

WHAT'S ? NEXT?

Post 16 options for young people
and parents



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WHAT'S NEXT

WHAT CAN I DO AFTER YEAR 11?



You have to stay in learning until you're at least 18. This is called **further education**.



Education is **free** for people aged 16-19.



This guide will help you discover your **options**.

PLANNING FOR THE FUTURE

ASK YOURSELF:

1.

"Where am I now?"

What qualifications, skills, and interests do I have?

2.

"Where do I want to get to?"

What would I like to be doing in 5 years time?

3.

"How will I get there?"

What course, training or future job is likely to get me where I want to go?

I WANT TO KEEP STUDYING...

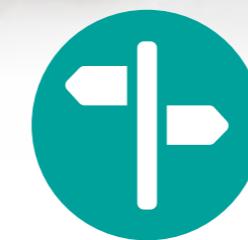
If you want to stay at school or go to college or sixth form.



TOP TIP

PARENTS: Go to college and sixth form open events, explore different options and ask lots of questions to help your child decide.

STUDENTS: If you don't have access to a computer at home you can use a school computer or go to your local library.



Your first option is to do a **full time course at college, sixth form or a training centre**. You can choose between academic (classroom based) and vocational (practical) qualifications, or a mix of both.

A Levels

- Short for Advanced Level, A-levels come after GCSEs.
- They usually focus on academic subjects like Mathematics, English Language, English Literature, Economics, Computer Science, ICT, Languages, Law, Media Studies and more.
- You study three or more A levels over two years, assessed by exams and coursework.

Vocational Qualifications (BTEC, NVQ, CACHE)

- Vocational courses are designed to help you learn in a practical way about a specific job area.
- They can help you get the skills you need to start a job, progress in a career or go on to higher education.
- Most colleges and sixth forms offer a range of vocational courses like Applied General Qualifications, and Cambridge Technical qualifications.

T-Levels

- T Levels are a brand-new, 2-year qualification that you can do as an alternative to A levels.
- They include a 45-day industry placement to help you learn what a real career is like.
- You'll spend 80% of your time in the classroom and 20% on a 45-day placement with an employer to give you the skills and knowledge companies look for.

APPLYING TO COLLEGE

Before you decide, speak to your careers advisor at school.

Sheffield Progress is a service where you can search and compare courses from all training providers. You create one application that you can use to apply for multiple courses and providers. Your school will be able to help you.

www.sheffieldprogress.co.uk

You can also apply directly through the college or school website.

HOW TO CONTACT LOCAL COLLEGES AND SIXTH FORMS

The Sheffield College

www.sheffcol.ac.uk

The Sheffield College offers vocational qualifications, A Levels, Apprenticeships, foundation studies and higher education. People of all ages study here. There are campuses at Hillsborough, Olive Grove, Peaks and Sheffield City.

0114 260 2600
info@sheffcol.ac.uk

City Campus

Granville Road, S2 2RL

Olive Grove

Olive Grove Road, S2 3GE

Peaks

Waterthorpe Greenway, S20 8LY

Hillsborough

Livesey Street, S6 2ET

UTC

www.utcsheffield.org.uk

UTC is a college for 13-19 year olds with campuses in the city centre and at Don Valley. If you join in Year 12 (age 16+) you follow a mix of A Level and technical studies.

0114 260 3970
admin@utcsheffield.org.uk

UTC Sheffield

Olympic Legacy Park, 2 Old Hall Road, SHEFFIELD, S9 3TU

UTC Sheffield

111 Matilda Street, Sheffield, S1 4QF

Longley Park Sixth Form College

www.longleypark.ac.uk

Longley Park Sixth Form College in north east Sheffield offers courses for 16-18 year olds, including A Levels, vocational qualifications and a foundation learning programme.

0114 262 5757
enquiries@longleypark.ac.uk

Horninglow Rd, Sheffield S5 6SG

Chapeltown Academy

www.chapeltownacademy.com

Chapeltown Academy is a sixth form academy in the north of Sheffield. It specialises in academic study, particularly A Levels, along with supporting activities.

0114 245 4803
contact@chapeltownacademy.com

Hydra Business Park, Nether Ln, Ecclesfield, Sheffield S35 9ZX

ADDITIONAL SUPPORT



IF YOU HAVE ADDITIONAL SUPPORT NEEDS WITH ANY ASPECT OF YOUR POST-16 OPTIONS'

Students with Special Educational Needs and Disabilities (SEND)

Colleges have similar responsibilities to schools to provide reasonable support to young people with special educational needs, whether they have an education, health and care (EHC) plan or not. For example:

- Access to a specialist teacher
- Independence and life skills
- Making technology accessible by adapting it
- Exam access arrangements if needed
- Supporting pupils with emotional, social and mental health needs

If you're concerned about a college's ability to meet your needs, contact them directly to ask about their support services for students with educational needs and disabilities.

