

Careers

South Nottinghamshire Academy

Planning for Post 16

HOW DOES IT ALL WORK?



A Guide for students and their parents

Your School Careers Coordinator is Mrs Louise Caunt

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Post-16 Education – What are my options?

Since 2013, the Raising of the Participation Age law has stated that young people must be in some form of 'education or training' until they are 18. This can include:

Full-Time Study – this could be a qualification taken at a **sixth form**, **college** or **training provider**, totalling 540 hours of learning time per year, or around 18 hours per week.

Apprenticeships – this involves working for an employer while studying for a qualification as part of your training. Usually, work makes up 80% of an apprenticeship and at least 20% (or one day a week) should be dedicated to studying.

Traineeships – this is an option for students who would like to do an apprenticeship but may not have the experience, skills or qualifications to do so yet. Traineeships can last up to six months and involve a work placement, Maths and English qualifications and support with finding an apprenticeship.

Part-Time Study with Employment or Volunteering – this could be working in a full-time job (classed as any work that takes place over more than two months and is over 20 hours per week) or volunteering (again, over 20 hours per week) while studying part-time at a college or training provider (totalling 280 hours of learning per year).



How do I pay for post-16 education and training?

Education and training in the UK are **free** for young people **until they turn 19**. In addition, there is a **16-19 Bursary Fund** to help students from low income families pay for things like transport, food and stationery, which can be accessed at any sixth form, college or training provider you attend after Year 11 - www.gov.uk/1619-bursary-fund

Parents - If you receive financial benefits from the government, such as **Tax Credits** or **Child Benefit**, it is important that you are aware of how these can be affected once your child leaves school. If your child is in full-time education, such as sixth form or college, your benefits will remain the same but if your child progresses into paid employment or an apprenticeship, they will no longer be considered your dependant and your benefits for them will stop. More information can be found via the **Gingerbread** website:

<https://www.gingerbread.org.uk/information/benefits-tax-credits-and-universal-credit/money-when-your-child-turns-16/>

Many organisations also have their own financial support for students, so check first!

Useful Links:

<http://www.parentalguidance.org.uk/help-information/raising-the-participation-age-rpa>

<https://www.gov.uk/know-when-you-can-leave-school>

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Sixth Form Education at ~ South Nottinghamshire Academy

Why consider South Nottinghamshire Academy?

- Ofsted 2017 and 2022 rated us as a 'Good' school
- Proven success with excellent results at A' level
- Challenging and exciting courses
- Proven track record of academic and personal success
- Smaller class sizes
- Excellent pastoral care
- State of the art facilities
- Individual guidance towards university, apprenticeships or employment
- Dynamic and exciting student life
- New opportunities
- Innovative Enrichment Programme
- Excellent teaching staff
- Freedom and responsibility to learn independently
- Special programme for Oxbridge and Medicine applications

Contact details

Further details and an application form are available from:

South Nottinghamshire Academy Cropwell Road, Radcliffe on Trent, Nottingham NG12 2FQ

Tel: 0115 9110091 **Email:** main.office@snacademy.org.uk

www.southnottinghamshireacademy.org.uk

Following application, an interview will follow, in the early part of the new year.

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POST 16 – WHAT ARE MY OPTIONS

Sixth form colleges typically focus on A-Level (Advanced Level) qualifications – 2-year courses that end in an overall examination and a grade from A*-E, with a similar structure to GCSEs but looking at the subject in a lot more depth. Students can study:

Traditional A-Levels – Subjects like **Biology, Chemistry, Physics, English Literature, English Language, Mathematics, Geography, History, Languages, Religious Education, Music, Art**

Other A-Levels – Subjects like **Sociology, Psychology, Business Studies, Media Studies, Economics, Politics, Sport.**

BTEC L3 Diplomas – Some sixth form colleges offer BTEC qualifications that can be taken alongside A-Levels. These are usually made up of a number of separate modules and include practical assessments and coursework, as well as some exams. Subjects can include **Health and Social Care, Applied Science, Sport** – **check with your current school to find out what is available as part of their sixth form provision before you look at others.**

Students studying A-Levels usually select three or four subjects (depending on their GCSE grades) that they want to study at sixth form and if they study four, can choose to drop one subject after their first year of sixth form. Sixth form colleges also offer something called the Extended Project Qualification (EPQ), an independent project that can provide students with UCAS points to put towards university.

