



Next steps

Making the move from
education to employment

Guidance for Young People

Are you about to make the move from school or college into the workplace?

You may know what you want to do next, but it's more likely that you're still considering your options and have a lot more questions than answers.



The transition from education into employment is a big step and most people need a bit of support. This might come from school, family or carers but for some young people, there is also extra help available from Aberdeenshire Council. Additional opportunities and information are on offer; if you are, or have been in the care system, if you are a young carer or are receiving professional support to help you into employment, training or further education. We can set up work experience places and offer good practical advice on anything job-related which will make your next move a bit easier.

What's in it for me?

Hopefully we can provide answers to some of the questions that you have.

You might be wondering:



- What sort of work experience opportunities are available?
- What do I wear to an interview, and what questions might I get asked?
- What do I say, or not say, on my application form?
- Can I try a job before I commit to my college course?

These are common questions, but you may have others. Whatever you want to know, just ask.

How does it work?

You tell your key-worker or Guidance Teacher that you are interested in a particular type of work placement or getting some advice about jobs.....



They contact us



....and then we look at how we can support you with:

interview
technique



Getting some
work experience



Filling in
application forms



What is the final aim?

This is not about guaranteeing you a job – but it should help you build confidence and develop the skills you'll need.

A work placement or work experience can help you see what you do and don't like. It offers you the chance to try something, so you can make better choices about the route you want to take.

Frequently Asked Questions



What is the difference between work experience and a longer work placement?

Work experience generally involves you spending a short period of time with a department, shadowing staff as they go about their work. This allows you to see what a job involves. We can also arrange work placements in which you spend a couple of days a week over a longer period, learning more about a role and whether it would suit you.



The benefits are the same: you experience a variety of work settings, you learn social skills and gain confidence and you expand your job prospects by developing specific skills.

How will I get there?

This will vary from workplace to workplace, but this would all be discussed beforehand with your Guidance Teacher, Key Worker or Social Worker. If necessary, you will be given help but it might also be a good opportunity to show that you can take responsibility for your own arrangements.

I'm nervous about meeting the staff — what do I do?

Most people are nervous about new situations. You will be offered the chance to meet with staff beforehand and there will always be someone you can contact at the workplace if you have any concerns during your time there.



What kind of things will I be asked to do?

Once again, it depends on where you are, but generally there will be an effort made to offer you as wide a range of experiences as possible. This would all be discussed with you beforehand, so you have the chance to ask any questions you might have.



How long will I be there?

Many of the placements can be arranged to suit you. You might want to visit for a day, just to get an idea of what is involved. You may like to have a week when you are there for full working days, or arrange two days a week over an eight week period. Different things appeal to different people, so don't be afraid to make suggestions.

Is there guidance available regarding hours, work tasks and timetable?

These will vary from placement to placement, but you can email [Our Family Firm](#) for some examples of what other young people have done.



I am interested but wonder if I'll manage to cope with it — what do I do?

Your Social Worker, Guidance Teacher or Key Worker will help you decide what works best for you and what support you might need. The bottom line is that nobody is expecting you to arrive at a workplace and know what to do and how to do it, so don't panic!

What kind of work experience opportunities are available?

There is a wide range of opportunities available; from education and landscaping to social work and ICT. Your Social Worker, Guidance Teacher or Key Worker can contact the [Work Placement Unit](#) who will provide you with further information on the positions on offer, so that you can discuss them.



To find out more ask your Social Worker, Guidance Teacher or Key Worker, or you can contact the [Our Family Firm Team](#) — OurFamilyFirm@aberdeenshire.gov.uk