

# Summer Transition Project

## Level 3

### Welcome to the Business & Professional & Digital & Creative Academy @ Matthew Boulton Campus

During these uncertain times, we wanted to take time to welcome you - to your next phase of your education with us at Matthew Boulton College. The coronavirus outbreak has caused significant changes to the examination and grading processes this summer, but now we need to focus on your future.

During your studies with us at Matthew Boulton, we will develop your academic profile as well as personal and professional attributes - giving you the aspiration and confidence to achieve your ideal job or university place.



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### Part 1: Career Research

**“Choose a job you love, and you will never have to work a day in your life” - Confucius**

Career guidance is an ongoing developmental process - consisting of four main steps outlined below. In preparation for starting your course, we want you to have thought about the type of career that would interest you. You will need to complete some research about your chosen career path and complete steps 1-3 below. If you are unclear about what occupation you wish to undertake, it is even more important for you to explore your options.

- Step 1: Self-Knowledge: What are your interests? What are your goals or aspirations? What do you like doing?
- Step 2: Occupational Knowledge: What options are available? What employment/ job trends exist? Are there any skills shortages?
- Step 3: Decisions & Planning: Make a list of potential occupations to explore. Carry out research into your chosen occupation(s). What skills & qualifications do you need? What company would you like to work for?
- Step 4: Action: This stage will be undertaken in college.

### Additional resources for your Careers Research project.

- National Careers Service – Skills Health check – to explore skills, interests and motivations and jobs/careers that might suit you <https://nationalcareers.service.gov.uk/skills-assessment/skills-health-check/home>
- National Careers Service – Careers Explorer – job profiles on over 700 jobs/ careers <https://nationalcareers.service.gov.uk/explore-careers>
- Kudos/Cascade-<https://kudos.cascaid.co.uk/#/> explore potential careers based on interest and hobbies. Use the licence code b742nw
- Prospects Website - <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>
- UCAS Website - <https://digital.ucas.com/search>



# Key Information 2020-21

## In order to maximise your successes:

- Ensure you devote time to individual private study. This will be guided by the individual teachers
- Attend subject support sessions
- Maintain excellent attendance (→95%) and punctuality
- Keep any part time employment to below 10-12 hours a week
- Ensure that all assessments / homework are completed to the best of your ability
- Ensure that you get enough sleep and look after your health
- Ask for help if you need it – subject or personal tutors are always willing to assist!

## Term Dates 2020-21

### Autumn Term Dates:

W/C Monday 7th Sep Induction Week  
Monday 14th September -Friday 18th December  
Monday 2nd November- Inset staff training day  
HALF TERM (Monday 26th Oct – Friday 30th Oct)

### Spring Term Dates:

Monday 4th January – Friday 2nd April  
Friday 12th February- Inset staff training day  
HALF TERM – (Monday 15th Feb – Friday 19th Feb)

### Summer Term Dates:

Monday 19th April – Friday 25th June  
BANK HOLIDAY – Monday 3rd May  
HALF TERM (Monday 31st May – Friday 4th June)

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**We look forward to meeting you soon!**

