UNIVERSITY, WORK, APPRENTICESHIP
GET SET, GO!

YOUR GUIDE TO LIFE AFTER SIXTH FORM & COLLEGE
Welcome to your copy of Get Set, Go! This booklet has been designed to support you during the Coronavirus pandemic and to help prepare you for the next stage of your educational journey. It has lots of tips, guidance and activities that you can complete!

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We know that your time at college or sixth form didn't end quite how you expected it to. Take a look at the activities in this section to help you to remember all the great things about your time in sixth form or college!
We know that your last day of sixth form or college may not have been the one you wanted or imagined when you started.

You may not have been able to say goodbye and thank you to a member of staff or your friends. Was there a member of staff that inspired you or helped you along your education journey? Would you like to say thank you to a good friend for the times you shared?

Use our letter or postcard template on the next pages to say ‘thank you’ to someone who supported you in some way.

Being grateful and being able to say ‘thank you’ are positive ways to spread kindness - don’t feel embarrassed or shy!

You could post your letter to sixth form/college, or take a walk and drop it at reception!

Research some postcard/card apps to create one online (check the cost involved first!)

Feeling creative? Design your own ‘thank you’ template or create a drawing of your time at sixth form or college.
Thank You!

NAME
DATE

Dear


Best Wishes
WRITE A NOTE OF APPRECIATION

Just a little note to say...

To:

From:
We know that life isn't looking quite how you'd expect it to at the moment. You thought you would be spending time with friends, finishing up exams or making the most of your summer holidays. We're living in difficult times, and that can make us feel anxious, stressed out or worried about the future. All of these emotions are natural - some days you might be feeling positive, and some days you might feel like you don't want to get out of bed. Rest assured that you are not alone, and we're all in this together.

This section is for you to focus on yourself. Take some time out of your day to work through some activities that might help you feel calmer and more positive about what’s to come.
WELLBEING BINGO!

- Spend 15 minutes completing a puzzle or brainteaser, like a sudoku or a wordsearch
- Make a family member breakfast
- Go for a walk and leave a positive note for someone to find

- Have a go at baking some cookies or cupcakes! Check that it is ok to use the ingredients first!
- Get out of your PJs! Get up, washed and dressed as if you were going out for the day
- Declutter your camera roll by deleting all those memes or photos you don’t need!

- Download a mindfulness/wellbeing app on your phone
- Research some local volunteering opportunities
- Call a friend or relative that lives far away - avoid WhatsApp or texting for this challenge
Most of us have gone from having a lot of structure to our day to none at all in a short space of time. Being in lockdown and not having your exams to focus on may mean you have found it difficult to adapt. Routine can be a great help to support our mental health, and will help make the transition back to education easier. Try our simple quarantine routine once a day, or once a week, to help you set out achievable goals during this strange time!

<table>
<thead>
<tr>
<th>QUARANTINE ROUTINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DREAMS</strong></td>
</tr>
<tr>
<td>Do one thing today for your dreams - what are your hopes and goals for the future? What steps can you take to get there?</td>
</tr>
<tr>
<td><strong>HOME</strong></td>
</tr>
<tr>
<td>Do one thing today for your home - maybe you need to tidy your room? Sort out any clothes you no longer want? Could you ask if there is anything you can do to support your parent/guardian around the house?</td>
</tr>
<tr>
<td><strong>STUDY</strong></td>
</tr>
<tr>
<td>Do one thing today for your studies - this doesn't have to be school work. Do you have any hobbies or extra-curricular interests? Maybe you could find a free online course and do one hour each week?</td>
</tr>
<tr>
<td><strong>MIND</strong></td>
</tr>
<tr>
<td>Do one thing today for your mind - take a look at our wellbeing activities or find one of your own. You could try mindful colouring or download a wellbeing app and complete an activity.</td>
</tr>
</tbody>
</table>
As much as you may love the company of your friends and social media, sometimes switching off from everything, pampering yourself and even going for a walk can contribute to having good mental health.

Try it: Turn off your phone for an hour a day to avoid feeling overwhelmed

Sharing is key! Communication is crucial for our mental wellbeing. It may seem like an obvious tip, but it can become easy to shy away from it. Do not keep your feelings to yourself; your family, friends and school are your support system.

Try it: Keep a weekly diary or journal to help manage or track your emotions

You are brilliant just the way you are - do not compare yourself to others. The best thing you are good at being is you! You never know, you being yourself could impact others greatly.

Try it: Research 'positive affirmations' online or on the app store, and write down a list of things you like about yourself.
Keep up your hobbies and try out new ones! The Coronavirus has led to many of us having more free time than usual - try and use your extra free time to think about self-development. Now is a great time to experiment as there are lots of free resources and classes available to try.

