



# CAREERS BULLETIN

Welcome back Year 11 and hope you all had a lovely summer break?

As you are all aware this is a very important year for you.

A lot of effort now can give you more choice of what you can do in the future!



This term's careers bulletin is jammed packed with lots of useful information about careers, progression routes and much more...enjoy the read!

I have listed below the days that I will be in school during this Autumn term, so please get in touch:

<b>September</b>	<ul style="list-style-type: none"> <li>• <b>Monday 5<sup>th</sup> September 2022</b></li> <li>• <b>Monday 12<sup>th</sup> September 2022</b></li> <li>• <b>Monday 19<sup>th</sup> September 2022</b></li> <li>• <b>Monday 26<sup>th</sup> September 2022</b></li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• <b>Monday 3<sup>rd</sup> October 2022</b></li> <li>• <b>Monday 10<sup>th</sup> October 2022</b></li> <li>• <b>Monday 17<sup>th</sup> October 2022</b></li> <li>• <b>Monday 31<sup>st</sup> October 2022</b></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• <b>Monday 7<sup>th</sup> November 2022</b></li> <li>• <b>Friday 11<sup>th</sup> November 2022</b></li> <li>• <b>Monday 21<sup>st</sup> November 2022</b></li> <li>• <b>Monday 28<sup>th</sup> November 2022</b></li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• <b>Monday 5<sup>th</sup> December 2022</b></li> <li>• <b>Monday 12<sup>th</sup> December 2022</b></li> </ul>

There are lots of things to think about when you leave school. To help you choose what to do next you might need to think about:

- What career you want to do in the future – some jobs need you to choose certain routes to get into them
- Your predicted grades
- Whether you want to carry on learning
- How you want to learn – you might enjoy school, and might like to continue; you might prefer more hands-on ways of doing things, so you might want to think about an apprenticeship



Many of you may already know what you are going to do after leaving school, some of you may still be unsure. The main options after Year 11 is that you will have to stay in some type of education or training until you are 18.

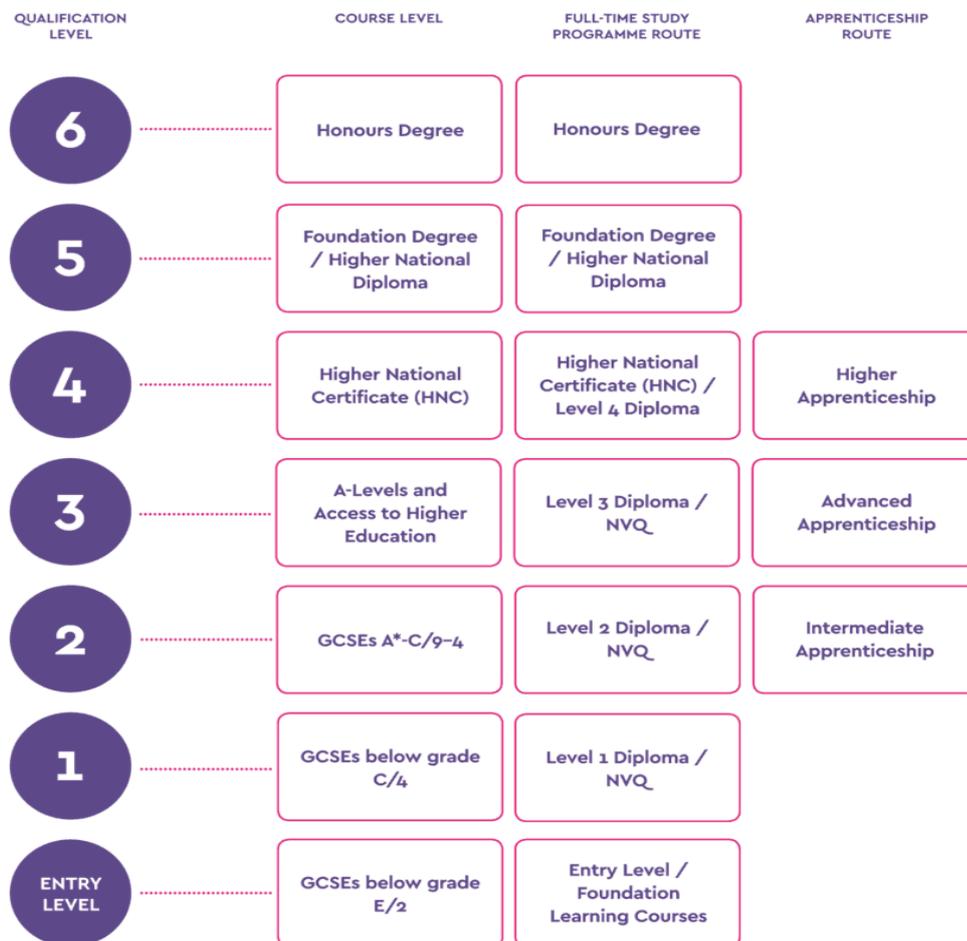
**After year 11, there are a range of options for you to choose from:**

