

YOUR FUTURE

Careers guide 2025



SAVOY EDUCATIONAL TRUST

UNLOCK YOUR CAREER POTENTIAL

AT THE ATHENAEUM HOTEL & RESIDENCES



Discover the world of hospitality at The Athenaeum, where **passion** meets **purpose**. Our iconic establishment is your gateway to a rewarding career.

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Experience top-notch training, mentorship, and endless possibilities. Explore diverse roles in culinary arts, guest services, and more. We're your launchpad to success, fostering talent and excellence.



READY TO SHAPE YOUR FUTURE? YOUR JOURNEY BEGINS HERE!
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Be Exceptional

AS YOU PREPARE FOR LIFE AFTER SCHOOL...

ZEST FOR LIVES 6 STEPS TO 'BE EXCEPTIONAL'

Step 1: Be there for every career event to gain an insight into what's available. Be physically and mentally present. Gather as much information as you can.

Step 2: Watch the signals What do you notice within yourself that gives an insight as to whether this opportunity may be something you are interested in. Act on these thoughts and feelings.

Step 3: Ask questions e.g. how can I find out more information about working in this industry?

Step 4: Listen with the intention of fully understanding. This helps build strong relationships with others as they will see that you are serious about your career.

Step 5: Respond Reply with your thoughts or intended actions e.g. thank you for this. I will carry out some research.

Step 6: Make it memorable Create a positive impression so that you are remembered e.g. use their name and express gratitude.

Why would you want to follow these steps - it's simple... To get the most from opportunities that are presented to us can lead to some amazing opportunities. These steps will help.



TO CONTACT SALLY AT ZEST FOR LIFE PLEASE SCAN THE QR CODE.

CONTENTS


Welcome	Page 2
Your career starts here	Page 4
Your options post 16	Page 6
Do you know your levels?	Page 8
My career in hospitality	Page 10
Meet an employer	Page 12
What is an apprenticeship?	Page 14
What are T-Levels?	Page 16
The college option	Page 18
The uni option	Page 19
Top tips on using LinkedIn	Page 20
Top 10 tips for interviewing	Page 22
Useful websites – explore your options	Page 24

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WHEN YOU PURSUE
SOMETHING YOU
TRULY ENJOY,
YOU'LL EXPERIENCE
A SENSE OF
ACHIEVEMENT THAT
IS PRICELESS.

WELCOME *to Our Second Careers Guide!*

We're thrilled to bring you our second careers guide, packed with information, advice, and inspiration to help you think about the future you want to build. Whether you're just starting to explore your options or already have some ideas, this guide is here to give you the confidence and tools to take the next step.

We've teamed up with some amazing people — from employers and career advisers to our Motivators — all of whom are eager to share their insights and support your journey.

We know that thinking about the world of work can feel overwhelming, and for parents, it can be a bit daunting too. But here's the exciting part: there are so many paths to explore! Whether it's sixth form, college, apprenticeships, or T-Levels, there are endless opportunities waiting for you.

My advice? Follow your heart. Do what makes you happy and what excites you. When you pursue something you truly enjoy, you'll experience a sense of achievement that is priceless. No matter your background or achievements, there's a path that's just right for you.

Good luck on whatever you choose next! We hope this guide will provide the inspiration and support you need to make your dreams a reality.

Sam

Sam Coulstock FIH, Chief Executive, Inspired Community Group CIC



A young woman with long, wavy brown hair is looking over her shoulder towards the camera. She is wearing a white long-sleeved shirt with dark stripes on the sleeves and blue jeans. The background is a wall covered in graffiti, with large, stylized teal bubble-like shapes overlaid on the image. The text "YOUR CAREER... STARTS HERE" is written in a bold, white, hand-drawn font with a dark blue outline, positioned across the center of the image.

**YOUR CAREER...
STARTS HERE**

Where to start...

When thinking about careers!

