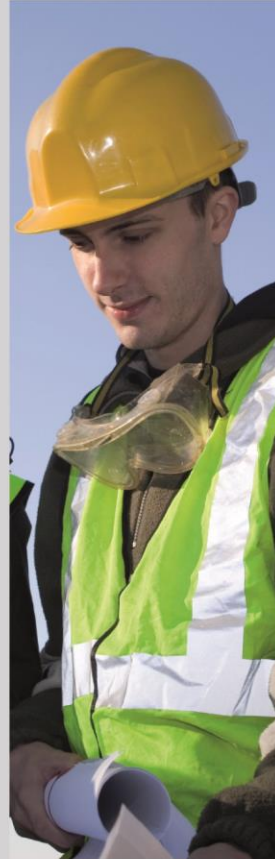
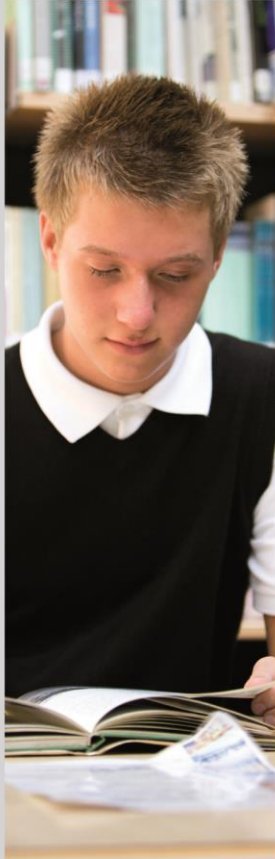
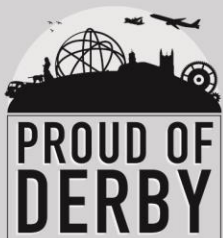


Employability Passport



Guidance Booklet



Employability Passport

The world of work is changing fast and we want young people to be best prepared for it.

Derby City Council is proud to present the Employability Passport.

Enterprise for Education (E4E) developed this digital guidance booklet as a result of school and employer conversations around careers support needs for young people.

The guidance provided in the following pages contains resources and information to support the employability and enterprise skills of young people and has been developed in partnership with both schools and employers.

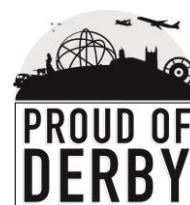
We hope that you find the passport useful and a valuable resource. e4e are constantly developing new, fresh and innovative resources and employer engagement programmes for young people.

Are you responsible for careers activities in your area?

Here at E4 our passion is supporting young people with their careers journey.

We do this with a range of partners within and outside of Derby, UK. If you would like to share ideas or explore ways in which we could support you in developing employability, enterprise and careers management skills for young people – please get in touch. We may be able help you utilise this resource, generate new ideas, and/or develop effective activities and programmes to support your local young people and your local economy.

To contact us: +44 1332 641622 e4eteam@derby.gov.uk
www.enterprise4education.



Enterprise 4 Education

E4E is an exciting Derby-based initiative which aims to link employers with schools and students in a bid to create a better understanding about career opportunities and raise aspirations, improve employability skills and provide a larger pool of home-grown talent for local employers.

Please visit www.enterprise4education.com for more information or visit our twitter feed @e4eDerby



Contents

1. Curriculum Vitae
 - i. CV Example
 - ii. CV Example 2
 - iii. CV Builder 1
 - iv. CV Builder 2
2. Covering Letters
 - i. Covering Letter Example
 - ii. Covering Letter Template
3. Personal Statements
 - i. What to include
 - ii. Personal statement examples
 - iii. Personal statement template
4. Extra-Curricular Activity
5. Entrepreneurial Activity
6. Psychometric Tests
7. D2N2 Employability Framework
8. Qualities
9. Skills
10. Evidencing Skills & Experience
 - i. Worksheet
11. Self Assessment
 - i. Definitions
 - ii. Assessment
12. Interview Preparation
13. Top 10 Interview Questions you may be asked
14. Top 5 Interview Questions to ask Employers
15. Top 5 Interview Questions NOT to ask Employers
16. How to set up a bank account
17. Understanding Payslips
18. Useful Links

Curriculum Vitae

CV stands for 'curriculum vitae' and is Latin for 'Course of Life' (Oxford Dictionaries 2015).

