

2018/2019

T3
**TRAINING &
DEVELOPMENT**

Training in Architecture
Engineering & Construction

T3 Training and Development

Job application, writing a CV and interview tips



OVERVIEW

ABOUT US

We are a National Training Provider offering a variety of Apprenticeship Programmes including Design & Draughting, Digital Construction/Engineering, Construction Professional/Technical & Project Control. We also offer a number of short courses, evening courses and NVQ only training at our training suite in Barnsley or on site/in the workplace. All our training is aimed at the Architectural, Engineering & Construction sectors and is delivered by our team of industry experts.

We needed to address the significant lack of formal/specialist training in the construction industry for engineers and technicians. Therefore, we have developed various intensive fast track programmes along with high quality training and assessment methods to deliver apprentices into the workplace with the skills, knowledge and understanding required of their job role.

CONTACT DETAILS

We have offices in Barnsley, Retford & Bristol.

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COMPLETING APPLICATION FORMS

1. Clearly read the job description, making note of key points such as entry requirements and 'essential' qualities
2. Do not use the same application details for different jobs. It is important to tailor your application to the job specification you are applying for.
3. Employers are looking for individuals who can:
 - Show that they understand what the job is about.
 - Demonstrate relevant skills and qualities required for the job.
 - Can relate their experience to the requirements of the job.
 - Demonstrate they understand the organisation and share its aims and ethos.
 - Meet the job specification.
4. Among the general skills employers look for are:
 - Good communication in speech and in writing.
 - Ability to learn quickly.
 - Ability to organise and prioritise tasks.
5. Explain what attracts you to the job and offer evidence of your suitability.
6. List courses in reverse chronological order. Give detailed information about relevant courses or training and include GCSE grades that you have achieved.
7. List previous occupations/work experience in reverse chronological order. Highlight aspects of your work experience which will help to sell you for the job.
8. Under activities and interests it is not so much the content of the pursuit which interests the employer but more the type of activity i.e. team or individual.
9. References should include your last employer. Personal references are less helpful.
10. Use an appropriate email address and voicemail message on your phone.
11. Regularly log onto your account to track your applications. Don't let emails end up on your junk folder.
12. Don't undersell yourself. Be confident (but honest!) about your abilities.

IDENTIFYING & PROMOTING YOUR SKILLS

WHAT ARE YOUR SKILLS?

Your skills are simply the things you do well. Many people feel that they have few skills, but the reality is that we all use a wide variety of skills both in the workplace and at home. It is important to know your skills as these are a main feature of a good CV.

Skills can be transferred from one job to another. There are key skills that underpin many different types of work such as knowledge and application of information and communication technology, team work, problem solving and application of numbers. These key skills are really valued by employers, so don't forget to think about skills you use both in and out of work.

<p>People based skills:</p> <ul style="list-style-type: none"> • Talking and listening to people • Explaining things to people • Dealing with complaints or queries • Putting people at ease • Organising people • Selling, persuading, negotiating • Motivating others • Being supportive to people • Training or tutoring • Managing, supervising or leading • Working effectively in a team 	<p>Practical skills:</p> <ul style="list-style-type: none"> • Using a keyboard • Using hand tools • Operating powered equipment • Maintaining equipment or machinery • Mending and repairing equipment • Diagnosing faults and testing equipment • Using physical strength • Handling materials or equipment with precision and speed • Using IT – word-processing, databases, spreadsheets and internet
<p>Thinking skills:</p> <ul style="list-style-type: none"> • Coming up with new ideas • Evaluating different ideas • Thinking of improvements or alternatives • Planning ahead and setting goals • Developing other people's ideas • Sizing up a situation quickly • Deciding between different courses of action • Working out how to deal with things that have gone wrong • Developing projects and ideas • Being creative / artistic 	<p>Skills using number, data and information:</p> <ul style="list-style-type: none"> • Keeping accurate records • Making accurate measurements • Using numbers accurately • Following written instructions or diagrams • Working out costs and budgeting • Checking information for accuracy • Writing letters, memos and reports • Extracting information from reports, books or manuals • Organising paperwork systems • Organising or classifying information • Providing information verbally or in writing • Researching information • Analysing numerical information • Prioritising workloads • Managing time effectively to meet deadlines.

