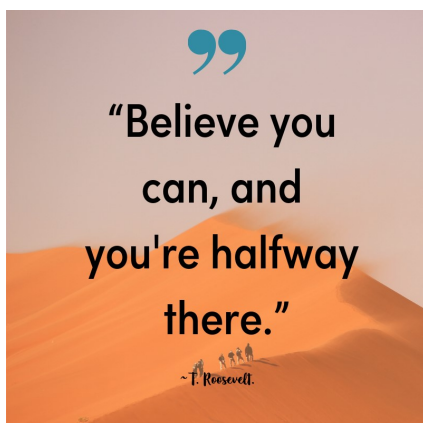


Transition To Post 16 'Going To College'

Photo of college



Insert a photo of yourself or an image that represents you

Name:

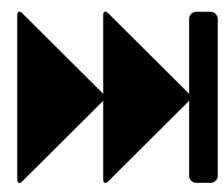
WHAT PEOPLE LIKE AND ADMIRE ABOUT ME

WHAT IS IMPORTANT TO ME

HOW BEST TO SUPPORT ME

(what helps / doesn't help you when learning)

Names of any key workers already involved with me (social care, Youth connect, project 28, YOT etc)



Fast forward 10 years... Who do you want to be?

What do you want to be doing?

Will you be married? Children? Own your own home? Car? Travel?

TIMELINE OF GOALS

this year

I N 5 Y E A R S

I N 1 0 Y E A R S

L I F E G O A L S

Make it a reality! Make college work for you!

Summer Plans

There will be a big chunk of time between leaving school and going to college. It is easy to get into bad habits during this time e.g. going to bed late and not getting up before lunch. This will make starting college, and getting there for 9am, much more difficult as you will need to break those bad habits.

Lots of colleges suggest a 'Bridge' course or activity during the summer between year 11 and year 12.

One example is the National Citizen Service

Google NCS

Search NCS summer on YouTube



Answer the following questions (bolded words are what to look for on the website):

Tell me **about NCS** - what are their **objectives**?

What kind of activities might you do with NCS?

Find a programme near you (just type Bath in the box) What date does it run and from where?

How many weeks does it last?

How much does it cost? What if I can't afford even that small amount?

College students

It is good to speak to someone already college so that you can hear their experiences (good and bad) to help you prepare for yours.

Prepare 5 questions that you would like to ask a current student at the college you are hoping to attend in September:

1

2

3

4

5

These questions will then be posed to a student, either during a visit to school or via Facetime. Write their answers below:

1

2

3

4

5

Any other useful information?



College Life—More than just studying!

One of the things that will really help you settle in to college life will be if you make friends and feel part of the bigger community.

Google :

Student union Bath College—find out how to **Get involved**.

Or City of Bristol College student voice and activities.

List 3 activities you might be interested in getting involved in once at college.

1

2

3

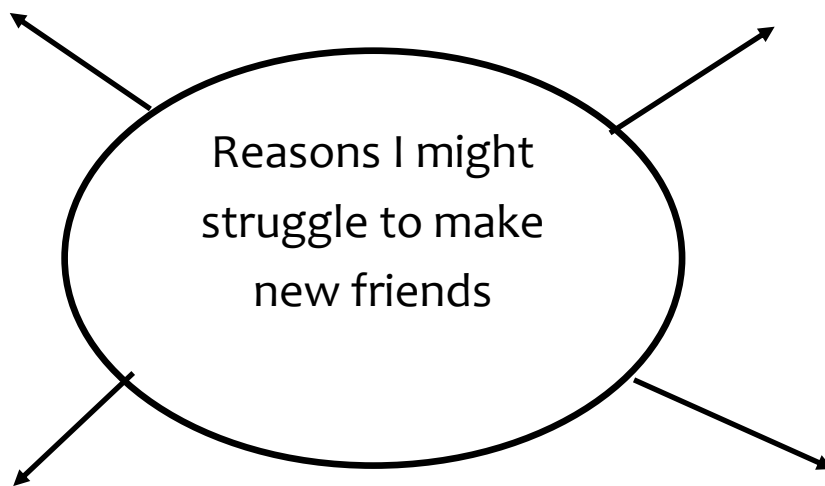


Why might you be reluctant to join a club?

What might help you to take that first step?

How might an employer view these extra curricular activities on your CV?

College Life—Making friends...



What 4 things does wiki how suggests about “How to make friends in college”:

- 1
- 2
- 3
- 4

F•R•I•E•N•D•S™

Key information

What is the name of my course?