Try it: Download a languages app and learn Mandarin, the most spoken language in the world!

There are so many benefits to exercising regularly. Regular exercise can release "feel good" endorphins that keep your positive energy up, boost your confidence and help you concentrate!

Try it: Try a free online class by searching on YouTube. Yoga is great for the mind!

Develop good eating habits, have regular meals and include fruit and veg in your diet. Often when we eat and what we eat can have a direct link to how we feel! Maintaining a healthy sleeping pattern is important for retaining information. 18 to 25 year olds need between seven to nine hours of sleep each night.

Try it: Get into the habit of going to bed before 10.30pm twice a week during your holiday!
Take a look at the sites below for more help, guidance and resources during the pandemic and beyond.

1. **YOUNG MINDS**
**TIPS, ADVICE AND ACTIVITIES**
https://youngminds.org.uk

2. **CHILDLINE**
**SPEAK TO AN ADULT ABOUT WORRIES OR CONCERNS**
https://www.childline.org.uk/

3. **UNICEF**
**STEPS TO PROTECT YOUR MENTAL HEALTH**

4. **BBC BITESIZE**
**CORONAVIRUS INFORMATION**
https://www.bbc.co.uk/bitesize/articles/z6vdd6f
Worried about how to prepare for the next stage of your education? Take a look at the activities and tips in this section. There's lots of information about self-development, university life and even managing your money!
We have recently seen a shift to online learning and communication due to the pandemic, and it looks like these methods are likely to be utilised long after Coronavirus becomes a distant memory!

Now that you are moving to the next, more independent stage of your education, you will start to use online platforms, emails and electronic methods of communication. You may start to look for a part-time job, or converse with universities or employers, so knowing your online "Dos and Don'ts" is the key to presenting yourself in a professional manner.

You are as responsible for your behaviour online as much as you are for your behaviour in real life. There are laws and regulations that can hold you accountable for any behaviour that goes against these. Remember that you leave a 'digital footprint' for every post, search or comment you make!
Be Respectful

There are lots of different opinions online that you may not agree with. We have to remember to respect others’ opinions gracefully and treat people with respect. Behind every account is a real person with feelings!

Privacy

Make sure you keep your personal social media accounts on private mode to keep you safe. Never post about your location or give out personal information.

It is not unusual for employers to do a quick online search for potential candidates, so ensure you have enabled all privacy settings.

Do Your Research

Sadly, fake news is on the increase so it is important to remember to do your research when it comes to news stories or headlines. Always check the source of the information to see if it is a source you recognise, and go beyond the headline to check for any errors that may suggest it is not authentic.

Be Positive

You are the change you want to see in the world. How can you use the internet to spread positivity? Could you support local organisations, such as charities, or simply share a good news story to your followers on social media? Think about the different ways you could do this.
DO: DRESS AS YOU WOULD FOR AN INTERVIEW

‘Dress for the job you want’ is a popular saying, and it doesn’t include fluffy pyjamas or jogging bottoms! Dress how you would for a physical job interview; it will help you feel more confident, and you won’t have to panic if you have to get up for any reason. You could ask a family member or relative if they have anything suitable you could borrow!

DON’T: TAKE THE CALL FROM YOUR ROOM

Many people on video interviews want to take the call in their rooms, as they are private areas. However, it can look unprofessional if your interviewer sees that you’re on your bed or can see your dirty washing in the background! Try and take the call somewhere more neutral, or position your camera so you have a blank background.

DO: FIND SOMEWHERE QUIET

This can be easier said than done, especially if you’re at home with family and younger siblings. Speak to them and tell them that you’d appreciate them keeping the noise low for an hour or so, and warn them that you’ll be using a shared space.

HOW TO MASTER A VIDEO INTERVIEW

Video interviews were once reserved for overseas jobs or used in special circumstances when a physical interview wasn’t possible. However, due to the new rules around social distancing, physical interviews have become challenging and video interviews are now the norm. Even once life gets back to normal, many companies will continue using online interviews for potential candidates, as they save on travel time and are more efficient. Read on for tips on how to boss your video interview, as well as some advice on what not to do.
**DON’T: READ NOTES OFF THE COMPUTER**

It can be tempting to have notes on your computer, especially as your interviewer can’t see them. However, you can really tell when somebody is reading something, even on video, so avoid the urge and go in prepared instead.

**DON’T: LEAVE SETUP UNTIL THE LAST MINUTE**

Make sure you’re not logging on two minutes before your interview starts. Log on before, with time to check your internet connection, your audio and video settings, and that you and your background are all in order. Take a few moments to breathe and focus on the interview ahead, rather than showing up stressed because your internet wasn’t working!

