

# GET COLLEGE READY

YOUR ROUTE  
TO SUCCESS



Croydon  
College



COULSDON  
SIXTH FORM COLLEGE





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If you need a copy of this guide in an alternative format, or help to understand any of the information, we will do what we can to help. Please contact us.

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# WELCOME

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## Dear Students,

A very warm welcome to Croydon College - whether you are studying at our Croydon or Coulsdon Sixth Form campus, I am delighted you have chosen to study with us, and sincerely hope that your time here is successful and enjoyable.

At Croydon College we concentrate on Careers not Courses. As a college student we will support your progress towards your chosen career providing a programme of study that prepares you for your next steps into a higher level of study, apprenticeships or skilled employment. We will work with you to progress your career goals and aspirations with the best possible support, advice and guidance, in your lessons and through our specialist support staff.

Using this Get College Ready resource will support you to get ahead even before the first term starts. It provides answers to questions you might not have thought to ask, like what the main difference is between school and College, what extra activities you can get involved in, or how you can access work experience opportunities.

In this brochure you will also find information about the wide array of support services we have available at College and contact details for the team so you can get in touch, even during the holidays.

Let me take this chance to wish you a fantastic summer. We very much looking forward to you joining our welcoming college community in September.








A handwritten signature in black ink that reads "Caireen".

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**Caireen Mitchell**  
Principal & CEO

# ACTION PLAN

Use this College Action Plan as a checklist to make sure you are ready for your next steps and journey to College.

TO DO	HOW WILL I ACHIEVE THIS?	DONE?
Check emails regularly for updates and information from Croydon College		
Follow Croydon College on our Social Media for updates and current news	    	
Keep all the letters and emails I receive from Croydon College safe and secure		
Check out the pre-enrolment resources and activities for my chosen course		
Research the study programme I have chosen		
Build a portfolio of what I have researched to bring with me when I start my course		
Organise my equipment and stationery		
Complete my career planning reflection activity		
Update my CV or create a CV if I don't already have one		
Think about what wellbeing activities I could organise or complete with my family		
Check if I'm eligible for a college bursary, and prepare the evidence I'll need to show	<a href="http://www.croydon.ac.uk/16-19-bursary-funds/">www.croydon.ac.uk/16-19-bursary-funds/</a>	

In the table above, we have provided some examples, start to think how you might answer some of these questions.

# CAREERS & PLANNING

At Croydon College, our dedicated Careers team provide specialist support, advice and guidance to help you plan your next steps.

## REFLECTION ACTIVITY

Career planning basically involves asking yourself the following three questions:

- 01 Where am I now?
- 02 Where do I want to be?
- 03 How do I get there?

Take some time out to reflect on the following questions to ensure you are on track with your future plan.

WHERE AM I NOW?	WHERE DO I WANT TO BE?	HOW DO I GET THERE?
<b>THINGS TO CONSIDER:</b> Current education attainment. Work experience and skills gained so far. Personal circumstances – your age, time commitments, flexibility, available money.	<b>THINGS TO CONSIDER:</b> What job would you like after college? What is the job like? What’s involved?	<b>THINGS TO CONSIDER:</b> What skills and knowledge do I need? Do I need any qualifications; what level do I need to reach? How long will it take me to qualify? Where can I study? How will I pay for my studies?

In the table above, we have provided some examples, start to think how you might answer some of these questions.

## TOP TIP!

Book an appointment with the Careers Guidance team to discuss your plans.

You can contact us by emailing [Careers@croydon.ac.uk](mailto:Careers@croydon.ac.uk) or [Careers@coulsdon.ac.uk](mailto:Careers@coulsdon.ac.uk)

## ACTIVITY

Think about the sector that **YOU** want to progress into. Find out what jobs people do in your chosen sector and think about what skills are needed.

You never know, you might discover a job that you’ve never heard of before!