What date does the course begin?

What is the address of the campus?

Which room do I need to go to on the first day?

Who can I call / where can I send an email for further information before the course starts?

Travel Plans



How will I get to the college?

Walk / Bus / Train / Lift Share

Make sure you don't have to RELY on someone else as situations change and you need to be able to do this INDEPENDENTLY

Insert Map to show location of college:

Use Google maps to give you directions—how long will your journey take?

If you have to use a bus download an app like **Bus Checker**—**which bus stop will you use?** Do you have to walk to / from the stop, how long will this take?

If you need to be at college for 9am on the first day, what time will you need to leave your house?

(Don't cut it fine, always aim to arrive approx. 30 min early until you get used to the route!)

Equipped for success!

Before your first day at college you will need to make sure that you have the correct equipment such as:



Essentials:

A bag that will carry all your equipment comfortably for a whole day

A water bottle

A pack of ten writing pens

Some pencils and rubbers

A notepad (A4 that you can rip pages out and put into the ringbinder)

A ring binder with dividers

A smaller plastic folder that you can put completed work in to hand in

A tiny stapler to group notes together

Highlighters

A calculator (most of you will still be doing some maths)

Headphones

A4 display book folder (to keep all your certificates in)

Student planner / diary

Optional Extras:

Big wall calendar to mark key dates

Post it notes / post it markers

Tippex

Laptop

Finances—let's talk about the money!

College can sometimes cost more than you expect it too—no more free lunches, the cost of the bus, nights out in town, appropriate clothing for work placements, equipment for the course...

How will you pay for it all?

It's good to think this through and be prepared beforehand.

Can you get a part time job? Google “Part time jobs in **** (your area)”. Check the hours you will be expected to work so that it doesn't clash with your course. It would be great if you could find one linked to your course e.g. a Saturday job in a hairdressers if you are doing a Barbering course.

Note down 3 potential jobs you could find out more about and maybe even apply for today:

1

2

3

Did you know that all colleges offer bursaries (help with money) for students. If you are in care, a care leaver, getting income support or are disabled and get both DLA and ESA then you will be guaranteed a bursary of £1,200 at Bath College.

Finances—keeping my money safe!

Most payments from jobs and bursaries will need to be paid into a bank account. You will therefore need to set one up as soon as possible. High street banks are open during Coronavirus Social distancing but it is not ESSENTIAL until August .



Firstly choose who you want to bank with. Some people choose one that is close to their home so it is convenient to deposit money etc whereas others just go with their parents bank. If you want to explore where you will get the best deal read through:

<https://www.money.co.uk/current-accounts/bank-accounts-for-teenagers.htm>

For most banks you will need to apply online then go into a branch. You don't need to be accompanied by a parent or guardian, but you'll need to bring:

Proof of ID (such as passport or UK birth certificate)

Proof of address (such as a letter from your School/College/Educational Institution)

Which Bank will you choose to bank with and why?

Have you completed an online application form? (include screenshot as evidence)

When will you go in to the branch to finalise the process?

Help!!!!!!!!!!!!!!

There are bound to be times when you are struggling with an issue, whether academic or personal, at college. Use the website to research who you could go to for help with the following problems.

Problem	Who to ask for help? How to contact them or where to find them?
I don't like the course have chosen	
I am finding the work too hard	
I feel really sad most days	
I can't afford my transport	
I think I might be pregnant	
I am being bullied by one of the other students	
I need some careers advice and help to find some work experience	
My parents have told me I have to move out	

Remember **family** and **friends** can often help too and for the first few weeks after you start college. You should also a **key worker** that you can chat things through with.



Apprenticeships

You think that earning while you learn is a great idea, especially as you're sick of school and sitting in a classroom all the time!

You're ready for the real world and real work!

But are you??



Previous apprentices

It is good to speak to someone who has already been an apprentice so that you can hear their experiences (good and bad) to help you prepare for yours.

Prepare 5 questions that you would like to ask a previous apprentice:

- 1
- 2
- 3
- 4
- 5

These questions will then be posed to an apprentice , either during a visit to school or via Facetime. Write their answers below:

- 1
- 2
- 3
- 4
- 5

Any other useful information?



Help!!!!!!!!!!!!!!

There are bound to be times when you are struggling with an issue, whether academic or personal, whilst completing your apprenticeship. Who you could go to for help with the following problems? Consider at work, links with college and external agencies.

