



Year 11 Next Steps

A guide for Pupils, Parents & Carers



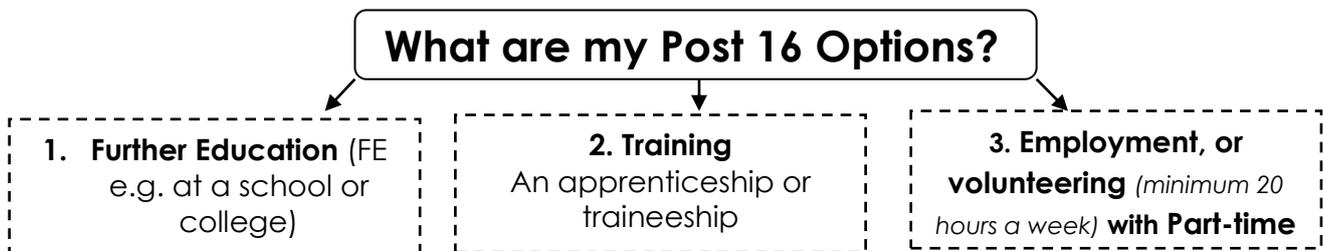
This guidance booklet has been put together to help you understand the options available to you when you leave school and to inform you of the processes of applying and gaining a place in further education or training.

Young people today have more options available for their future than ever before but there are factors that affect them. With an ever-changing workplace landscape, it is even more important for them to make informed choices for their education, training and employment. While for many young people a career may seem a long way off, decisions they make about education and training now may affect their options later on.

Raising the Participation Age

From September 2015, young people are required to stay in education or training up to the age of **18**. Gaining more qualifications, recognised by employers will increase your earning power and improve your life chances. We all know that our own and the world economy is changing. Today, more **jobs require higher levels of skills** than in the past. Young people without qualifications are at a disadvantage. If young people are disadvantaged, then so is our economy as we need to compete with other countries for jobs.

What are my Post 16 Options?



1. Further Education

A Levels Known as Advanced levels are the traditional qualifications offered to **16-19 year olds**. They are highly valued by universities and employers and focus on **academic** subjects. Some are called '**Applied**' making them more work-related. With the A level reforms many subjects will now be taught as a two-year linear course with exams at the end of the 2nd year. You are usually offered **3** subjects, however, some able pupils may do 4. There is a wide range of subjects to choose from (see Appendix A). You are usually required to obtain at least **5 GCSEs at grades 4 or above** including English and Maths. Some providers require **two grade 6s**. For some subjects such as Maths and Science you might be required to get at least grade **6** in that GCSE to continue on into the A level. You will need to check with individual providers as to what their entry requirements are, that is why it is best to aim as high as you can to give yourself the best choices.

BTEC are vocational (job or work-related) qualifications. They're designed for people interested in a particular sector or industry. These qualifications accommodate the needs of employers as well as allowing progression to university. They provide a more practical, real-world approach to learning alongside a theoretical background. Emphasis is on coursework, on-going assessment, work-based assignments although some include exams. There is also an element of work experience.

There are providers such as Cadbury that offer a hybrid study programme that allow you to do a combination of both A levels and BTEC subjects.

T Levels - Technical Qualifications are a new two-year course (*equivalent to three levels*). They have been designed by employers to meet the needs of the work place. There will be 3 will be available from September 2020, *digital production, design and development, design, surveying and planning, education*. These courses include a 45 day placement with an employer.

Foundation Learning/Access to Further Education are courses for those who have few or no formal qualifications or are unsure about which educational or career route they want to follow. These courses enable you to achieve qualifications whilst keeping your options open. This course can lead onto Level 1 or Level 2 courses or a training programmes along with developing your skills in English and Maths. Some of these courses offer 5 'taster' subjects to help you decide what you want to specialise in after completion.

2. Apprenticeships/Traineeships

An **Apprenticeship** is a *real* job with contract and training which allows you to earn while you learn, whilst gaining a nationally recognised qualification. Apprenticeships take between one and five years to complete and cover 1500 job roles in a wide range of industries, from engineering to accountancy, public relations to veterinary nursing. Apprenticeships are now available up to degree level and beyond. The current minimum starting wage is £3.90 per hour. This increases the older you get and as you complete the course. The average weekly wage is £170, depending on the company it can be a lot higher.