The origin of the CV is from the early 20th century. A CV is an opportunity to sell the skills and knowledge that you have and stand out amongst the crowd.

A CV is also brief account of a persons life in relation to their education, experiences and qualities and skills.

The following pages will provide you with an example CV, template and CV builder to help you start writing your own.

CV Example

Name
Address
Contact Information

Personal Statement:

As a hard working individual, I am keen to enhance and develop my skills and knowledge. I have an energetic approach to work and enjoy trying different things and finding ways to overcome challenges. I am a confident decision maker and work well individually, however have demonstrated my ability to work as part of a team during after-school football club and during drama lessons.

Education:	Mathematics – A Geography – C Physical Education – A Religious Studies – D Science (Double Award) – BB
School, Location (Academic Years 2007 - 2012)	
GCSE:	English Language – B English Literature – C French – C

Work Experience:

Cycle Technician/Sales, Company name, Derby
(1st April 2012 – Present)

Achievements and responsibilities:

- Health & Safety
- Customer service and relations
- General maintenance of customer cycles
- Appropriate use of chemical substances/materials
- Working as part of a team to achieve goals

Hobbies and Interests:

In my spare time I volunteer at my local cubs scout group. My main role there is the supervision of younger children during games and activities. This role helped me to gain my First Aid qualification. As much as I enjoy riding bikes, I enjoy helping my Uncle to serve customers and build push bikes in his shop.

References:

Referee Name,
Job role,
Company, Address,
Contact Number,
Email address

CV Example 2

Name
Address
Telephone
Email

Personal Profile

As a responsible student currently studying at Derby Secondary School, I am seeking part or full time employment to support my educational studies and photography venture.

Previous experiences have helped me to develop my interpersonal skills and work together individually or as part of a team. I enjoy meeting new people and undergoing new experiences.

My education has enhanced my skills of working to deadlines and under pressure. I am eager to learn and able to use my initiative to work to the best of my ability.

Education

Derby Secondary School – September 2012 - Present

Predicted Grades:

English (5), Maths(7), Science (A), Physical Education (B), German (C), I.T. (B), Humanities (C)

Previous Employment/Work Experience

Restaurant, Main Road, Derby:

June 2016 – Present

Roles and responsibilities:

Customer service

Cashier

Health and hygiene (including food preparation and cleaning)

Health and safety

Presentation and display

Front of house management

Using Microsoft to manage and update spread sheet data

Promotion using social media

Charity, Volunteer Work:

November 2015 - January 2016

Roles and responsibilities:

Communication

Customer relations

Engaging potential participants

Health and safety

Maintaining a professional and approachable manner

References:

Name:

Job Role:

Company:

Address:

Telephone:

CV Builder 1

Name
Address
Telephone
Email

Personal Statement

Education & Qualifications

Subject	Grade	Date

Employment History

- Company
- Manager
- Date start/end
- Job role & responsibilities

Work Experience

- Company
- Manager
- Date start/end
- Job role & responsibilities

Hobbies and Interests

References

- Name, Job role, contact details

CV Builder 2

Personal Details:	
Full Name:	
Address:	
Post code:	
Telephone:	
Email:	

Personal Statement:
<p><i>Use your own or one of the sentences below to help you start your personal statement. This section is a brief summary about who you are, what experiences you have, what you have to offer and your aspirations for the future. It should be no longer than 4-5 sentences or a short paragraph.</i></p> <p><i>You can use the section to relate to a job description or course.</i></p> <ul style="list-style-type: none">○ During my school/college study, I often...○ As a hardworking individual who has recently completed...○ From an early age...

Work Experience / Other Experience:
<p><i>Use the following format to describe your work experience or other experience you have done. If you have any previous/current employment, create a 'Previous Employment' section using the same format as below.</i></p> <p>Job title:</p> <p>Organisation:</p> <p>Location:</p> <p>Start date: End date:</p> <p>Main skills/activities:</p> <p><i>Use your own or one of the sentences below to write about the experience.</i></p> <ul style="list-style-type: none">○ Some of the main responsibilities...○ During my work experience placement...○ Some of my key responsibilities included...○ Throughout my placement, I enjoyed...