Problem	Who to ask for help? How to contact them or where to find them?
I don't like the apprenticeship	
I am finding the work too complicat-	
I feel really sad most days	
I can't afford my transport	
I think I might be pregnant	
I am being bullied by one my colleagues	
I need some careers advice about what to do next	
My parents have told me I have to move out	



Tips for making the most of your apprenticeship

Write under each tip why you think it would be important:

Practice your journey to the workplace BEFORE your first day

Get to know your colleagues

Show a positive attitude

Don't be afraid to ask questions

Join in the tea round

Ask for help when you need it

Prepare for your monthly visits from your assessor

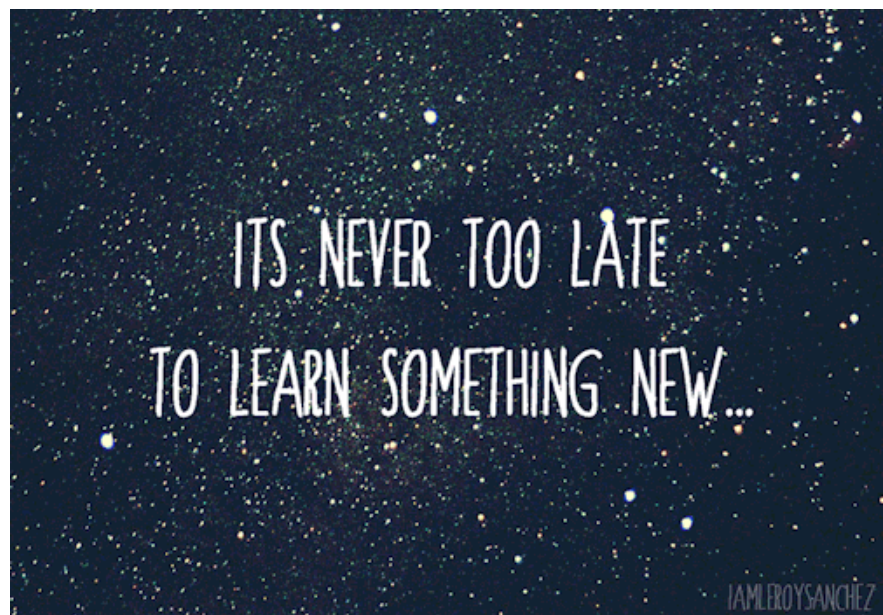
From day 1 start to think of your next steps

Study Skills

You might feel that you never properly learned how to study or that you've forgotten the key skills that will be needed to be successful post 16.

Whether you are in college or completing an apprenticeship there will be paperwork, tests and exams.

The next few pages guide you through some simple study skills to help you with this.



What does success mean to you?

How do you make it a reality?



Answer the questions as fully as you can.

My idea of success would be:

Living in

Working as

Earning

Living with

Driving a

Spending my evenings and weekends

.....

.....

.....

Going on holiday to

.....

.....

Helping others by

.....

.....

Read over the following quotes on success . Highlight in one colour the one you most **agree** with and another colour for the one you **disagree** with.

Success is not final, failure is not fatal: it is the courage to continue that counts.

The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.

The starting point of all achievement is desire.

Napoleon Hill

Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.

David Frost

Success consists of going from failure to failure without loss of enthusiasm.

Happiness lies in the joy of achievement and the thrill of creative effort.

Franklin D Roosevelt

A successful man is one who can lay a firm foundation with the bricks others have thrown at him.

David Brinkley



Discuss in groups:

1. How might keeping your idea of success in mind help you throughout your time in college?
2. Come up with your own motivational quote for next year to ensure you meet your idea for success. Write it below.

Get organised!

1. Be **motivated** - remind yourself REGULARLY of what you want to achieve (maybe use your timeline of goals from earlier in this booklet)
2. **Organise your bedroom / workspace** before term starts—where will you sit to complete work, keep some pens etc there so you don't have to go searching every time. Prepare a box, shelf or drawer where you can keep your books and folders.
3. Purchase a **diary / student planner**—as soon as you are given the key dates for the year write them in to your planner
4. Write those key dates onto your **big wall calendar** too
5. Each time you are set an **assignment** write it in your planner (I use a post it note that I can move pages). Write the work that is set and flick forward to write its deadline in too.
6. At the same time as you do this use your **phone to set a reminder** for 3 days before it is due in case you forget
7. **Plan your week ahead**—each Sunday afternoon (or another time over the week-end) check your timetable and diary for the week, writing down any lessons / activities / deadlines.
8. At the end of each day **review your notes and file** them appropriately
9. When chatting to your friends from college **talk about the work** and what's upcoming or due and how they are coping. Sharing ideas / resources could help you both.
10. If you're feeling overwhelmed make sure you **speak to your tutor** so that they can support you BEFORE IT'S TOO LATE!