A **traineeship** is an education and training programme with work experience that usually lasts from 6 weeks to 6 months unlocking the great potential of young people by helping them to become 'work ready' helping them to secure an apprenticeship or employment.

During **National Apprenticeships Week** 3rd -7th February 2020 there will be an assembly and information going out during form time. On Friday 7th there will be an after school session to search for vacancies and see how to apply. If this is something you are interested in you should do some research in the meantime. Please see www.getingofar.gov.uk/ or search vacancies on www.findapprenticeship.service.gov.uk/apprenticeshipsearch talk to the colleges too, as some of them offer apprenticeships.

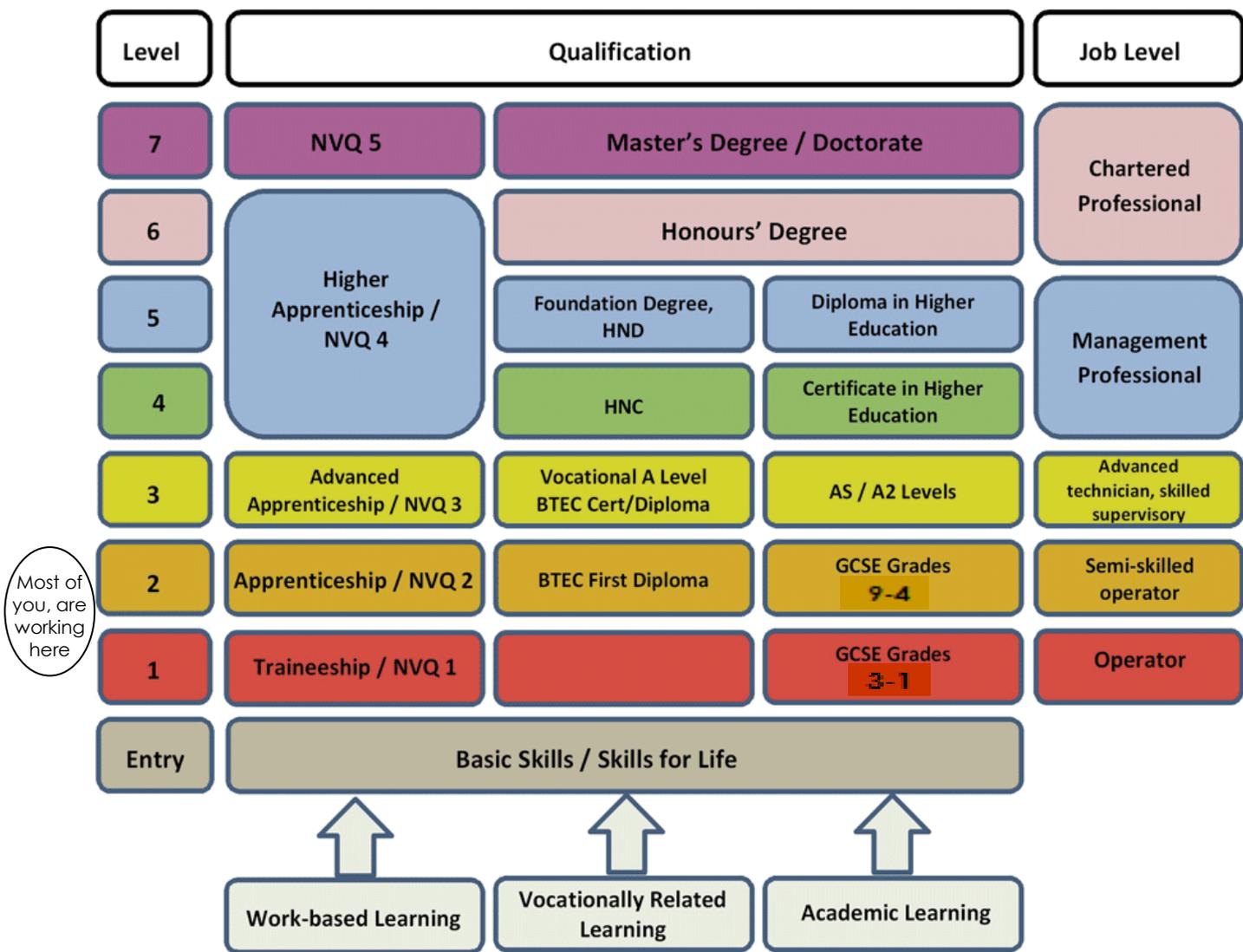
There is a Live Vacancies report in **studentcommon>Careers>Apprenticeships** showing all the apprenticeship and traineeships in Birmingham and Solihull. Keep a look out! Please note the start dates as you won't be able to start until July 2020, after your exams.