- Stay in full-time education at a Sixth Form College, a Further Education College, Specialist College or Training Provider
- **An apprenticeship**
- **A traineeship**
- Employment with part time study but this has to meet **raised participation requirements**

It is important to think about the type of career that you might like, as this can help you to decide which options is best for you. You may want to consider how you learn best, do you prefer academic study or would you prefer to gain work experience? It's also important to research careers and to check if they require specific qualifications for example A Levels or a university degree.

**Qualifications Explained:**

Understanding Levels Courses are divided into levels:



*Please Note: You have to have a Level 3 qualification to go to University*

Here are some things that you can do to make sure you are prepared for your next move:

**[1] Colleges/Sixth Form**

**Sixth Form or College? BTECs or 'A' Levels or T'Level?**

At College or sixth form, pending where you decide to study, there are a variety of options that you can study further pending on the qualifications you attain. It is advisable to check with the college/sixth form you are interested in attending and the entry requirements needed to study the following different types of qualifications:

There is no right or wrong answer to these questions, just a need to research all options.

- 'A' Levels are academic qualifications which you can study in a number of different subjects and are mainly examination based.

- Alternatively, BTECs tend to be more vocational/practical based and are assessed through a combination of coursework and exams.
- T'Level - T levels are brand new courses - so don't worry if you haven't heard of them. They were introduced in 2020 · equivalent to three A' Levels · include classroom learning and 'on the job' experience. T'Level courses include classroom learning and 'on the job' experience in an industry placement.

When deciding where to study it is important to be realistic and to think about what course and environment will suit your learning style, aspirations and academic ability best.

I have listed below college and sixth form contact details should you need to get in touch:

<p>Cardinal Newman College</p> 	<p>Email Contact:  <a href="mailto:admissions@cardinalnewman.ac.uk">admissions@cardinalnewman.ac.uk</a>          Online Application Link:  <a href="https://www.cardinalnewman.ac.uk/apply/">https://www.cardinalnewman.ac.uk/apply/</a></p>	<p>01772 460181  <a href="http://www.cardinalnewman.ac.uk">www.cardinalnewman.ac.uk</a></p>
<p>Runshaw College</p> 	<p>Email Contact:  <a href="http://www.admissions@runshaw.ac.uk">www.admissions@runshaw.ac.uk</a>          Online Application Link:  <a href="http://www.runshaw.ac.uk/study-at-runshaw/apply/">www.runshaw.ac.uk/study-at-runshaw/apply/</a></p>	<p>01772 622677  <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p>
<p>Preston College</p> 	<p>Email Contact:  <a href="mailto:guidance@preston.ac.uk">guidance@preston.ac.uk</a>          Online Application Link:  <a href="https://www.preston.ac.uk/online-application/">https://www.preston.ac.uk/online-application/</a></p>	<p>01772 225522  <a href="http://www.preston.ac.uk">www.preston.ac.uk</a></p>
<p>Myerscough College</p> 	<p>Email Contact:  <a href="https://admissionsonline.myerscough.ac.uk">https://admissionsonline.myerscough.ac.uk</a>          Online Application Link:  <a href="http://www.myerscough.ac.uk/news/applications-for-2020-entry/">www.myerscough.ac.uk/news/applications-for-2020-entry/</a></p>	<p>01995 642222  <a href="http://www.myerscough.ac.uk">www.myerscough.ac.uk</a></p>
<p>QEGS</p> 	<p>Email Contact:  <a href="mailto:admissions@qegsblackburn.com">admissions@qegsblackburn.com</a>          Online Application Link:  <a href="https://www.qegsblackburn.com/admissions/">https://www.qegsblackburn.com/admissions/</a></p>	<p>01254 686300  <a href="http://www.qegsblackburn.com">www.qegsblackburn.com</a></p>
<p>Hutton Sixth Form Grammar</p> 	<p>Email Contact:  <a href="https://www.huttongrammar.org/sixth-form/admissions-2/">https://www.huttongrammar.org/sixth-form/admissions-2/</a>          Online Application Link:  <a href="http://www.huttongrammar.org/sixth-form/admissions-2/">www.huttongrammar.org/sixth-form/admissions-2/</a></p>	<p>01772 613112  <a href="http://www.huttongrammar.org">www.huttongrammar.org</a></p>

