

BAM Careers Skills Module

Be
the
future



Welcome to the BAM Careers Skills Module

The purpose of this module is to give you an insight into the roles BAM offers. How you can apply for them, the skills you have now and how you can hone your skills to become work ready.

At BAM we want the best. Not the highest qualifications, but the best people for our business. If you can be the best version of yourself, you'll excel and encourage other BAM employees to be their best too.

The work you do in this module will help you apply to the BAM apprenticeship programme or a role in our industry.



Contents


Career Pathway Discovery

Grades exploration

Your Skills

Personal Statements

Curriculum Vitae



Career Pathway Discovery

At BAM we offer different pathways into industry. Write down all the roles that you can find that we offer as apprenticeship routes on our website, under the industry. 'Careers' tab. Cut and paste your answers to use on the next page.

Research Point 1

Using, for example, the internet and the BAM website, research what activities each role does day-to-day and give examples.

Role	Activities



Progress

Research Point 2

BAM is a business that is based on good values and good behaviours. We care about the environment, our people and use new technologies to create sustainable solutions.

Using our website and the internet what can you find out about BAM? Write a short paragraph below about our values, what makes us a great employer, and what makes our employees great.



Grades exploration

Occupational Pathway	GCSE Grades	A-Level/Level 3 courses

Now you know what apprenticeship routes we offer, what grades do you need? Using our website look for the different GCSE grades that we look for in our candidates.

Using the internet look at what Level 3/A-Level subjects would or could be an option to choose after GCSE's that may give you a better understanding of the construction industry.

Skills exploration

Skill	Definition	Your Example
Analytical Thinking		
Attention to Detail		
Resilience		
Creative		
Team Work		
Initiative		

Skills are transferable from job to job and situation to situation. You'll have many different skills that you may not even be aware of. In this section you can complete an exploration of the skills in the table, what they mean to you (definition) and identifying if you have these skills (your example), and how you use them in your day to day activities.

Our values:

- predictable performance,
- proactive ownership,
- open collaboration, and
- scalable learning.

Can you find out what these values mean and how you can relate your skills to them?

Application of Those Skills to the Workplace

Now you have an understanding of some of your skills undertake a piece of research and give an example of how a construction apprentice or professional could apply these skills in a context. For example, being goal focussed is a skill, an application of that skill could be that you, as an apprentice, monitor your coursework progress to hit your hand-in targets.

Skill	Application of the Skill to the Workplace
Analytical Thinking	
Attention to Detail	
Resilience	
Driven	
Team Work	
Initiative	

Personal Statements



A personal statement is a handy tool which can be used to supplement a CV as part of a job application.

Structure is very important and tailoring your personal statement to the job requirements is vital.

Research a good example of a Personal Statement and fill in the template below. The template provides a good structure for a Personal Statement. Remember quality not quantity.

Think of your personal statement as an elevator pitch. Imagine getting in an elevator with your future line manager and you have to sell yourself in the 30 seconds to her or him, what would you say? One great way to start is to avoid cliché's. If you want to tell us you're a team player, then tell us WHY you're a team player. We love to see examples!

Personal Statement Template – Using the gathered information and your experiences, complete the template:

Introduction and Personal Qualities

Academic Achievements (predictions)

