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08/11/23

Dear Parents and Carers,

Following on from our Y11 careers evening on Thursday, 5th October, please find attached the Careers Information Booklet. The booklet is a guide to help students make informed choices regarding their post-16 options. It includes information on:

post-16 routes: the academic pathway, the vocational pathway, work with training (including apprenticeships and traineeships):

- how to apply;
- how to research your options;
- how to research the labour market - "Where are the jobs?";
- Open Event details for colleges and apprenticeship training providers.

This booklet, and more information, is also available on our school website. If you have any queries regarding post-16 choices, please contact the Careers Team on 01482 342229.

Kind regards,

**Mrs Hood**  
**Trust Careers Lead**  
**Kelvin Hall School**



## Introduction

**The big question in year 11 is what do you want to do? Parents, teachers, and even your friends are all asking what you want to be and the truth is that not everyone knows.**

Careers Information Advice and Guidance (CIAG) is different for everyone. Some pupils have a clear idea of what they want to be and how to achieve it. Others know what career they would like but need support on the best route to follow. Some pupils know the subjects they enjoy and excel at and would like to know more about the careers using those subjects. Other pupils are sure about their skills, they know they are practical; social; investigative or scientific and would like to know which careers use those skills. A small number of pupils really don't have any idea and find the thought of choosing a career a bit overwhelming! Don't worry, whatever stage you are at there is support available in school and the opportunity to take part in careers days, attend university and colleges.

You have already attended taster days at local colleges to try first hand some of the courses they have to offer. In year 11 the following support will also be available to you:

- Each student is given the opportunity to have a one-to-one careers guidance appointment
- Local college and apprenticeship providers will give presentations on the options available to you
- Colleges and training providers offer open evenings which you can attend with parents or friends
- Careers lessons cover applications, CV writing, and mock interviews
- Thrive Trust's Careers Manager will be on hand to support you when making applications.

This guide will help you answer some of the most common questions, such as, what are my options when I leave school? what are the entry requirements? and how do I find out more?

**Career Fact** - It is very rare now that we choose a 'career for life' the average person has around 10 jobs between the ages of 18-40. So this guide will not only give you the skills you need to answer the questions you have now, but will also help you to become a life-long career learner.

In short you don't necessarily need to have a specific career in mind as long you know how to research your options!

### TOP TIP

You don't need to read all of this guide it is designed for you to use for reference – you can dip into the bits that are most relevant to you.



# Raising the Participation Age (RPA)

All young people who leave school are now required by law to participate **in education or training** until they are at least **18 years of age**.

**This does not mean that you stay at school but that you progress onto:**

- Full-time study with a school sixth form, college or training provider.
- An apprenticeship or traineeship.
- Full-time work or volunteering combined with part-time education or training.

## What are my Options at 16+?

There are three main learning routes: **Academic Learning, Vocational Learning or Work Based Learning.**

Whatever you decide to do you will need to work towards gaining further qualifications:

### Full-Time Further Education

- A levels or more GCSEs, developing knowledge and skills in academic subjects that you are studying

### Vocational Courses

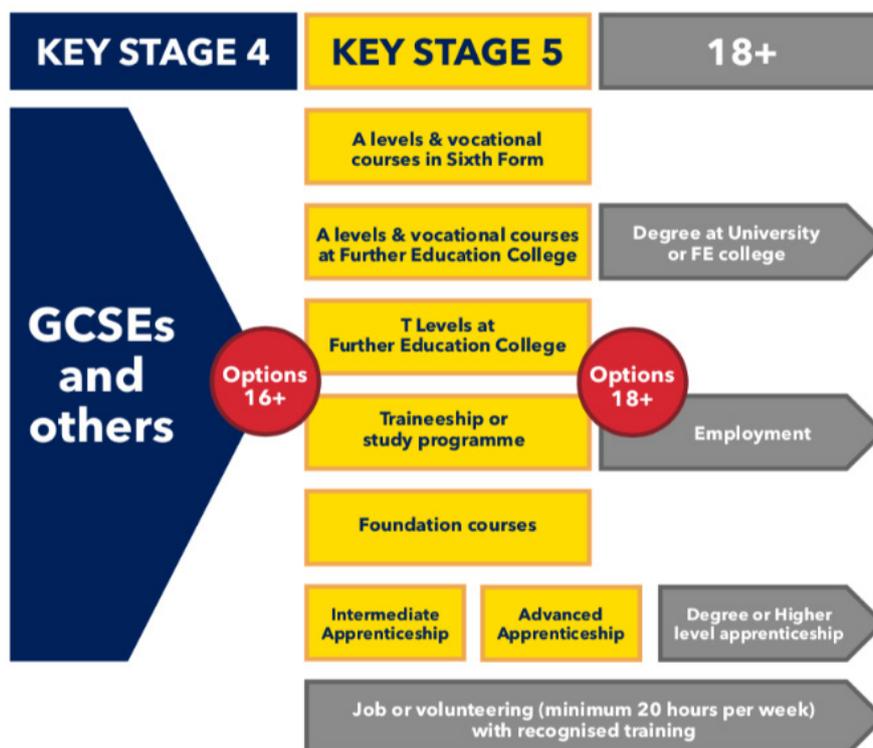
- Diploma / BTEC Qualifications; developing knowledge and skills that relate to a particular area of work
- T Levels were launched in 2019 are a “technical” alternative to A Levels offering both academic content and a 45 industry placement. For more information, visit [www.tlevels.gov.uk](http://www.tlevels.gov.uk).