To support the activities above, check our Careers Resources page on our website where you will find further information and useful links [www.croydon.ac.uk/careers/resources](http://www.croydon.ac.uk/careers/resources)



# DIFFERENCE BETWEEN SCHOOL AND COLLEGE

Wondering how college life might be different to school? Here are some examples:

SCHOOL	COLLEGE
5 days of learning per week	3-4 days of learning per week
Only attended by students aged between 11-16 (year 7-11)	Attended by any students aged 16+, including adults
Quite formal (calling teachers by surname)	More informal (call staff by first name)
Wear school uniform	No uniform, but you must wear a college ID badge (depending on your curriculum area you may be required to wear a particular type of clothing for example chef whites)
Additional time for homework, revision and assignments	16+ hours independent study time per week Up to 50 days of work experience or extended Industry placement. Time for a part-time job
Study large range of subjects (between 5-10)	Most students study one vocational or technical qualification which is more career focused, or a combination of 3 A-levels





# TOP TIPS FOR PREPARING FOR COLLEGE LIFE

## 01 DON'T BE AFRAID TO ASK FOR HELP WITH ANYTHING

Experienced and friendly staff are on hand to help and advise you and answer your questions. We also have a brilliant Student Support team, who work really hard to make sure you have a high-quality, enriching and enjoyable time at college, in a safe environment.

## 02 GET YOUR EQUIPMENT

It's best to sort out all the equipment you will need before you start with us.

Check with one of our tutors for further information.

## 03 PLAN AHEAD

Your first few assignment deadlines might be weeks away, so make sure you don't fall behind.

Use daily and weekly planners to help you get organised.

## 04 MANAGE YOUR MONEY

Having more freedom will mean that you are likely to spend extra on social events and travel.

So remember: make a budget for each month or term and stick to it!

## 05 TURN UP

Make sure your attendance and punctuality is excellent. This means attending all lessons and tutorials on time. It really is the key to your success and matters when you're applying for higher education courses or jobs. Also make use of your free periods or free days; maximise your independent learning time by utilising the library, online journals and other research methods which are vital to your progression.

## 06 PUSH NEW BOUNDARIES BY LEARNING AT A HIGHER LEVEL AND FOCUSING IN ON YOUR TECHNICAL AND VOCATIONAL PASSION

It might take some time to get used to the format and layout of assignments, so do come and speak to our specialist teams to help you succeed.

## 07 GET INVOLVED WITH THE EXTRA-CURRICULAR ACTIVITIES ON OFFER

Universities and employers love to see that you have done something in addition to your main study programme. We will help you find valuable work experience through our Careers and Employability teams, alongside supporting you to develop your interview skills and confidence.

## 08 AND FINALLY

Stay true to yourself – let your personality shine whilst you make new friends and meet new people, just be yourself!



GETTING COLLEGE READY

# DO MORE BE MORE

**Enrichment is one of the best parts of student life at Croydon College.**

It's your opportunity to really make the most of your time with us, the chance to try something new, get involved with something you love and make new friends.

You'll have loads of fun with a whole range of activities to get involved with, groups to join, and guest speakers to hear from. Most importantly though, you'll be learning and developing some fantastic skills that will enable you to become work ready, the kind that employers and universities really want you to have to help you be amazing academically and personally.

**JUST SOME OF THE ENRICHMENT ACTIVITIES YOU CAN GET INVOLVED IN:**



THEMED EVENTS



FUNDRAISING AND  
CAMPAIGNING



VOLUNTEERING



CLUBS AND SOCIETIES



COLLEGE-WIDE COMPETITIONS



TRIPS AND VISITS

**DO MORE.**  
**BE MORE!**





GETTING COLLEGE READY

# DUKE OF EDINBURGH

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**Do More Be More with our Duke of Edinburgh programme – start your DofE journey with us now and sign up for free during induction.**

The DofE is many things to many people, supporting generations to successfully navigate adult life. The DofE programme can be completed at one of three progressive levels which, when successfully completed, leads to a Bronze, Silver or Gold Duke of Edinburgh's Award.

There are **four sections** to complete at Bronze and Silver level and five at Gold. They involve helping the community/environment, becoming fitter, developing new skills, planning, training for and completing an expedition and, for Gold only, working with a team on a residential activity.

Any young person can do their DofE – regardless of ability, gender, background or location. Achieving an Award isn't a competition or about being first. It's all about setting personal challenges and pushing personal boundaries.