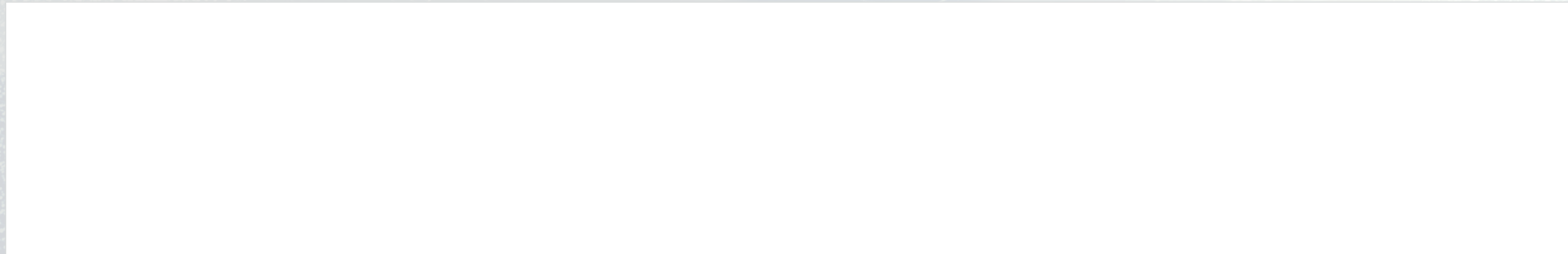
Progress

3 / 4

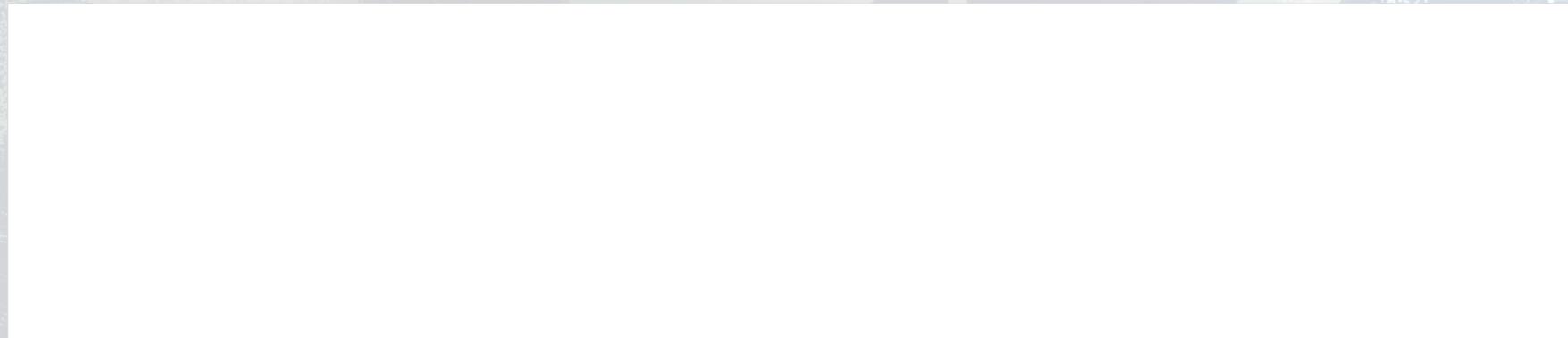
Other achievements and awards

Responsibilities and involvement in school life

Interests and leisure activities outside of school



Work Experience / ambitions



Completing a Curriculum Vitae (CV)



A good CV, accompanied by a strong Personal Statement, is the first impression a prospective employer will have of you. The quality and richness of your experiences will make you stand out from the crowd. The template below is a good example of a CV.

Some top tips to remember is to have a professional looking email address and to limit your CV to two pages maximum.

Curriculum Vitae (CV) example

Your name

17 Made Up Street, Bradford, BD11 2PQ – T: 07786543267 –
E: A.bloggs@gmail.com

Personal Statements

In this section write a short paragraph about yourself and what motivates you, who are you as a professional?

Specialist Skills and Knowledge

In this section list your skills in bullet point format. No more than 10, 5 abreast:

- Mathematics
- Leadership.
- Team work.
- Construction and the Built Environment etc

Experience

In this section you should write all your experiences down that you think are applicable to the world of work with dates. For example:

Curriculum Vitae (CV) example

Centre for Excellence for the Built Environment Dec 2015 to April 2016

- Attend and participate in group projects involving the practical application of ground Works.
- Use organisational skills to meet course work deadlines.
- Take accurate notes to apply to theoretical work.
- Worked in a team to find solutions to design problems.
- Worked with Moortown to design and build the foundations for a road.

Additional Information

In this section you should write down your interests within your personal life. This says a lot about who you are as a person which is as important to an employer as grades and work skills.

- Play football for my local team.
- Enjoy playing the guitar and writing lyrics.
- Enjoy designing games for computers and apps.
- Enjoy making YouTube videos.
- Enjoy cinema and meals out with friends etc

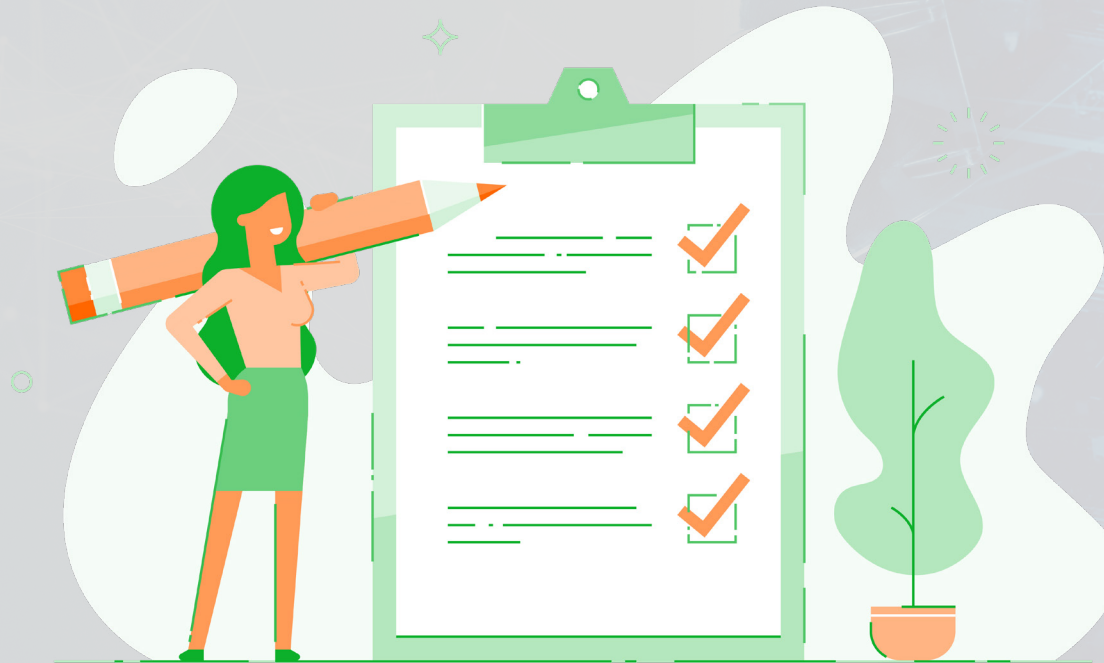
Education

In this section you should write down your actual or estimated grades and any relevant qualifications or certificated courses you have completed.

Referees

In this section you should write down the referees of 2 people who know and have worked with you in a professional capacity. They can be a teacher, club coach, supervisor etc.

Congratulations you've now completed the BAM Careers Skills Module



If you choose to apply to our apprenticeship programme please use the code **BAMCSM**.

Please save a copy of this file for your records