### Other Courses and Qualifications

- CACHE, City and Guilds, IMI, Foundation Studies, study programmes (practical training for a specific job or courses for pupils who may need extra support in order to progress)

### Work with training

- apprenticeships, traineeships, or employment with time off to study a recognised qualification



# The Academic Route

**A levels** - offer the chance to study a subject in depth, they are theory based and generally involve classroom learning and research. The majority of the assessment is by written exam, although there is often an element of coursework, and in some subjects an assessment of practical skills (i.e. art, theatre studies or science).

Pupils on an A level programmes usually study 3 subjects over two years. Pupils may also study an elective course alongside their main subjects, such as an Extended Project Qualification).

## What are the entry requirements?

Entry requirements can vary but you will usually need the equivalent of at least 5 GCSE at grade 9-4 to take A' levels. However to access a wider A level programme it is strongly advised that pupils aim for grade 5). \* Some subjects such as chemistry, biology, physics, mathematics and economics specifically ask for a minimum of a grade 6.

## How do I choose which subjects to take? Do you know which degree you want to take?

**No** - Picking subjects that truly reflect your interests and abilities will increase your chances of success.

The advantage of A Levels is that they give you experience of more subjects and therefore if you are unsure they allow you to leave more doors open to you.

- Using the Prospects website [www.prospects.ac.uk](http://www.prospects.ac.uk) will enable you to look at specific degree subjects and the careers they may lead to, click on the 'careers advice tab' and then 'what can I do with my degree'.

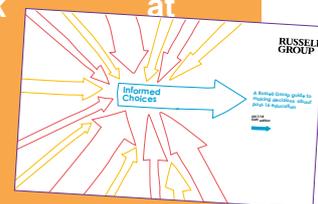
**Yes** - Some degrees require specific A level subjects. If you know which degree you would like to take you can use the UCAS website [www.ucas.com](http://www.ucas.com) to find out more about which universities offer the subject you are interested in and the entry requirements.

- UCAS also has links to the universities own websites which will provide you with details of entry requirements for specific courses.
- For each grade you gain at A level you are awarded UCAS points, which help you gain entry to university. For more information on UCAS tariffs see <https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points>



## Russell Group Universities

The Russell Group represents 24 leading UK universities – if you are aiming high you should take a look at the website [www.informedchoices.ac.uk](http://www.informedchoices.ac.uk).



- Some advanced level subjects (or hard subjects) are more frequently required for entry to degree courses than others. These subjects are called 'facilitating' subjects because choosing them at advanced level leaves open a wide range of options for university study. The facilitating subjects include: maths and further maths; physics; biology; chemistry; history; geography; modern and classical languages; and English literature.
- If you are wishing to apply for the best universities for your chosen subject you can take a look at The Complete University Guide [www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk) for university rankings by subject.

## What Next?

The majority of pupils who take A Levels progress onto university. However, some students may choose to look at advanced / higher apprenticeships or employment at this stage. This may particularly be the case for pupils who have studied vocational A levels, such as accounting or business studies. Other students may choose to take a gap year before progressing on to university or in to employment.

