

The health and wellbeing of our Work Experience participants, employees and customers is our primary aim. Due to the uncertainty of COVID-19 we unfortunately are unable to continue with the Work Experience programme in 2020. This is a decision which has not been taken lightly, but we feel it is the responsible and correct thing to do in the circumstances we find ourselves in. However, we will be working towards re-opening our Work Experience 2021 programme in November this year. You will be able to access the links to apply via:

<https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme>

In light of this, we at HSBC wanted to make sure you felt supported in the current climate. In this support paper we have included links to external resources, tips and tricks for the lockdown and careers advice which can assist you in these unpredictable times.

Your Wellbeing

As an organisation we believe in **managing your wellbeing, making the most of your time and utilising the information/support** that is available.



Here are some simple tips to 'protect your mental health', prepared by our students on the graduate programme:

- Limit Screen Time – limit the amount of time you spend reading or watching things which aren't making you feel better. Perhaps decide on a specific time to check in with the news.
- Avoid Misinformation – stay informed by sticking to trusted sources of information such as government and NHS websites.
- Stay Connected – set up video-calls & virtual coffee with friend and family.
- Avoid burnout – it is important to have down time. Mind recommends continuing to access nature and sunlight where possible. Do exercise, eat well and stay hydrated.
- Keep Active – use your one daily outdoor activity to enjoy some fresh air (adhering to government guidelines).
- Stay focused – switch off distraction and, where possible, work on to-do list that matters most to you now.

Typical activities when there is extra time on your hands (prepared by our students on the graduate programme):

- Baking and cooking
- Watch a movie/TV series
- Read a book
- Exercise
- Have a clear out/organise your room/books
- Get creative – drawing, arts and crafts
- Studying/self-education
- Spending time with family
- Yoga/meditation

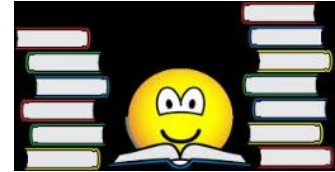


- Learn new language (apps like Duo-Lingo and Babel can help)
- **OR** Research on different career options, apprenticeships, universities or other vocational qualifications, preparing your CV, interview tips and plan ahead....

Keeping informed on education:

Explore how the GCSE & A-Level grading will be carried out this year?

<https://www.gov.uk/government/news/further-details-on-exams-and-grades-announced>



FE Weekly, DfE reveals how it will provide grades for GCSE & A-Level students this summer:

<https://feweek.co.uk/2020/03/23/dfе-reveals-how-it-will-provide-grades-for-a-level-and-gcse-students-this-summer/>

Universities and Colleges Admissions Service

<https://www.ucas.com/>



Finishing GCSEs or Nationals? Find out your options and start planning your next steps:

<https://www.ucas.com/further-education/post-16-qualifications/post-16-qualifications-you-can-take>

<https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>

Sign up for regular updates and explore your options: <https://web.ucas.com/ug-signup>

Apprenticeship and what it means for you...

Apprenticeships provide a fantastic opportunity to build a career path in various sector, combining work-based learning with an industry relevant qualification. This means that you get essential hands-on work experience while also earning a real salary – and you get a formally recognised qualification. There are loads of options for you to consider. Apprenticeships can be taken in almost every industry you can think of, and can take place anywhere from huge global organisations to small family businesses.



As a bank, we enable businesses to thrive and economies to prosper, helping people fulfil their hopes and realise their ambitions. This means people are at the heart of everything we do. Apprenticeships at the bank allow you to combine work and study, with the opportunity to work towards a formal qualification with LIBF (London Institute of Banking & Finance). It provides an alternative to A-levels. You can find out more information by scanning the QR

code or by visiting the following website: www.hsbc.com/ukapprenticeships



National Apprenticeship Service is a Government provision and is a free to access for all. <https://www.gov.uk/>

