

USEFUL TIPS

- 1** Using google to research can sometimes be overwhelming. Try using specific careers and course research sites, as you can usually get to the information that you need quicker.
- 2** Ask college for a list of last years student destinations for the course you are studying, this will provide examples of career destinations that your course can lead on to.
- 3** Using a personal audit, like the one we completed together, can help you to organise your thoughts and identify your priorities, a personal audit can help you to become more self - aware.
- 4** It is useful to remember that good careers choices are often a combination of developing self - awareness and developing opportunity awareness.

DEVELOPING SELF AWARENESS

Considering our strengths, likes, skills, and experience. It can often be helpful to do a bit of a self-awareness audit. Making a physical written list of strengths, likes etc can sometimes make your choices become clearer.

DEVELOPING OPPORTUNITY AWARENESS



Considering what the career or course might involve, where it may lead, what job prospects are etc. Printing off course or career descriptions can help here. Some people find using highlighters to clearly pick out positives and negatives of a particular opportunity helps to narrow things down.

5 FACEBOOK



Join the facebook jobs page for your local area - there are pages run by local people to allow job adverts to be shared.

6 WORK EXPERIENCE

Some vacancies develop out of work experience placements - take any chances you get to try out work experience. If an employer is impressed with you, it could lead onto employment.

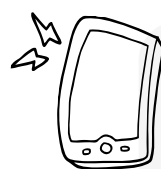
7 FRIENDS/FAMILY

Some vacancies are found through friends, relatives, contacts. Make sure everyone that knows you knows what you are looking for, someone might spot an opportunity that is ideal for you.

8 NEWSPAPERS

Some vacancies might be advertised in the local papers, or in shop windows, on notice boards etc. Keep a really good lookout!

9 NEW JOB ALERTS!



You can do this by saving a search and setting up alerts on website such as the job centre and indeed. That means you can search for a type of work in a specific area e.g. All motor vehicle vacancies within 10 miles of your home address. You can then save that search, and by setting up an alert - you will get a text message every time new vacancies that match your search get added.

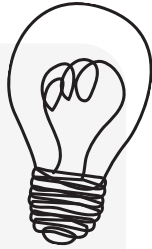


USEFUL TIPS FOR YEAR 11'S

BEFORE CHRISTMAS, YOU SHOULD...

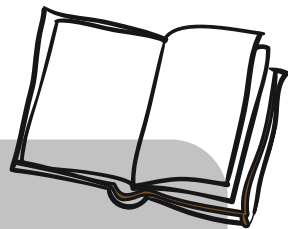
RESEARCH

Do your careers RESEARCH. Use KUDOS, and other careers websites to think about your future. (list of useful careers websites attached)



PROSPECTUSES

Get hold of PROSPECTUSES - booklets of information about colleges or training organisations that you are interested in. You can pick these up, get them sent to you, or download them if you prefer.



OPEN EVENINGS

Find out when college OPEN EVENINGS are, and make sure that you go. Check details really carefully. Some colleges might have to change dates, venues, or run 'virtual' events.

WEBSITES

Use college and training organisation WEBSITES to get the most up to date information quickly



CHECK

CHECK what grades you need for the courses you want to apply for.



TASTER SESSIONS

Check if they are running any TASTER SESSIONS and book yourself a place.

TALK & THINK

TALK to family, teachers, or adults whose opinions you value. How do they see your strengths and abilities? THINK about what you enjoy doing, what you do well. Be positive.

ACTION PLAN

To help you remember what you need to do. Be clear about what grades you need to get to get onto your course.



AFTER CHRISTMAS, YOU SHOULD...

INTERVIEW

ATTEND YOUR INTERVIEW to secure your place at college or on your apprenticeship or training programme. Some colleges will include some assessment at this point, checking out your basic skills, or practical skills if needed in the course. Some will interview you on your own. Some will get applicants together in groups

PLAN B

Make sure you have a BACK-UP PLAN - especially if your first choice is an apprenticeship - not all pupils who would like an apprenticeship are successful in finding one straight away.

TRANSPORT & FINANCE

Ask your parent or carer to help you think about TRANSPORT AND FINANCE. How are you going to get to college or training? Is there any financial help that you are entitled to?



APPLYING FOR AN APPRENTICESHIP

WHEN SHOULD I APPLY?

ATTEND YOUR INTERVIEW to secure your place at college or on your apprenticeship or training programme. Some colleges will include some assessment at this point, checking out your basic skills, or practical skills if needed in the course. Some will interview you on your own. Some will get applicants together in groups

HOW DO I FIND OPPORTUNITIES?