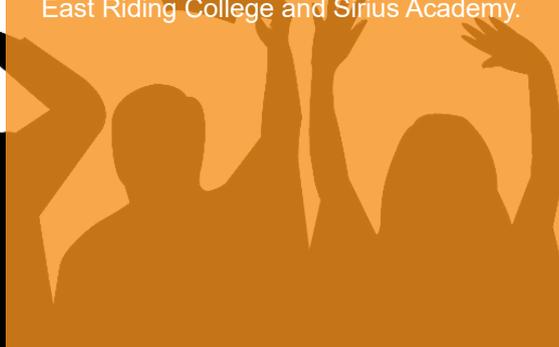
- The following website offers some useful tips:

<https://www.prospects.ac.uk/jobs-and-work-experience/gap-year>

<https://notgoingtouni.co.uk>

## Who offers A level courses?

Wyke College; Wilberforce College; St Mary's Sixth Form; Cottingham Sixth Form; Hessle High; Ron Dearing UTC; East Riding College and Sirius Academy.



# The Vocational Route

**BTEC / Diplomas** – if you prefer coursework to exams then BTEC courses could be for you. You can take one if you are interested in learning more about a particular sector or industry. They have been designed with support from employers, so they can equip you with the skills and knowledge that they are looking for and have a mix of theory and practice plus an element of work experience.

BTECs are available in a wide range of areas including: art and design; business and business administration; catering; health and social care; sport; IT; engineering; motor vehicle; and construction. BTECs are available at level 1, 2 & 3.

**Level 3 BTECs are advanced level (like A levels)** – Between 3 and 5 GCSEs at grade 9-4 are required to take a BTEC Level 3 (depending on the course you have chosen and which college you have picked).

**There are 4 types of Level 3 BTECs.**

- BTEC National Level 3 Certificate (equivalent to 1/2 an A level)
- BTEC National Level 3 Subsidiary Diploma / Extended Certificate (equivalent to 1 A level)
- BTEC National Level 3 Diploma (equivalent to 2 A levels)
- BTEC National Level 3 Extended Diploma (equivalent to 3 A levels)

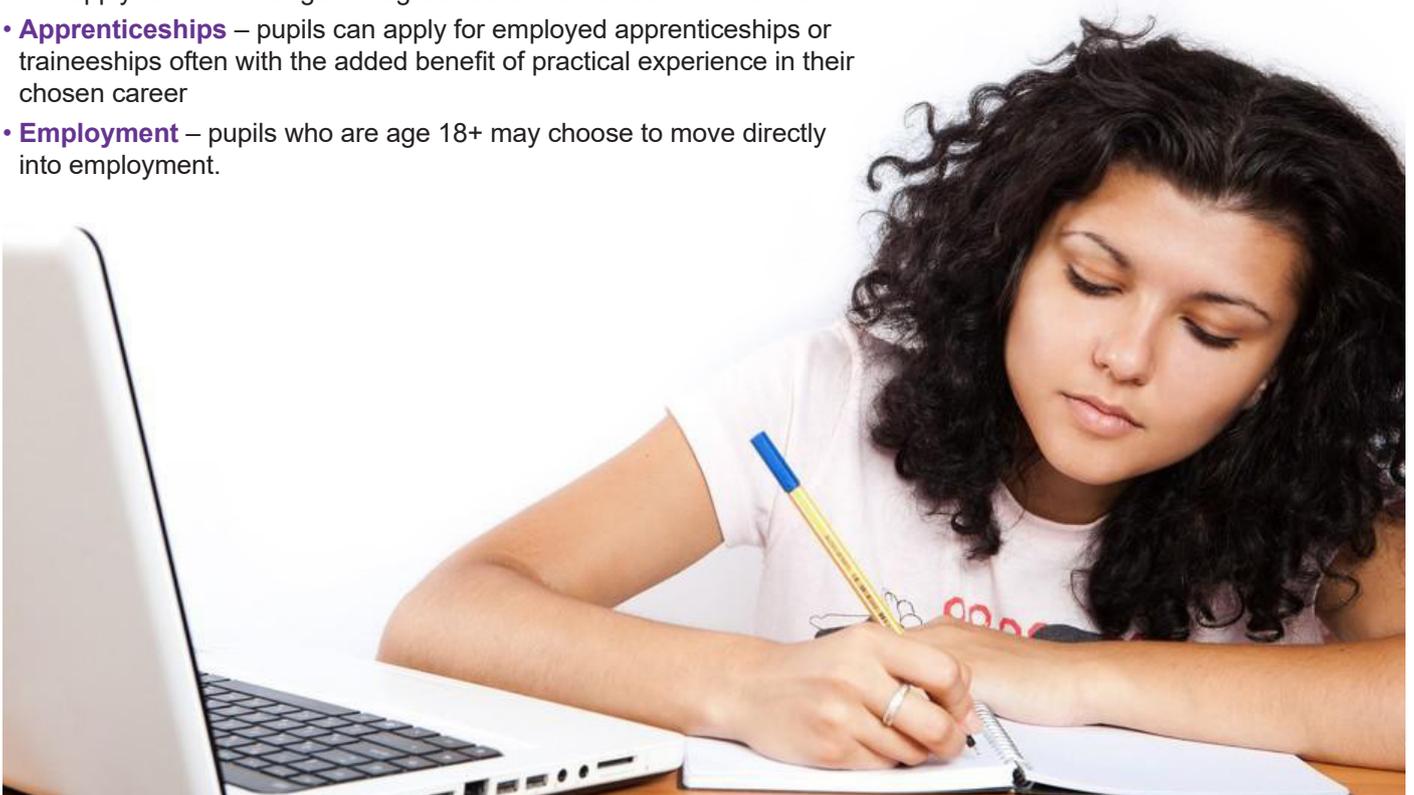
At Hull College, Bishop Burton College, and East Riding students usually study Extended Level 3 Diplomas and therefore they just study the BTEC Level 3 course on its own. At Wyke College and Wilberforce College it is possible to take certificate, subsidiary diploma / extended certificate or level 3 Diploma courses and therefore, students can take A levels alongside the BTEC courses.