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|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|
| https://www.gov.uk/apply-apprenticeship | nationalhelpdesk@findapprenticeship.service.gov.uk | 0800 015 0400 |
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Find an apprenticeship in England. <https://www.gov.uk/apply-apprenticeship>

Find an apprenticeship in Scotland. <https://www.apprenticeships.scot/>

Find an apprenticeship in Northern Ireland. <https://www.nidirect.gov.uk/campaigns/apprenticeships>

Find an apprenticeship in Wales. <https://ams.careerswales.com/Public/Default.aspx?mode=vacancy&type=ams>

During these challenging times due to Covid-19, **Pathway CTM are offering free Pre-Employment Programme to all students aged 15-18 across the UK.**



By joining the Programme, you will get access to their weekly Newsletters giving you full information on all the digital events that are being hosted (informative Workshops covering everything from How to Create a CV;

Preparing for a Video Interview; Work Experience; LinkedIn Masterclass, etc.), student inbox and 1-2-1 telephone coaching. Many of the events are co-hosted by Employer Network, covering various sectors, for e.g. Finance, Tech, Creative, Health & Social Care, Law, Construction and many more. The Programme helps you become Job Ready, and ensures you have all the information and support for all career paths available to you. They are also running exclusive daily webinars for all Students over the next few weeks, sign up via <https://pathwayctm.com/webinar-and-virtual-event-sign-up/> to secure your place.

There are many Apprenticeships and Sponsored Degree's available across sectors, and PathwayCTM are offering support through the application process, giving you the best chance of success.

Exploring careers guidance – England



This includes how to build a CV, advice on interviews, help exploring different job roles including pathways on how to start these and apprenticeship information. You can also call 0800 100 900 or use web-chat with a careers advisor.

National Careers Service: provide information, advice and guidance to help you make decisions on learning, training and work. <https://nationalcareers.service.gov.uk/>

Explore Careers: Find out what a job involves and if it's right for you. <https://nationalcareers.service.gov.uk/explore-careers>

Skills Assessment: Find out about what job categories, and which particular job roles, might suit you, discover your skills and careers. <https://nationalcareers.service.gov.uk/skills-assessment>

Find a course: Explore different types of learning opportunities. <https://nationalcareers.service.gov.uk/find-a-course>

Exploring careers guidance – Scotland



My World of Work

For information, guidance and advice on careers, apprenticeships and pathways in Scotland visit <https://www.myworldofwork.co.uk/>. This includes how to build a CV, advice on interviews, help exploring different job roles including pathways on how to start these and apprenticeship information. You can also find local contact information to chat with a careers advisor.

Exploring careers guidance – Wales

For information, guidance and advice on careers, apprenticeships and pathways in Wales, visit <https://careerswales.gov.wales/>. Careers Wales can help you to plan your career, prepare to get a job, and find and apply for the right apprenticeships, courses and training. They can be contacted via phone, 0800 0284844, web chat and email post@careerswales.gov.wales



Exploring careers guidance – Northern Ireland

The Careers Service provides an impartial, all-age



careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths. Find out below how you can contact one of the Careers Service's professionally qualified careers advisers. <https://www.nidirect.gov.uk/contacts/contacts-az/careers-service>

Here are some inspirational quotes that our graduates have put together to motivate their colleagues.

“The most efficient way to live reasonably is every morning to make a plan of one’s day and every night to examine the results obtained” (Alexis Carrel) – Hit the ground running by planning out your day the night before. Prioritize each task and block out time in your weekly agenda and stick to your schedule.

“Be happy in the moment, that’s enough. Each moment is all we need, not more.” (Mother Teresa) – Try to find contentment in what you do. Try not to think about how you’ve done in the past or what you expect to happen in the future. Simply be happy doing your best in the present moment and you will always be happy, regardless of the outcome.



“Try to learn something about everything and everything about something” (Thomas Huxley) – Learn something new this week. Whether it be reading a new book or listening to a podcast, find interest in something outside of your normal routine.



Stay safe and act on the government advice <https://www.gov.uk/coronavirus>