Navigating Your Future Career: Helpful Tips for the Journey

It's completely normal to feel overwhelmed when you're juggling GCSEs, revision, social life, and thinking about your future career. But here's an important reminder: your first job doesn't have to be your forever job! We all have the opportunity to learn, grow, and retrain throughout our lives. The key is to take that first step!

Here are some things to consider as you start thinking about your career:

- **What's important to you?** Think about your values and interests. For example, if creating things or helping others is important to you, try to find a career that aligns with these passions.
- **Do your research.** Take the time to learn as much as you can about the career you're interested in, as well as the different routes you can take to get there.
- If you're unsure, **try career quizzes.** Free quizzes can help you explore potential options. Check out websites like SACU Career Quiz or BBC Make It Quiz.
- **Shadow someone** in the job you're interested in. See if you can arrange to shadow someone who already works in a field you're curious about. It's a great way to get real insight into the role.
- **What courses or training might you need?** Research what qualifications or skills are needed for the job you're aiming for.
- **Follow people who inspire you.** LinkedIn is a great place to connect with professionals and get advice from those who are already doing what you want to do.
- **Get the word out!** Share your career aspirations with people you know. You never know when someone might hear about a job opportunity that's perfect for you.
- **Say 'yes'** to opportunities that align with your values. If something feels like it's a good fit for your goals, take it! Even small steps can lead to big things.
- **Don't be afraid to ask for help.** People love sharing their experiences and giving advice. Reach out to those already in the industry — most are happy to help guide you.

Name: Leah O'Neill

Place of work: Art'otel, Battersea

Job title: Meetings & Events
Operations Manager

First job: Waitress at The Promenade –
Small local pub in Sunderland

Best part of your job: Working in
a global community and meeting
(literally) hundreds of new people
every day!

Worst part of the job: Waking up at
4:30am in Winter – In summer it's not
so bad.

Favourite food: Buffalo Chicken Wings

Career ambition: Hotel General manager

A funny thing that's happened at work:

On my first shift in F&B at a
hotel, I managed to spill
a whole trolleys worth
of Orange Juice and
flooded the service
elevator – I can
laugh now but was
traumatising at the time.



YOUR OPTIONS POST 16

KEY STAGE 4

KEY STAGE 5

LIFE 18+

GCSE / A-Level

Further Education

Foundation Learning

Higher Education

GCSEs
or other

OPTIONS
16+

OPTIONS
18+

Apprenticeships
post 18

Apprenticeships

Employment

Employment with Training

Employment with Training

The background is a vibrant teal color with a vertical wood-grain texture. Overlaid on this are large, dark, abstract shapes that resemble shadows or stylized patterns. At the top center, there is a white, jagged, lightning-bolt-like graphic element.

**DO YOU KNOW
YOUR LEVELS?**

MY CAREER IN...

Hospitality

Meet Leah, starting her career in hospitality.

Leaving school, I had no idea what I would do, but hospitality stumbled upon me. Walking home one evening, I found a 'STAFF WANTED' poster at a lovely local pub on the seafront. Less than a week later, I was behind the bar and working my first ever job in hospitality. Slowly but surely, I began to find my passion, feeling like an absolute machine on the floor; it is surprising how much empowerment I felt so quickly and the autonomy I felt was something brand new and exciting.

Progressing through college and university, my enthusiasm continued. BA International Tourism Management caught my attention, offering a wealth of experience in business management and live operational assessments. I completed my undergraduate placement at Park Plaza Waterloo, opening my eyes to the size and scope of the industry and the opportunities I could have with some dedication and perseverance.

My career has been in food and beverage operations, meeting and events planning, and banqueting operations management. I am an acting duty manager across all hotel outlets, supporting a large, diverse team. I love my current role and am so grateful for the opportunities I have had to date that have provided me with the skills I can use to support others. Every day, there is a new challenge, and it motivates me every day to develop alongside my team and one day hopefully achieve my goal of being Hotel General Manager.

I would encourage anyone looking for a fast-paced, hands-on, ever-changing career to try hospitality; for whatever reason, it's not for you. The transferable skills are so vast it would only benefit you. Plus, your future hospitality servers will appreciate you more (trust me, we can tell).