CURRICULUM VITAE HINTS & TIPS

WHAT IS A CV?

The purpose of a CV is to get you a job interview not to get the job itself. A CV is your opportunity to sell yourself to an employer.

Instead of writing out your details each time you send a letter applying for a job, you should prepare a CV. You will then be ready to apply for jobs when they become available and use your CV:

- To send with a short covering letter of application
- In response to a specific job advertisement
- In a speculative approach to an employer
- To give to an interviewer
- To upload onto a job vacancy board.

WHAT IS THE PURPOSE OF A CV?

The Curriculum Vitae or CV is a summary of your career history and should detail the relevant skills and experience you have gained and present these qualities in a clear and concise manner.

Personal details such as: education, qualifications, employment or work-related experience, and any skills and achievements should be included. Your CV will show that you have:

- The specific skills needed for the job
- The right sort of experience for the job
- The personal qualities required for the position
- An understanding of the specific requirements of the job

WHAT STYLE OF CV SHOULD I PRODUCE?

The easier to read the better. If you keep it simple the employer will be able to digest it immediately and be able to make a decision to interview or not.

- Keep it short – no more than 2 A4 pages
- Keep it clear – easy to read, printed and laid out with clear section headings in a logical, well presented format
- Keep it relevant – the employer needs to consider: is this person able to do the job?
And: will this person fit in with existing staff?

WHAT SHOULD I INCLUDE IN A CV?

Personal Profile – the profile distinguishes an individual from the rest of the applicants. It should be a “thumb-nail” sketch of you. It should characterise what kind of person you are.

Skills and experience, knowledge and capabilities – your relevant experience and competence are the most important things to put in your CV. Match them as closely as possible to those required by the job.

Skills and qualifications that feature in the job advertisement – if you are answering an advertised vacancy, or if you have a comprehensive job description, make use of it.

Your achievements – a CV is a chance for you to be positive about your achievements and to spell out your achievements clearly. Employers want to see at a glance what you can offer them.

Put the most important information on the first page - if your CV runs to 2 pages, make sure the first page is the most interesting and highlights your key points.

CHECKLIST BEFORE SENDING YOUR CV

Your CV should be:

- On plain white or cream A4 sized paper.
- Clear typeface in Black ink
- No more than 2 sides
- Neat and well laid out
- Positive tone
- Kept up to date
- Checked and proof read for grammar and punctuation
- Relevant to the job you are applying to
- Submitted before the closing date
- Make sure all information is correct and that there are no false statements

You should avoid:

- Sending poor photocopies
- Gimmicks or jokes
- Spelling and grammatical mistakes

- Alterations and amendments, crossed out changes
- Negative tones

BREAKDOWN OF A CV IN DETAIL

Here is a breakdown of the different sections that make up a CV so that you know what to include along with some examples.

PERSONAL DETAILS: These are the basic details the employer requires to invite you to interview.

Date of birth and marital status are not required.

Name:	Full name i.e. first name and surname/family name
Address:	Full address including postcode
Telephone Number:	Best contact number (home/mobile number) if landline number include the area code.
Email Address:	Provide a formal email address e.g. joe.bloggs@hotmail.co.uk, rather than an informal one that you might use with your friends such as fluffy@hotmail.co.uk
Driving Licence	e.g. full clean driving licence

PERSONAL PROFILE: This is a short statement which focuses on your personal characteristics and highlights to the employer the key points you want to get across within the CV

Examples:

- I am conscientious and hardworking with a good attendance and punctuality record. I have the ability to work as part of a team and also use my own initiative. I am willing to undertake any training as required to keep my skills up to date.
- A reliable and enthusiastic individual with a wide range of office experience and administration-based knowledge. I have excellent communication skills and a commitment to providing excellent customer care. I am flexible, adaptable and can work well under pressure.
- I am a qualified heating and ventilating engineer with an extensive range of experience and knowledge of the engineering industry. I am a sociable, friendly person with good

interpersonal skills which enables me to communicate with customers and colleagues effectively.