Education:		
School:	Attended from/ to:	
Subject:	Predicted Grade:	Actual Grade:
<i>Example: GCSE Mathematics</i>	<i>C</i>	<i>B</i>

Any other qualification:	Date completed:	Valid until:
<i>Example: First Aid</i>	<i>1st March 2015</i>	<i>1st March 2017</i>

Interests & Hobbies:

Use this section to write about what you enjoy doing, any hobbies you may have. Try to relate this to the job description or course that you are applying for. Use your own or one of the sentences below to help you.

- In my spare time...
- My hobbies include...
- This [interest / hobby] has helped me to develop my ... (skills, knowledge, experience etc.)

References:

Try to include at least 2 references. This can be a member of staff from your school, part time job or other commitment e.g. scout leader etc.

Referee Name:		Referee Name:	
Job role:		Job role:	
Organisation:		Organisation:	
Telephone:		Telephone:	
Email:		Email:	

Covering Letters

A covering letter is one of the first things a prospective employer will see.

A covering letter may include:

- Your full name
- Address
- A brief explanation stating what role you are applying for
- Why you are applying/why you are right for the role
- A brief overview of your education & achievements
- What you can bring to the company
- Contact details
- 'Yours sincerely'

Remember that employers have to look through many applications, so your covering letter should be no more than 4 or 5 paragraphs long.

Ensure that you:

- Keep it concise & relevant.
- Tailor your CV to the job role that you are applying for.
- Use formal, professional language.
- Check your spelling and grammar

Covering Letter Template

Covering letters are the first chance that you will get to impress an employer. A covering letter would normally accompany your CV or application.

Your letter is an opportunity to persuade the employer to read your CV.

Using the prompt sentences below, start to write your covering letter.

Dear [Name],

I am writing to enquire ...

As you can see, I have had extensive vacation work experience in ...

From this I have gained

I am a conscientious person who ...

I am keen to work for a company with ... like [Company that you are applying to] because ...

I look forward to ...

Yours sincerely

[Your Name]

Covering Letter Example

Below is an example of what a covering letter what include.

Dear Mr Shepherd,

I am writing to enquire if you have any vacancies in your company. I have enclosed my CV for your information.

As you can see, I have had extensive work experience in office environments, retail and service industries which have helped me to develop various skills.

I am a conscientious person who works hard and pays attention to detail. As a problem solver, I am quick to pick up new skills and eager to learn.

I have excellent references and would be delighted to discuss any possible vacancies with you.

I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely
[Name]

Personal Statements

Your personal statement is a short profile of yourself to summarise what your skills and qualities are. You may also wish to include your career aspirations in this section (try to think about the job that you are applying for so that you appeal to the job vacancy of the employer).

Your personal statement should be amended according to where you are applying or what you are applying for. Keep a basic version that you can edit as necessary and relate to job specifications.

Your personal statement should only be a short paragraph or a few lines long. The trick is to catch the readers attention. You can do this by avoiding over used terms or by highlighting your specialist/relevant skills.

Personal statements for university tend to be longer and have more detail than those of a CV. Your CV's personal statement should be a couple of paragraphs, that are precise and relevant in content.

Personal Statements

Your personal statement should include;

- Your name & contact details.
- Why you are suitable for the role/course etc.
- What curricular/extra curricular activity/study related to your application.
- What skills and relatable achievements.
- Relevant responsibilities you have had.
- What hobbies and interests you have and if/how these relate to your application.
- Any work experience/voluntary work.
- Future aspirations.

Make sure you;

- Are enthusiastic.
- Are precise & relevant.
- Link your employability skills and qualities to the examples that you provide.
- Leave yourself space to elaborate at the interview.
- Proof read your work.
- Take your time & prepare – leaving things until the last minute risks forgetting valuable information.

Personal Statement Examples

Example 1:

Studying social work has always been a keen interest of mine as I believe in helping others and making a difference to their lives. With social work I believe I can do this in a caring and supportive way. I have gained experience and an insight into mental health while caring for my grandma. I would like to expand my knowledge on Alzheimer's disease and the difficulties that people are faced with every day.

Example 2:

Construction has always fascinated me as I have a keen interest in mathematics and physics. I am a practical person who enjoys taking part in the development of projects. As a year 10 student I took part in a science, technology, engineering & mathematics (STEM) competition of which we went on to win as a team. When choosing my options the choice for me was clear as my aspirations for the future are to become a civil engineer.