A hotel is the perfect environment to be creative and express yourself through service. Like me, you can start a career by following your passion one step at a time. Who knows where it could lead you?



Name: Theresa Collins

Place of work: The Star, Alfriston

Job title: General Manager

First job: waitress in a B&B in Devon

Best part of your job:
The team

Worst part of the job:
being short staffed

Golden nugget of information: appreciate your team

Favourite food: Sunday roast lunch

Career ambition: to be the best GM I can



Name: Fatou Camara

Place of work: Red Carnation Hotel Collection

Job title: Recruitment Coordinator

First job: Events staff for 'At Your Service'

Best part of your job: The versatility and the people.

Worst part of the job:
The commute.

Golden nugget of information: Every mistake is an opportunity to learn.

Favourite food: Sushi

Career ambition: To go into Talent Planning.





MEET AN
EMPLOYER!

The Red Carnation Hotel Collection

Where can we take you?

Red Carnation Hotels is a collection of 18 family-run, award-winning luxury hotels. Each hotel is a landmark of history and tradition, with a reputation for delivering exceptional service provided by highly trained teams who are passionate about creating memorable experiences for our guests. The personalised service you see in our hotels starts with the personalised training we provide to our employees.

We won't just provide you with the basics. We will also offer learning opportunities that are internationally recognised beyond our organisation. As well as offering over 80 training courses, we also have a variety of development programmes to help you reach the next step in your career. Our non-graduate management programme has seen Petra Nyitrai, who started with us directly from school, completing a Level 2 Apprenticeship in Food and beverage service while working full time, and is soon to embark on Level 3 in a Women in Leadership Apprenticeship, demonstrating that our apprenticeships offer you both work knowledge and personal development.

Our Degree Apprenticeship Programme, which allows you to work full-time at a London-based hotel, is a fully funded, debt-free Chartered Management Degree in Applied Hospitality Management. Arella Warner, our case study, is a great example:

Case Study Arella, Reception Manager and former Degree Apprentice: "I started my journey with Red Carnation Hotels in 2019 as a degree apprentice, joining the front office team of its flagship hotel, the Milestone Hotel & Residences. In the short time I was there, I fell in love with the hotel and the industry. "Over my three years as an apprentice, I was able to experience many different aspects of the hotel, including housekeeping, front office, guest services and food and beverage. My love for front office grew and after my graduation, I became the guest services manager and now the Reception Manager. "

We pride ourselves on cultivating our talent within, so where can we take you?

Reach out to us: <https://redcarnationhotels.com/careers/meet-the-team>

Careers: <https://redcarnationhotels.com/careers>

Red Carnation benefits:

- Catch a Star retail rewards
- Employee of the month and the year
- Opportunity to work in Guernsey and Ireland
- Discounted gym membership
- Long service awards
- Mentoring schemes
- Holiday allowance increases for long service
- Discounts in food and beverage and hotels
- Discounts with travel companies
- Meals on duty.
- Two days' paid volunteering at a charity of your choice
- Green initiatives



What is an APPRENTICESHIP?

What You Need to Know About Apprenticeships

Apprenticeships offer a fantastic way to earn while you learn, gaining valuable skills and hands-on work experience that will set you up for future success.

What Are Apprenticeships?

An apprenticeship is a work-based training program where you combine practical work experience with formal learning. Typically, you'll spend around 30 hours per week working, with a portion of that time (usually 20%) spent in the classroom or learning online. The rest of the time (80%) is spent gaining practical experience in the workplace.

What Happens During an Apprenticeship?

Once you've applied, gone through an interview, and been accepted, you'll start earning a wage right away. You'll receive support and training to help you develop your skills. No previous experience is required — that's what the apprenticeship is for! While some employers may ask for specific qualifications, many don't, and if needed, you can work towards functional skills in English, Maths, and IT during your apprenticeship.

How Much Will I Get Paid?