- I am a well organised, reliable and trustworthy administrative assistant. I possess excellent communication and customer care skills and have experience of working in a busy office undertaking word-processing and all office practices. Able to work under pressure and remain calm and focused, with a good sense of humour.
- I am a friendly, outgoing person able to work as part of a team or on my own initiative. Hardworking, punctual and reliable, I am ready for a new challenge and willing to learn. I have a good educational background and possess excellent IT skills.
- I have a range of customer service experience dealing with adults and peers including school open event and the College Careers Fair. I am keen to add to my retail experience with a weekend job in a well-established local high fashion shop.

KEY SKILLS: This section is used to detail your key skills and abilities. These will be the main skills you have developed e.g. typing, driving, computer literacy and personal skills such as organising, problem solving.

Examples:

- Computer literacy, keyboard skills, typing, using Microsoft Office
- Operation of office machinery i.e. fax machine, photocopier, scanner
- Answering telephone calls and taking messages, booking appointments
- Opening and distributing incoming mail
- Maintaining and updating records manually and via a database
- Responding to urgent requests and prioritising workload
- Organising staff rotas and covering duty sessions
- Accurate, conscientious and reliable

EDUCATION & TRAINING: The amount of information in this section will vary depending if you have just left school, college or university; or if you have more experience of working etc. You can include academic, vocational and training qualifications as well as any other skills such as language skills.

List the names and addresses of secondary schools/colleges attended with dates; list any exams passed/taken, including dates and grades where possible.

Examples:

2016 – Currently	Barnsley College, Barnsley BTEC Level 3 in Construction and the Built Environment (exam June 2018) Emergency First Aid Certificate – Pass
2011 – 2016	Kirk Balk School, Barnsley GCSE’s Maths (B), English (C), ICT (Distinction), History (C), Science (BB) Duke of Edinburgh Award – Bronze, Silver and Gold.

CAREER HISTORY: This section is to detail your employment and work experience.

You will need to list:

- Names of previous employers
- Dates you worked there
- Job title
- Main responsibilities/duties

Any work experience through school or college can be included as well as any part-time or temporary jobs. Voluntary work can also be a way of showing your skills and abilities.

Examples:

September 2016- May 2018
Duties include:

Tesco, Sheffield
Restocking shelves
Handling cash
Dealing with customers
Checking deliveries

January 2016 – September 2016
Duties include:

Staniforth’s, Barnsley
Serving customers in the shop
Handling cash and credit payments
Taking orders over the phone

<p>Work Experience August 2015 – September 2015</p>	<p>Elmhirst Solicitors, Barnsley School placement – Office Junior Photocopying Filing Faxing Dealing with incoming and outgoing post.</p>
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INTERESTS AND ACTIVITIES: List any activities you have an interest in, clubs or societies which you belong to. Remember to mention any positions of responsibility you have held.

Examples:

- Active member of St Johns Ambulance, undertaking training and being on duty at public events when required.
- Follower and season ticket holder for my local football team

REFERENCES: It is usual to name two people (not family members) who know you well enough to write a good reference. You should usually include your present school/college or employer. Remember to ask them first.

Alternatively, you could add: “Available on Request”

COVERING LETTER

Attach a brief covering letter to the application form. This is particularly important with speculative applications, as an unaccompanied CV will not tell the reader anything about what you are looking for and why you are interested in their organisation.

Make sure to include your full address, telephone number and date in the top right-hand corner.

Find out who to address the letter to and use their initials and surname

Put the job title and reference for the vacancy and say where you saw it

Be brief, summarize why you are writing and explain why you are a suitable applicant

Draw attention to a few key selling points but don't repeat what is in your CV

End positively, encourage them to respond and finish with 'yours sincerely' if you have addressed the letter to a specific person

If you have addressed, it 'Dear Sir/Madam' then you should use 'yours faithfully'.

GOING FOR AN INTERVIEW

THE INTERVIEW

If you have written a good letter/application form, then you may be invited for interview. You now have the chance to prove to the interviewers that you are the right person for the job/training place or course.