Please note some large companies have earlier deadlines such as JaguarLandRover in March. https://www.jaguarlandrovercareers.com/go/Apprentice-Programmes/3202701/?locale=en_GB

3. Work and part-time study

If you are not in full time further education or training, you will be required to undertake a minimum of 20 hours of employment or volunteering whilst studying part time course.

How do qualifications compare?



Where can I find out more?

Attend Post 16 Options evening Tuesday 8th October 2019

Representatives from the local colleges, sixth forms, apprenticeship providers and The Birmingham Careers Service will be in school to talk to you about your options. Year 11 pupils, parents and carers are invited into school starting at 5.25pm.

Go to Open Day events

Visit the colleges to see their facilities first hand and speak to the specialist subject tutors and their existing students. Please be aware that for some open days you are recommended to

pre-register on the colleges' website and some require you to be accompanied by an adult. You will find a full list of dates enclosed with this booklet (Appendix B).

Research providers websites and collect prospectuses

Gather as much information about as many colleges you are interested in. Try to find out their latest results and the destinations of their students to gauge how successful they are. You can compare their attainment on this website. <https://www.compare-school-performance.service.gov.uk/compare-schools?for=16to18>

What type of course is right for me?

There are some good videos that explain the different types of courses and a short 4 question quiz looking at your own learning styles and preferences. <https://www.ucas.com/ucas/16-18-choices/getting-started/what-are-my-options/what-qualifications-are-there-for-16-18>

Kudos Careers Matcher

If you would like to get some ideas of what you could be *most suited* to do in the future, complete the online questions to generate a tailored list of matches. It only takes about 20 minutes. See the mini guide included of how to get started. This is a great place for up to date careers research, even if you know exactly what you want to do in the future take a look at the accompanying videos. There is also a great **CV builder** if you're looking for work experience or part time jobs whilst studying after your GCSEs. www.cascaid.co.uk/kudos licence code - **b280aa** (Appendix C)

Labour Market Information

This is information about the current economic and employment situation. It includes data on graduate destinations, average starting salaries, current trends in employment sectors and recruitment patterns.

On both **Kudos** and **The National Careers Service** website you can search current Labour Market Information and view the **Job Profiles**. The profiles include the skills and qualifications needed along with the typical salary you would expect to earn. You can also speak to one of their advisors on 0800 100 900 or chat online at

<https://nationalcareersservice.direct.gov.uk/>

The screenshot shows the 'Accountant' job profile page. At the top, there are four tabs: 'Overview', 'Learning', 'Working', and 'Next Steps'. The 'Overview' tab is selected. The main content area includes a description of the role, a list of skills needed, and a 'Download a career leaflet' button. Below this, there are three summary cards: 'Job Prospects' (249,327 people employed, 1.6% growth, £30K to £40K average salary), 'Career Routes' (current location unavailable), and 'Match to your skills' (review your skills button).

Accountant

Overview Learning Working Next Steps

As an Accountant, you will deal with the finances of organisations. You'll check financial records, assess the financial implications of business decisions, and prepare company accounts to make sure that they show an accurate picture of a company's activities and finances.

You will also help control the money coming in and going out of a company. You'll do this by collecting and analysing financial information.

As an Accountant, you'll need to:

- be able to understand and explain figures
- have an interest in how organisations work
- have good written and spoken communication skills

Most new entrants join as ... Show more

Download a career leaflet

DOWNLOAD

Job Prospects

249,327
People employed

1.6%
Growth this year

£30K to £40K
Average salary range

Career Routes

Current location is unavailable. Please enable this in the browser to view routes local to you.