The pay for apprenticeships can vary depending on the employer and industry. However, all apprentices are paid at least the national minimum wage, and some employers may offer more, depending on the role and location.

Who Can Do an Apprenticeship?

Apprenticeships are open to anyone — whether you're finishing school, considering a career change, or looking to gain qualifications while working. Remember, an apprenticeship is still a job, so you'll need to apply and go through an interview process.

Level Up Your Career!

Apprenticeships are designed to help you gain skills, enhance your abilities, and earn qualifications at different Levels. Here's a breakdown:

- Level 2 (Intermediate): Equivalent to GCSEs, typically lasting 12-18 months.
- Level 3 (Advanced): Equivalent to 2 A-Levels, usually taking 2 years.
- Level 4 & 5 (Higher): Equivalent to a foundation degree or HND, typically taking 3-6 years.
- Level 6 & 7 (Degree): Equivalent to a Bachelor's or Master's degree, typically lasting 3-6 years.



An apprenticeship typically lasts at least 12 months, though this may vary depending on the level and industry. Apprenticeships are available in a wide range of sectors, including business, sports, engineering, law, healthcare, and many more.

When Do Apprenticeships Start?

Unlike university or college, you can apply for apprenticeships year-round. However, larger employers may recruit at specific times, so it's worth checking their recruitment schedules before applying.

What Happens After I've Completed an Apprenticeship?

Upon completing your apprenticeship, many employers will offer you a permanent position. But your journey doesn't stop there! You might choose to stay with the same employer, pursue a more advanced role with another company, or continue your education.

The future is wide open — your apprenticeship could be just the beginning of a long and successful career.



What are
T-LEVELS?

What you'll do on a T-Level course

On a T-Level course, you'll spend 80% of your time in the classroom, building knowledge and skills, and 20% on a hands-on, minimum 9-week placement with an employer. This means you'll get to experience real-world work while continuing your studies, giving you a head start in your career.

Entry requirements for T-Levels

Entry requirements vary by school or college, so be sure to check their websites to see what GCSE grades you'll need.

What are T-Levels?

T-Levels are technical qualifications designed as an alternative to A Levels for students aged 16-19. These qualifications provide a direct path into skilled jobs, further education, or higher apprenticeships, equipping you with the knowledge and skills employers need.

Why choose a T-Level?

T-Levels blend classroom learning with practical, industry-specific experience to ensure you're ready for the workforce. Developed in collaboration with employers, they address industry skill gaps and help prepare you for skilled employment, university, or higher apprenticeships.

What T-Levels can you do?

T-Levels are offered in a wide range of sectors, including Digital, Construction, Education, Childcare, Health, Science, and more, giving you plenty of choices to explore.

What will T-Levels be made up of?

Each T-Level combines theoretical knowledge with practical skills, covering both the industry as a whole and specific job roles. As part of the program, you'll complete an industry placement where you'll gain valuable hands-on experience, broaden your understanding of the sector, and develop the skills that make you career-ready.

T-Level structure and grading

T-Levels are equivalent to three A-Levels and include a focus on building key skills and knowledge for the workplace. If you haven't achieved a GCSE in English or Maths, you'll work towards these qualifications during your course. T-Levels are graded as Pass, Merit, or Distinction, with your final certificate reflecting your achievements and preparing you for your next step in the professional world.

UCAS points for T-Levels

T-Levels are recognised by universities and contribute to UCAS points, with a Distinction equivalent to 3 A-Levels at A*. This opens up further learning opportunities and supports your transition to higher education.

T-Levels vs. Apprenticeships

The key difference between T-Levels and apprenticeships lies in the balance of study and workplace experience. While apprenticeships focus on 80% work experience (paid) and 20% study, T-Levels are designed with more classroom learning, alongside a minimum 45-day placement in a working environment. The exact timing of your placement will depend on the T-Level, employer, and college.

Where can I do a T-Level?