See what the people that you follow on Youtube / Instagram suggest. They didn't get that successful without being organised!

https://www.youtube.com/watch?v=B_hdLZyZeUw—some good ideas here.



Behaviour for learning

Sometimes at Rush Hill your behaviour has not led to you learning as much as you could have done. This course is a fresh start for you. How do you make sure it is worth your while and you get everything you can from the training you receive? Use this tick-list at the start and end of each session to decide whether you have shown

BEHAVIOUR FOR LEARNING. If the answer to any is 'no' then think about what to do next time or maybe discuss it with your tutor.

☐ Have I got my equipment out within 5 minutes of the session starting?

☐ Have I answered a question in the session?

☐ Have I asked a question in the session?

☐ Have I listened clearly to the tutor's instructions?

☐ Have I completed the work set?

☐ Has my tutor praised me?

The 'model' student

Draw a picture or use google images to select pictures to show a model student who is working hard and achieving their potential.

Study skills—Skim reading

Skimming is a reading technique that can help you to:

read more quickly

decide if the text is interesting and whether you should read it in more detail

How do you skim read?

Don't read the whole text word-for-word. Use as many clues as possible to give you some background information. There might be pictures or images related to the topic, or an eye-catching title. Let your eyes skim over the surface of the text and, whilst thinking about any clues you have found about the subject, look out for key words.



1. Read the **title, subtitles and subheading** to find out what the text is about.
2. Look at the **illustrations** to give you further information about the topic.
3. Read the **first and last sentence** of each paragraph.
4. **Don't read every word** or every sentence. Let your eyes skim over the text, taking in key words.
5. Continue to **think about the meaning** of the text.

Study skills—Scanning for specific information

What is meant by scanning?

Scanning is a **fast reading** technique. It's a way of reading to look for **specific information** in a text.

Scanning can be used to look up a phone number, read through the small ads in a newspaper, or for browsing TV schedules, timetables, lists, catalogues or web pages for information. For these tasks **you don't need to read or understand every word.**

Scanning is also useful when studying or looking to find specific information from a book or article quickly as there is not always time to read every word.



Watch the video and complete the tasks at

<https://www.bbc.co.uk/teach/skillswise/skimming-and-scanning/zd39f4j>

How can I cut long bits of writing down?

What is summarising?

A summary is a shortened version of a longer text.

Sometimes you need to read or listen to lengthy pieces of information, extract the main points in order to make a decision, then give an opinion or draw conclusions.

Summarising is an important skill which is often used when researching, gathering or presenting information. **DO NOT COPY AND PASTE!!!!**

It should not contain unnecessary detail.

Tips for summarising?

Read **ALL** the original text thoroughly to make sure that you understand its **overall meaning**.

Underline or **highlight the main points** of the text, ignoring any unnecessary facts, descriptions or opinions.

Make a note of the most important details - you could even draw a diagram or use pictures if this helps.

Read your draft to make sure that you haven't lost the overall point of the original information. **Make amendments to your draft** as necessary.

Remember!

- Keep it brief and 'easy to read'
- Don't just copy out 'chunks' of the original version.
- A summary does not need to contain information, descriptions or opinions that do not support the general meaning of text.

COMPLETE THE BBC BITESIZE WORK ON SUMMARISING

So you've landed yourself an Apprenticeship – amazing news! But now you're about to start, how do you ensure that you make the most of this opportunity? We've compiled a list of some dos and don'ts to help you nail the transition from newbie to top Apprentice.

Stop procrastinating!

It can sometimes be really hard to get along with a project. Procrastination means using distractions to avoid doing something. It is a big drain on motivation.

Sometimes we put off doing something because we worry we won't be able to do it. Many people say they succeeded simply because they just got on with it.

It's good to relax and have a break from work and some tasks are a lot easier if you give yourself a chance to have a think about how you are going to achieve them first.

But procrastination is a problem when it makes you feel annoyed or frustrated or guilty about your work, or when it causes stress between you and others.

THE TWO MINUTE RULE

All you need to do to beat procrastination is to do just TWO MINUTES of the task you are putting off. You can use a timer on your phone.