**DO: TEST THE PLATFORM**

Make sure that you are familiar with the system that your interviewer will be using, such as Zoom or Microsoft Teams. Ensure that you have the app downloaded, that your profile picture is smart, and that your video and audio work well in advance of the interview.

**DO: REMEMBER TO SMILE!**

It can be difficult to be as personable over video as you would be in person, so it’s doubly important to make sure you’re coming across well to your interviewers. Occasionally check your own camera to see what the interviewer is seeing and adjust your body language so you seem more at ease and happy to be there.
THE KEY DIFFERENCES
BETWEEN
SIXTH FORM/COLLEGE & UNIVERSITY

**SUPERVISION**

**COLLEGE/ SIXTH FORM**
You can expect close monitoring by teachers and your college tutor on your performance, attendance and homework that is set.

**UNIVERSITY**
There is a decrease in monitoring in university and more freedom. Your tutors expect you to take responsibility for completing your work, managing your own study time and setting your own boundaries.

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**INFORMATION OVERLOAD**

**COLLEGE/ SIXTH FORM**
Your courses may require a lot of attention, but you are provided with more structure to your week.

**UNIVERSITY**
University isn’t the time for a break from all that hard work. It, in fact, increases in intensity, but you may have this information spread out over 3 years as a minimum, depending on your degree.
For many, it might have taken a lot of perseverance to get through sixth form or college. As well as having to push yourself at certain points, teachers possibly prompted you to deliver your work.

The lower level of supervision simply means that there’s a greater level of self-motivation required. Lectures are made to be engaging and helpful, but it will take self-discipline and drive to keep on top of your lectures and work.

Although some colleges and sixth forms may be quite large, they tend to be smaller establishments than universities, making navigation slightly easier.

Universities tend to be much bigger establishments, so be sure to spend some time familiarising yourself with the campus. Do not worry! Making your way to classes will soon become like second nature, just like it did at sixth form or college.

Although sixth forms and colleges may have extra-curricular activities, these tend to be on a smaller scale and may not offer as much variety.

At university, there tends to be countless opportunities available for students. You can broaden your horizons, delve deeper into your existing interests, discover new activities you never knew existed and learn new things about yourself in the process.
MANAGING YOUR MONEY

Something that a lot of people struggle with as they get older and leave school is managing their money. There’s always a fine line to walk between having fun and making the most of your freedom, and making sure you’ve got money left at the end of the week! In this activity, you will have a budget of £50 to spend across seven days. Go through the flow chart, answering as honestly as you can; by the end of the week, will you have saved up or spent up?

BUDGET: £50 A WEEK

DAY ONE:
It’s raining, and you have to get to your job/lecture. Do you...

- Take the bus £1.50
- Walk for 30 minutes £0

DAY TWO
Your friends want to go to the cinema with you to see the next instalment of a film you love. Do you...

- Get a ticket and buy a drink and some popcorn £20
- Get a ticket £12
- Buy some snacks and have a film night at home £5

DAY THREE
It’s your friend’s birthday! How will you celebrate?

- Buy them a top from their favourite store £20
- Buy some ingredients and bake them a cake £5
- Go on their birthday night out with all your friends £40
DAY FOUR
You need to do your weekly food shop. Do you:

Go to the supermarket near you; it’s more expensive, but you can walk  £15
Get the bus to the budget supermarket that is across town  £15 (including bus fare)

DAY FIVE
It’s your cousin’s wedding and you want a new outfit. Do you:

Buy something new – it is a wedding after all  £50
Buy something from Ebay; it’s second-hand, but at least you haven’t worn it  £20
Try and find something in a local charity shop  £10

DAY SIX
Your mobile phone breaks, and you need a new one. Do you:

Buy a used phone upfront, with no contract attached  £200
Pay nothing upfront, but sign up to a new contract for £20 a month  £20
Use your sim card and ask to use a friend’s old phone  £0

DAY SEVEN
You feel like doing some exercise. Do you:

Pay £10 for a day pass to your local gym  £10
Go swimming at a leisure centre with a young person’s discount  £5
Stream a ‘home workout’ on Youtube  £0

It’s the end of the week!
From your £50 budget, how much do you have left?
Have you gone overdrawn?
Have you saved any money?
If you’ve spent too much, what could you do differently next time?
University, apprenticeships and work are very different from sixth form or college. This quiz will help you identify the differences that you may come across. As you look through the scenarios, have a think of ways you can start preparing for this new stage in your education using the tips below.