Visit the official tlevels.gov.uk website. Use the "Find a T-Level near you" tool, which allows you to search for T-Level providers based on your location and the T-Level subject you're interested in. The nationalcareers.service.gov.uk website offers a course search tool that can help you find T-Level courses by subject and location.



Name: Jade Gill-Martinez

Place of work: Park Plaza County Hall

Job title: Hotel Administrator

First job: Mini Mayhem (Childrens Soft Play Area)

Best part of your job: Being able to organise everything

Worst part of the job: Having quiet periods

Golden nugget of information: Take every opportunity that comes your way

Favourite food: Nandos

Career ambition: To become a Private PA for a household

A funny thing that happened at work:
I am very small, and I was wearing flared trousers and I tripped up the stairs in front of my coworkers

The COLLEGE Option

Vocational Technical Qualifications (VTQs)

VTQs are practical qualifications for over 16s. They're designed to help you get the skills you need to start your career or go on to higher levels of education.

VTQs focus on a specific job or a broad employment area, such as childcare, engineering or IT.

They're usually taken at a school or college. They might be for you if you want to work in a particular industry.

Higher Technical Qualifications (HTQs)

HTQs are technical qualifications that employers have helped develop so you can get the right training and skills you need to succeed at work.

HTQs are an alternative to apprenticeships or degrees. They may suit you if you want a more practical, employer-led study programme.

You can study HTQs full-time or part-time. They are usually taught at colleges, universities or independent training providers.

The 3 subjects with the most qualification certificates issued to students are:



Leisure , Travel and Tourism

88,800



Arts, Media and Publishing

87,900



Health, Public Services and Care

68,900

Ofqual

The UNI Option

Higher education

Higher education is the name for qualifications and courses you can take after 18. It includes diplomas, foundation years, bachelor's degrees and more.

Some students may go to university or into another type of higher education earlier than 18 years old.

You can often study flexibly at your own pace by learning online or part-time. Courses are usually taught in universities, colleges or specialist institutions like art schools.

Types of qualifications

There are many different types of higher education qualifications, such as:

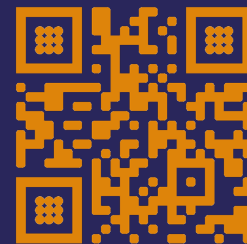
- diplomas
- bachelor degrees
- foundation degrees and foundation years
- HTQs
- degree level apprenticeships

If you struggle to decide which qualification to take, you may want to speak to a career adviser.



*Top Tips
on using...*

LINKEDIN



LinkedIn is a powerful tool for job seekers, particularly for those looking for their first job. Here's how to leverage the platform effectively:

Optimise Your Profile: Create a comprehensive and professional LinkedIn profile. Ensure your profile photo is clear and professional, and write a compelling headline that reflects your aspirations and key skills. In the 'About' section, highlight your qualifications, strengths, and enthusiasm to learn. Even if you don't have work experience, focus on transferable skills like communication, problem-solving, and teamwork.

Build a Strong Network: Connect with professionals, peers, university alumni, and anyone in industries you're interested in. When sending connection requests, always include a personalised message. Engaging with your network by commenting on posts or sending messages can help you build rapport and make you more visible.

Search for Entry-Level Jobs: LinkedIn offers advanced search filters that allow you to look for entry-level or graduate roles. You can filter by location, industry, and job type. Many companies post internships and roles specifically targeted at first-time job seekers.

Follow Companies: Follow companies and organisations you're interested in. This will help you stay updated on their latest job postings, news, and events. Additionally, some companies even offer networking events or job fairs that you can attend virtually or in person.

Use LinkedIn Learning: To boost your skill set, take advantage of LinkedIn Learning. It offers courses on a wide range of topics and allows you to showcase new certifications on your profile. This can make your application stand out.

Apply Directly and Be Active: When you find a suitable job, apply directly through LinkedIn. Some companies even allow you to apply with your LinkedIn profile, making the process more efficient. Keep your profile updated and remain active by posting or engaging with content regularly to increase your chances of being noticed.