## Choosing your post 16 options

During this year you will be making important decisions about your future. You will need to Choose:

- **where** you want to study and
- **what** you want to study.

You can apply to more than one school / college and make a final decision once you have your GCSE results in August.

### College Open Day/Events:

Most of the local Colleges & Sixth forms will be holding open events over the following months, it is vital that you try and visit the premises and speak with subject tutors to find out more on what you could be studying after leaving school and the facilities on offer at the college/sixth form. Make a note of the upcoming events:

College/Sixth Form	Open Day Events	For More Information, Click onto the following link:
Cardinal Newman College 	<ul style="list-style-type: none"> <li>• <b>Saturday 15th October 2022</b></li> <li>• <b>Saturday 12th November 2022</b></li> <li>• <b>Saturday 4th February 2023</b></li> </ul>	<a href="#">Open Events at Cardinal Newman College</a>
Runshaw College 	<ul style="list-style-type: none"> <li>• <b>Saturday 24th September 2022</b></li> <li>• <b>Thursday 13th October 2022 @ 3:30 pm - 7:30 pm</b></li> <li>• <b>Tuesday 22nd November 22 @ 3:30 pm - 7:30 pm</b></li> </ul>	<a href="#">Open Event Registration — Runshaw College</a>
Preston College 	<ul style="list-style-type: none"> <li>• <b>Wednesday 5th October 2022 4-7pm</b></li> <li>• <b>Saturday 12th November 2022 10am – 2pm</b></li> <li>• <b>Wednesday 8th March 2023 4-7pm</b></li> </ul>	<a href="#">The Best Performing College in Central Lancashire - Preston College</a>
Myerscough College 	<p>The Saturday Course Advice Mornings events generally run 10 till 12.30 on site, while the Virtual Course Advice Evenings are entirely online and run from 7 till 8pm.</p> <p>Please check the "What's on" section for more detailed information about each individual event.</p> <ul style="list-style-type: none"> <li>• <b>Saturday 10th September - Course Advice Morning</b></li> <li>• <b>Saturday 15th October - Course Advice Morning</b></li> <li>• <b>Saturday 19th November - Course Advice Morning</b></li> </ul>	<a href="#">Open Mornings and Events 2022/23   University Centre Myerscough (ucmyerscough.ac.uk)</a>

## [2] Apprenticeships



An apprenticeship is a job with training. It usually involves on and off-the-job training and may include a qualification at level 2 or 3 up to level 7. This type of practical learning might suit you more than full-time study. Apprenticeships are run by the **National Apprenticeship Service** ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)).

Apprenticeships can take between one and four years to complete depending on the level of the apprenticeship, the apprentice's ability and the chosen industry

- **Intermediate** - level 2 apprenticeships for people aged 16 and above. Some but not all employers will ask for some GCSEs at grade 4 or above
- **Advanced** - level 3 apprenticeships are also for over 16s. They need four or five GCSEs at grade 4/5 or above, usually including English and maths, or an intermediate apprenticeship.
- **Higher or Degree** - level 4-7 apprenticeships are for over 18s. Degree apprenticeships include an honours or master's degree. Higher apprenticeships lead to the equivalent of a foundation, honours or master's degree or professional qualification. Usually you require a level 3 qualification, such as an advanced apprenticeship, A levels, T levels, BTEC diploma or equivalent.
- **Traineeships** are a new and exciting opportunity to help young people aged 16-18 to get work ready for a career. It is a short 10-16-week pre-apprenticeship programme which provides work experience, work preparation skills and Maths, English and digital skills development. Whether you are an employer looking to recruit fresh talent to grow your business or a young person looking for a chance to develop their skills, and gain work experience a Traineeship offers a range of mutual benefits.

