



# Preview

The Student Workbook

Introducing young people to the world  
of work and higher education

Parent Brochure



Preview is a careers guidance programme designed to meet specific criteria and introduce young people to the world of work and higher education.

## Preview Criteria

- Identifying a range of well matched potential career and higher education course areas
- Providing a framework for careers, higher education or apprenticeship research
- Helping students to understand the nature, needs, requirements, challenges and opportunities of potential careers
- Helping avoid costly mistakes when making future subject choices
- Providing a focal point for interviews and discussions
- Offering objective and impartial career and educational guidance
- Developing enthusiasm and motivation

## Why a careers programme?

It is important at this stage for young people to make relevant subject choices, to develop a greater awareness of possible careers areas, to organise work experience and to understand the effects of rapidly changing trends in national and global employment. More than ever they need a clear sense of purpose towards higher education and to be strongly motivated in their approach to academic and vocational work.

## What do students and parents receive?

- **Careers Workbook** based on data provided by the student and staff via the Preview questionnaire
- **MyCareersRoom** Access via an App or online
- **The Careers Directory**
- **Personal Development Guide**
- **1:1 Handover Interview** with a member of the AK Education Interviewing Team
- **WORKBRIEF** Access to online version of The Careers Directory
- **COA Information Helpline**
- **Cambridge Profile Aptitude Tests**

## How does Preview operate?

Students complete a questionnaire about their interests, abilities and personal qualities without pressure of time. Their answers are then used to produce a careers guidance workbook covering 45 broad career areas.

Students are encouraged to complete their workbooks using their Action Plan, Career Analysis Forms, The Careers Directory and by acquiring relevant work experience and advice.

**"Preview is invaluable in encouraging students to think about their career and higher education options. The workbooks are full of clearly presented information, which almost always stimulates plenty of discussion and further research."**

**Felsted School**

## What does the Preview workbook contain?

The Preview workbook reveals a picture of the young person's stronger occupational and academic interests, related abilities and personal qualities. In addition to covering careers the student is already familiar with, it can also list many completely new possibilities. Important sections of the workbook include:

### Careers Selection Worksheets

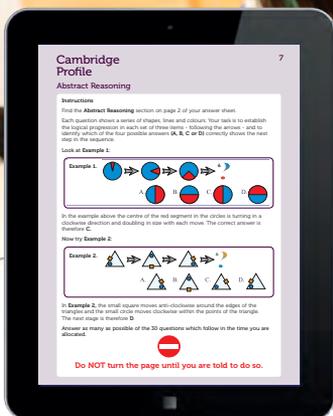
Each double-page worksheet covers a well-matched career area (e.g. law), and related careers (e.g. barrister, solicitor etc). Each worksheet contains:

- An overview of the career area
- Brief descriptions of each career in this area
- Important academic subjects required for entry to relevant HE courses
- Page references to The Careers Directory providing the basis for further careers and higher education research
- Overall Match bar graphs showing relative strengths of important supporting areas of interest, and comments explaining their relevance
- A 20-point Career Check Questionnaire, listing important interests, skills and abilities likely to be required



### My Action Plan

My Action Plan acts as a focal point for the student's research. It includes Career Analysis Forms which allow careers to be researched systematically and on a comparative basis. My Action Plan is fully co-ordinated with **The Careers Directory** to make further research straightforward.



**“For less than the cost of a meal out – it completely changed my son’s motivation and commitment to his work and his outlook on his future.”**

**Parent**

## The Cambridge Profile Aptitude Tests

The results will be incorporated in the student’s workbook. The tests comprise:

- Verbal Reasoning
- Numerical Reasoning
- Abstract Reasoning
- Spatial Reasoning (2D & 3D)
- Spelling
- Arithmetic Calculation
- Working Quickly & Accurately

The results are relevant in making university course and careers decisions. They also throw light on a student’s thinking and learning styles.

## Other Languages

The Verbal Reasoning tests are available in most other major languages. Each can be taken in addition to the English test. This allows students to reveal their true academic potential in their mother tongue and shows how this compares with their results in the English test.



## MyCareersRoom - online or as an App

MyCareersRoom is an exciting online resource for students taking part in Preview. MyCareersRoom provides:

- An interactive version of the workbook
- Details on careers not in the workbook
- Links to websites for each career
- Links to UK apprenticeship framework
- Links to WORKBRIEF articles
- A portfolio where a student can record skills, work experience, interests, and achievements that are relevant to their careers research

## Careers Interviews

After one-to-one handover sessions with an AK Education interviewer, students should be capable of explaining their workbooks to parents. This feedback enables school staff and parents to contribute to the discussion of potential careers.

A wide range of career opportunities is revealed but further comparative research is essential. The objective is for students to have the tools to help guide them in their Bac choices and also to develop future career and course plans.

## How is the effectiveness of Preview assessed?

COA place the technical quality of their careers programmes and aptitude tests high on their list of priorities. The services of a well-established occupational psychologist, Dr Charles Johnson, are used to evaluate the technical characteristics and properties of all COA careers programmes and to ensure they meet acceptable standards of reliability.



## The Careers Directory

The Careers Directory contains up-to-date information on some 425 different careers. Laid out in an innovative double-page format, it uses the acronym 'WORKBRIEF' to cover the sub-headings:

**W**hat is involved?

**O**pportunities for training

**R**equirements for entry

**K**ind of person

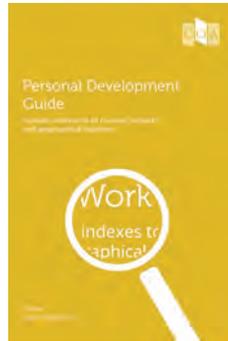
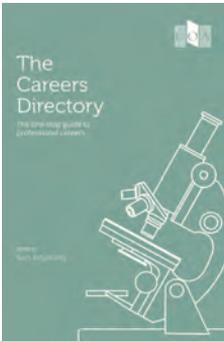
**B**road outlook

**R**elated occupations

**I**mpact on lifestyle

**E**arnings potential

**F**urther information



## Personal Development Guide

Each student receives a copy of this book which details personal development, work experience, sport, music, drama, leadership and teamwork training, Gap Year, degree taster courses and career awareness opportunities.

