



**COMPETITIVE**  
**EDGE**

**Name:**

---

**Tutor Group:**

---



## What is the Competitive Edge programme?

Competitive Edge is the Character Development initiative for Phase Three students. It allows students to have additional opportunities that are above and beyond the norm. This allows students to ensure that when they go into future career opportunities, that Trinity Academy Bradford students have a world class edge. This programme aims to show you:

- Dedication to developing your cultural capital and experiences of the world
- Showing pride in widening your skill set
- Showing pride in building resilience
- Raising aspirations and challenging norms



## Year 10

Students in Year 10 will be invited to a termly seminar delivered by an inspirational individual. These individuals have included Jamie Peacock and Ellie Sax. The sessions will include a question and answer opportunity so that students can understand the values that enabled them to succeed. Attendance at the seminars will be tracked throughout the course of the year and those students who have shown dedication in attending will be rewarded.

## Year 11

Students in Year 11 will have two 'drop down days' in which they will have the opportunity to explore a range of different professions. The days will include speakers, external sixth forms and colleges and a range of different businesses. These days will allow you to explore next step opportunities once you leave the academy.

## Careers Guidance Sessions:

All year 11 students will receive support in next steps provision from C&K careers. These advisors will support you in exploring next steps and the entry requirements needed, as well as assessing your own skills and qualities. If you feel that you need additional support, please contact them on the following email address: [enquiries@ckcareers.co.uk](mailto:enquiries@ckcareers.co.uk)



Use the table below to record the details of any experiences, additional sessions, meetings, clubs, work experience or qualifications that you have attended or achieved in Phase 1 and 2—both inside and outside of the academy—and what skills or qualities you have developed from them. E.g. your experiences with your Duke of Edinburgh Award.

Detail of club/activity/course/workshop/qualification	Date attended	What skills did you develop?
Example: Trinity Challenge	2022-2023	By completing Trinity Challenge I have developed my independence and resilience in completing a range of tasks.

# WHAT OPPORTUNITIES HAVE I HAD?

Use some of the prompts below to help you think about what you are proud of achieving throughout Phase 1.



**CO-CURRICULAR CLUBS**



**STUDENT LEADERSHIP**



**CAREERS**



**TRINITY CHALLENGE**



**TRIPS**



**SPORTS TEAMS**



**TRINITY TALKS**



**DUKE OF EDINBURGH**



**TMA**



**EARTHSHOT**

## Year 10: Competitive Edge - Reflections on key note speaker



**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**

**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**

**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**



**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**

**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**

**Date:**

**Who was the speaker?**

**What did they speak about?**

**How could the speaker influence your actions going forward?**



### What is a CV?

When you are applying for jobs or apprenticeships, you may be asked to provide a CV as part of your application. A CV is a short, factual document that sets out information about you, your education and work. It is something you can tweak and make changes to over time, as you gain more work experience and qualifications.

### Planning your CV

When you are writing your CV, think about what needs to be on it and how it will be presented. You can decide what you put, but remember it's a way to promote yourself to an employer. It helps if you can get their attention as quickly as possible.

Employers may use a program to scan your application form and CV so it's a good idea to include key words and phrases related to the job you are applying for. The job advertisement, job description and person specification will provide clues to these words and phrases.

To help you plan what to include, here are a few tips:

- Make it short and concise, 1-2 pages is ideal
- Tailor your CV to the job you are applying for. Read the job description, profile and person specification and make sure you link it with your experience. This takes more effort than sending out the same CV to lots of different companies but a CV that is relevant to the role you are applying for is more likely to get an interview
- Be positive, only write about the things you can do
- Tell the truth, making things up on your CV sounds easy but imagine having to carry on that lie during the interview and once you've started the job. Be honest from the start

**Tip!**  
Use a font that is  
easy to read i.e.  
Arial or Calibri.

### Information to include on your CV

#### Contact Information

This goes at the top of the CV and usually contains your full name, address, telephone number and email address. Make sure you keep this up to date as employers will use this to contact you. Is your email address appropriate and professional? Avoid using anything other than your full name.