Using LinkedIn effectively can increase your chances of landing that crucial first job by putting you in touch with the right people and resources.

Top 10 Tips for...

INTERVIEWS FOR YOUNG PEOPLE

By following these tips, you'll be ready to shine in any interview, whether it's in person or online!

1. Dress to Impress

Whether you're interviewing online or in person, your outfit matters. Dress smartly, in something you feel confident in, while staying appropriate for the job. Aim for a clean, professional look to make a great first impression.

2. Be Punctual

Arrive early for an in-person interview (ideally 10–15 minutes before). For online interviews, log in 5 minutes beforehand to check your tech is working and give yourself time to settle. Being on time shows you're responsible and prepared.

3. Do Your Research

Know the company inside out! Research its values, services, culture, and the role you're applying for. This shows genuine interest and enthusiasm, and it'll help you answer questions with more insight.

4. Practice Common Questions

Prepare for common interview questions like "Tell me about yourself" or "What are your strengths and weaknesses?" Practising your answers in advance helps reduce nerves and makes you sound more confident and articulate.

5. Check Your Technology (For Online Interviews)

Before an online interview, test your internet connection, camera, and microphone. Make sure everything's running smoothly on the platform you're using (Zoom, Teams, etc.). Keep the interviewer's contact details handy, just in case!

6. Prepare Your Environment (For Online Interviews)

For online interviews, find a quiet, well-lit space with a neutral background. Avoid distractions and make sure you're somewhere with a good signal. This keeps the focus on you and maintains a professional atmosphere.

7. Show Good Body Language

For in-person interviews, offer a firm handshake and maintain good posture. For online interviews, remember to look at the camera, not the screen, and keep a friendly, professional smile. Positive body language shows you're engaged and confident.

8. Bring Important Documents (For In-Person Interviews)

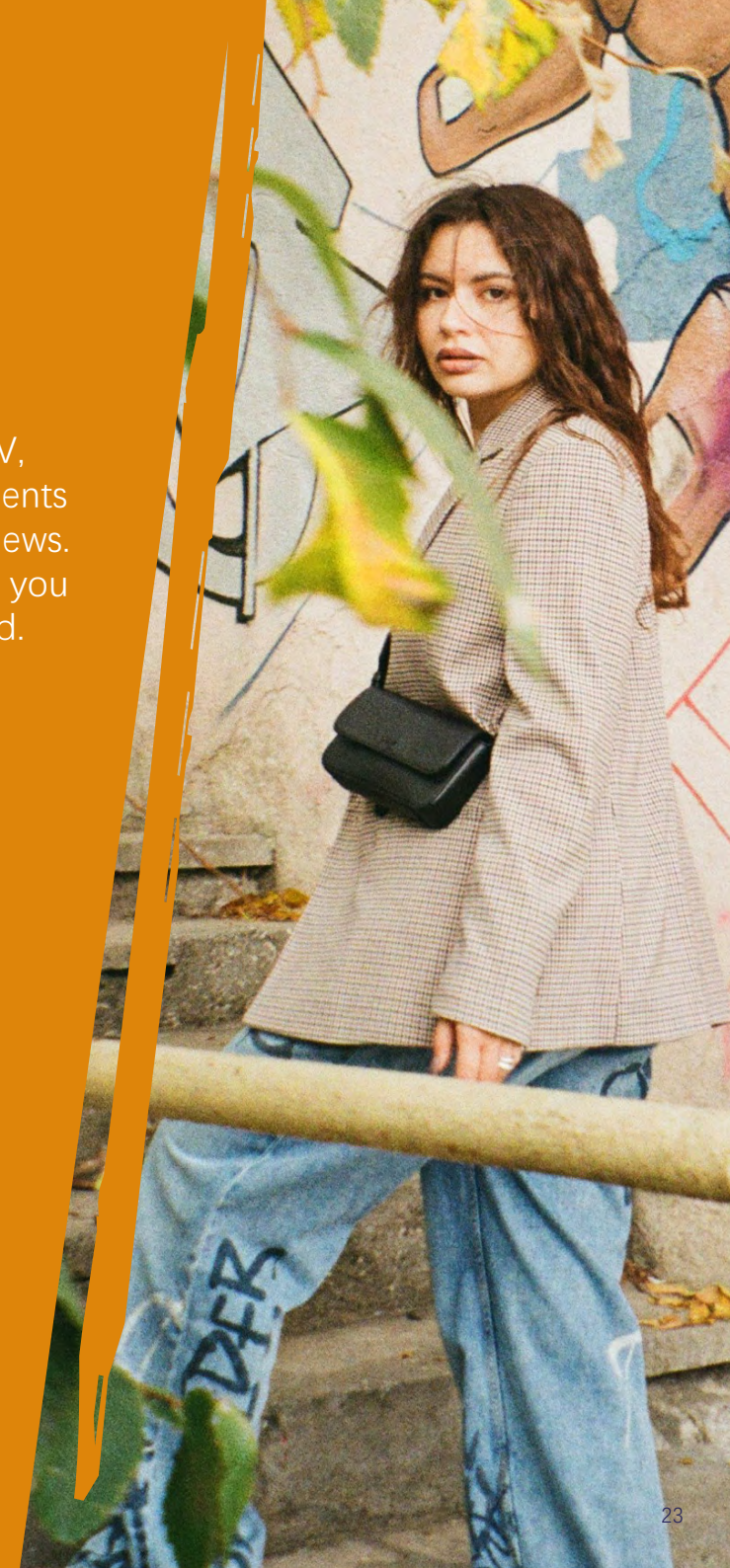
Always bring extra copies of your CV, references, and any relevant documents (like a portfolio) to in-person interviews. Keep them organised in a folder, so you can easily access them when needed.