Entry Requirements – Most sixth form colleges usually ask students to have 5 GCSEs at Grade 4/C or above but make sure that you do your research, as some courses, such as A-Level Maths, Physics, Biology and Chemistry, require students to achieve a Grade 5/6 at GCSE in order to demonstrate their deeper understanding of the subject. Check with your current school. *Do bear in mind that staying on with your current school can have many benefits. The teachers will know you well, classes sizes will undoubtedly be smaller, pastoral support and guidance with careers and future focus could be better, along with less travel costs and instant connection with current friendships too.*

College Providers

Colleges and training providers usually offer BTECs or other vocational qualifications that focus on a specific area of study in a practical way, our local colleges are:

Nottingham College – Based in the city centre. The largest FE provider in Nottingham, offering a range of vocational subjects and other qualifications and entry levels – depending on your grading – www.nottinghamcollege.ac.uk

Confetti College – Based in the City Centre, providing opportunities within many of the creative industries, such as Music tech, games dev, performance, film, TV and Radio – www.confetti.ac.uk

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Access Training – A small training provider, with around 3 course options – Construction, Childcare and Animal Care. Small class sizes and assistance with GCSE Maths and English if required. Other pastoral support and mentoring if needed, based near London Rd island.

Pre-Military Training College – For those students interested in the Armed Forces OR for those applying to the armed forces. Run by ex-military personnel. Based in Beeston. Lots of support with applications, fitness training and other military requirements.

<https://mpct.co.uk/location/nottingham>

Brackenhurst – Specialise in Animal, Agriculture, Food and Land Based careers. Located in Southwell, Nottingham. Linked to Nottingham Trent University. www.brackenhurst.ac.uk

Brooksby Melton College – A range of vocational courses, including land based, animal and equine etc www.brooksby.ac.uk

Entry Requirements:

Entry Level/Level 1 – Can require anything from no qualifications up to 3 GCSEs (any grade)

Level 2 – Usually requires 4 GCSEs at Grade 3/D or above

Level 3 – Usually requires 5 GCSEs at Grade 4/C or above

Smaller Training Providers

In addition to the larger FE colleges, there are a number of smaller training organisations around the city and further afield that offer a range of vocational courses and remote learning for students. They can also support with Maths and English, life skills etc and help for students wanting to progress on to apprenticeships or work, all delivered in a much smaller environment with class sizes of 10-15 students. Examples:

Inspire Learning – Bases around Nottinghamshire include, Arnold, Mansfield, Sutton in Ashfield and Ollerton. <https://www.inspireculture.org.uk/skills-learning/courses/>

Revolution Learning – Based in the City Centre.

Catch 22 – Based in the City Centre. <https://www.catch-22.org.uk/services/nottingham-study-programme/> Babington Training – Support with Business/IT Apprenticeships

Maths and English Quals – What are the rules?

It is important to remember that if you get lower than a Grade 4/C in your GCSE Maths and English exams, you will need to re-sit these qualifications as part of any course you study at college or as part of an apprenticeship. Colleges or training providers will help you with studying for these qualifications or if necessary, get you to complete an alternative qualification called Functional Skills Maths and English, which is available for any students who achieve lower than a Grade 3 in their GCSE Maths/English.

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T Levels are new courses which are **scheduled** to arrive from September 2021. These will follow GCSEs. They are 2-year courses which have been developed in collaboration with employers and businesses, so that the content meets the needs of industry and prepares students for work. *Due to Covid19, the introduction of these courses may be delayed.*

T Levels will offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). They will provide the knowledge and experience needed to open the door into skilled employment, further study or a higher apprenticeship.

<https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels>

Apprenticeships & Traineeships – What are they?