#### Personal profile

This is a short statement or summary about yourself that focuses on your skills (the things you've learned to be good at) and qualities (the things you're naturally good at). The personal profile is the hardest part of the CV to write.



## Education

With the most recent first, list where you have studied and the qualifications you have got from school. Write predicted grades if you haven't got your grades yet. You don't need to include your primary school in this section.

## Work experience

Start with your most recent job including the dates you worked there, the name of the company and the main duties you carried out. If you've had a part-time job or done some voluntary work, write about that. Include activities and achievements that match with the description of the role you are applying for. Once you've made a note of the things you have done and linked them to the skills in the role description, add them to your CV. If you don't have any work experience, consider doing some voluntary work or contacting a company to arrange a work experience placement. See the 'Key skills' point below to find out more about what to write if you don't have any work experience.

## Key skills

If you don't have any work experience yet use a heading that says 'Key skills'. Think about all the things you have done in your spare time and at school. It's likely that most of these will have involved using a range of skills. If these skills match with the description of the role you are applying for, include it. If you are applying for an apprenticeship in social care, for example, it would be relevant to put that you 'cared for an elderly relative by preparing their meals and supporting them to complete household chores'. This would show you are reliable, caring, trustworthy and able to use your initiative.

## Hobbies and interests

Think about what you like to do in your spare time that would set you apart from other applicants. Do you play sport or compete in a team? Perhaps you've helped out at home preparing meals and have since developed an interest in cooking. This is a good place to write about you Duke of Edinburgh award. Anything that shows you can commit to something and are enthusiastic about learning new things.

## References

You should have two referees. Before you give details of a referee ask for their permission and get their most up to date contact details. One referee should be your most recent employer, or if you are still in education, your tutor/head of year. Your second referee should be someone who can talk about you character but not a member of your family.

**Tip!**  
Look at the job description and try to relate your key skills and interests to the skills the job requires. You can put this in the personal profile, key skills or work history sections of your CV.

## Words for your CV

If you are finding it difficult to know which words to include in the personal profile or work experience sections of your CV have a look at the tables below and see if any of the words apply to things you have done. See if you can think of other things you can say about yourself too. Avoid using words you are unsure about—check their meaning if you need to.

Use the words below to describe your skills and abilities:

Able to	Accurate	Adaptable	Capable of	Caring	Confident
Creative	Decisive	Dependable	Effective	Enthusiastic	Excellent
Experienced	Flexible	Hardworking	Honest	Innovative	Methodical
Organised	Patient	Positive	Practical	Proactive	Punctual
Qualified	Reliable	Responsible	Skilled	Successful	Trustworthy

Use the action words below to describe what you have done:

Achieved	Advised	Arranged	Assessed	Budgeted	Built
Completed	Co-ordinated	Created	Delivered	Designed	Developed
Enabled	Encouraged	Evaluated	Helped	Identified	Implemented
Improved	Led	Managed	Negotiated	Operated	Organised
Planned	Presented	Produced	Re-organised	Researched	Resolved
Restored	Supervised	Supported	Taught	Trained	Won

## And finally...

### Check for mistakes

When you have finished your CV, leave it a while and then read it through again. How does it look? Have you missed anything out? Are the headings and spacing consistent? If you are running just a few lines over onto another page, change the margins or spacing. Check your spelling and punctuation and make sure the company name and other key details are correct. Remember to change your CV for different jobs you apply for!

**Tip!**  
Once you have written your CV, keep it up to date. Keep adding to it each time you start or finish a new job or course.



## Zara Sutcliffe

12 Arc Road, Crowley, Huddersfield, HD1 5DT  
zara.sutcliffe@email.co.uk  
00765 434652

### Personal profile

I am a caring and hardworking person who enjoys helping others. My communication skills are excellent and I work well as part of a team. I am planning on pursuing a career in childcare and currently looking for an apprenticeship that involves working in a nursery. I am ambitious and keen to apply the knowledge I have learned from my health and social care course to the role of nursery assistant.

