



# Lift Your Lockdown

Ways to boost your CV and stay motivated in lockdown



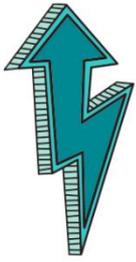
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## Your Wellbeing

It is important to take care of yourself all the time, but especially at the moment as many people have found lockdown has taken a toll on both physical and mental health. Some ways to maintain your sense of wellbeing and keep yourself motivated are:

- **Set a daily routine** - Having a routine can be useful in times of uncertainty and stress as it can give you a sense of control. It can also improve your focus, organisation, and productivity. You may want to structure each hour of your day if that works best for you, or just make sure you have one thing planned for each morning, afternoon and evening that you try to stick to. Don't forget to schedule in some self-care time too – a hobby you enjoy, a relaxing bath, a phone call with a friend...
- **Sleep well** - Getting better sleep can have a positive impact on all aspects of your life. Find top tips at [Teen Sleep Hub](#) and [Young Minds](#) if you are struggling to regularly achieve a good nights sleep. Try the [Headspace app](#) and learn the essentials of meditation and mindfulness with their free Basics course.
- **Be aware of your mental health** – Find advice and practical tips to help you look after your mental health and wellbeing at [Every Mind Matters](#) and [The Mix](#). If you are struggling and feel you may need some additional support, you may wish to access [Kooth](#) for free, safe and anonymous support online. You can also contact us on 07880480602 or via <https://www.upinbcp.co.uk/> and we will try to link you with appropriate support services locally.
- **Focus on the positives and celebrate the little things.** Maybe you went for a walk or did some exercise for the first time in a while, or you tidied up, or did something you've been putting off for weeks. Maybe you cooked a delicious dinner, made someone smile, finished reading a book or went to bed at a sensible time a few days in a row. Celebrate yourself! It's been a tough few months and you're getting through it one day at a time.



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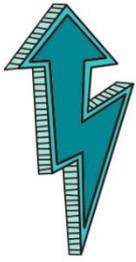


## Careers Advice

- It can be hard to know where to begin with figuring out what you might want to do as a career. You can get in contact with us to talk through your ideas or to get advice.

There are also many online resources to help you start to figure this out:

- Take the [Buzz Quiz](#) to discover your strengths and personality traits
  - The [National Careers Service](#) offers a “Skills Assessment” which takes 5-10 minutes. It may help you to find out what interests and motivates you, identify your skills and find out what you can do with the skills you have
  - Look at career choices and what options are open to you at [Career Pilot](#) or use the ‘Career Planner’ and ‘Job Match’ features at [Prospects](#)
  - [Barclays Life Skills](#) has a range of interactive tools, films and activities to help you explore your skill set and prepare for the workplace. They also offer virtual work experience and offer a CV builder tool.
- Make sure your CV is up to date so that you are ready to apply for jobs or apprenticeships as they become available. You can call/text us on 07880480602 or email [UPinBCP@bcpcouncil.gov.uk](mailto:UPinBCP@bcpcouncil.gov.uk) to book in an appointment with one of our advisors to update your CV, or for help with writing cover letters and filling in application forms.
  - If you have been applying for jobs or apprenticeships without success, reach out to the companies you’ve applied to and ask for feedback so you can make specific improvements for next time.
  - If you are hoping to find an apprenticeship, book on to Bournemouth and Poole College’s [Apprenticeships Unlocked](#) virtual event – 10<sup>th</sup> February 2021 – 5:30pm-8pm
  - If you are looking to get into a career in a trade, get ready by getting your CSCS Card so that you can apply for positions on construction sites. Currently offered online, this [5-day course](#) is free to those not in Education, Employment or Training (NEET). Availability of free places on the course can vary from area to area. If you need help to prove you are NEET, please get in touch with us (07880480602 or email [UPinBCP@bcpcouncil.gov.uk](mailto:UPinBCP@bcpcouncil.gov.uk))



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- Make sure you're interview ready by taking some time reading [interview tips](#) from Prospects and have a read of their employability advice:
  - To be as prepared as possible for the world of work do some research into the industry and sector you want to join, paying particular attention to companies of interest.
  - Keep up to date with preferred employers and to learn of vacancies follow them on social media.
  - Improve your online presence
    - Take a look at your social channels and ask yourself if they're employer-friendly. Employers do look at a candidate's social media channels to see whether they'd be a good fit for the job/company.
    - Adjust your privacy settings. If you don't want recruiters to be able to see your profiles make sure they're set to private.
    - If profiles are public delete any posts that could damage your chances of success, for example wild holiday pictures or posts containing controversial comments or bad language.
    - Like, comment and interact with employers and peers.
- Get inspiring advice and in-depth insights by listening to Future You, the careers podcast from Prospects <https://www.prospects.ac.uk/podcasts>

## Free Online Courses

There is currently a wide range of free online courses being offered by different providers. By completing an online course, not only will you improve your knowledge of a certain subject, but you will also be able to improve your CV by listing it on there. You could learn a new language, develop your digital skills, or brush up specific skills related to the industry you would like to go into. Explore your options at [The Skills Toolkit](#) to find free courses to help you learn new skills, including general skills that apply to all sectors as well as more specialised skill. Also check out [Open Learn](#), [Future Learn](#), [Hubspot](#) or [GoogleDigital](#).