**BTEC Level 2 courses** – Level 2 BTEC courses usually require 4 GCSEs at grade 3 (or sometimes 3/2 grades) and some courses specifically ask for grade 3's in Maths or English Language. Level 2 BTEC courses are available in the above mentioned career areas and are usually studied alone at Hull College or Bishop Burton College (who specialise in agriculture, horticulture and animal care). Wyke and Wilberforce offer a limited range of level 2 courses which also allow time for GCSE re-sits.

**Level 1 BTEC Courses** – Level 1 BTECs are available in the above career areas and usually require grades 1 to 9 at GCSE and a good school reference.

## What Next?

- **Further study** – students with level 1 or 2 BTECs often progress onto the following level BTEC
- **Higher Education** – students with Level 3 BTEC Extended Diplomas or students with alternative Level 3 BTECs and supporting qualifications such as A levels can apply for a wide range of degree courses at various universities
- **Apprenticeships** – pupils can apply for employed apprenticeships or traineeships often with the added benefit of practical experience in their chosen career
- **Employment** – pupils who are age 18+ may choose to move directly into employment.



## Other Courses and Qualifications

National Vocational Qualifications (NVQs) / Vocationally Related Qualifications (VRQs) are work-based qualifications designed to meet the national standards for a specific career. Level 1s are introductory qualifications, level 2 are a vocational equivalent to GCSE grades 9-4, and level 3 are a vocational equivalent to A levels.

NVQ/VRQs involve learning practical skills while building up a portfolio of evidence which can demonstrate competence to an employer. Students who take NVQ/VRQ usually start at level 2 as there is a requirement to learn the appropriate practical skills before progressing onto level 3.

### Other Vocational Qualifications

There is also a wide range of other vocational qualifications which relate to specific industries some examples are given below:

**CACHE** - Council for Awards in Children's Care Education

**City and Guilds** - Qualifications can be undertaken in the classroom, workplace or a mixture of the two. C & G qualifications are available in a wide range of areas

**IMI** - Institute of the Motor Industry - qualifications specific to motor vehicle, motor cycle repair etc.

### Foundation Learning

Students who require extra support can take entry level qualifications, which will allow them to develop their functional skills in Maths and English, while maybe learning life skills, taking part in enrichment programmes such as Duke of Edinburgh, or trying out practical sessions in a wide range of career areas.

**ESOL/EFL** - students who wish to improve their English can enrol for full-time courses such as English for Speakers of Other Languages (ESOL) or intensive English as a Foreign Language (EFL).

### Who offers alternative vocational qualifications?

Hull College offers a wide range of vocational courses including all of the above qualifications. Bishop Burton College also offers a wide range of vocational courses and particularly specialises in horticulture, agriculture and animal care. You may also want to check out the new state of the art campus at East Riding College in Beverley. Wilberforce College also offer City and Guilds qualifications.

### What next?

Pupils who take alternative vocational qualifications usually move on to higher level courses at college, into apprenticeships, or onto employment.

## Work With Training

Combining a job with training or activities to prepare young people for work: The main options are:

### Apprenticeships

Apprenticeships have two components - a training place with a college or training provider and an employer. Pupils apply for an apprenticeship with a training provider and are then asked to take an assessment test and attend an interview. The apprenticeship provider will try and help the young person find an employer, however they are also expected to be proactive and contact potential employers direct, in addition to using any family contacts they may have. This is especially important for popular areas, such as: plumbing and electrical, motor vehicle and hairdressing.