### Education

#### Broad Edge Sixth Form

A level Psychology  
A level Art  
BTEC Level 3 Health and Social Care (Extended Certificate)

#### September 2019 - present

C (predicted)  
C (predicted)  
Distinction (predicted)

#### Broad Edge High School

GCSE English  
GCSE Maths  
GCSE Art  
GCSE Combined Science  
GCSE Geography  
BTEC Level 2 Health and Social Care (Technical Award)

#### September 2014 - June 2019

6  
4  
6  
5-5  
4  
Distinction

### Employment and work experience

#### 24/7 Stores

##### Sales Assistant

Dealing with customer enquires  
Organising new deliveries  
Monitoring stock levels

#### November 2020 - present

#### Bumble Bee Tots Day Nursery

School work experience  
Supporting the nursery team  
Supervising and caring for children  
Planning activities and preparing meals

#### June 2018

### Hobbies and interests

At home, I like to cook and learn new recipes. My mum works shifts, so I often help to look after my younger siblings. It can be difficult making a meal that they all like, but I enjoy the challenge of trying to find a recipe that works for everyone or managing to prepare three different meals at once, while keeping them entertained.

### References

Mr P Barker  
Head of Sixth Form  
Broad Edge Sixth Form  
Elm Street  
Huddersfield  
HD2 4LS  
01484 654321  
pbarker@broadedge.co.uk

Miss A Finch  
Day Care Manager  
Bumble Bee Tots Day Nursery  
Upper Grove  
Huddersfield  
HD1 4EB  
01484 111111  
annabellef@bbt.co.uk

## Writing a Cover Letter



A cover letter or email is usually sent with a CV or completed application form. It needs to demonstrate to an employer that you really want the job or apprenticeship and that you're the best person for it. The points below guide you through the process of writing one and explain what you need to include.

### How to write a cover letter

- Your cover letter should be brief and clear—keep it to one page, especially if you are printing it out
- There is no need to repeat information already in your CV or application form
- Use the letter to show your enthusiasm for the job and the company—relate your skills to the job advert
- Include your address and the employer's address, if you are posting the cover letter
- If you are emailing the cover letter, you could either attach it to your email, including a brief message to say what is attached or you could write the cover letter formally within the body of the email. You don't need to include any postal addresses in a cover email
- In the first paragraph say why you are writing the letter or email—mention the job or apprenticeship you are applying for and where you saw it advertised
- Next, explain why you are interested in this vacancy and in working for this company. Also describe how your skills and qualities match the job description
- In the final paragraph say when you are/are not available for interview and say that you are looking forward to hearing back from the employer
- Send your cover letter to a named contact if you can, try to find out who you need to send it to by contacting the company. If you started the letter with 'Dear (name)', use 'Yours sincerely' to finish. Use 'Yours faithfully' if you have started the letter with 'Dear Sir or Madam'. Only use 'Good morning/Good afternoon' as a last resort, if there isn't a specific contact to send it to
- When you have finished leave it a while and then read it through again to check for mistakes. Check your spelling and punctuation and make sure the company name and other key details are correct
- If you don't hear from the employer within a few days follow up your letter with a phone call—it shows you're keen.

**Tip!**  
Tailor your cover letter or email to each application you make - it will change with each application so avoid copying and pasting information and write it from scratch each time.

**EXAMPLE  
COVER  
LETTER**

Ms C Arring  
Daisy Chain Day Nursery  
Celandine Lane  
Crowley  
Huddersfield  
HD1 4QZ

12 Arc Road  
Crowley  
Huddersfield  
HD1 5DT

Not needed on a cover email

Dear Ms Arring  
Apprentice nursery assistant (Ref: 248)

In an email put the job title or reference number in the 'subject' box

**Say why you are writing**

I am a second year student at Broad Edge Sixth Form and am writing in response to an advert I saw on Indeed, for the above position.

**Explain what you have to offer**

Please find attached my CV, as requested. I think I would be ideal for this apprenticeship as I have always had an interest in childcare. At sixth form I am about to complete a course in health and social care. As the eldest of five I regularly help to look after my younger siblings so I have experience of caring for children. I am reliable, punctual and friendly. I also enjoy thinking up activity ideas and games.