To register and search for apprenticeships go to [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk), click 'vacancies and opportunities'. The registration requires you to answer a number of questions so please take your time. It is also useful to have a CV as often you have to attach your CV.

### What to Include in a CV?



Now is the ideal time to create or update your CV making sure it stands out for the right reasons?

As outline on the Prospects website (2021), "**First impressions count, especially when applying for jobs**".

Below is useful information on what to include in your CV:

- **Contact details** - Include your full name, home address, mobile number and email address. Unless you're applying for an acting or modelling job you don't need to include your date of birth or a photograph.
- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length. Discover how to write a personal statement for your CV.
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first. Include specific modules only where relevant.
- **Work experience** - List your experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Do not exaggerate your abilities, as you'll need to back up your claims at interview. If you have got lots of job-specific skills you should do a skills-based CV.
- **Interests** - 'Socialising', 'going to the cinema' and 'reading' are not going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You do not need to provide the names of referees at this stage. You also do not need to say 'references available upon request' as most employers would assume this to be the case.

### [3] Careers

Unsure what you want to do? Why not try some of these Careers Software to help you decide the career interests you may have:

#### National Careers Service



##### **Skills assessment**

Find out about careers that might be right for you by taking one of our assessments

##### **Discover your skills and careers**

Take a 5 to 10 minute assessment to find out what job categories, and which particular job roles, might suit you. You do not need to sign in or create an account to save your assessment. You can also complete it later and look at your results again at any time.

<https://nationalcareers.service.gov.uk/skills-assessment>

#### Ucas



Find out what you like and what you could do.  
Discover your strengths and what makes you tick.

Try the Ucas buzz quiz: <https://www.ucas.com/careers/buzz-quiz>



#### Prospects:



Try prospects Career Planner – It can match your skills, motivations and desires to a career that is perfect for you. Register now and take the quiz:

<https://www.prospects.ac.uk/planner>

### [4] Volunteering

Today qualifications alone may not be enough to access job opportunities or higher education. Volunteering for just a few hours a week can help to make an application form stand out and show an employer/education provider that you have something extra to offer over other potential applicants. For opportunities available in your local area you can log onto [www.do-it.org](http://www.do-it.org).

Setting up your own business: [www.princes-trust.org.uk](http://www.princes-trust.org.uk) – advice, information and resources for young people wanting to set up their own business

### [5] University Information

Higher Education: If you want to find out more about going to university check out [www.ucas.com](http://www.ucas.com) – this is the main site for Universities – and where you will apply when you are in year 13

[www.ukcoursefinder.co.uk](http://www.ukcoursefinder.co.uk) – can help you find a suitable degree course [www.applytouni.com](http://www.applytouni.com)

Useful website to search for university open days: [www.opendays.com](http://www.opendays.com)

Compare universities using league tables and advice about writing your personal statement:

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)

Information about studying at university in the UK and abroad. Links to independent UK University League Tables to help guide you to which university is best for you, overall and by subject.

[www.thestudentroom.co.uk](http://www.thestudentroom.co.uk) - lots of information about studying in the UK including forums where you can ask all those burning questions.

[www.degreesahead.co.uk](http://www.degreesahead.co.uk) - Studying abroad help and advice to help students wishing to study outside of the UK. Information about universities in Asia, America, Australia, New Zealand and Europe.

[www.fulbright.org.uk](http://www.fulbright.org.uk) - information about studying in the USA, the application process, how to choose a university and information about scholarships.

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk) - information and advice about jobs, courses, gap year and apprenticeships if you are not considering going to University.