Apprenticeships – Involve working for an employer in a specific role while being trained to do the job by experienced staff, in a combination of on-the-job and off-the-job training at a college or training provider (this must be at least 20% of the apprenticeship). Apprenticeships must be at least one year long and apprentices must be paid a minimum of £3.90 per hour (although many companies pay more!). Apprenticeships can now be undertaken in a variety of industries, including **Engineering, Graphic Design, Software Development, Hair and Beauty** and **Catering** (and can be started as soon as an individual reaches age 16 and has left full-time education, although you can apply beforehand). Apprenticeships come in four different levels: Level 2 (For GCSE leavers) right through to Level 7 – being Degree Apprenticeships. *They are competitive, but at SNA, there is lots of support when applying.*

Traineeships – Opportunity for students aged 16-24 who do not have the relevant qualifications, experience or skills to start an apprenticeship but are interested in progressing on to one in the future. **Traineeships** involve a programme of up to six months of study, including a work placement, qualifications in Maths and English and support with finding a job or apprenticeship once the course is completed. Students are not paid for taking part but can apply for a 16-19 Bursary Fund to help with costs, such as travel.

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Applying for post-16 – How does it work? - Apprenticeships

Intermediate/Level 2 (equivalent to GCSE) – usually requires 4 GCSEs at Grade 4

Advanced/Level 3 (equivalent to A-Level) – usually requires 5 GCSEs at Grade 4+

Higher/Level 4-5 (equivalent to Foundation Degree) – usually requires L3 or A-Levels

Degree/Level 6-7 (equivalent to University Degree) – usually requires 3 A-Levels or L4/5

There is lots of support for students applying for Apprenticeships at SNA and we have seen many success stories, with students going onto Degree apprenticeships with KPMG, Aston Martin and Boots, just to name a few!

Apprenticeship Vacancies Information:

www.findanapprenticeship.gov.uk - the main apprenticeship search website.

<https://amazingapprenticeships.com/>

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

<https://www.gov.uk/government/publications/a-parents-guide-to-apprenticeships/>

www.getmyfirstjob.co.uk

www.notgoingtouni.co.uk

www.indeed.com – many employers just advertise on this site.

Applying for post-16 – How does it work

Students will begin applying for their post-16 options from the Autumn term and the application process for sixth form, college and apprenticeships takes place throughout the course of the academic year. Here is a projected timeline for 2022-23:

Autumn Term – Start thinking of ideas. Consider what you are good at, favourite subjects, any career ideas, whether you are an academic or practical learner. What environment you would like to learn in etc.

Ongoing – College open days will commence in Autumn term, but do bear in mind they will carry on into the New Year as well. Making decisions early and then submitting applications are advised, then you can concentrate solely on your studies.

You can change your mind and you can apply for as many options as you wish.

January 2023 – Probable closing date for sixth form applications. Check school website(s) for details of deadlines and speak with teachers about subjects of interest and why you are considering A Levels. Colleges will still be recruiting. Apprenticeships tend to increase in Spring/Summer term. *Speak with Mrs Caunt about these.*

[It is advised to have at least a Plan A and Plan B.](#)

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Spring Term – Students are invited to sixth form/college interviews. This is a time to really take a good look at the course(s) of interest, speak with course tutors and learn more about travelling and other opportunities as well as support available.

Spring Term – Students begin to receive offers from sixth forms and colleges.

March-July 2023 – Students accept or reject offers for different courses, when they have conducted thorough research. Attend further events as scheduled.

September 2023 – Applications for September 2023 close towards end-September. Once college courses commence, it can be difficult to enrol past the end of September 2023.

More About Apprenticeships

If you are curious about the world of work and apprenticeships, do bear in mind that these can be competitive to get. They are appealing to many young people and also the over 25s, who are wishing to look at re-training or progressing to degree level. You will need to research regularly as vacancy sites are updated daily. Consider your interests and career ideas and also think about the type of business / jobs that you are interested in exploring. Speak with your Careers Advisor for more details.