9. Prepare a Strong Introduction

Start your interview by confidently introducing yourself. Have a brief summary ready about who you are, your background, and why you're perfect for the role. This sets a positive tone for the rest of the interview.

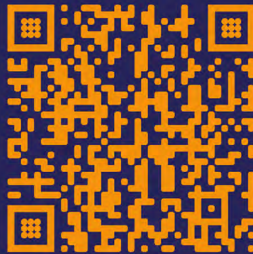
10. Follow Up

After your interview, send a thank-you email within 24 hours. Reaffirm your interest in the role, thank the interviewer for their time, and show that you're eager for the opportunity. A thoughtful follow-up makes a lasting impression.



USEFUL WEBSITES

*Explore
education
& training*



*Explore
careers!*



Whether you know where you're heading or not, knowing about the different routes open to you is a great place to start.

Springboard CareerScope

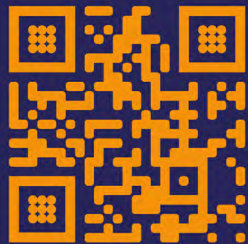
CareerScope features everything you need to start or progress your career in hospitality, including useful information about the industry, practical careers advice, free skills training, financial and well-being support and access to more than 30,000 live jobs and apprenticeships.



UCAS

Universities and Colleges Admissions Service is an independent charity and the UK's shared admissions service for higher education.

Our services support young people making post-18 choices, as well as mature learners, by providing information, advice, and guidance to inspire and facilitate educational progression to university, college, or a degree apprenticeship.



Name: Katie Forrest

Place of work:
Dakota Hotels

Job title: Head of Engagement, Learning and Development

First job: On the tills in McDonalds – I LOVED it!!

Best part of your job: Helping the team to find their passion in hospitality

Worst part of the job: Now I have moved away from hotel operations, I don't get the chance to see our guests as much, I miss that a lot!!

Golden nugget of information:
Take every opportunity you are presented with!

Favourite food: I know this is bias, but Dakota's signature Venetian Dip – a MUST try!!

Career ambition: continue to love what I do, in a company that supports my growth





THANK YOU!

www.inspiregroup.org.uk

Designed by www.laceycooper.com



INSPIRED
COMMUNITY GROUP CIC