SUPPORT WITH MENTAL HEALTH

Door 43 offers support to 13-25 year olds on a range of emotional wellbeing issues. Their service provides information, advice and guidance to young people experiencing issues such as low mood, stress and anxiety, loneliness, difficulty accessing education or employment and low confidence. We aim to intervene at an early stage to stop emotional and wellbeing issues in their tracks before they develop into more serious mental health issues.

www.sheffieldfutures.org.uk/i-need-help/door43
0114 201 2760

English for Speakers of Other Languages (ESOL)

If you need help learning or improving your English, you can take ESOL classes for free at The Sheffield College and Longley Park Sixth Form College alongside your chosen subjects. There are also community organisations that offer free and low cost ESOL classes.

More information can be found at www.savte.org.uk

TOP TIP

PARENTS: It's important to support your young person to find the right environment for them, so they end up somewhere they will thrive post-16 and beyond.

STUDENTS: There are a multitude of opportunities – don't be afraid to seek advice, do some research and talk to teachers, career advisors and businesses to help you make a more informed choice together.





I WANT TO DO AN APPRENTICESHIP...

If you're a practical learner and want to learn about a job role.



TOP TIP

PARENTS: If your child wants to get straight into work, apprenticeships and traineeships are designed to get them ready to do a job.



Apprenticeships and traineeships are a great way to gain hands-on experience while studying towards an industry-recognised qualification and earning a wage.

Traineeships

- Traineeships prepare you for future careers by helping you become work-ready.
- They are for 16-23 year olds, and young people with learning difficulty assessments up to age 25.
- Ideal for young people who are motivated to get a job or an apprenticeship, but lack the skills and experience employers are looking for.
- They last from 6 weeks to 6 months and offer work preparation training, employability skills, maths and English support, work experience and CV coaching.

Apprenticeships

- On an apprenticeship, you're employed to do a real job while studying for a formal qualification.
- Apprenticeships take between one and six years to complete.
- You'll earn at least the National Minimum Wage while you train.
- There are over 1,500 different jobs you can do an apprenticeship in across 170 different industries
- If you feel you're not ready for an apprenticeship, a traineeship is a course designed to prepare you for one.

The Source Academy

An approved skills academy for the delivery of apprenticeships, traineeships and work readiness programmes.

To find out more and apply visit: www.thesourceacademy.co.uk

300 Meadowhall Way,
Sheffield S9 1EA

0114 263 5600
marketing@thesourceacademy.co.uk

CTS Training

A specialist training and staff recruitment organisation, concentrating on the development of workplace skills. CTS offer traineeships and study programmes for people aged 16-18.

To find out more and apply visit: www.ctstraining.co.uk

24 – 26 High Court,
Sheffield S1 2EP

0114 263 6570
info@ctstraining.co.uk

USEFUL WEBSITES

- www.gov.uk/find-traineeship
- www.apprenticeships.gov.uk/
- www.ucas.com/further-education/apprenticeships-traineeships
- www.careerpilot.org.uk/courses/apprenticeships
- www.prospects.ac.uk/jobs-and-work-experience/apprenticeships

I WANT TO STUDY, BUT NOT AT COLLEGE OR SIXTH FORM...

If mainstream education isn't for you.



TOP TIP

PARENTS: If your child didn't enjoy school you could consider these alternative routes.



NACRO

Nacro is an alternative training provider offering vocational education and traineeships to young people aged 14-18 and adult learners.

Many of Nacro's courses are vocational, which means you can learn a trade like construction or catering. If you're ready to start work, they can offer you a traineeship, which includes a work placement in a job you're interested in doing.

www.nacro.org.uk
0114 272 2319

SHEFFIELD FOOTBALL CLUBS

Sheffield Wednesday Community Programme Based at Hillsborough stadium, SWFC community programme offers BTEC and NCFE level 1-3 courses in football development and sports coaching, as well as traineeships for 16-24 year olds.

www.swfccp.co.uk/education

Sheffield United Community Foundation

Based at Bramall Lane football ground, SUFC community foundation offer BTEC level 2 and 3 education and training in sports leadership and coaching, as well as traineeships and work readiness programmes for 16-24 year olds.

www.sufc-community.com/education-training

Both football clubs offer higher education degrees in community football coaching and development for students who wish to progress at 18+

GO TRAIN

Go Train is a Government funded training provider, offering high quality online and offline training and development programmes – supporting tens of thousands to enter and sustain employment since 2002.

