overlap with the media and information technology sectors in relation to the use of digital technology to produce and deliver creative content. This is noticeable in roles such as web design, animation and game design.

Sport & Leisure

The sport and leisure industry covers a wide range of areas, with jobs in sectors such as sport and recreation, health and fitness, play work, outdoor pursuits, caravanning and gaming. The leisure industry is one of the fastest growing industries in the world, fed by an expansion of people's leisure time and spending.

You can work in a range of environments, in both head office and front-of-house roles. Your job could be based inside, in an office, or a leisure centre or it could be based in a gym or even outdoors!

Employment opportunities include both professional and recreational sports, the organisation of these, and the support after including physiotherapy, sports massage etc.

Travel & Hospitality

The travel and hospitality industry includes a broad range of companies: tour operators, travel consolidators, tourist boards, airlines, cruise lines, railroads, private transportation providers, car rental services, hotels, resorts, lodging, restaurants and other real-estate intensive consumer businesses. The industry is characterised by a high level of personal service to customers with a diversified supply chain of suppliers of food, fuel, telecom, construction, facilities maintenance, marketing and customer support.

The main thing to know about careers in hospitality and travel is that it's never going to be your typical nine-to-five job and that it's all about providing friendly, efficient and attentive customer service.

Digital & Technology

Household names including; Facebook, Twitter, Apple, Google and Play Station barely existed 10 years ago and now you can't imagine life without them. Careers using digital and technology are becoming increasingly popular as most organisations look to utilise these modern technologies to grow their business.

The digital industry is huge, which means that once you start on the digital job ladder there are many diverse career paths you can choose including copywriting, SEO, web design and development, digital marketing to name a few.

Employers in the technology industry come from a vast array of businesses a look for a wide range of people with different technical and personal skills. Potential jobs include computer programming and consultancy, data processing, hosting, analytics, software design and security and data protection.

Business and Finance

From financial advisors to human resources to legal or real estate, careers within the business and finance sector are varied, and give those who enjoy facts and figures an opportunity to put their analytical skills to use.

Finance can roughly be divided into accountancy, investment management, banking, insurance and the actuarial profession, but within each of these sectors there is a wide range of work. Opportunities to work in finance exist throughout the UK and around the world.

Within the business sector, employment opportunities are vast and can generally be split into two main areas: business management and consultancy. This sector pulls in key skills from other sectors to deliver the many services it offers including digital and technology, education and development and customer service to name a few.

Tips for a great CV

Remember that your Curriculum Vitae is an opportunity for you to stand out from your fellow applicants.

These tips should help you write a great CV

- ❖ Keep it to two pages

Employers look for CVs that are clear and concise

- ❖ Start with your most recent achievements at the top

Or the most relevant, don't make the employer hunt for them

- ❖ Always check spelling and grammar

Ask your parents or teacher to proof read your CV

- ❖ Avoid using slang or unnecessary abbreviations

Present yourself in a professional manner.

- ❖ Be honest!

Don't be tempted to over-exaggerate your skills or achievements

- ❖ Remember to attach it

If you are emailing your CV to an employer remember to attach it, preferably as a PDF.

- ❖ Your CV should be tailored to the job you are applying for

CVs that are generic and non-specific are not successful

- ❖ Personal details

Your name should title your CV, with your home address, phone number and email below it. Do not write Curriculum Vitae as the title