Your brain hates incomplete tasks, so if you do a task for just two minutes, you'll often find yourself happily continuing until it's done.

Task1:

Set a timer and try out the procrastinator two minute rule on a task you have been avoiding or putting off. E.g. piece of homework, revision, sticking in sheets, organising a folder.

Other tips for staying motivated:

- ♦ **Set time challenges to get through each section**
- ♦ **Go and tell someone what you have to do– you will often find this helps deciding what you need to do clearer.**
- ♦ **Pack up your stuff and take your study somewhere different**
- ♦ **Link what you are doing to something you hope to achieve**



Are you an early bird or a night owl?

It's good to know when you learn better. Some people study better in the morning (early birds) and others in the afternoon or evening (night owls). Plan your study time when you feel at your best and feel wide awake!

Are you an early bird or
a night owl?



Go through the questionnaire. Put a ring round the letter that best describes you for each question. Then read the instructions on the next page.

Question	Answers	Result
1. When your alarm goes off, what do you do?	Get straight out of bed Switch off the alarm and get up slowly Put the alarm on to 'snooze' Switch off the alarm and go back to sleep	
2. What time do you go to bed on Sunday nights?	8 – 9 p.m. 9– 10 p.m. 10 – 11 p.m. After 11 p.m.	
3. What time do you get up on Saturday mornings?	Before 9 a.m. 9 – 10 a.m. 10 – 11 a.m. After 11 a.m.	
4. How hungry are you at breakfast time?	Very hungry Slightly hungry Not really hungry Disgusted by the thought of food.	
5. At what time of day do you feel most lively?	Morning Afternoon Evening Late at night	
6. How quickly do you fall asleep?	In ten minutes 10 – 20 mins 20 – 30 mins More than 30 mins	
	TOTAL	

Score each question as follows: a = 1, b = 2, C = 3, d = 4.

6 – 11 points = Early Bird

12 - 18 points = In the middle

19 – 24 points = Night Owl



Now you have thought about when you work most effectively, carry out the following steps.

1. Block out the time when you are in college
2. Block out times when you do other activities e.g. part time job, sporting commitments etc
3. Allocate your study time to each day.
 - Block out an hour per sub topic
 - Try to have your study time at around the same time each day. It helps you get into a routine

Use the Productive chunks technique:

Decide what topic you are going to study / complete work in. Set the alarm on your phone for 15 minutes. Do your study task for 15 minutes until your alarm goes off. Have a break for 5 minutes. Start another 15 minute study chunk. Once you have done 4 chunks of work, have a longer break.

Below is a template. Feel free to change the timings to suit your body clock / commitments.

[illegible]

Revising for tests / exams

Exam title:

Unit

Time and date of exam:

Length of exam:

[illegible]

Memory tricks

Mnemonics

This is where you use a phrase to help you remember the first letters of a sequence of key words:

E.G. Richard Of York
Gave Battle In Vain for
the colours of the spectrum: Red, Orange, Yellow, Green, Blue, Indigo, Violet



E.G PB Peace and Conflict
'CLOPJAW' uses the initial letters to help you remember the key points in Just War Theory

- Controlled by authority
- Last resort
- Outcome is good
- Proportional force
- Just Cause
- Aim achieved, War ends

The Journey Technique

Take a journey you know well e.g your walk home and take that trip in your mind. Take note of the points along the route that stand out for you e.g bus stop, shop, a friend's house. Create a strong visual image for each item on your list.

As you think of each image, 'stick' the first thing on your list onto the first point on your route. Do the same for each time. Review the journey when you need to remember the list of things.

Weird Pairs

You link two words on a list in some memorable way

E.G

PB c) Explain why Hindus should promote racial harmony (8 marks) ?

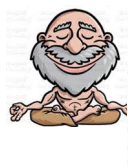
- All souls are part of **Brahman**
- Leaders such as **Gandhi** worked to promote racial harmony
- Most Hindus are from India but Hindus live all over the world
- The Hindu **Gurus** teach racism is wrong

Can turn into a list of the words:

- **Brahman**
- **Gandhi**
- **World**
- **Gurus**

Which could be linked using the weird pairs technique

Gandhi is a **man** and wore a **bra**, he travelled all over the **world** meeting different Hindus and then on his travels met up with some cool **Gurus** who told him never be racist.



There are so many places you can get advice and support.

Google each name below and write next to it what this organisation may be able to help someone with.

Shelter



Kooth