Learn Sign Language - <https://www.british-sign.co.uk/learn-online-british-sign-language-course/>



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Bournemouth and Poole College Courses with a January start date for 16-18 year olds:

- [Get into Construction](#)
- [Get into Engineering](#)
- [Level 1 Progression](#)
- [Level 2 Progression](#)
- [Level 2 Digital Sparks](#)
- [Progress 2 Hair and Beauty](#)
- [Progress 2 Catering and Hospitality](#)
- [UAL Level 1 Award Art and Design](#)
- [UAL Level 2 Award Art and Design](#)

Bournemouth and Poole College are also offering the following online courses for anyone aged 19 and above:

- [Understanding Autism](#)
- [Awareness of Mental Health](#)
- [Certificate in Understanding Children and Young People's Mental Health](#)
- [Understanding Behaviour that Challenges](#)
- [Understanding Safeguarding and Prevent](#)
- [Working with Individuals and Learning Disabilities](#)
- [Principles of Dementia Care](#)
- [Certificate in Management of Diabetes](#)
- [Certificate in Principles of Care Planning](#)
- [Certificate in End of Life Care](#)
- [Certificate in Medication in Health and Social Care](#)
- [Certificate in Falls Prevention Awareness](#)
- [Principles of the Prevention and Control of Infection](#)
- [Equality & Diversity](#)
- [Principles of Business Administration](#)
- [Principles of Customer Service](#)
- [Principles of Lean Organisation Management Techniques](#)
- [Retail Operations](#)
- [Principles of Team Leading](#)
- [Principle of Warehousing and Storage](#)
- [Certificate in Data Protection and Data Security](#)
- [Digital Skills for Work](#)
- [Creating a Business Start-up](#)



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## Confidence and Skills Boosting

Enrol on a local course (currently run virtually) to boost confidence and skills:

### Princes Trust: The Achieve Course

This [full-time course](#) will be running virtually for 8 weeks beginning 22nd February and finishing 16th April. On successful completion of this course, you can earn a Level 1 Personal Development and Employability qualification. If you're interested: Text 'TEAM' to 07500 066134 or register interest via email: [debbie.harvey@dwfire.org.uk](mailto:debbie.harvey@dwfire.org.uk)



**ACHIEVE**

## BELIEVE IN YOURSELF

This course is for 16 - 25 year olds who want to:

- ✓ Improve confidence
- ✓ Gain useful life skills
- ✓ Set and achieve goals
- ✓ Gain qualifications and tips to help them stand out to an employer



During this eight-week course you'll cover:

- Interpersonal and self-management skills
- Money management
- Digital skills
- Preparing for a healthy lifestyle and exercise
- Presentation skills
- Career planning

If you're interested:

Text '**TEAM**' to 07500 066134  
[debbie.harvey@dwfire.org.uk](mailto:debbie.harvey@dwfire.org.uk)



**DORSET & WILTSHIRE  
FIRE AND RESCUE**



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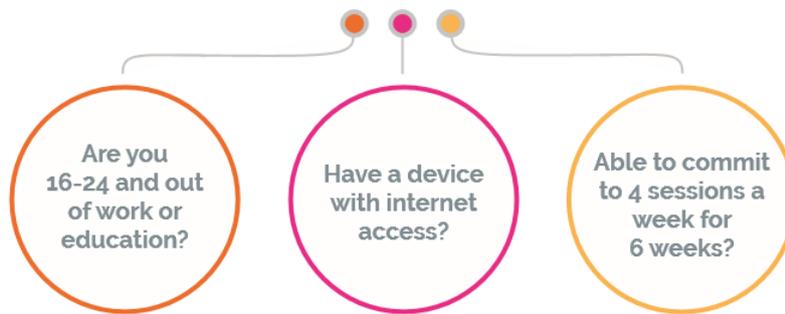
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## The Spear Programme

### Is it for me?

A free programme that gets you into work.  
Delivered online, with a specific focus on the challenges of COVID19.



*"The Spear Programme has given me the chance to see a future and I'm really grateful for that."  
- Hannah, Spear Programme trainee*

### What's in it for me?



#### **Spear Foundation:**

Six weeks of training to get you into work or education. Join us online for:

- Increased confidence
- A fun and friendly online community
- Impressive CV and cover letter
- Interview training and practice
- Job and training opportunities



#### **Spear Career:**

A year of coaching to build your career:

- 12 months of personalised support
- Job application workshops
- Access to exclusive job opportunities
- Ongoing support and regular career coaching

*The Spear Programme is an initiative of Resurgo Turst*

[www.spearbournemouth.org](http://www.spearbournemouth.org)

Email: [hello@spearbournemouth.org](mailto:hello@spearbournemouth.org)



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**Ansbury Guidance**  
Careers and Employability Experts

## Our Projects

### BOSCOMBE WORKS

- 16 - 24 year olds
- In or near Boscombe
- Support to achieve education, training and employment goals, confidence building and support to overcome any personal challenges.