'NATIONAL APPRENTICESHIP SERVICE'

There is a national website where many vacancies are advertised.

<https://www.gov.uk/apply-apprenticeship> 



You will need to create an account. It is important to keep your username and password details safe. You can search for and apply for most apprenticeships using this site.

You will need a working email that you access regularly - it would be a good idea to make sure it has a sensible email address that you would be happy for a possible future employer to see.

Once your account is set up:

You can save a search and set up alerts. That means you can search for a type of work in a specific area e.g. All motor vehicle vacancies within 10 miles of your home address. You can then save that search, and by setting up an alert - you will get a text message every time new vacancies that match your search get added.

OTHER WAYS TO SPOT OPPORTUNITIES

1 FAMILY & FRIENDS

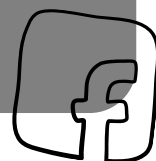
Some vacancies are found through friends, relatives, contacts. Make sure everyone that knows you knows what you are looking for. Someone might spot an opportunity that is ideal for you.

2 WORK EXPERIENCE

Some vacancies develop out of work experience placements - take any chances you get to try out work experience. If an employer is impressed with you - it might inspire them to create an apprenticeship.

3 LADDER FOR SHROPSHIRE

Follow the 'ladder for Shropshire' apprenticeship page on Facebook. This is a local resource which regularly highlights great opportunities.



4 TRAINEESHIP

Consider starting on a pre-apprenticeship programme or a traineeship. These are unpaid programmes based around getting more work experience and skills to build your confidence up. They can offer a 'stepping stone' onto an apprenticeship.

5 FACEBOOK

Join the Facebook jobs page for your local area - there are pages run by local people to allow job adverts to be shared. The 'Shrewsbury jobs' and 'Oswestry jobs' pages both often have apprenticeship vacancies shared through them.

6 NEWSPAPER

Some vacancies might be advertised in the local papers, or in shop windows, on notice boards etc. Keep a really good lookout.



APPLYING FOR AN APPRENTICESHIP

LOCAL APPRENTICESHIP PROVIDERS.

You can also register directly with local apprenticeship providers.

Some of these providers will then invite you in for an interview, and then provide support to match you to a suitable placement. Remember that not all of these providers will cover all areas of work. Check their websites to see what they offer.

Shrewsbury Colleges Group apprenticeship team

<https://www.shrewsbury.ac.uk/apprenticeships>

Telford College apprenticeship team

<https://www.tcat.ac.uk/apprenticeship-vacancies>

County Training

<http://www.ctapprenticeships.co.uk>

SBC

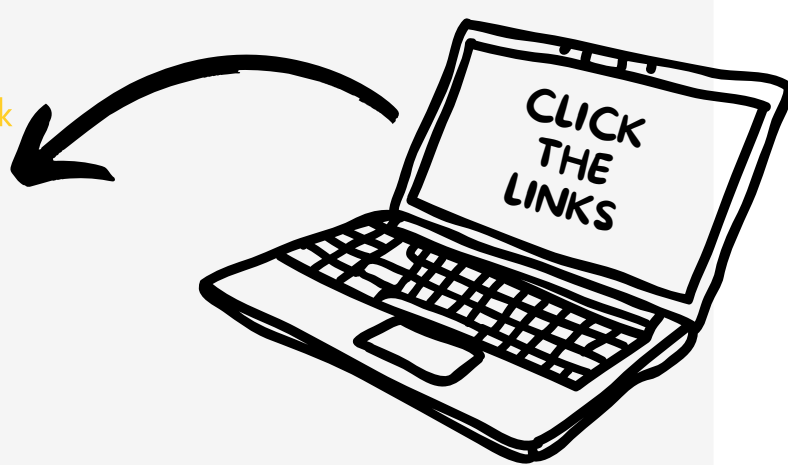
<http://www.sbc-training.co.uk/>

Juniper training

<https://www.junipertraining.co.uk>

MCMT <https://mcmt-bridgnorth.co.uk/>

NB: JTL are a national specialist electrical apprenticeship provider who you could also approach: <https://www.jtltraining.com/>



HOW DO I APPLY?

If you have found a vacancy on the apprenticeships.gov site, you can usually complete an application form within this site that you can use for several different vacancies. Click on the green 'Apply now' button.

- **Some companies ask the training provider to manage the application process for them.**
- **Some companies will ask you to fill in their specific company application forms**
- **Some companies might ask you to send a CV or ask you to visit them for an informal discussion to start with.**

TIME

It takes time to secure an apprenticeship



KEEP POSITIVE

Don't get disheartened if you are not successful straight away

COMPETITION

Some apprenticeships are aimed at those young people who already have a year or two of experience, so you may be competing against older applicants.