Personal Statement Template

Use the template below to guide your writing. Personal statements do not tend to be lengthy, so try to keep your writing **precise** and **relevant**.

A brief overview about you:

Who you are, what skills you have and what you can offer.

Tailor your skills to the position or course that you are applying for.

Outline any areas of specialist skill and experience.

Conclude your personal statement. Remember, you want the employer/admissions to keep reading, make sure this section is interesting.

Extra-curricular Activity

Extra curricular activities are those that are done outside of the normal curriculum or programme such as learning a new language or taking part in sports. Make sure you add these to your CV!

Use the table below to reflect any extra- curricular activity.

What did you do? When? Where?	Result? Did you gain anything?
Example: Attended afterschool revision sessions in preparation for GCSE exams Twice a week for 3 weeks	Improved my grade in 2 subjects

Entrepreneurial Activity

Definition: taking risks in the hope for profit.

Example: setting up a new business taking on financial risks.

Complete the table with any entrepreneurial activities or work related learning that you have undertaken or been responsible for.

Activity	What did you do?
Example: creating and selling friendship bracelets in school. 50% of profits go to charity.	Purchased a wholesale stock of jewellery making products with the intention of creating unique friendship bracelets and selling them in school. 50% of profits go to a different charity each week.

Psychometric Tests

There are many kinds of psychometric tests available. Below are a few examples of personality tests. Have a go at some yourself!

1. Numerical, verbal, diagrammatic and situational reasoning tests - <http://www.practiceaptitudetests.com/>
2. Find out what you are like or what you could do! Take the Buzz quiz - <http://icould.com/>
3. Explore personality types through these 16 personality tests – <http://www.16personalities.com/>
4. Intelligence and personality tests - <http://www.businessballs.com/tests.htm>

D2N2 Employability Framework

E4E support the D2N2 (Derby, Derbyshire, Nottingham, Nottinghamshire) Employability Framework. The framework sets out 10 opportunities that are desirable by employers for young people to have.

“...without having a good supply of skilled people we will not be able to drive forward the economic prosperity that our two cities and counties deserve... businesses and schools/colleges need to work far more closely together... ensure that we give our young people the best chances in gaining employment and ... addressing the skills needs of employers within our area.”

“The D2N2 Employability Framework provides the methodology by which we can significantly improve the employability and life skills of our young people regardless of academic ability or which career pathway they chose to take.”

D2N2 Lep (2015)

In order to help you become familiar with these terms, E4E have included them in the following pages and self assessment.

All young people should have the opportunities to:

1. Invest in themselves, recognise their own strengths and values, and take responsibility for developing their work readiness skills and behaviours. *Self-motivated.*
2. Have the tools and skills required to present themselves to a future employer. *Self-assured.*
3. Have high aspirations for themselves. *Aspirational.*
4. Understand the opportunities available to them locally and beyond and make realistic choices. *Informed.*
5. Have experiences of work that is rewarding and fulfilling. *Experienced.*
6. Achieve qualifications valued by employers. *Achieving.*
7. Understand that employers want people who will work hard and are accountable for their actions. *Accountable.*
8. Understand that employers want young people who can listen and learn from their successes and their mistakes, and keep going. *Resilient.*
9. Work creatively to achieve their potential and that of the business. *Entrepreneurial.*
10. Have effective communication and co-working skills. *Co-operative.*

<http://www.d2n2lep.org/skills/employability-framework>

Qualities

Definition: a distinguished attribute or characteristic that is possessed by an individual.

Example: Sarah is a mature individual with a positive attitude.

It is important to show employers what qualities you have in order for them to understand your character.

Qualities	
Punctual	Entrepreneurial
Enthusiastic	Loyal
Mature	Committed
Versatile	Dedicated
Considerate	Accountable
Willing	Aspirational
Achieving	Enthusiastic

Skills

Definition: the ability to do something well. To have an expertise in something.

Example: Sarah’s communication skills allow her to negotiate and work effectively with others.

It is important to show employers what skills you have in order for them to understand what you are able to do and how you can support their business.