I would like to apply my experience of caring for my siblings and my knowledge of health and social care to gain childcare skills on the nursery assistant apprenticeship. I am keen to further develop the skills I need to progress within the industry.

**Tell the employer when you are available**

I hope you will consider me for the position. I am available for interview at any time and can start work from mid July.

Yours sincerely

*Z. Sutcliffe*

Zara Sutcliffe

In an email you would only type your name

**Mock Interview Day**



**Interview Details**

**Date:**

**Time:**

**Interviewer:**

**Tips for a successful interview/ notes:**

**Summary of feedback:**



Below you will find the websites for a range of next step providers, including apprenticeships:

**Trinity Sixth Form Academy** - [www.sixth.trinitymat.org](http://www.sixth.trinitymat.org)

Find information on courses and how to apply under 'Apply & Courses'

---

**Calderdale College** - [www.calderdale.ac.uk](http://www.calderdale.ac.uk)

Find information on how to apply under 'Apply'

---

**Bradford College** - [www.bradfordcollege.ac.uk](http://www.bradfordcollege.ac.uk)

Find information on courses under 'Subjects'

---

**Bradford New College** - [www.ncbradford.ac.uk](http://www.ncbradford.ac.uk)

Find information on how to apply under 'Apply here now'

---

**Keighley College** - [www.keighleycollege.ac.uk](http://www.keighleycollege.ac.uk)

Find information on courses and how to apply under 'Courses & Apply'

---

**Apprenticeships** - [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

Find information on apprenticeships and how to get started under 'Apprentices'



**Bradford College**



# YEAR 11





Every student in Year 11 will be offered at least one individual meeting with a C&K Careers advisor. If you feel you need further advice or help with completing an application form you can organise another session by emailing one of the careers advisors using one of the following email addresses:

- Michael Burke — michael.burke@ckcareers.org.uk
- Saima Parwana — saima.parwana@ckcareers.org.uk

**Session 1**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff member:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

**Actions:** \_\_\_\_\_

**Session 2**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff member:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

**Actions:** \_\_\_\_\_



It is recommended that you complete at least two applications for your next steps following Year 11. Use the tables below to track your progress with these important applications:

**Application 1**

First choice destination	
Subject 1 choice and grade requirements	
Subject 2 choice and grade requirements	
Subject 3 choice and grade requirements	
Application deadline date	
Date application submitted	
Staff member asked to provide reference	
Interview date	

**Application 2**

First choice destination	
Subject 1 choice and grade requirements	
Subject 2 choice and grade requirements	
Subject 3 choice and grade requirements	
Application deadline date	
Date application submitted	
Staff member asked to provide reference	
Interview date	



<b>SessionName</b>	<b>Summary</b>
Session 1:	
Session 2:	
Session 3:	
Session 4:	
Session 5:	



<b>SessionName</b>	<b>Summary</b>
Session 1:	
Session 2:	
Session 3:	
Session 4:	
Session 5:	



Use the table below to record the details of any additional clubs, experiences, additional sessions, meetings, work experience or qualifications that you attend or achieve throughout the year—both inside and outside of the academy—and what skills and qualities you have developed from taking part in them:

Detail of club/activity/course/workshop/qualification	Date attended	What skills did you develop?
Coaching under 5's football team	September 2023	I developed my communication skills by working with a range of different ages and abilities



First Trial Exam Series:

Subject	Target	Grade Achieved	WWW	EBI

Second Trial Exam Series:

Subject	Target	Grade Achieved	WWW	EBI





**COMPETITIVE**  
**EDGE**



Trinity Academy Bradford,  
Deanstones Lane,  
Queensbury,  
Bradford,  
BD13 2AS

T: 01274 882214

E: [contactus@bradford.trintymat.org](mailto:contactus@bradford.trintymat.org)

W: [bradford.trintymat.org](http://bradford.trintymat.org)