Match to your skills

Tell us about your skills and experience so that we can match you to a career.

Review your skills

The influence of **globalisation** on the labour market can be seen in the stiff competition for international markets that has led to the transfer of some manufacturing and customer services jobs to developing countries. Computers and the Internet have made it easy to transfer information between companies and countries and this process now allows even the smallest firm to operate globally, as falling trade barriers make it easier and less expensive for them to serve internationally. This has created new areas of work and occupations in global entrepreneurship, international marketing, finance, distribution, trade research and international legal and trade management.

Businesses can now operate all over the world, and around the clock ('24/7'). While some workers are happy to travel anywhere to follow their chosen career many will want to stay in their area. However, the influence of globalisation is likely to affect individuals wherever they work. To look at LMI in the West Midlands go to <http://arena-birmingham.academy/wp-content/uploads/2018/04/labour-market-in-west-midlands-Jan-18.pdf>

Birmingham Careers Service 1-to-1 Careers Meetings

All Year 11 pupils are offered a 30 minute careers guidance meeting, please ensure you attend this. This is your opportunity to receive impartial Information, Advice and Guidance (IAG) about careers, colleges, apprenticeships, universities or anything you may need support with. This is with an independent advisor from the Birmingham Careers Service, Helen Richards. If you would like to make an appointment to be seen sooner rather than later, please see Miss Homer. You will then receive a meeting slip in your register a few days before. You could note down the time and date and any questions you might have in your planner/phone. Following this you will be given a personalised **Careers Action Plan** as a record of your discussion and to help you understand what your next steps are.

King Edwards Camp Hill Boys and Girls Sixth Form Talks

For pupils hoping to achieve grades 6 and above in 5 or more subjects including English and Maths, who may be considering going to a grammar sixth form. There will be a lunchtime talk on at the end of October starting at 1.35pm- 2.15pm. More information to follow.

The Application Process

How do I choose which subjects to take?

Enjoyment Many of you will be studying these subjects for the next 2 years, so choosing ones you actually enjoy will keep you motivated and help you achieve the best grades possible. Unless the subject is an entry requirement for your degree, or necessary to other future plans you may have, there's no point signing up for it if you don't look forward to lessons.

Strengths and recommendations Which subjects do you excel in and why? Talking to your teachers will give you an accurate idea of where your strengths and weaknesses lie, and guide you toward the subjects that may suit you better than others.

Parents and teachers Speak to your family too. Speak to people you know and visiting employers like at the Careers Fair in January about their career journeys.

Meet employers and post 16 providers There will be events over the coming year where you will get to speak to a range of people including the Post 16 Evening, WorldSkills UK, Aimhigher Assembly and Careers Fair (14th January). Talking to new people will help broaden your knowledge of different jobs.

Remember you shouldn't feel pushed into a subject you don't feel comfortable with. You're the one that has to complete the exams, or practical work for it, pick subjects you feel confident about.

Research Take a look at the syllabus or course content for the subjects you are considering, especially if they were not available to you at GCSE level, such as Politics or Psychology. Some students take subjects they think will interest them, but quickly become disappointed when they find it's not what they were expecting. Also see the Cadbury Career Pathways lists (Appendix D)

Future Career Plans If you're considering going to university you need to check the entry requirements for the course(s) you are considering. There are a significant number of subjects where at least one particular A level is compulsory. See www.ucas.com for higher education degrees and courses. E.g. Nursing degrees usually require an A level or Level 3 BTEC in a science subject.

Not going to university? Try to pick subjects that will be valuable to potential employers, and useful in the real world. For example, Mathematics has applications in many industries, as does Biology, Economics and Business Studies.

“Soft” subjects Some top universities in the UK have A level “blacklists”, made up of subjects they feel do not prepare students for a degree as well as more traditional ones such as Chemistry, Mathematics and History. If you're planning to apply to a prestigious or “red brick” university, make sure you're not going to put yourself at a disadvantage by choosing an A level in Media Studies, Photography or Sociology. Russell Group universities recommend you choose at least 2 traditional subjects to ensure you will be considered by their admissions tutors. If you're still uncertain, phone or email the university admissions team and ask for their advice.