NOTE: Apprenticeship and Traineeship applications run throughout the academic year and students must be 16 and have finished full-time education before starting. Apprenticeships have a much more detailed application process than sixth form or college and may require students to find their own placements if taken via colleges.

Preparing for the Unexpected!



Although many students achieve the grades that they want from their GCSE examinations, it is important to prepare a back-up plan, in case you don't achieve what you need for sixth form or college. You can change your mind about what subjects you want to study, or if you are unsuccessful in getting the grades required in order to progress on to sixth form/ College/apprenticeships. **Do Speak to the provider.**

The great news is that students can apply and accept offers from as many providers as they wish and can then make their mind up about which one they want to progress on to after Results Day. Visiting the environment, meeting the staff and finding out what GCSE grades are required is paramount. Make sure your options are realistic and achievable. **Remember, Plan A, Plan B and even a Plan C**

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As stated above, different post-16 and post-18 pathways may ask for different entry requirements depending on the course and/or college. Most apprenticeships will require you to achieve Grade 4 and above, some sixth form colleges ask for a Grade 5/6 (high C/B) in the subject students are wanting to take up from GCSE to A-Level. Using the following websites can help you to find the exact entry requirements you need.

- **Some useful references:**
- **Which University – How important are my GCSEs?**
<https://university.which.co.uk/advice/gcse-choices-university/how-important-are-my-gcse-grades>
- **The A Level Explorer – See where you A Levels can lead.**
<https://www.theuniguide.co.uk/a-level-explorer>
- **Ofqual -** <https://ofqual.blog.gov.uk/2018/03/02/gcse-9-to-1-grades-a-brief-guide-for-parents/>
- **The Student Room -** <https://www.thestudentroom.co.uk/gcse/exams/new-gcse-grades-explained>

How do I make my final decision about post-16?

Deciding about where to go after Year 11 can be tricky, particularly while you are busy revising for your final GCSE exams, so it is important to consider the following factors that might help with decision making and you'll need to invest a little time to explore and reach out to those who know you best – family, teachers, friends, careers adviser.

- **Where can this option take me in the future?** If you are thinking about a destination after post-16, such as university or higher/degree apprenticeships, it is important to know whether the qualifications you are taking from 16-18 can help you to progress on to these pathways. Use websites like the Russell Group's **Informed Choices** (<https://www.informedchoices.ac.uk/>) or **Success at School** (<https://successatschool.org/>) to find out whether the course you choose after Yr11 will allow you to progress on to what you want to do or speak with staff at the sixth form, college or apprenticeship you are applying to in order to get further details!
- **Skills Assessments could help.** These tools *SUGGEST* careers which may be suitable for you. By completing a number of questions, the tool will 'match' you to careers, which you can then explore further by looking at job profiles. Then start to make a list of the jobs you wish to explore, your skills, values and aspirations. This will help you to feel more confident with your career planning. Visit the following and have a go at a couple and see how they compare. www.nationalcareersservice.co.uk/skillsassessment

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Example:

If you want to study Dentistry at university, you usually need to take A-Levels in Chemistry and Biology/Maths/Physics. Some universities do not accept BTEC L3 Extended Diplomas (although 95% do!)

Apprenticeships have varying entry requirements – some ask for 5 x GCSEs at Grade 4 or above while others ask for 2-3 A-Levels, if they are Higher or Degree vacancies.

What will doing this option be like? Whatever you choose to do after Year 11, you will probably be doing it for at least 2 years, so it is important that you understand the full learning, delivery, exams or coursework, where it can lead and other opportunities. Try and vision yourself in this learning and how it can help you to move on and aim higher. How you can explore further

- Speak to staff / students at one of the Open Days or Open Evenings that take place throughout the year. See if there is a Virtual Chat on the home page of the website, so that you can ask questions.
- Research more about the sixth form, college or apprenticeships online to find out about what you would study as part of your qualification or what support the organisation can provide you with while you are studying e.g. help finding work experience, financial support like a free bus pass or food allowance, assistance from the careers team to help you move on after finishing your course etc.

Sixth form and college websites have all the information you need!

