

ARE YOU

# September Ready?

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# College Preparation

Starting a new chapter can be both thrilling and nerve-wracking.

To support you in this transition we've created a guide to ensure you're ready for September!

Inside, you'll find information, advice, and guidance on preparing for college, enjoying your summer, boosting your skills, and accessing mental health resources!



## Travel

Planning your route is very important, you should consider...

- Bus and train times.
- Alternative options, just in case.
- Routes to take.
- Buying your tickets in advance.
- Downloading travel applications on your phone.
- Travel discounts with [train rail cards](#) and [student bus tickets](#).
- Financial support for travel; e.g. bursaries.



# Bursaries



Financial support may be available such as bursaries.

## What is a bursary?

A bursary is money that you can use to pay for things like:

- Clothing, books and other equipment for your course.
- Transport and lunch on days you study.

## Things to consider;

- Normally colleges won't start payments until your course starts and this can sometimes take up to a month.
- To continue to receive your bursary you will have to prove regular attendance.
- You may have to re-apply for your bursary each year.



## How do I apply for a bursary?

To apply for a bursary, get support with the application process, and check eligibility requirements you can check **college websites** directly, get in touch with staff/tutors or student services directly.

You can find out more about bursaries [here!](#)



# ID Card

You are likely to need a photo ID with you when you are on campus.



The college will likely take your photo at enrollment or on your first day.

It is important to keep your ID with you at all times when on the campus.

You may need it to get in and out of buildings, or to print documents.



# NI Numbers

## What is a NI Number?

A National Insurance Number is a unique number used to identify you. It is made up of two letters, six numbers and a final letter. For example, QQ123456B.

You'll usually get a letter confirming your National Insurance number shortly before your 16th birthday. This will be sent to the address HMRC has for you.

Colleges or employers will ask for this number so you should keep it somewhere safe.



## Have you got your NI number?

For more information on NI numbers and how to get yours, click [here](#)!



# Bank Account



Set up a bank account if you don't already have one! You will need a bank account for things like:

- Paying for travel such as the bus or train.
- Receiving payments for bursaries or employment.

To set up a bank account, you can visit various bank websites such as [Lloyds](#), [Halifax](#), [Natwest](#), [Monzo](#) etc...

# Equipment

Do you need specialist equipment or a uniform for your course?

You can prepare for this by:

- Making sure to check your emails.
- Getting in touch with your tutors or college staff if you are not sure.
- If you are worried about paying for equipment, kit, or trips, you can apply for a bursary.
- Researching your course on college websites.

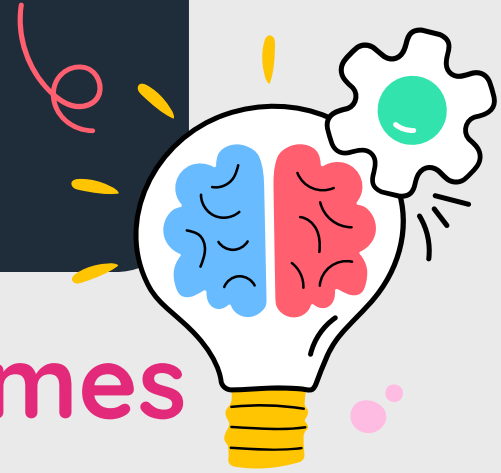


You may like to get new stationary, a planner/diary and notebook, but for certain courses you might need to get specific items or a uniform, this is something your YES Adviser can find out.

# Summer Fun & Skill Boosting

Before starting college in September you may wish to;

- Take part in activities and programmes
- Complete online courses
- Get a job
- Volunteer



## Activities & Programmes

If you are looking to build your skills and confidence over the Summer, or just get involved with some fun things, here are some ideas...

### OpenLearn

A range of short courses from the Open University, at a range of levels - **FREE**

### Youth Employment UK

An online, self-directed course to help 14-16 year olds to build skills and career confidence - **FREE**

### National Citizen Service

Only for 16-17 year olds! NCS offer experiences away from home, as well as online and in the local community - **FREE**

Keep an eye on  
YES's social media  
for updates:

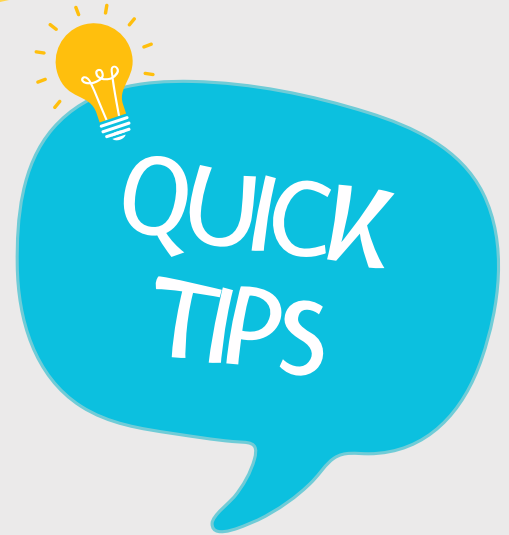
[Instagram](#)

[Facebook](#)

# Employment

Need some advice on how to get a summer job? You've come to the right place!

This could help you earn money and boost your skills, while still leaving time to soak up some sun! All you need to know is where, how and when to look.



## How to find a job

Job-hunting can be a long and daunting process when you don't know where to start. So here are a few tips to get you going:

- **Get your CV up to scratch**
  - Find out how to write a CV on the next page!
- **Get started as soon as you can**; most companies start recruiting for summer a few months before hand!
- The easiest way to find a summer job is **online**! You can search for vacancies on job searching websites like Indeed!
- If you are interested in retail, try **applying in person** by handing out your CV. Lots of places still put up **ads in windows** too, so you might see something you have missed!
- **Ask friends** with jobs if there's anything available where they work.