Through a DofE programme young people have fun, make friends, improve their self-esteem and build confidence. They gain essential skills and attributes for work and life such as resilience, problem-solving, team-working, communication and drive, enhancing CVs and uni and job applications.

## INTERESTED IN FINDING OUT MORE?

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Contact our Student Experience team on **DoMoreBeMore@croydon.ac.uk** to find out how you can register and what's involved.





GETTING COLLEGE READY

# WORK EXPERIENCE & EMPLOYABILITY

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Work experience and employability skills will form a big part of your student journey when you join Croydon College, to help you develop the skills, knowledge and expertise to help you progress into your dream job in the future.

All students will take part in work experience which will be directly related to college studies and





## PRE-ENROLMENT WORK EXPERIENCE RESEARCH TASK

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Students are encouraged to self-source their own work placement opportunity, and while there'll be lots of support to help you do this, this summer research task will get you off on the right track.

**01** Thinking about the industry linked to your college course and your future career aims, research some local companies who you would be interested in completing work experience with. You can use Google to identify local companies.

You will be able to find out a lot about a company from their website but might also find out more on sites such as [www.glassdoor.co.uk](http://www.glassdoor.co.uk) and **Facebook**.

**02** The best way to get the most from any work experience is to think about what you want to gain from this before you start. Use the space below to create 3 objectives for your future work experience. This might be something quite generic e.g. develop my communication skills or might be a more specific aim to learn about a particular skill or technique in an industry.

When you start your college course, you'll be supported by our team of Work Placement Officers and your Progress Coach or Personal Tutor to find the best work experience opportunity for you.



## **TYPES OF WORK EXPERIENCE**

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Depending on the course you join in September and the level that you study at, there are different types of work experience that you might get involved in.



### **THESE INCLUDE:**

#### **Work Related Activities:**

These activities usually take place at college but sometimes in a work place. They are not formal work placements but include activities such as employer encounters, careers talks, master-classes, group trips to a work place etc.

#### **Work Placement:**

A formal work placement completed externally with an employer. Typically these last 5 days. Some students may complete an internal work placement to help them develop work-readiness skills before completing an external placement.

#### **Industry Placement:**

An extended work placement externally with an employer. These placements are a minimum of 315 hours, usually done over approximately 50 days.



## EMPLOYABILITY SKILLS

**Work experience is not the only way that you can improve on your employability skills. Here are some examples of how you could start to improve on them whilst at home.**

### **Self-management:**

Manage your time efficiently, making sure you have set times to complete any work you have and also time to do the things that you enjoy. Juggling college work with social activities and a part-time job if you have one, can be challenging. Take this time to get used to setting time aside for each of these. Setting reminders on your phone can be helpful, so that you do not fall out of a routine. Your resilience is shining through during this time so take some time to reflect on how quickly you have adapted to this current climate.

### **Team-work:**

Now you and your family will be spending more time than usual at home together, this can be an opportunity to utilise your teamwork skills and contribute to things that may need doing around the house. Why not help out with the cooking, cleaning or even jobs in the garden?

### **Business and customer awareness:**

During this time, you could research the industry that you will be eventually going into (Use the task to help you do this). Having ground knowledge before starting your course should make understanding the content easier. You could even use social media to see what successful companies are doing in competition with each other and look into what company you may wish to work for in the future.

### **Communication:**

During your time at college you will have to complete written and practical assignments and also complete work experience, all of which mean you must communicate in written or verbal form. To improve communication skills, you should practice them consistently. You may not realise it but the more you speak to people the better your communication will become.

### **Application of IT:**

With hybrid working becoming more commonplace, you can really improve on your IT skills. Take part in online tasks and activities, or even start a blog to share how you have been keeping busy during the summer.





## TOP TIPS FOR CREATING A SUCCESSFUL CV

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**Writing a good CV can be one of the toughest challenges of job hunting especially when you're looking for your first part time role whilst studying at the same time!**

### HERE ARE OUR TOP TIPS FOR WRITING A CV THAT'LL SECURE THAT ALL-IMPORTANT INTERVIEW!

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**01** Keep it real! Usually a CV should be no more than two pages – and that's two pages of A4 paper!