## COA Information Helpline

COA advisory staff will answer questions from parents or students promptly, should they require help in interpreting Preview or have any other career-related queries - please email or telephone COA.

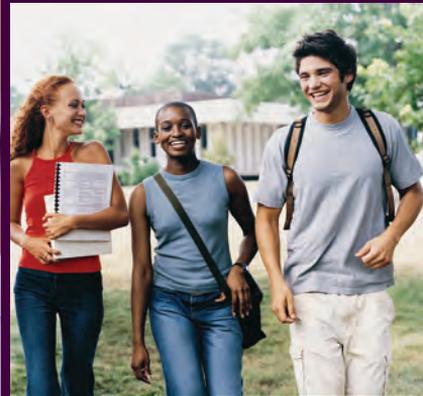
The COA Information Helpline is available free of charge for school leavers up to the age of 24, who have taken Preview.

**"The workbook is wonderful – but what really added significantly, in moving my son on, was the follow-up interview where the depth of interpretation and discussion of implications for the future was superb."**

**Parent**

For further information please contact:

**[e akeeducationadvice@gmail.com](mailto:akeeducationadvice@gmail.com)**



# Cambridge Profile

Aptitude Test

Providing valuable insight  
into a student's potential

Parent Brochure



# The Cambridge Profile Aptitude Test

Aptitude tests are increasingly used by both employers and careers advisers. They provide valuable insight into a student's potential and likely performance in a career.

The Cambridge Profile test comprises:

- Verbal Reasoning
- Numerical Reasoning
- Abstract Reasoning
- Spatial Reasoning (2D & 3D)
- Arithmetic Calculation
- Spelling
- Working Quickly & Accurately

The test has been normed using Irish, English and Scottish profiles for ages between 12 and 18 to show how a student compares with others of the same age group.

## Other Languages

The Verbal Reasoning tests are available not only in English but in most other major world languages. Each can be taken in addition to the English test. This allows students to reveal their true academic potential in their own mother tongue and shows how their results compare with their results in the English Language Verbal Reasoning test.



Cambridge Profile 7

**Abstract Reasoning**

**Instructions**  
Find the **Abstract Reasoning** section on page 2 of your answer sheet.  
Each question shows a series of shapes, lines and colours. Your task is to establish the logical progression in each set of three items - following the arrows - and to identify which of the four possible answers (A, B, C or D) correctly shows the next step in the sequence.

Look at **Example 1**:

**Example 1.**

In the example above the centre of the red segment in the circles is turning in a clockwise direction and doubling in size with each move. The correct answer is therefore C.

Now try **Example 2**:

**Example 2.**

In **Example 2**, the small square moves anti-clockwise around the edges of the triangles and the small circle moves clockwise within the posts of the triangle. The next stage is therefore D.

Answer as many as possible of the 30 questions which follow in the time you are allocated.

**Do NOT turn the page until you are told to do so.**

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## Important Outcomes

The results are included in the careers workbook or a separate report. They emphasise the meaning and relevance of each aptitude score, and its significance in appropriate career fields. Triple bar graphs reveal the aptitude scores as percentiles, together with speed and accuracy in completing each of the tests.

- The test provides an independent assessment of academic potential, which can supplement the school's own estimates of future academic performance.
- Students become aware of their stronger aptitudes and of those occupations where these could prove valuable. They often discover outstanding personal strengths which can give them greater confidence in their academic work and career planning.
- 'Warning notes' can be sounded when important scores are low and where problems may arise in relevant future occupations.

# The Cambridge Profile Aptitude Test results are relevant in making university course and careers decisions. They also throw light on a student's thinking and learning styles.

## Some Examples

For potential Architects, Civil Engineers or Surveyors for example, Spatial Reasoning results should be taken into account. (These measure performance in 2D and 3D thinking, and also the ability to envisage geometrical shapes and layouts.) A high Spatial score would provide strong support for such careers provided other abilities are adequate.

Often a student is unaware that he or she has a strong aptitude of this sort and could be greatly encouraged by the result. In contrast, low scores could sound 'warning notes' for those contemplating such spatially dependant careers.

In almost every careers field, one or more aptitude scores may throw light on a student's suitability. This can bring a greater sense of objectivity and reality during and after their interviews, and help to avoid superficial self-assessment.

For further information please contact:

**e** [akeducationadvice@gmail.com](mailto:akeducationadvice@gmail.com)

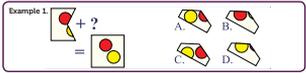
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**These tests are norm referenced for different ages and psychometrically validated.**

Cambridge Profile 29  
Spatial Reasoning (2D) - Part I

**Instructions**  
Find the **Spatial Reasoning (2D) - Part I** section on page 3 of your answer sheet  
Your task is to identify the missing piece - from the four choices offered - to complete the picture. To do so you will have to use your imagination to rotate the parts until you find one which will fit correctly.

Look at **Example 1**:



In this example a small amount of the red circle has been removed, and nearly all the yellow circle is missing. The answer is therefore **B**, since when rotated around it fits exactly into the missing space to provide the required pattern.

Now try **Example 2**:



In this case the correct answer is **C**, since when it is added to the figure at the top left it fits exactly to give a complete square.

Answer as many as possible of the 20 questions which follow in the time allocated.

  
**Do NOT turn the page until you are told to do so.**

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