Go Train are now providing the residents of Sheffield with an exclusive training course to understand the changing work environment in the 21st century and provide you with the skills to succeed.

www.go-train.co.uk/sheffield-residents/
020 8142 4360
info@go-train.co.uk

STREET LEAGUE

Street League offers sport for employment programmes to young people aged 16-24. At Street League, you will play sport every day and learn the key skills to get a job and get paid.

www.streetleague.co.uk/sheffield

English Institute of Sport, S9 5DA & Ponds Forge Leisure Centre, S1 2BP

To speak to the Sheffield team contact Graeme Severn: **07584 706 889**
graeme.severn@streetleague.co.uk

I WANT TO JOIN THE UNIFORMED SERVICES...

There are many different routes you can take into the uniformed services, if one doesn't suit you, another is sure to!



TOP TIP

PARENTS: These alternative routes into employment and training can create excellent career prospects comparable with university and college.



Police, Ambulance, Fire and Rescue and Ministry of Defence. There are many different routes you can take into the uniformed services.

STUDY

You can study Uniformed Public Services at Sheffield College, which will give you an overview of all the public services and prepare you for a career. This is a great option for people who know they want to work in the public services but aren't sure which service they'd like to join.

www.sheffcol.ac.uk/subject-areas/uniformed-public-services

COMMUNITY UNIFORMED SERVICES

If you are interested in joining the police, fire service or becoming a paramedic you can find information about entry routes here:

Police:
www.recruit.college.police.uk

Fire & Rescue:
www.syfire.gov.uk/jobs

Ambulance:
www.yas.nhs.uk/join-our-team



CADETS

Joining one of the uniformed cadet units is a valuable experience for any young person. You will learn important skills that will benefit you for life including personal discipline, fitness and pride. The skills you will learn can be transferred in to any job, and will give you the experience and knowledge to further your career in public services.

Sea Cadets:
www.sea-cadets.org/sheffield

Air Cadets:
www.raf.mod.uk/aircadets/

Army Cadets:
www.army.mod.uk/who-we-are/the-armys-cadets/

Police Cadets:
www.vpc.police.uk/

MINISTRY OF DEFENCE (MOD)

There are various roles within the armed forces, from soldiers and pilots, to chefs, mechanics, nurses and engineers. You may find a role that surprises you.

Army:
www.apply.army.mod.uk

Air Force:
www.raf.mod.uk/recruitment

Navy:
www.royalnavy.mod.uk



I WANT TO GET SOME WORK EXPERIENCE...

If you want to get a job and earn some money.



TOP TIP

PARENTS: Voluntary and paid work experience will strengthen your child's CV and any future applications. Can you help them get some.



Getting a part time job can help you learn valuable skills, meet new people and build your CV and professional experience.

- You can work up to 20 hours a week alongside part time study or training.
- There are many entry level jobs that don't require qualifications or experience
- Employers often offer full training
- Work is a great way to start building your CV and professional skill set.



DID YOU KNOW?

There are national laws that state at what age young people are allowed to start working.

In England, a young person must be in part-time education or training until they're 18. They can work up to 20 hours a week alongside education or training.

Find out more at:
www.gov.uk/child-employment

National Minimum Wage Hourly Rates

Under 18 - £4.55
18-20 - £6.45
21-24 - £8.20
25 and over - £8.72

WHAT KIND OF JOB CAN I GET?

Below are some examples of entry level jobs popular with young people and information about where to apply

TESCO & ONE STOP - CUSTOMER SERVICE ASSISTANT

"As a customer service assistant you will arrange services for customers, stock shelves, provide information about products and services, make sales and take payments/issue refunds, handle customer enquiries and ensure the shop is clean and tidy. Full training provided."

£ meets national minimum wage

www.tesco-careers.com

MCDONALDS - CREW MEMBER

"As a Crew Member, you'll make it happen, whether you're preparing food, serving on the till or helping out in the dining areas. We'll train you in our high standards of customer service, food preparation, and cleanliness and hygiene."

£ meets national minimum wage + benefits

www.people.mcdonalds.co.uk/restaurant-opportunities/crew-member



TOP TIP

Web search '**jobs in Sheffield**' to find local opportunities.