YOU WILL HAVE 1 OR MORE CAREERS MEETINGS WITH MRS CAUNT.

You can also make contact with The National Careers Service.



**National
Careers
Service**

**Call and speak to a
trained career adviser
about your options today.**

Want to get prepared in your spare time?



Search and apply for apprenticeships online –

<https://www.apprenticeships.gov.uk/>



Learn more about the options available after finishing school, including sixth form, college, apprenticeships and university – <https://careerpilot.org.uk/>



Free careers software to help you connect your skills, hobbies and subject interests to what you might want to do once you leave school – <https://www.startprofile.com/>



Improve your employability skills and start recording your experiences in a CV to advise on interview skills and other great topics ! – www.barclayslifeskills.com



The school Careers Adviser will be working with all Year 11 students from the Autumn term, but you can also email on l.caunt@snacademy.org.uk.

Be on time for your guidance interview and remember to ask questions.



If you are working part-time, you are building skills and experiences. Volunteering can be a great way to build skills. <https://do-it.org>

WHAT IS A CV?

A CV is an essential part of any job search, not to mention a great way to put all of your skills, experience and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role. Although there is no official CV structure, certain key information should always be included. Here is an example of a CV. Your Careers Leader offers a CV checking service, so always get a second eye once your document is completed. Remember to save your CV and keep it updated. Generally, keep your wording to no more than 2 pages. You will need a CV when applying for Jobs, internships, work experience and volunteering. Tailor your CV accordingly to what position you are applying for. Never pay for a template! *Mrs Caunt offers a CV checking service.*

Mary Smith

24 Maple Road, Cardiff, Wales CF10 XXX

Telephone: 0207 536 253

Mobile: 077-283522

Email: mary.smith@address.co.uk

Personal profile

I am a positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2014–2019 Northvale Park Secondary GCSEs: Maths C

English B

Science C

Design & Technology D

Geography C

Employment and work experience

2019–2020 Customer Assistant, Tesco Express

- Collected, replenished, organised and managed stock, and dealt with a range of customers
- Worked under pressure and learned to stay positive and adapt in a diverse environment
- Strengthened my communication, numeracy, listening and customer service skills

2017–2019 Mentor, Poplar Youth Club

- Led a group of young people aged 9–13, working to promote an interest in learning
- Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record
- Employee of the month on three occasions during 2018
- Class President during 2018–19
- Level 3 certificate in 'Introduction to Mentoring Skills' (2017)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2016)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I like to research this industry to keep myself up to date

Referees

Available on request.

WHAT IS A COVER LETTER?

After hours crafting your CV, it's time to take care of the cover letter. A well-written cover letter can help you to stand out from the crowd and not fade into an ever-growing pile of applications! Make a great first impression. Here's a cover letter designed for a school leaver. Adapt accordingly, using a professional Font, such as Ariel. Again, make sure you ask a couple of people to check it over.

Example Cover Letter

[Your Name]

[Address]

[Today's Date]

[Hiring manager's name]

[Hiring manager's company name]

[Company address]

Dear Mr/Mrs/Miss/Ms **[Hiring manager's name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised on **[state where]**. Please find enclosed my CV for your consideration.

As you can see from my CV, I have recently completed my **[most recent qualification – e.g. GCSE's, A-levels]**, and am expected to earn a **[projected grades]** in **[relevant subjects]**, which I believe I can put to practical use in this role.

This position particularly interests me because of my passion for **[Subject]**. During my studies, I researched topics such as **[topics or modules relevant to the position]**, which helped build my knowledge around the subject.

I further added to my interest in this field independently. For example, recently I have **[completed work experience/attended an event/volunteered]** which helped me expand upon, and start practically applying, what I've learned in my studies.