Skills	
Coordinated	Team working
Organised	Communication
Proactive	Informed
Self-Motivated	Negotiation
Can work under pressure	Problem Solving
Persevere	Leadership
Self-assured	Co-operative
Experienced	Resilient

Evidencing Skills & Experience

Using the skills / qualities resources, reflect on your own experiences by completing the table. There is a blank version for you to use and add into your employability passport.

Think about what you do in your spare time, any extra curricular activity etc. Include any evidence you have.

Below are some examples of how you can evidence your skills / qualities.

What you did? When? Where?	Result
<p>Team work, entrepreneurship, delegating, leadership, organisation, communication, negotiation</p> <p>During year 10 I set up an in-school tuck shop. Myself and the team had to arrange and agree on prices, profits, shifts etc. 50% of profits went to a different charity each week.</p> <p>School, year 10, one year</p>	<p>I effectively managed the business and worked as part of a team which raised over £1450 for a number of charities</p>
<p>Communication, negotiation, problem solving, accountable, leadership, enthusiastic</p> <p>During GCSE PE I was appointed captain for the school rugby team. This involved communicating plays , tactics with the team , keeping players motivated and organising training sessions after school.</p> <p>School + after school 3 years</p>	<p>As a result of being captain I feel that my negation skills have improved and I am confidence to make decisions</p>

Evidencing Skills & Experience

What you did? When? Where?	Result

Self Assessment

How do I complete the self assessment sheet?

This assessment highlights the D2N2 Employability 10 opportunities for young people.

The charts show essential capabilities that employers consider important to be demonstrated by young people. In each section there are key words that describe the capabilities.

Your task is to complete the grid whilst reflecting on yourself. In order for the self assessment to be effective, you will need to be completely honest with yourself.

There are three stages of development; 'Yes, sometimes, I need to work on this.' These are what you will rate each description of the capabilities.

Use the definitions sheet to help you fill out your stages of development.

You can complete this form again to show your development.

Definitions

Key Word	Definition	Examples
Self-motivated	Motivated to do something because of ones own enthusiasm without needing encouragement from others.	Encouraging yourself to find a work experience opportunity.
Self-assured	Confident in ones own ability or character.	Presenting your skills and knowledge to a potential employer.
Aspirational	Having the will to achieve or gain success. To be successful in life.	Believing in yourself to achieve high grades.
Informed	Having the knowledge of a subject.	Making realistic career choices based on your qualifications.
Experienced	Gaining skills or knowledge of a particular area/subject over a period of time.	Attending a work experience placement for an extended period of time.
Achieving	To successfully reach a desired result.	To gain qualifications and experience that are valuable to an employer.
Accountable	Required/expected to justify actions or decisions.	To understand and accept that employers expect employees to be responsible for their own actions.
Resilient	To recover quickly from difficult situations.	Learning from your mistakes and not giving up when things are difficult.
Entrepreneurial	Taking risks in the hope of profit/benefit.	Creative working to achieve the potential of a business and onesself.
Co-operative	Mutual working or assistance to achieve a common goal.	Sharing ideas and supporting your peers.

Self Motivated

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated

Highlight your answer below.

Show self-control

Yes

Sometimes

I need to work on this

Show self-control

Yes

Sometimes

I need to work on this

Recognise my strengths and weaknesses

Yes

Sometimes

I need to work on this

Recognise my strengths and weaknesses

Yes

Sometimes

I need to work on this

Motivated

Yes

Sometimes

I need to work on this

Motivated

Yes

Sometimes

I need to work on this

Hard working

Yes

Sometimes

I need to work on this

Hard working

Yes

Sometimes

I need to work on this

Take responsibility to develop skills and work readiness

Yes

Sometimes

I need to work on this

Take responsibility to develop skills and work readiness

Yes

Sometimes

I need to work on this

Self Assured

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Have a good level of self esteem	Yes	Sometimes	I need to work on this
Have a good level of self esteem	Yes	Sometimes	I need to work on this
Can make eye contact whilst talking	Yes	Sometimes	I need to work on this
Can make eye contact whilst talking	Yes	Sometimes	I need to work on this
Have a firm handshake	Yes	Sometimes	I need to work on this
Have a firm handshake	Yes	Sometimes	I need to work on this
Well presented	Yes	Sometimes	I need to work on this
Well presented	Yes	Sometimes	I need to work on this
Can effectively describe my achievements verbally	Yes	Sometimes	I need to work on this
Can effectively describe my achievements verbally	Yes	Sometimes	I need to work on this