**02** Keep it simple with clear headings.

**03** Tailor it - Take the time to change your CV for each role that you apply for. Research the company and use the job advert to work out EXACTLY what skills you should point out to them.

**04** Don't leave Gaps - leaving obvious gaps on your CV immediately makes employers suspicious and they won't give you the benefit of the doubt. If you've been out of work it can be a worry but just put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management?

**05** Look for spelling errors - Employers DO look for mistakes on CVs and if they find them, it makes you look really bad. So make sure you do a spell check and maybe get someone to look over your CV before you send it in.

**06** Include a personal statement - Don't just assume an employer will see how your experience relates to their job. Instead, use a short personal statement to explain why you are the best person for the job.

**07** Keep it current - You should keep your CV up-to-date whether you're looking for a job or not.

**08** Tell the Truth!

### CV ACTIVITY: CREATE YOUR OWN CV

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This is a great opportunity for you to create your first CV. Using all the tips above, use the link below to help you build your CV – it's FREE!

**[www.studentjob.co.uk/application-tips/cv/free-cv-maker](http://www.studentjob.co.uk/application-tips/cv/free-cv-maker)**





# THE BENEFITS OF PART-TIME WORK FOR A STUDENT

**A part-time job whilst at College can have a positive impact on your life.**

## MONEY

Need we say more? The extra cash from part-time work lets you cover the cost of living more comfortably, sometimes even leaving a little aside for fun.

## BUDGETING

Students who earn their own money tend to spend it wisely. Part-time jobs are often tough, and hard-earned money can be painful to part with. In short, students are more likely to save their money for necessities such as textbooks and things they might need for their course.

## TIME MANAGEMENT

Students with jobs have little free time. This predisposes them to become more organised and better planners, learning to weigh their priorities in order to meet deadlines. Effective time management benefits both your studies and life after university.

## BORED?

You will have less time to while away the hours – the combination of studying and a job rather handily means there's little time to get bored.

## YOUR FUTURE

Use your part-time job to get an introduction to a career or area of interest you hope to go into after university. The experience will help you stand out from the crowd at interview; you can begin networking with others in your chosen field. Forming professional relationships at this early stage will help your chances of gaining employment after graduation.

## TRANSFERABLE SKILLS

A part-time job can provide you with a skill set much in demand by graduate employers.

## TEAMWORK

You'll likely have to work as part of a team, equipping you with the skills needed to work with people with different personalities. This will help you work on group projects at university, as well as being of great benefit through life in general.

## INITIATIVE

In the workplace things will go wrong. How will you react to the unexpected? Keep a note of problems solved and disasters averted – these sorts of stories are priceless when it comes to interviews and such like.

## WHERE DO I LOOK FOR PART-TIME JOBS?

There are hundreds of places where you can look for part-time jobs while studying; here are some of the ones that we would recommend:

**Student Job UK**  
[www.studentjob.co.uk](http://www.studentjob.co.uk)

**Indeed**  
[www.indeed.co.uk](http://www.indeed.co.uk)

**Save the student**  
[www.savethestudent.org](http://www.savethestudent.org)

**Employment 4 students**  
[www.e4s.co.uk](http://www.e4s.co.uk)

**CV Library**  
[www.cv-library.co.uk](http://www.cv-library.co.uk)

**Total Jobs**  
[www.totaljobs.com](http://www.totaljobs.com)

**Don't forget we also have a dedicated team of careers advisers who will support you with finding jobs and developing your employability skills.**



# LIBRARY RESOURCES

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## When you first go to college you might feel bombarded by lots of information!

One thing you can do to help with this is to become familiar with the **Learning Resource Centre (LRC)** and make friends with your librarian staff. The LRC is about so much more than books!

You will need to develop your study skills to help you process information and meet deadlines: things such as time management, scanning and skim reading, creating mind maps, learning referencing techniques to avoid plagiarism and being able to sort out fake news from reliable sources of information.

The LRC web pages provide lots of information about studying and about your course materials and any websites we link to will have been approved by our specialist team.

You can locate the library resources using our dedicated website: **[www.croydon.ac.uk/library](http://www.croydon.ac.uk/library)**

In the meantime, why not join your local public library? Studies have now strongly linked academic success and mental and emotional wellbeing to the amount of reading a person does.