Apprentices are employed, and usually spend four days with their employer with day release to college or a training provider, to get the qualifications they need for jobs at level 2 or 3. They are also paid a National Minimum Wage of at least £5.28 per hour.

### Traineeships

Traineeships are 6 month training programmes for pupils who may need extra support to develop the skills they need to progress on to an apprenticeship or a job with training. They offer work experience placements rather than employment.

### Jobs with training

Training in a job with an employer and working for a recognised qualification but NOT an apprenticeship.

**NOTE: Pupils who do not achieve a grade 4 or equivalent in maths and English will be required to re-sit them. This applies to pupils following academic, vocational or work based learning routes.**

# How to Apply

**Full-time college** - All full time college applications are completed on [www.logonmoveon.co.uk](http://www.logonmoveon.co.uk). We will make applications in lessons in school and you can also work on your applications at home (see the following pages for step by step instructions).

**Apprenticeships** - There are three main ways to apply for apprenticeships:

- 1) Use the logonmoveon website [www.logonmoveon.co.uk](http://www.logonmoveon.co.uk) to apply direct to training providers, you will then be invited in for an assessment test and interview and they will try to support you to find an employer.
- 2) Use the National Apprenticeships website to find vacancies in our local area <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>, this search provides details of employers who are seeking to fill current positions (you can usually begin using this to apply for vacancies in April).
- 3) Apply direct to training providers, some providers advertise in local press and prefer you to apply direct on their website, they include [www.heta.co.uk](http://www.heta.co.uk) (engineering), [www.motortradesgta.org](http://www.motortradesgta.org), & [www.remit.co.uk](http://www.remit.co.uk) (motor vehicle), [www.jtltraining.com/apprenticeships](http://www.jtltraining.com/apprenticeships), and <https://www.goconstruct.org/get-started-in-construction/apprenticeships/> (construction)
- 4) You can also use the Get My First Job website to find apprenticeship vacancies [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)



You will find useful application videos on our website [kelvinhall.net/parents-careers](http://kelvinhall.net/parents-careers), in the College and Apprenticeship Providers informational videos.

# Do Your Research!

When you are thinking about a career there is lots to consider. What does the job actually involve doing? Would I work evenings or weekends or Monday to Friday? What type of environment would I be in? How much would I earn and what are my chances of promotion? What are the entry requirements? What training do I receive? What skills do I need for this role? Where do I find out more?

The National Careers Service Website <https://nationalcareersservice.direct.gov.uk> is an on-line careers resource, which can answer many of the above questions and more.

**SKILLS HEALTH CHECK** – ask the user a range of questions about their interests and abilities and then creates a range of career options based on their answers.

**CAREERS ADVICE** – use the job profiles section to find out more about the specific jobs in a particular job family for example you could check out the careers in construction, engineering and manufacturing; science and research; or medicine and nursing.

If you know the career you are interested in you can simply type it in. Job profiles answers all of the above questions and also helps you to broaden your career ideas by finding out about the range of careers in a specific job family. This section also has advice on interview skills and work experience.

**PROSPECTS** – for graduate careers (requiring a degree) you can use the Prospects website [www.prospects.ac.uk](http://www.prospects.ac.uk) go to jobs and work experience and click on job sector.

[www.careersbox.co.uk](http://www.careersbox.co.uk) and [www.icould.com](http://www.icould.com) also have a wide selection of career ideas providing valuable information from people employed within the roles.

**TOP TIP** – you can download the National Careers Service website to your smartphone and can even have an on-line chat with a careers adviser.

# Where are the jobs?

## Labour Market Information (LMI)

The Skills Hull & East Yorkshire website provides up-to-date Labour Market Information (LMI) for Hull and the East Riding of Yorkshire. Labour Market Information tells us about the employment sectors, skill levels, and pay in our region.

**Did you know – Hull has significant strengths in the following industries:**

Manufacturing & Engineering  
Health & Social Care  
Business Administration & Support Services  
Education  
Retail  
Public Sector  
Ports  
Energy & Utilities

Visit <https://skillshullandeastyorkshire.co.uk/spotlight-on-hull> to find out more

### Why is LMI important?

If you are going to spend your time studying or training for a specific career you want to know what the opportunities are when you have qualified. There may be 200 places on hairdressing courses and only 50 hairdressing jobs! LMI is also changing all the time as careers decline and new ones develop – 10 years ago who would have thought of an app developer!