1. You are running late for a lecture - what should you do?

   A) Email your lecturer from your phone if you can, or explain afterwards in person
   B) Do nothing and turn up fashionably late, it wouldn’t be cool to arrive on time
   C) Tell your friends to secretly sign you in and use your time elsewhere

2. You have a doctor’s appointment which you cannot miss. Do you:

   A) Tell your friends to tell the lecturer/apprenticeship lead that you cannot make it
   B) You email your lecture/apprenticeship lead beforehand to inform them that you will not be able to make it, and ask if there is anything that needs to be completed before the next session
   C) You have a lot more freedom at university - you can just tell them when you see them next

3. You are struggling with meeting your deadlines - what should you do?

   A) Rush your assignment so you can meet the deadline - it will be worth the stress
   B) Speak to your lecturer/tutor/manager about your concerns and work out your options
   C) Plan the remaining time you have left and be strict on your next steps
4. You are lost and don’t know where your office/lecture room is. Do you:

A) Miss the seminar and ask your friends to make notes
B) Ask for directions and explain to the seminar lead/manager
C) Wander around a little more with the hope that you can you find it

5. You are worried about making new friends. Do you:

A) Sign up to societies that interest you
B) Be sure to attend any university/apprenticeship welcome events
C) Be proactive and make friends during your lectures/working day
D) Stay reserved, stay ‘cool’ and hold off, someone will approach you first

6. Now you have more financial freedom, what do you do about your finances?

A) Spend until you have just enough money in your account
B) Rely on your student loan/salary
C) Set a weekly amount for your expenditure and keep an eye on your balance
D) Try to get a part time job to help with additional expenses

7. You received your first assignment and the result was not as good as what you had expected. Do you:

A) Treat it as a setback and be reluctant to try again
B) Allow it to ruin your self confidence
C) Build resilience and maximise the feedback to help you do better next time
8. The first semester might not be easy on your mental wellbeing. How could you help yourself?

A) Don’t talk about it and hope it will go away
B) Visit your mental health wellbeing team on campus
C) Speak to your friends as they may share the same concerns and have advice

9. You have three deadlines due in the next week but you’re an expert at procrastinating. What could you do to help yourself?

A) Break the work down into segments and set yourself a time of 20 minutes with no distractions
B) Try and ask for an extension for one and get the other two done.
C) Do the work without a plan as it is hard to stick to and hope you’ll finish it

10. You are finding it difficult to keep up with the content in your sessions because of the speed that it’s being delivered. It is very content heavy. Do you:

A) Wait for the slides to be shared online so you can review the notes and stop concentrating
B) Try to audio record the session so you can play it back and continue to make some detailed notes
C) Switch off and ask a friend to explain at some point

Answers: 1.A
2. B, C
3. B, C
4. A, B, C
5. C
6. C
7. C
8. B, C
9. A, B, C
10. B
Take a look at the sites below for opportunities, resources and fun activities to support you during any future lockdown period, or for things to do during your summer holiday.

**UNLOCKING YOUR RESILIENCE | MOLLIE HUGHES TEDXOUTH@GLASGOW**
www.youtube.com/watch?v=reatEnTEZuo

**FROM THE BLOCK TO THE BANK | JAMALA OSMAN TEDXLONDON**
www.youtube.com/watch?v=iZI4AAXc2ng

**STACEY DOOLEY’S 9 TO 5 – BBC ONLINE LINK**
www.bbc.co.uk/playlist/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley

**FREE ONLINE COURSES**
www.open.edu/openlearn/free-courses/full-catalogue

**ORGANISATIONAL APPS**
www.downingstudents.com/best-organisational-apps-for-students/
- You will need to check if there is a cost involved for the basic/advanced versions of these apps, and check with the bill payer before purchasing.

**WATCH THEATRE SHOWS FOR FREE**
www.youtube.com/channel/UCUDq1XzCY0NIOYVJvEMQjqw

**FREE MUSEUM TOURS/EXHIBITIONS ONLINE**
www.nhm.ac.uk/visit/virtual-museum.html

Mollie Hughes, Jamala Osman and Stacey Dooley
GOOD LUCK!

YOU'LL BE AWESOME!

Tower Hamlets Education Business Partnership hopes you found this booklet helpful and wish you all the best for your exciting new journey, whether that's going to university, starting an apprenticeship or joining the world of work!

About Tower Hamlets Education Business Partnership

We are a charity with nearly 30 years' experience in delivering volunteer-based programmes and workshops. We aim to raise the aspirations of young people through developing employability skills and an understanding of the world of work.

We cover everything from helping primary school children with literacy and numeracy, encouraging secondary school students to make informed decisions about their future careers, and developing the skills they need to secure meaningful employment.

A special thanks to Morgan Stanley, whose Transitions Programme inspired the creation of our Get Set, Go! transition booklets.

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