Going for an interview may involve:

- A simple informal talk
- A formal interview with a panel of interviewers
- Being asked to fill in a form or do some kind of selection test followed by an interview
- A mixture of these

PREPARING FOR THE INTERVIEW

Once you know the date, place and time of your interview and have confirmed your attendance. You can take several steps which will ensure that you are fully prepared:

- Do your homework – know as much as you can about the job/training place/course, and/or know as much as you can about the organisation.
- Know yourself – read your letter of application/application form. Can you talk clearly about your education/career? Think of examples of your successes and achievements.
- Prepare some answers to questions which you may be asked i.e. why do you want this job/to join this training scheme?
- What do you want from the interview? Choose some questions which you want to ask; list the information you need to know.

AT THE INTERVIEW

- Make sure you know how to get there, which department to go to, and who to ask for.
- Arrive on time (10 minutes early is a good idea)
- Have a notepad and pen in case you want to make any notes
- Dress appropriately for the interview
- Be polite and friendly, be prepared to shake hands, do not sit down until asked
- Look at the person who has asked you the question when answering
- Look interested at all times. Avoid answering 'yes' and 'no' – answer questions fully
- Stay calm and relaxed and think about the question and your answer.
- Take your time and ask for any questions to be repeated if needed.
- Use every opportunity to be positive about yourself and about previous employers
- When invited to ask the questions you planned, refer to your notes if it helps

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- You can take notes in with you or a copy of your application/CV, sometimes this can feel reassuring if you are nervous, and just having it there will often mean you don't need to refer to it, but it's there 'just in case'
- At the end of the interview, thank the interviewer (s) for seeing you.

AFTER THE INTERVIEW

When the interview is over, make sure you know what is to happen next:

- Will you have to wait to be told if you are successful? How long will you have to wait?
- Will they contact you even if you haven't been successful?

If you are successful and you want the offer, write and accept as soon as possible. Should you wish to turn it down, you should write and explain that you do not wish to accept.

Do not rush this decision – but don't take too much time thinking about it.

COMMON INTERVIEW QUESTIONS

QUALIFICATIONS

- What do/did you study on your course?
- Why did you study this?
- How important do you think qualifications are?
- Are you willing to undertake training, even if this takes place in your spare time?

WORK EXPERIENCE

- What does/did your present/last job entail?
- What did you enjoy most/least about it?
- What did you find easiest/most difficult in your last job?
- What are your greatest achievements/failures at work?
- Why did you choose this career?
- Why did you leave your previous job?
- Why are you seeking a new job?
- Describe how you set about organising your activities each day/week?
- How do you determine priorities with competing demands?
- Can you give us your experience of developing and maintain systems?
- What kind of work are you looking for?
- Have you ever done this kind of work before?
- Give evidence of a time when you demonstrated initiative in your job
- Give evidence of your problem-solving ability in your last job
- What experience do you have in figure work?
- Have you worked with computers before?

WORKING STYLE

- Do you prefer to work alone or as part of a team?
- How do you get on with your boss?
- How would you change things if you came to work here?
- Can you work under pressure?

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- Give evidence to show you are used to meeting deadlines
- How do you motivate others?

AMBITION AND PERSONAL MOTIVATION

- Where do you want to be in five years' time?
- What sort of work would you most like to do, given the choice?
- What would you do if you inherited/won a large sum of money?
- Which is more important to you money or power?
- What sort of people do you find it difficult to get on with?
- Are you a competitive person?
- How long do you think you will stay in this job?
- How much do you know about this organisation?
- Do you know the name of the head of this company?

INTERESTS

- What are your leisure interests/activities?
- Which newspaper do you read?
- What television programmes do you watch?

PERSONALITY

- Tell me about yourself
- What is your greatest weakness?
- What do you consider your strengths?
- Are you political/religious?

HEALTH

- How often did you have time off in your last job?
- Have you had any serious illnesses?
- Do you have any disabilities, which would prevent you from doing this job?
- How do you cope with stress/pressure?

CURRICULUM VITAE

Personal Details:	
Name:	
Address:	
Telephone Number:	
Email Address:	
Driving Licence:	
Personal Profile:	
Key Skills:	
Career History:	
Education & Training:	
Interests and Activities:	
References:	