IT'S DIFFICULT

Hang in there and be aware that some types of work are more difficult to find than others.

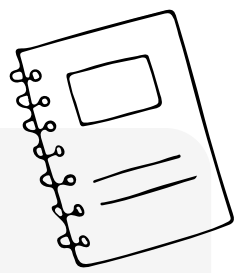
PLAN B

Make sure you have a back-up plan in place.



BTECS & OTHER VOCATIONAL COURSES

VOCATIONAL COURSES MEANS COURSES WHICH ARE RELATED TO WORK.



THE BASICS

Our local colleges offer vocational courses at levels 1, 2, and 3, as well as entry-level options for students who need additional support. BTECs are one common type of vocational course. They are available in lots of different subject areas and at all levels. The level that you take will depend on your GCSE results.

ASSESSMENT

BTECs are assessed very differently from A-levels. A-levels are assessed mainly by exams. BTEC assessment is more varied. There will be written/online tests, but also folder work, and depending on the subject there might be practical tests as well. Some students achieve especially well through varied BTEC assessments and find that they progress to university with a huge boost to their confidence after taking a BTEC.

ENTRY REQUIREMENTS

It is however still **important to look at entry requirements**, especially if you have a particular university or course in mind.

- You can be asked for an A level in addition to your BTEC.
- BTEC is not considered to be acceptable preparation for every course at every university

You should double check before you decide which pathway is right for you.

Some 6th forms and Colleges allow you to combine A-levels and smaller 1 x A-level equivalent BTECs.

UNIVERSITY



If you are considering University longer-term then BTEC is definitely an option you can consider. BTECs come in different sizes as well as being available at different levels. The Level 3 **Extended BTEC** diplomas are equivalent to 3 x A-levels, and are accepted on their own for entry to a wide range of university courses.

BTECS ARE NOT THE ONLY TYPE OF VOCATIONAL QUALIFICATION AVAILABLE TO SCHOOL LEAVERS.

Some vocational courses you can take at college are focused on **learning skills** for a career. These are usually the most practical college courses you can take. These are courses which train you to be a 'chef.....hairdresser... mechanic.....bricklayer, etc. Students who choose very **skills-based courses** all usually start at level 1.

Here are some of the vocational subjects you can currently study at local colleges. Some of these will be BTEC courses and can be used to progress onto university. Some of these will be very similar to BTEC, and can also lead to university. Some of these will be much more practical hands-on programmes, and will train you in the skills needed to succeed in a job. Visit local colleges online or in-person to find out much more about the vocational courses that are on offer to you. The course offers change each year - so double check!

EQUINE CONSTRUCTION
HAIR & BEAUTY SPORTS
ART & DESIGN FASHION & TEXTILES **MUSIC**
PERFORMING ARTS
AUTOMOTIVE **MUSIC** **PHOTOGRAPHY**
TRAVEL & TOURISM **TECHNOLOGY** **BUSINESS**
ANIMAL MANAGEMENT **ENGINEERING** **CREATIVE MEDIA**
HEALTH & SOCIAL CARE **HOSPITALITY & CATERING** **CHILDCARE & EDUCATION**
COUNTRYSIDE MANAGEMENT **COMPUTING & IT** **AGRICULTURE**



WHAT YOU NEED TO KNOW ABOUT A LEVELS

THEY ARE CHALLENGING!

A-levels are a step up, and require you to undertake a lot of independent study, so you want to be sure that this way of studying is right for you, and that you are choosing subjects that fit with your strengths and preferences.

THEY ALLOW YOU TO KEEP OPTIONS OPEN IF YOU CHOOSE WELL.

One of the great things about taking A levels is that you get to pick 3 or sometimes 4 subjects. How you mix subjects is usually entirely up to you as long as you achieve the entry requirements.

THE REASONS THAT YOU PICK PARTICULAR A-LEVEL SUBJECTS WILL USUALLY BE BASED ON A COMBINATION OF 3 MAIN FACTORS:

- It's a subject you **ENJOY** or think you will enjoy
- It's a subject you are **GOOD** at, or think you are likely to do well in
- It's a subject that will be **USEFUL** to you in your future career plans.

CORE SUBJECTS

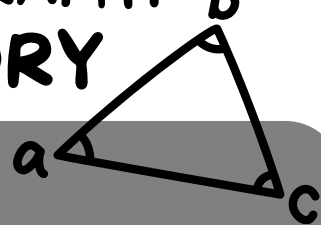
To keep your options for the future really flexible it can help to keep some core subjects in the mix. It will rarely be essential to offer an A level in a newer more specialist subject e.g. Law, psychology, economics even if you are applying for a degree course in one of those subjects. However, some Law courses might ask for an essay subject which could be Law or could be English, History etc. Some (not all) psychology courses will insist on a science. Some (not all) economics courses will ask for Maths.