Watch CXK's video on how to write a CV [here!](#)

# CV Template/Example

## Full Name

Tel Number:

Email:

Address: (Postcode)

## Personal Profile

**I am...** a reliable, enthusiastic and confident person.

**I have experience/skills in...** looking after children, having babysat for my family and friends' children. I also have retail and customer service experience working in a charity shop.

**I am looking for...** part-time work in a restaurant or cafe.

## Interests, Hobbies and Achievements



Think about transferable skills. For example, gaming involves strategy and problem-solving skills. Sports like football and netball involve teamwork.

## Work History



Do any of these apply to you? Remember to keep roles/responsibilities short and clear - bullet points

- Work experience
- Babysat for friends or family
- Gardening for friends or family
- Walked the dog
- Helped friends and/or family at their place of work
- Helped move to a new house
- Did a paper round
- Looked after sick/ elderly people
- Supporting siblings, preparing meals, getting them to school
- Any other voluntary or paid work
- Performed DIY around the house

## Education/Qualifications

What qualifications are you working towards currently? Do you have any other certificates?

- GCSEs
- What you're planning to do at college
- Any other certificates? For things outside of school/work

# Applying for Jobs

Check out our '**Jobs and Apprenticeships List**'! This is a weekly list which you can view on our [website](#) or [sign up](#) for it to be sent to you every Friday! This is where we find relevant jobs for you!



You can apply for jobs on websites like **Indeed**. Here is how you can search for jobs with no or little experience:



## Refining your job searches:

- Using key words when searching such as 'assistant', 'retail' or 'trainee'.
- **Date posted** - posted in the last '7 days' for finding the latest jobs.
- **Location** - within '5 miles'. You have to consider how far you can or are willing to travel.
- Jobs that are '**posted by the employer**'.
- **Part-time** or **full-time** work.

# JOB

## Things to look out for:

- **Age requirements**
- Some jobs require a **driving licence**



[Indeed Career Advice](#)

# Volunteering

Another thing you could do is volunteer!

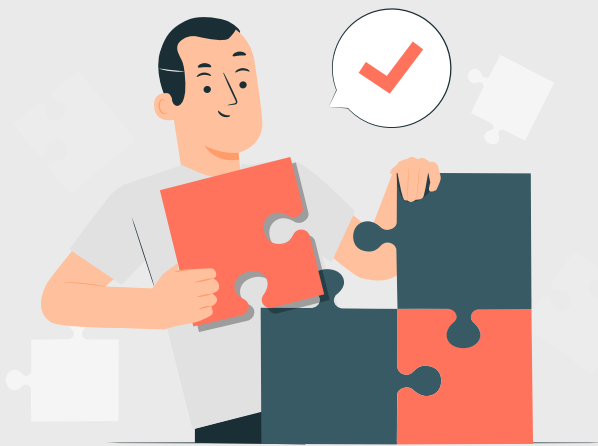
## What is volunteering?

Volunteering is unpaid work for charities, voluntary organisations, fundraising bodies or other organisations.



## Volunteering is a great opportunity to:

- Develop new skills for your CV.
- Test new industries.
- Gain self-confidence to help with your next steps into employment or education.
- Meet new people and make connections.
- Fill gaps in skills to make you more employable in the future.
- Learn from others, without the pressure of it being a job.



## You could volunteer at:

- Local charities
- Local animal/adoption shelters
- Libraries
- Community Centres
- Food banks/homeless shelters

## Do you want to volunteer?

Here are just some places that take on volunteers!

Search for Volunteer vacancies near you on

**The Tribe Project!**



St Wilfrid's Hospice



# Health & Wellbeing

Summer is a great time to think about self-care. With long sunny days and warmer weather, there are more opportunities than ever to switch up your routine and enjoy what the season has to offer.

**Create a routine!** It can be hard finding things to do in the summer before starting college - here are a few things you could try:



- **Go outside and explore!** Spend time in nature, read a book or go for a walk
- **Create a summer-time playlist!** Music can positively impact your mood
- **Attend events** and engage with others
- **Try meditating**
- **Spend time with friends and family**
- **Spend time in the sun** and allow your body to produce Vitamin D!
- **Try volunteering** - this is a great way to meet new people and learn new skills.
- **Join a Local Youth Group** - meet new people, take part in activities and more!

## Mental Health Resources

Some helpful links and contacts:

**Mind**

National charity providing information, advice, and campaigning to promote and protect good mental health for everyone.

**YES**  
**EAST SUSSEX**

# Mental Health Resources

## The Mix

A support service on a range of issues impacting young people's wellbeing including mental health, money, homelessness, employment, relationships and drugs. An online chat and a crisis messenger is available on the site.

## i-Rock

If you're aged 14-25 and live in East Sussex then i-Rock is here to help you. i-Rock can offer you advice and support on emotional and mental wellbeing, jobs, education and housing.

## Eggtooth

Eggtooth offer wellbeing services across Hastings and Rother. They offer mental health support through one-to-one sessions, groups and creative projects. Eggtooth is, in three words: unconventional, robust and kind.

## Kids

Kids provide a wide range of services to disabled children, young people and their families throughout England. They support children from babies through to young adults, whatever their disability or need.

## If you would like support...

YES are here throughout the summer to help with anything relating to employment, education or training.

We also have lots of knowledge about local services for young people, so if you need support with other issues, we can probably help!

Get in touch with your adviser to find out more about how they can support you.

## You can also contact us on:

 [yeseastsussex@cxk.org](mailto:yeseastsussex@cxk.org)

 01323 368390

## YES Success Stories

Jack's Story

Reuben's Story