I see the role of **[Job Title]** as the perfect position for me to make the most of my passion and enthusiasm, and also build the foundations for a successful career in the **[X industry]**. Despite my limited work experience, I believe my enthusiasm to learn, coupled with my **[relevant skills]** will help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully **[Use sincere if you have used the hiring manager's name, if not known, use faithfully]**,

[Your name]

[Signature - if desired]

[Contact phone number]

USEFUL INFORMATION / RESEARCHING TOOLS

Which UK city is the most affordable to students? (Which University 2020)

Manchester (1st), Cambridge (2nd), Leicester (3rd), Durham (4th), Belfast (5th), Liverpool (6th), York (7th), Birmingham (8th), Oxford (9th), Norwich (10th).

Interviewing - A Few unconventional interview questions that you might be asked!

Whatever the question may be, most unconventional interviews don't really have set right or wrong answers. They are meant to demonstrate how a candidate would react if a difficult problem came up, not to mention how they would cope under pressure. Deceptively, they aren't intended to take too much time. Instead of trying to come up with the perfect answer, just be creative and come to your own conclusion.

How many basketballs can you fit onto a bus?

Explain a database in three sentences to your 8-year-old nephew?

If you could be any type of biscuit, what type of biscuit would you be, and why?

If you were travelling to the moon, what 3 things would you take?

How many traffic lights are there in London?

How many piano tuners are there in the entire world?

A man pulls up to a hotel in a silver car, and immediately realizes he's bankrupt. What happened?

THE SKILLS BUILDER ~ ESSENTIAL SKILLS TO SHOWCASE TO AN EMPLOYER



To get you started. Take a look at this useful tools, explore careers and make a list of your top 3 ideas, and why. Explore roles within that sector from the Job Profiles and Videos.

<https://nationalcareers.service.gov.uk/explore-careers>

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>

<https://icould.com/explore>

www.prospects.ac.uk/jobmatch www.prospects.ac.uk/careerplanner - Job Match Tools

Trending Jobs <https://www.reed.co.uk/> - **Just click and explore!**

REVISION HINTS AND TIPS

Make a planner to help you feel organised.

Mix it up – Revision can be hard work – use a variety of techniques to kind your mind agile.

Try flashcards / revision cards - <https://www.thestudentroom.co.uk/g/make/flashcards>

Revision Cards - <https://www.thestudentroom.co.uk/g/make/revision-cards>

Quizzes for you (and your friends) <https://www.thestudentroom.co.uk/g/make/quizzes>

Mind Maps - <https://www.thestudentroom.co.uk/g/make/mindmaps>

Organiser Tables - <https://www.thestudentroom.co.uk/g/make/organisers>

Motivate A Mate – Revise with a friend and bounce ideas of each other

<https://www.thestudentroom.co.uk/g/make/shared-resources> - Share your wisdom with others – esp if you are passionate about a particular topic.

Pool Resources / Make recommendations – discuss your revision ideas with friends and tap into their ideas

MOTIVATION

Think of the potential disappointment and sadness on results day, if you don't get the grades you're capable of getting, and the doors of opportunity that could potentially close. Additionally, think also of the possible joy you could achieve if you exceed/obtain your target results and the doors that could open.

Push your boundaries and think about where you'd like to be in a year and beyond.

Eliminate distractions. Switch off your social media and phone

Create small and realistic goals.

Work with a little background music.

Motivate with a Mate.

Ask for support from a parent or family member – get them to test you

Attend extra support classes in school.

Take a break

Believe in yourself.

Treat yourself when you have had a great week.

Remind yourself, HARD WORK PAYS OFF!



CAREERS INTERVIEW

When you are called for a Careers Guidance Interview, please make sure you turn up on time and prepared. This is a confidential meeting, where you can ask questions, explore careers and raise any concerns/barriers. It will be a chance to learn about your options and to put together a careers plan. Keep an eye out for your appointment and inform Mrs Caunt if you can't attend on that day.

MY NOTES AND RESEARCHING

Career Planning / Ideas / Exploration / Discussions / TO DO LIST

Make a note about opportunities you have explored for Post 16

My Dream Job / Where would I like to be in 2 years time

My Skills and Qualities

Any barriers that I need to discuss at my careers meeting

Questions I need to ask at my careers meeting

- 1.
- 2.
- 3.
- 4.
- 5