Jobcentre Plus can help you look for work, and can assign you a work coach to assist in your job search. Find your local job centre at:

www.find-your-nearest-jobcentre.dwp.gov.uk

AMAZON - WAREHOUSE OPERATIVE

"As a warehouse operative you will receive deliveries of goods and supplies, check for damaged or missing items, store goods, move stock around, pack orders, load and sometimes deliver goods and keep records of stock. Full training is given for entry level roles."

£9.50 per hour (days) to £11.21 per hour (nights)

www.amazon.jobs/en/locations/unitedkingdom

PRIMARK - RETAIL ASSISTANT

As a retail assistant with Primark you will give customers your time, helping them in any way you can to feel and look good – whether that's finding the clothes they want, advising on an outfit or suggesting something else. You will assist the operational team in delivering great customer service within a fast paced environment. We offer great training to help you further your skills and personal development."

£ meets national minimum wage

www.careers.primark.com

I NEED HELP WRITING A CV...

If you need help and guidance with your CV



What to include in your CV

- Contact details** - Include your full name, home address, mobile number and email address. You don't need to include your date of birth or a photograph.
- Personal statement** - a short paragraph that highlights your key qualities and helps you stand out from the crowd.
- Education** - List and date all previous education, including professional qualifications. Place the most recent first.
- Work experience** - List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. You can include volunteer work and work experience.
- Skills and achievements** - This is where you talk about the foreign languages you speak, what IT packages you can use, your time as captain of the football team, Duke of Edinburgh Awards or any other relevant skills and experiences.
- Interests** - 'Socialising', 'watching films' and 'reading' aren't going to catch a recruiter's attention. Relevant interests can provide a more complete picture of who you are. Examples could include writing your own blog or running a successful social media account, being part of a drama group or playing an instrument.

TOP TIP

PARENTS: Not all experience comes from a job. Think creatively when helping them with their CV. Was your child the captain of a football team? This shows leadership and teamwork. Do they care for a younger sibling or relative? This shows responsibility.



CV EXAMPLE

PERSONAL STATEMENT

'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics and have made a number of notable achievements in both my studies and extracurricular activities which would make me an excellent asset to any finance team or department. My part time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and team work.

EDUCATION

GCSES - Sheffield Secondary School - 2019

- Maths, Science, English: A
- Geography, Media, French: B
- History, Business Studies: C

WORK EXPERIENCE

Sept 2019 - Present

Joes Café: Dish Washer, part time

Working in a busy café supporting the kitchen and front of house staff to ensure a clean and healthy environment for customers.

Responsibilities:

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with hygiene standards to ensure they are met
- Supporting kitchen preparations during opening and closing of café

SKILLS & ACHIEVEMENTS

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys football tea
- After-school charity volunteer

References available upon request

JOE BLOGGS
FINANCE JUNIOR
101 Sheffield Road, S1 1SS
Tel: xxxxx xxxxxx
Email:xxxxxxxxxxxx



INTERESTS AND HOBBIES

- Football and team sports
- Writing fiction
- Playing guitar

I NEED HELP WITH JOB INTERVIEWS

If you don't know what to expect in a job interview.



TOP TIP

PARENTS: Do a no pressure mock interview and ask common questions such as 'what are your main strengths?'

PARENTS: Help your child feel less nervous by helping them out with simple tasks, such as preparing an outfit or planning a bus route.



An interview is a chance for an employer to see if you're the right person for the job. It's your chance to make a good impression and show what you have to offer. You can also use it to help you decide if the job and the company are right for you.

1.

BEFORE THE INTERVIEW

- Read the job description carefully and be clear on the skills and qualities the employer is looking for
- Check the company website to find out more about it
- Go over your cv and think about things the employer may ask about
- Ask someone you trust to practise answering questions
- Write down 2 or 3 questions you can ask at the end of your interview, that show you're enthusiastic about the job
- Prepare something suitable and comfortable to wear
- Check what time you need to arrive and the name of the person you need to see
- Make sure that you know how to get to where the interview is being held

IF YOU NEED SOMETHING TO WEAR...

The Suit Works is a free service where unemployed people of all ages can get a personal styling session and smart interview appropriate clothing and shoes.

0114 2012531 / 07468 464776
www.thesuitworks.co.uk

2.

AT THE INTERVIEW

- Make sure your phone's turned off
- Smile and greet your interviewer confidently
- Use breathing techniques to calm yourself - try to remember, a few nerves are normal

3.