Aspirational

There are two boxes for each ability to allow you to monitor your progress.			
How this is demonstrated	Highlight your answer below.		
Determined to overcome obstacles	Yes	Sometimes	I need to work on this
Determined to overcome obstacles	Yes	Sometimes	I need to work on this
Persevere	Yes	Sometimes	I need to work on this
Persevere	Yes	Sometimes	I need to work on this
Can work alone without clear direction	Yes	Sometimes	I need to work on this
Can work alone without clear direction	Yes	Sometimes	I need to work on this

Cooperative

There are two boxes for each ability to allow you to monitor your progress.			
How this is demonstrated	Highlight your answer below.		
Can take feedback and advice	Yes	Sometimes	I need to work on this
Can take feedback and advice	Yes	Sometimes	I need to work on this
Open to new ideas and working in different ways	Yes	Sometimes	I need to work on this
Open to new ideas and working in different ways	Yes	Sometimes	I need to work on this
Reliable	Yes	Sometimes	I need to work on this
Reliable	Yes	Sometimes	I need to work on this

Informed

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Willing to ask questions	Yes	Sometimes	I need to work on this
Willing to ask questions	Yes	Sometimes	I need to work on this
Seek more information	Yes	Sometimes	I need to work on this
Seek more information	Yes	Sometimes	I need to work on this
Understand the job market	Yes	Sometimes	I need to work on this
Understand the job market	Yes	Sometimes	I need to work on this
Able to search for vacancies	Yes	Sometimes	I need to work on this
Able to search for vacancies	Yes	Sometimes	I need to work on this
Understand office etiquette	Yes	Sometimes	I need to work on this
Understand office etiquette	Yes	Sometimes	I need to work on this

Experienced

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Punctual	Yes	Sometimes	I need to work on this
Punctual	Yes	Sometimes	I need to work on this
Have a representative CV	Yes	Sometimes	I need to work on this
Have a representative CV	Yes	Sometimes	I need to work on this

Achieving

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Flexible	Yes	Sometimes	I need to work on this
Flexible	Yes	Sometimes	I need to work on this
Patient	Yes	Sometimes	I need to work on this
Patient	Yes	Sometimes	I need to work on this
Apply myself consistently	Yes	Sometimes	I need to work on this
Apply myself consistently	Yes	Sometimes	I need to work on this

Reliable

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Cope with rejection and setbacks	Yes	Sometimes	I need to work on this
Cope with rejection and setbacks	Yes	Sometimes	I need to work on this
Open to constructive criticism	Yes	Sometimes	I need to work on this
Open to constructive criticism	Yes	Sometimes	I need to work on this

Entrepreneurial

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Go the extra mile	Yes	Sometimes	I need to work on this
Go the extra mile	Yes	Sometimes	I need to work on this
Open minded	Yes	Sometimes	I need to work on this
Open minded	Yes	Sometimes	I need to work on this

Accountable

There are two boxes for each ability to allow you to monitor your progress.

How this is demonstrated	Highlight your answer below.		
Accountable for my actions	Yes	Sometimes	I need to work on this
Accountable for my actions	Yes	Sometimes	I need to work on this
Take responsibility for myself and others	Yes	Sometimes	I need to work on this
Take responsibility for myself and others	Yes	Sometimes	I need to work on this
Learn from mistakes	Yes	Sometimes	I need to work on this
Learn from mistakes	Yes	Sometimes	I need to work on this

Well done for completing the self assessment.

Remember to re-assess yourself in the future to monitor your progression.

Key point: make note of how you improved and progressed and relate this to any skills or qualities.

Interview Preparation

It is always important to best prepare yourself for an interview.

Here are some tips to help you.

Dress
Smartly/Appropriately

Understand the job
criteria. Research
anything that you are
unsure of

Rehearse your answers
to common interview
questions

Think of questions to
ask the interviewer

Have a firm handshake

Maintain efficient eye
contact

Expand on your
application

Bring relevant
resources i.e. work
experience testimonial,
attendance record,
identification etc.

Demonstrate positive
body language and
communication

Make sure you know
the time and
destination of your
interview. Do a practice
run to check travel time

Try to be confident.
Being nervous is
natural - speak slowly
to calm your nerves.