NON ESSENTIAL

Keeping one or two core subjects in the mix is not essential, but can give you more flexibility particularly if your career ideas are still developing.

Core subjects include:

**LANGUAGES PHYSICS
MATHS BIOLOGY
CHEMISTRY ENGLISH
GEOGRAPHY
HISTORY**



CONSIDER

It is still a great idea to **consider subjects which are new to you** as doing so can help you to identify new strengths and test out new interests. It can be exciting to take a new subject and inspire you to new career ideas.

A COMMON APPROACH IS TO CONSIDER A MIXTURE OF COURSES THAT ARE FAMILIAR TO YOU AND THOSE THAT ARE NEWER. CONSIDER YOUR OPTIONS CAREFULLY BUT REMEMBER NOT TO LOSE SIGHT OF YOUR PASSIONS AND INTERESTS!

YOU MAY NEED TO HAVE TAKEN SPECIFIC A-LEVELS TO BE ABLE TO APPLY FOR SOME UNIVERSITY COURSES



This is really important if you already have strong ideas about what degree you want to take. University entrance requirements can be quite flexible or very specific. They might say that an A-level subject is 'essential', 'preferred' or 'ideally offered'. They might be reluctant to consider certain combinations of A-levels e.g. subjects with too much overlap, too many practical subjects. Some universities even have a list of 'non-preferred' subjects.

You should never discount a subject that you are really keen on based solely on 'sensible' advice, but think about how you combine different subjects and how much flexibility you might want later on.



WHAT YOU NEED TO KNOW ABOUT

T LEVELS

T Levels are new courses which follow GCSEs and are equivalent to 3 A levels. These 2-year courses, which launched September 2020, have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study

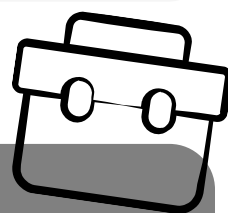
T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days).

T Levels are based on the same standards as apprenticeships, designed by employers and approved by the **Institute for Apprenticeships and Technical Education (the Institute)**.

The total time for a T Level is expected to be around 1,800 hours over the 2 years, including the industry placement. This is a significant increase in most current technical education courses.

This differs from an apprenticeship, which is typically 80% on-the-job and 20% in the classroom and is more suited to those who know what occupation they want to pursue, want to earn a wage and learn at the same time, and are ready to enter the workforce at age 16.

STRUCTURE OF A T LEVEL



T Level courses include the following compulsory elements:

- A technical qualification, which includes: Core theory, concepts and skills for an industry area
- Specialist skills and knowledge for an occupation or career
- An industry placement with an employer
- A minimum standard in maths and English if students have not already achieved them

INDUSTRY PLACEMENTS

Every T Level includes an industry placement with an employer focused on developing the practical and technical skills required for the occupation. These will last a minimum of 315 hours (approximately 45 days) but can last longer.

Employers can offer industry placements as a block, day release or a mix of these, in some circumstances, industry placements can be split between two employers.

GRADING & CERTIFICATION

Students who complete their T Level will receive an overall grade of pass, merit, distinction or distinction*. They will get a nationally recognised certificate which will show their overall grade and a breakdown of what they have achieved.



WHAT YOU NEED TO KNOW ABOUT

T LEVELS

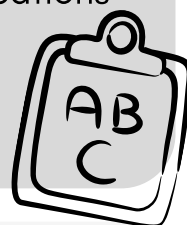
PT 2

THE T LEVEL CERTIFICATE WILL INCLUDE:

- An overall grade for the T Level, shown as pass, merit, distinction or distinction*
- A separate grade for the core component, using A* to E
- A separate grade for each occupational specialism, shown as pass, merit or distinction.

IT WILL ALSO INCLUDE CONFIRMATION THAT THE STUDENT HAS:

- Met the minimum requirements for maths and English qualifications
- Completed the industry placement
- Met any additional mandatory requirements



A student's overall T Level grade will be worked out from the grades they achieved on the core component and the occupational specialism(s).

Students who do not pass all elements of their T Level will get a T Level statement of achievement which will show the elements they have completed.

UCAS TARIFF POINTS



T Levels will provide several progression options to students. These include skilled employment, an apprenticeship and higher education. To help T Level students get into higher education, UCAS tariff points will be allocated to T Levels. UCAS points will only be allocated to the overall T Level grade. Students must achieve at least an overall pass grade to receive UCAS points.