DURING THE INTERVIEW

- Be polite and use the right language and tone for a formal situation
- Listen carefully to questions and think before you begin your answers
- If you do not understand a question, ask the interviewer to repeat it
- Be positive about your experiences - if you've faced difficult situations, show what you learned from them
- Tell the truth - do not exaggerate or come across as over-confident
- Ask a couple of questions when you're invited to do so
- At the end, thank the employer for their time and tell them that you are looking forward to hearing from them

4.

AFTER THE INTERVIEW

- If you are offered the job, let the company know in good time whether you want to accept the offer. You can also agree the start date and what to bring on the first day.
- If you decide not to accept the job, decline it politely, as you may want to work for them in the future.

IF YOU DO NOT GET OFFERED THE JOB

- Be positive - this is a chance to learn from your experience
- Ask for feedback on your interview
- Think about the things that did not go so well and what you could do to improve next time
- Get some interview practice - you could ask friends, family, colleagues or a careers adviser to help



I'M STILL UNSURE...

That's okay! Don't feel you have to rush to make a decision about your future, take your time exploring your options.

- Go to open days or open evenings – they're a great opportunity to visit schools and colleges, find out about the courses on offer, and speak to staff and students.
- Get advice – from careers staff at your school, or try the National Careers Service
- Attend careers and skills fairs – these are ideal for meeting colleges, training providers, apprenticeship providers, employers, and careers advisers.
- Discuss your ideas – talk to parents or carers, family and friends to get other viewpoints on your choices.
- Whatever you decide, remember: this is your life! Don't be influenced by where your friends are going. Ask yourself: what do I enjoy? What would I like to do? And what do I want to get out of my life?
- And don't forget to talk to teachers and career advisors – they have lots of knowledge and wisdom to share!

HELP MAKING DECISIONS

Use these websites for information and support to help inform your decision

- www.sheffieldprogress.co.uk
Search and compare all courses and providers available in Sheffield, with advice and guidance on post 16 options.
- www.careerpilot.org.uk
Careers information and tools for 11-19 year olds.
- www.prospects.ac.uk
The UK's biggest graduate careers website with information and advice about post 16 options.
- www.nationalcareers.service.gov.uk
Providing information, advice and guidance to help you make decisions on learning, training and work.
- www.ucas.com/further-education
Universities and colleges admissions service, offering support and advice so you can make an informed decision about your future.

TOP TIP

PARENTS: A huge array of choices can be very confusing for young people. Talk through what's on offer with your child in an open and honest way, without putting on too much pressure.

YOUNG PEOPLE'S CHARITIES

If you need further support, there are a number of charities in Sheffield that can help



ENDEAVOUR

Endeavour is a youth charity based in Burngreave. They work with 8-24 year olds and specialise in outdoor activity and personal development programmes.

www.endeavour.org.uk

**Endeavour Centre, Earl Marshal Rd,
Sheffield S4 8FB**

Tel: 0114 243 8219

Email: info@endeavour.org.uk

CHILYPEP

The Children and Young People's Empowerment Project promotes and protects the rights of some of the most vulnerable young people in Sheffield and South Yorkshire.

www.chilypep.org.uk

**Chilypep, 11 Southe Hill, Southe,
Sheffield, S5 8BB**

Tel: 0114 234 8846

Email: info@chilypep.org.uk

THE PRINCE'S TRUST

The Prince's Trust works with 11-30 year olds to build confidence, join courses and start careers, helping them to achieve their full potential.

www.princes-trust.org.uk

**Sheffield Office: The Balance, 2 Pinfold
St, Sheffield City Centre, Sheffield S1 2GU**

Tel: 0114 270 3051 or 0800 842 842

ELEMENT SOCIETY

Element Society is an independent youth-led charity empowering young people to change their lives and their communities, raise their own aspirations and become role models to their peers.

www.elementsociety.co.uk

**Yorkshire House, 66 Leopold St,
Sheffield City Centre, Sheffield S1 2GZ**

Tel: 0114 2999 210

Email: hello@elementsociety.co.uk

SHEFFIELD FUTURES

Sheffield futures are a local youth charity offering support with mental health and wellbeing, connecting young people with vital services, and careers and employment.

www.sheffieldfutures.org.uk

**Sheffield Futures, Star House, 43 Division
Street, Sheffield, S1 4GE**

Tel: 0114 201 2800

Email: enquiries@sheffieldfutures.org.uk



endeavour
empowering young people

0114 243 8219
info@endeavour.org.uk

THE CAREERS &
ENTERPRISE
COMPANY