





CAREERS INFORMATION BOOKLET

SAFAT'S NEXT?

#ITSYOURYEAR
#ITSYOURYEAR

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 pupil has a one-to-one guidance interview with a careers adviser to talk about their options
- 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
- YHCLT'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 – BTEC Qualifications; developing knowledge and skills that relate to a

particular area of work

- From Sept 2019 pupils will be able to study T Levels in one of 15 areas

please visit schoolweek.co.uk/what-are-t-levels

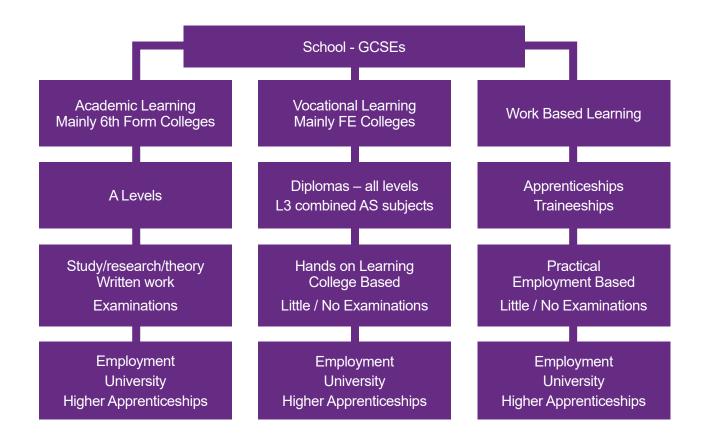
Other Courses and Qualifications - CACHE, City and Guilds, IMI, Foundation Studies (practical training for a

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 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** 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/whatand-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 Russell Group Informed Choices Guide www. russellgroup. ac.uk/informedchoices.



- 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 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/jobsand-work-experience/gap-year https://www.notgoingtouni.co.uk

Who offers A level courses?
Wyke College; Wilberforce College; St Mary's Sixth Form; Cottingham Sixth Form; Hessle High, 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



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 £3.70 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**. 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** 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 (engineering), www.motortradesgta.org, & www.remit.co.uk (motor vehicle), www.jtltraining.com/apprenticeships, and www.citb.co.uk/CITB-Apprenticeships (construction)
- 4) You can also use the Get My First Job website to find apprenticeship vacancies www.getmyfirstjob.co.uk

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** go to jobs and work experience and click on job sector.

www.careersbox.co.uk and 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)

Labour Market Information, or LMI, is up-to-date information on where the jobs are. This information is available locally (Hull), regionally (Yorkshire and Humberside), nationally (UK) or even internationally (world-wide).

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

Energy

Metals and Engineering

Manufacture of Food and Beverages

Ports

Logistics

Construction & Construction Products

Manufacture of Chemicals

Visitor Economy

Visit http://lmihumber.co.uk/humber-profile/hull-area 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.

www.hull.co.uk - 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?

www.hulldailymail.co.uk – take a look at the jobs section. What vacancies are available? which ones are the most popular? Again, you should think about the qualifications and skills required.

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 £3.70. 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.

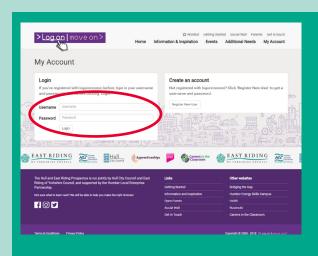
APPLICATION GUIDE

Completing your Personal Profile

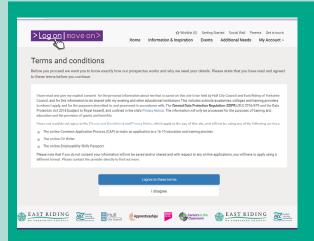
Visit http://www.logonmoveon.co.uk to begin your application



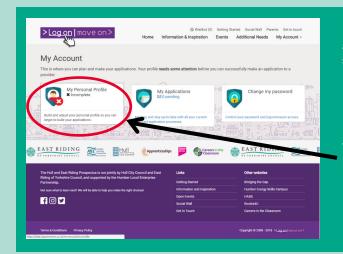
From the home page please click "My account"



Enter your username and password.

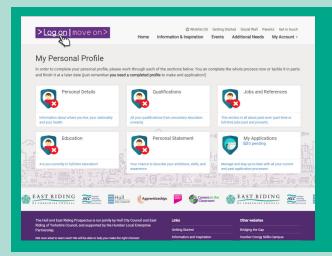


Please sign up to the terms and conditions to continue.



From the "My account" area you can see how many applications you have made, change your password and see your personal profile.

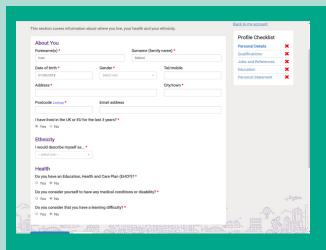
To complete your application form please click on My Personal Profile .



My Personal Profile

You will see there are five boxes here with red crosses. You will need to complete all sections before you are able to make an application.

Please click on Personal details.

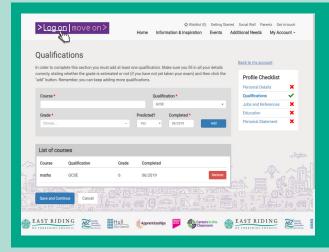


This section is "**About You**" Some information, like your name, address and date of birth are already entered.

Please review the information and make any changes. Please then enter the additional

Please note if you are not sure what an EHCP is, you are likely not to have one.

When section is complete click save and close.