### BOURNE DIGITAL

- 19+ year olds
- In or near Bourne mouth
- 12 week online Digital Confidence Building course for those with no or low digital skills, including 1:1 mentoring support and laptop/mobile data loan.

### DORSET CHAMBER LIFE SKILLS

- 13 - 25 year olds lacking an adult role model
- Across BCP and Dorset
- 1:1 mentoring from a local employer to build up workplace confidence and employability skills.

### HEAD SPACE

- 13 - 24 year olds
- All young people across BCP and Dorset
- Free counselling, therapy and mentoring to support those with mental health issues as a result of coronavirus.

### IAGT

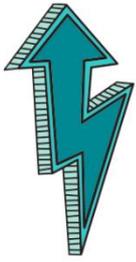
- 13 - 18 years, or up to 21 for looked after young people/care leavers and up to 24 with EHCP. Learning centre students – Years 10/11.
- Tracking and careers support for Dorset LA residents and Dorset schools with EHCP/looked after young people.

### KICKSTART

- 16 - 24 year olds on UC
- Across BCP and Dorset
- Government funded, 6 month work placements, for 25 hours minimum per week. Offering employability support before, during and after the placements.

If you would like more information about our projects or would like to speak to us about a referral, please contact us:

01202 677557    info@ansbury.co.uk    www.ansbury.co.uk



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## Other Ideas

- Starting a new hobby demonstrates initiative and a passion for learning. It'll also help you occupy that tricky 'hobbies and interests' section of a CV or application form. You could start journaling or story writing, learn how to cook/bake, get outside and learn how to plant and grow, start a book club, take up yoga or jogging, or get creative with activities such as drawing, sewing or photography
- If you are in a position to learn to drive, get your driving theory up to scratch so you are ready to get on the road when restrictions are lifted. Take a practice theory test here: <https://www.gov.uk/take-practice-theory-test>
- Write a letter to your future self using [Future Me](#). Write your letter, put in your email address and select whether you want it sent to you in 1 year, 3 years, 5 years or choose your own date. You could reflect on your time in lockdown and note your wishes for the future.

*“Thinking and writing about the future - your future - is a powerful exercise. You can consider your **dreams**. Make some **predictions**. Write a **resolution** for the year. Even write a future letter as a form of **therapy**! There are some very **smart people** who have done studies that demonstrate the power of communicating with your future self. So send your future self some words of inspiration or comfort. Or make a prediction about your life, your family or the world. What will the future look like in a year, five years...more?”*



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## All the links in one place:

### **Wellbeing**

Teen Sleep Hub - <https://teensleephub.org.uk/>

Young Minds - <https://youngminds.org.uk/find-help/feelings-and-symptoms/sleep-problems/>

Every Mind Matters - <https://www.nhs.uk/oneyou/every-mind-matters>

The Mix - <https://www.themix.org.uk/mental-health>

Kooth - <https://www.kooth.com>

Headspace - [www.headspace.com](http://www.headspace.com)

### **Careers Advice**

Buzz Quiz - <https://icould.com/buzz-quiz/>

National Careers Service - <https://nationalcareers.service.gov.uk/skills-assessment>

Career Pilot – <https://www.careerpilot.org.uk/>

Prospects - <https://www.prospects.ac.uk/planner>

Barclays Life Skills - <https://barclayslifeskills.com/young-people/>

Interview Skills - <https://www.prospects.ac.uk/careers-advice/interview-tips>

Apprenticeships Unlocked - <https://unlocked.onlineopendays.com/>

CSCS course - <http://www.tempustraining.co.uk/freecscscourse/>

UP in BCP - <https://www.upinbcp.co.uk/>



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## **Confidence and Skills Boosting**

Spear - [www.spearbournemouth.org](http://www.spearbournemouth.org)

Ansbury – [www.ansbury.co.uk](http://www.ansbury.co.uk)

Princes Trust - <https://www.dwfire.org.uk/education/youth-engagement-programmes/the-princes-trust-team-programme/>

## **Free Online Courses**

Open Learn - <https://www.open.edu/openlearn/free-courses>

Google Digital - <https://learndigital.withgoogle.com/digitalgarage-ie>

Future Learn - <https://www.futurelearn.com/courses>

Bournemouth and Poole College Online Courses - <https://www.thecollege.co.uk/freshstart>

Learn Sign Language - <https://www.british-sign.co.uk/learn-online-british-sign-language-course/>

## **Other Ideas**

Future Me – [www.futureme.org](http://www.futureme.org)

Driving Theory - <https://www.gov.uk/take-practice-theory-test>