Tasters Some of the colleges offer practical taster sessions. Solihull College offer 'try it' sessions during their open events. Solihull Sixth Form offer evening sessions throughout November and December (see Appendix E).

Application Forms

Once you know where you want to apply to, you need to complete your online application forms. You should submit a **minimum of 2 applications** giving you a first choice and a back-up option. You can submit more but remember you will need to go to all of the interviews. Support applications will be available during Monday lunchtimes in the library. If you are a pupil who is projected to obtain 5 or more grades 6s you may want to consider a grammar school 6th form or The University of Birmingham School. For those who want to make applications for apprenticeships they are usually made from March onwards via the apprenticeships.org.uk website.

Personal Statements

Some application forms ask for a personal statement or further detailed information about you. Please see the template of what you could include (Appendix F).

References

Form Tutors will be completing your references in November. Your **punctuality, attendance, projected grades** will be noted as well as comments on your **attitude to learning**. Please note most colleges will be expecting you to have at least **95%** attendance or higher, unless there has been a genuine reason for your absence.

End of January Deadline

Applications should ideally be submitted by this deadline. Post 16 providers do have various deadline dates please be aware of this so you do not leave it too late. You can make adjustments to your choices if necessary in writing an email to the provider.

Confirmation

You should receive an email, letter or text from the post 16 provider to say they have received your application. If you do not receive any confirmation you may need to check it has been received. The provider will then usually request a reference form from the school.

Interviews

Some colleges will start their interview process quickly and some in the new year, depending on how soon you apply. If this is during school time you **must** show the letter/text/email to **reception** when you sign in or out of school. Some colleges, such as Cadbury College, have a new online booking system allowing you to choose a time that is most convenient for you. If for any reason you cannot attend it is courteous to let the college know in order for them to give that time to interview somebody else. Politely inform them with a call or email explaining who you are and when your interview is. It will reflect badly on yourself and the school if you don't 'show up'. For further guidance please see the 'Advice for Post 16 Interviews' sheet (Appendix G).

If your interview is during the school day you will only be given enough time to travel to the interview e.g. The Sixth Form Solihull 1 hour. Therefore, you must bring your Progress File and anything else you need into school. You be not be given time to go home.

Joseph Chamberlain College interviews will take place in school on Thursday 13th February.

Conditional Place

If a college offers you a conditional place (based on particular predicted grades) that's great, but do accept **all** offers so that you can make a decision in the Summer of which college you would prefer to go to and just in case for any reason you do not get the grades you expected or you change your mind.

Intended destinations

Please let Miss Homer know when you have accepted your offers so she can ensure all pupils have secured a place for September. Evidence of our applications will be requested to be seen in January.

Further support

16 to 19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

The criteria includes those who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Check with the providers of what they might be able to support you with. And for general information go to <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

Gender Stereotypes

Much work has recently been publicised about closing the gender wages gap and informing young people that their gender should NOT stop them from going into the career they want to. Times are changing. There has been a 50% increase of men applying for nursing degrees over

the last 10 years. We are also seeing more women going into STEM (Science, Technology, Engineering and Maths) careers than ever before. You shouldn't let stereotypes get in the way of your subject choices.



Taken from <https://www.wisecampaign.org.uk/statistics/women-on-stem-apprenticeships-2016-17/>

Careers Noticeboard

Keep an eye out for updates on the canteen notice board.

Library Resources

The careers area in the library also has lots of college and university prospectuses, books & magazines for you to view.

Work Experience/Volunteering

Look out for opportunities on the display board outside the careers office to build on your skills and experience and to have extra evidence on your CV. Once you have completed your GCSE exams why not join 'The Challenge' there will be an assembly to tell you more about this summer programme inspiring and connecting people in order to strengthen your local community www.the-challenge.org

Online Resources

www.vinsipred.com Search for local volunteering opportunities.
www.icould.com is a good place to look for inspirational careers articles and videos.
www.careersbox.co.uk online library of careers related films, news and information.
www.notgoingtouni.co.uk/ opportunities that exist outside of the traditional university route
www.advancingaccess.ac.uk/ 24 Russell Group universities offering advice and case study videos from university students

Need extra help?

If you need any assistance, please see Miss Homer in the Room 24 Careers Office.