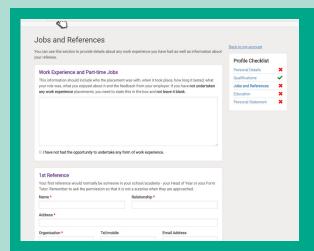
Qualifications

On the qualifications section you will need to enter all the qualifications you are currently studying.

Enter the subject, qualification, grade and whether it is a predicted grade then click add.

Please ensure all courses you have taken already and have a result for are also included.

Once all subjects have been added please click save and continue.



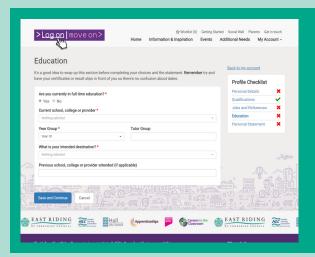
Jobs and References

Within this section you will need to add details of your work experience and any part time jobs you may have.

You will also need to add details of a reference or two if possible.

Please note one reference must be someone from your school or academy.

When completed please click save and close.

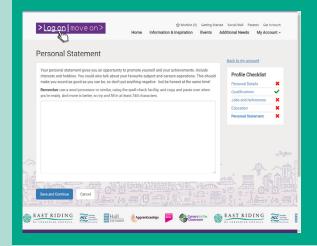


Education

Enter details of any previous school, college or provider if appropriate.

You will also need to provide details of your intended destination. (this is what you think you would like to do after your GCSE's)

When completed please click save and close.



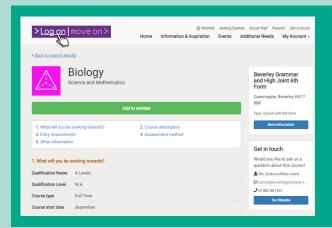
Personal Statement

Please write a personal statement. Give information about what you are like in school, with any interests and hobbies you may have.

When completed please click save and close.

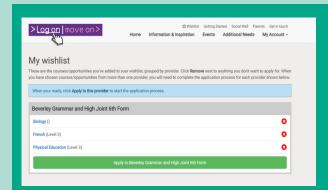
Making an Application

Guide for Learners



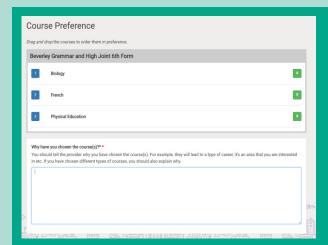
To begin making an application, click on add to wishlist when you have found a course/ apprenticeship you are interested in studying.

Note: You need to be logged into your account to start to make an application



Once you have added the course(s) into your wishlist, you can apply to the provider.

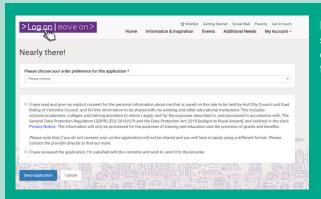
Click on "Apply to"



You must also enter a reason why you have chosen this course(s).

Note: If you apply for more than one course, you can alter your preference by dragging and dropping to move the course into 1st, 2nd, 3rd etc.

Once you are happy with this section click on 'Continue your application'.



Nearly There! – You will need to agree to the Data Protection statement, select your application preference and click the confirmation box to say that you are happy for the application to be sent to the provider.

COLLEGE OPEN EVENTS

The open evenings listed below are mainly vitrtual, but some hjave 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 engingeering, fabrication & welding, multi-skilled engineering, instrumentation and process are now open.

Hull College

Thursday 6th October 2022 Saturday 19th November 2022 Tuesday 17th January 2023 Saturday 11th March 2022 Thursday 25th May 2023 5:30pm to 7:30pm 10am to 2pm 5:30pm to 7:30pm 10am to 2pm 5:30pm to 7:30pm

Wyke College

Thursday 20th October 2022 Thursday 10th November 2022 Thursday 24th November 2022 Saturday 3rd December 2022 Saturday 21st January 2023 5pm to 8pm 5pm to 8pm 5pm to 8pm 9am to 12pm 9am to 12pm

Bishop Burton College

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

Saturday 15th October 2022 10am to 1pm
Saturday 26th November 2022 10am to 1pm
Saturday 28th January 2023 10am to 1pm
Saturday 9th February 2023 10am to 1pm
Saturday 4th March 2023 10am to 1pm
Tuesday 25th April 2023 5:30pm to 8pm
Saturday 17th June 2023 10am to 1pm

East Riding College - Beverley Campus

Saturday 8th October 2022 Wednesday 9th November 2022 Saturday 21st January 2023 Wednesday 15th March 2023 Thursday 4th May 2023

9:30am to 12pm 4pm to 7pm 9:30am to 12pm 4pm to 7pm 4pm to 7pm

Wilberforce College

Thursday 13th October 2022 4.30pm to 6.30pm

Tuesday 15th November 2022 4.30pm to 6.30pm Wednesday 30th November 2022 4.30pm to 6.30pm Saturday 10th December 2022 9am to 12pm

Humberside Engineering Training Association (HETA)

Please note: You will need to book your place at an open evening.
5pm and 6:30pm

Wednesday 19th October 2022 - 5:30pm Tuesday 25th October 2022 - Taster Day - 9:30am

To book onto our open evenings at Hull-please email hulladmin@heta.co.uk or phone 01482 826635.

Virtual Events

Women Into Manufacturing & Engineering (WIME) are running a series of virtual events for school and college students. Students can talk to a range of engineering firms and their female employees: discuss what the roles involve, the benefits of working in engineering and manufacturing,m the training and qualifications they require, and learn about apprenticeship opportunities.

To find out more and register for a place, go to: greenporthull.co.uk/events/wime-careers-event

Please remember to check our Twitter accounts:

@kelvincareers and @nsghull

& the Careers pages on the school websites for further updates.