### How do you find out?

Take a look at the following websites:

**National Careers Service** <https://nationalcareersservice.direct.gov.uk> – each job profile has information about the opportunities available in that career. You can also find job market information under the careers advice tab.

<https://investhull.co.uk/welcome-to-hull> – has lots of information on new business developments in Hull.

**gov.uk** – use the universal job match service to find UK, European and International jobs – what types of jobs are available? what qualifications do they require? and what skills are they looking for?

**www.indeed.co.uk** – use this website to find out about jobs available now – type Hull into the location box and take a look at the vacancies that are advertised. Maybe you would like to work in Manchester or London what can you find out about vacancies in other cities?

**Think about the future** – we now have a Hilton hotel, new rail links and networks are planned, alongside new housing developments. What does this mean in terms of opportunities in the City?

## Finance

For pupils attending full-time courses; bursaries and discretionary awards are available from the colleges and can be enquired about at the college's student services.

The National Minimum Wage (NMW) for employed apprentices is currently £5.28. Pupils on traineeships may have access to funding similar to the bursaries/discretionary awards offered by colleges – please check with training providers.

For pupils who continue into full-time education, traineeships or foundation learning; child benefit is available until they are 19 years old. This entitlement relies on meeting the criteria for the payments set by the Government.

## Transport

Some colleges offer free transport, in some cases a bus pass is available if you live more than three miles away from the college. Again check with the college's student support for more information. Pupils on traineeships can usually claim travel expenses.

# COLLEGE OPEN EVENTS

The open evenings listed below are mainly virtual, but some have campus access. Please head to the website listed to book your space, and find out further details. Please note applications for HETA apprenticeships including engineering, mechanical engineering, fabrication & welding, multi-skilled engineering, instrumentation and process are now open.

## Hull College

Tuesday 14th November 2023	5:30pm to 7:30pm
Tuesday 5th December 2023	5:30pm to 7:30pm
Tuesday 6th January 2024	5:30pm to 7:30pm
Thursday 21st March 2024	5:30pm to 7:30pm
Saturday 18th May 2024	10:30am to 1pm

## Wyke College

Tuesday 14th November 2023	5pm to 8pm
Thursday 30th November 2023	1:30pm to 5:30pm
Saturday 20th January 2024	9am to 3pm

## Bishop Burton College

\* To speed things up book your place on the Bishop Burton website

Saturday 18th November 2023	10am to 1pm
Saturday 3rd February 2024	10am to 1pm
Saturday 20th April 2024	10am to 1pm
Tuesday 14th May 2024	5:30pm to 8pm
Saturday 15th June 2024	10am to 1pm

## East Riding College

Tuesday 21st November 2023	5pm to 7pm
Saturday 20th January 2024	9:30am to 12pm
Wednesday 27th March	4pm to 7pm

## Wilberforce College

Thursday 16th November 2023	4:30pm to 7pm
Saturday 25th November 2023	9.30am to 12.30pm
Saturday 13th January 2024	9:30am to 12:30pm

## Humberside Engineering Training Association (HETA)

Each date will host 2 sessions, starting at 5pm and 6pm

Thursday 16th November 2023  
Thursday 14th December 2023  
Thursday 18th January 2024  
Thursday 22nd February 2024  
Thursday 14th March 2024

To book onto our open evenings at Hull- please email [hulladmin@heta.co.uk](mailto:hulladmin@heta.co.uk) or phone **01482 826635**.

## St Mary's Sixth Form College

Thursday 9th November 2023 6pm to 8:30pm

## Ron Dearing UTC

Saturday 25th November 2023 5pm to 8pm  
Thursday 11th January 2024 5pm to 8pm

## Spotlight on Allied Health Professions

Would you like to know more about Allied Health professions:

- Register on <https://events.teams.microsoft.com/event/64b627dd-7f07-4ced-a30b-829ee79d93fd@37c354b2-85b0-47f5-b222-07b48d774ee3> for a free webinar on 13th November 2023 to the Meet Allied Health Professionals
- Search interactive career pathways to find a career for you
- Explore education & training pathways to find the best route into the sector for you
- Search and apply for jobs
- Search and apply for apprenticeships
- Prepare like a pro - useful guides for writing a CV & Interview techniques

Please remember to check our Twitter accounts:

[@kelvincareers](https://twitter.com/kelvincareers) and [@nsghull](https://twitter.com/nsghull)  
& the Careers pages on the school websites for further updates.