It's worth joining your library online to have access to lots of electronic books but also general interest magazines and comics. You can read things like BBC Top Gear, Hello!, Good Food, Horrible Histories and Amateur Photographer

**Happy reading!**





# INFORMATION SKILLS - FAKE NEWS

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## What are Information Skills?

During your studies and in your career, you will need to develop the skills to find, evaluate and use information effectively and ethically.

Better information skills will help you find and use better quality information, which will help you with research, assignments and revision. Beyond college, these skills will also be invaluable in your chosen career and in everyday life.

Use the checklist below to start thinking critically about the information you use.

## How to spot fake news

### CONSIDER THE SOURCE

Click away from the story to investigate the site, its mission and its contact info.

### READ BEYOND

Headlines can be outrageous in an effort to get clicks. What's the whole story?

### CHECK THE AUTHOR

Do a quick search on the author. Are they credible? Are they real?

### SUPPORTING SOURCES?

Click on those links. Determine if the info given actually supports the story.

### CHECK THE DATE

Reposting old news stories doesn't mean they're relevant to current events.

### IS IT A JOKE?

If it is too outlandish, it might be satire. Research the site and author to be sure.

### CHECK YOUR BIASES

Consider if your own beliefs could affect your judgement

### ASK THE EXPERTS

Ask a librarian, or consult a fact-checking site.

## Spotting fake news activity

Take part in a fun activity in a pretend virtual world where you are a social media tycoon, where you

are trying to master fake news to increase your followers. Click here to take part

[www.getbadnews.com/en#intro](http://www.getbadnews.com/en#intro)

Reference: IFLA, 2018. How to spot fake news. [online]. The Hague: IFLA.

Available if you click here

[www.ifla.org/resources/?oPubId=11174](http://www.ifla.org/resources/?oPubId=11174)

Information Skills are essential to your studies, but also to our wider society.

It's crucial to understand how social media can distort the information we receive before we make up our minds. Developing critical information skills allows us to make informed decisions.

Click here to find out more [www.open.edu/openlearn/science-maths-technology/fake-news-filter-bubbles-and-facebook?in\\_menu=698998](http://www.open.edu/openlearn/science-maths-technology/fake-news-filter-bubbles-and-facebook?in_menu=698998)

or watch this short videos Filter Bubbles and Fake News

[www.youtube.com/watch?v=k\\_I7CedvTu8](http://www.youtube.com/watch?v=k_I7CedvTu8)



# WELLBEING

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**Your mental health is as important as your physical health, it is normal to feel overwhelmed, stressed or anxious during a period of change.**

If you're feeling anxious about starting college, the Wellbeing team will be running transition workshops over two dates **23rd and 30th August**.

These sessions will be aimed at students who would benefit from additional support with the transition to college e.g. Looked after young people, students with and EHCP and those with external support or who have been NEET.

During the sessions students will be invited for a tour of the building, meet the Student Support team, join a workshop around transition with our NHS Mental Health Practitioner and have an opportunity to ask questions and plan for life at Croydon college.

There will also be summer drops in available throughout August for students to book and attend. This is an informal opportunity for students to pop in with a parent/carer or by themselves, to tour the building and meet the Student Support teams

For information or to book the transition sessions or the summer drops in please contact [wellbeing@croydon.ac.uk](mailto:wellbeing@croydon.ac.uk) or [wellbeing@coulsdon.ac.uk](mailto:wellbeing@coulsdon.ac.uk)





# MANAGING STRESS

**Stress can be good, it pushes you to work hard and do your best but we understand that it is not a welcome feeling and it can be difficult to manage, so we've put together some tips for managing stress.**

## MANAGING YOUR WORKLOAD

If you feel overwhelmed with your workload, make a to-do list and identify the most important tasks you need to achieve. Be brave and get the larger or most difficult tasks out of the way first. Most of us procrastinate because we dread the task we're putting off, but it's almost always never as bad as you think!