Do not read from your
CV

Top 10 Interview Questions that you may be asked.

What are your strengths and weaknesses?

Tell me a time that you...(have worked as part of a team?)

Why do you want this job?

If you were asked to do [task]... How would you do this?

What motivates you?

What do you think the main challenges of this role are?

What makes a good team member/leader?

What knowledge do you have about this company?

How would you describe yourself?

Where do you see yourself in 5 years?

Do you have any questions for us?

Top 5 questions to ask Employers *during an interview*

Asking questions during an interview shows the employer that you are keen and interested. Try to think of a couple to ask.

Are there any training opportunities?

When can I expect to hear from you?

What might a typical day in this role include?

Is there anything else that you can tell me about the job role?

What does the future of this role look like?

Top 5 questions **NOT** to ask Employers *during an interview*

How much would I get paid?

How many holidays do I get?

How many hours will I have to work?

Do I have to work bank holidays?

What does this company do?

It is good to ask questions during an interview,
but make sure they are the right ones!

How to set up a bank account

It is useful to have a bank account when you have a job as lots of employers pay directly into an account. If you have not already done this, here is some useful advice...

Trying to set up a bank account can sometimes be confusing with so many different branches to choose from.

Step 1: Research – make sure you find which bank is best suited to you and your needs, and also what they offer to you.

Step 2: How to apply – you can apply in branch or online. Remember to take proof of your identification. Your branch or online application will inform you of what evidence you need to provide.

Step 3: Application Process – your bank will provide the necessary checks to process your application, not to worry, this is standard in any branch. If your application for a bank account is accepted you will receive confirmation.

Step 4: Cards and Security – Your branch will send you your debit card separately to your PIN number. This is for security purposes. When you have received both your bank account will be ready to use – most bank accounts are now active from the moment you enter your PIN number. Remember to keep this confidential!

Step 5: Get saving!

Understanding Payslips

Phrase	Explanation
Gross Pay	Your full pay before any tax or National Insurance has been removed.
Net Pay	Your final amount – this figure is yours to ‘take home’.
National Insurance Number (NI)	You have an NI Number to work in the UK, this will stay the same through your entire life, it is used to make sure all contributions are recorded properly and helps to build up your state benefits such as a pension.
Payroll Number	Some business/companies use a payroll number to identify staff on their payroll.
Tax Code	This is supplied to you by HM Revenue and Customs (HMRC) to tell your employer how much you can earn tax free.
Deductions	Monies taken from your earnings i.e. National Insurance, Tax, Student Loan etc.
Expenses	Any money that is owed to you via payroll.

Useful Links

Service	Subject	Web Link
E4E	In / out of school activity with businesses	www.enterprise4education.com
Derby City Council	Derby Apprenticeship Hub Links to local training providers	http://www.derby.gov.uk/jobs-and-careers/jobs/apprenticeship-hub/
National Careers Service	Careers advice & information on employment, funding and training resources and apprenticeships	nationalcareersservice.direct.gov.uk
Government	Finding an apprenticeship	https://www.gov.uk/apply-apprenticeship
Government – Further Education & Skills	Types of apprenticeship & Employer & training organisations	https://www.gov.uk/further-education-skills/apprenticeships
NUS Extra	Discount card for apprenticeships online & in store	http://www.apprenticeextra.co.uk/
University of Derby	Open days	http://www.derby.ac.uk/study/opendays/
UCAS	Applying for University	https://www.ucas.com/
National Society of Apprentices	Support & News for apprentices. Promoting equality, viewing needs and promoting the voice of apprentices	http://nsoa.co.uk/
Derby Telegraph	Local job vacancies	http://jobs.derbytelegraph.co.uk/
Barclays Life Skills	Job hunting, CV help, social networking and more	https://www.barclayslifeskills.com/
SPACE@Connexions	Information and Advice	http://www.derby.gov.uk/community-and-living/youth-support/young-people-information-and-advice/ www.facebook.com/thespaceconnexionsderby./ Twitter: @spacecnxsderby

We can give you this information in any other way,
style or language that will help you access it.

Please contact us on 01332 293111,
minicom 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 293111 Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ,
ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ
01332 293111 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم
01332 293111 مئی کام 01332 640666 سے رابطہ کریں۔



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www.enterprise4education.com

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