## TAKE SOME TIME TO RECALIBRATE

Ensure you're still striking a balance, take breaks, call a friend, relax with a cup of tea or exercise, keep hydrated and ensure you still prioritise sleep

## STAYING MOTIVATED

With our day to day habits and routines having to adapt so quickly, it's understandable if you feel deflated and fatigued. Waking up at a reasonable time every morning will keep your body clock in check; make the most of

this time whether it's spending more time with loved ones, relaxing in the garden, saving your spends, or finally having time to binge-watch your favourite tv show!

## MANAGING PRESSURE

Try not to worry about the future or compare yourself with others. Some of our worries can be out of our control or become bigger the longer we linger on them. Take a break and do something creative, focusing on something that you enjoy can help you re-energise. Develop or reach out to your support network whether this be to friends, family, tutors or professionals.

## DID YOU KNOW?

Music engages areas of the brain which are involved in paying attention, making predictions, memory and reducing stress.

## MINDFULNESS

Mindfulness can help us enjoy life more and understand ourselves better, you can take steps to develop and become more mindful.

Here are some of our favourite wellbeing apps that you might find useful:



HEADSPACE



STAND UP!



CALM



AURA



# TRANSITION SUPPORT - SEN

## School to College transition for students with Special Educational Needs (SEN)

The Additional Learning Support (ALS) team support students with Learning difficulties, disabilities and medical conditions to achieve their learning goals. We work with students who have Special Educational Needs (SEN) and/or an Education Health and Care Plan (EHCP) to help make their transition from school to college as smooth and as successful as possible.

If you have a learning difficulty, disability and/or health needs, we are here to help and provide you with the support you need.

### TO HELP WITH TRANSITION WE CAN ARRANGE:

- 1:1 or small group visits to college in the summer
- Personalised inductions
- Meetings with current school staff to ensure we fully understand your needs
- Meetings with you and your NOK

### GENERAL SUPPORT THAT THE ADDITIONAL LEARNING SUPPORT TEAM CAN OFFER:

- Access to our Additional Learning Support Centre Monday to Friday.
- One to one or small group support, in and out of class as appropriate.
- Out of class sessions – vocational, Maths and English.
- Assessment for Exam Access Arrangements.
- Access to specialist staff, that provide direct or indirect input for learners with specific learning difficulties.
- Reasonable adjustments to facilities, resources and procedures to enable access to the curriculum

### WHAT EVERY LEARNER CAN EXPECT FROM THE ALS TEAM IS WELCOMING, FRIENDLY AND PROFESSIONAL STAFF WHO CAN GIVE ADVICE AND SUPPORT WHILST YOU ARE STUDYING HERE AT OUR COLLEGE.

You can contact us at [ALS@croydon.ac.uk](mailto:ALS@croydon.ac.uk) and one of the team will be in touch.



GETTING COLLEGE READY

# STUDENT SUPPORT

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**We are the team that are based at your campus and offer advice on a range of pastoral issues, such as mental health, staying safe, lifestyle, health and relationships.**

Through our mentors we offer coaching to support you to develop motivation, confidence, resilience and the right attitude to succeed in your studies and essential workplace behaviours.

We are also the team that organise lots of fun events and activities throughout the year to raise your awareness of key citizenship themes, getting involved with your community and celebrating our diverse student population!

You can get involved in college life by becoming a student ambassador and representative, providing student feedback on the work of the College and organising student led events and fund raisers – all great experiences to add to your CV!

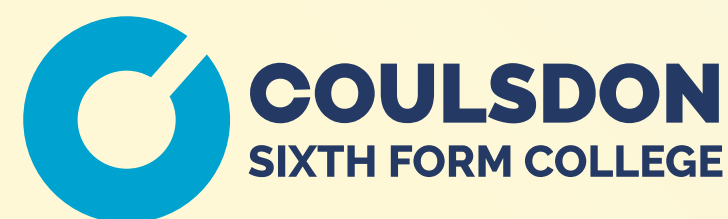
We look forward to meeting you at one of our transition days or during induction in September.





# KEEP CONNECTED!

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**Regardless of the challenges and barriers you might be facing, we want to let you know you'll have support every step of the way from Croydon College.**

Keep connected with us through our social media pages and give us a follow to keep up to date with everything we are up to.

**For Croydon**



**For Coulston**



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