[www.realgap.co.uk](http://www.realgap.co.uk) – one of several sites for those wishing to travel before going to university or employment

### How Can Parents Support their daughter during year 11?

- Encourage your son or daughter to consider all options.
- Look through the sixth form and college prospectuses with your son or daughter to see what options are available.
- Research the entry requirements for the courses they are interested in, encouraging them to be realistic about their next steps.
- Encourage your son or daughter to think about their next steps, long term future and how they will use the subjects they have chosen.
- Discuss their subject's choices with their teachers to find out how they are progressing and if taking the subject further would be a good idea.
- Attend sixth form and college open days and evenings with your daughter.
- Encourage them to take part in extra-curricular activities, e.g. the Duke of Edinburgh Award scheme, participate in work experience and/or become a volunteer.

### [6] Labour Market Information

Why don't you search for careers both locally and nationally?

LMI effectively describes The World of Work – ranging from descriptions of different careers, their entry routes, salaries paid, skills and qualifications needed at national, regional, and local levels. <http://www.lmiforall.org.uk/>

#### Labour Market Information – What is it?



### General Career Information:

#### The skills employers want:

- Verbal Communication: The ability to express your ideas confidently in speech.
- Written Communication: The ability to express yourself clearly in writing.
- Team Work: The ability to work effectively with other people.
- Problem Solving: The ability to offer solutions to problems.
- Time Management: The ability to be punctual, reliable and work to deadlines.
- Flexibility: The ability to adapt to changing situations.
- Planning and Organising: The ability to plan activities and carry them out effectively.
- Drive: The ability and determination to make things happen.
- Numeracy Skills: The ability to work with numbers.
- Honesty and Integrity: The ability to be honest and display a good

**General Careers Information:**

## **Invitation to European Day of Languages 2022**



**Wednesday 28<sup>th</sup> September 2022, 9.15am - 2.30pm**  
**University of Central Lancashire, Preston**

On **Wednesday 28<sup>th</sup> September 2022**, we will be holding our European Day of Languages celebrations on our **Preston Campus** and we would love for you and your students to join us. We will be showcasing our diverse course options and passion for language learning.

[\*\*BOOK YOUR PLACES HERE\*\*](#)

[European Day of Languages 2022 at UCLan Tickets, Wed 28 Sep 2022 at 09:15 | Eventbrite](#)

The day will include interactive culture sessions, information about career options, as well as a tour of our university campus and World wise language facilities.

Your students will also get the opportunity to participate in engaging talks and multiple taster sessions, including: Japanese, Korean, French, German, British Sign Language, Spanish, Russian, Interpreting & Translation and TESOL. Please see the attached preliminary timetable for more information.

The day is aimed at Year 10, 11 and 12 students.

Attendance is free and bookings are made on a first come, first served basis. Due to high demand, we can only offer each sixth form/college a **maximum 15 pre-16, or 30 post-16 student places**.

Reserve your attendance now by completing our online Eventbrite booking form.

Please book early to avoid disappointment.

## The future world of work



An article in FE News explores the future world of work and includes data from the Office for National Statistics that by 2030 there will be an additional 2 million jobs in health and social care, 1 million in construction, 800,000 in education and 600,000 in professional and scientific services. It highlights that the biggest lack of skills, though, is in the tech industry as it supports growing digitisation across all sectors.

### For more information, read:

[Getting ready for the future of work – FE News](#)

## Useful websites-careers searches

- iCould <https://www.icould.com/>
- Career Pilot <https://www.careerpilot.org.uk/>
- BBC Bitesize Careers <https://www.bbc.co.uk/bitesize/careers>
- Careersbox <https://www.careersbox.co.uk/>
- National Careers Service <https://nationalcareers.service.gov.uk/>
- Apprenticeships <https://www.gov.uk/apply-apprenticeship>
- Russell Group Universities <https://russellgroup.ac.uk/about/our-universities>
- Target Careers <https://targetcareers.co.uk/careers-advice/a-level-choices/315491-what-a-level-subjects-should-i-take> or <https://targetcareers.co.uk/career-sectors>
- All about School Leavers [AllAboutSchoolLeavers.co.uk](http://AllAboutSchoolLeavers.co.uk)



## Parents Guides:

Success at Schools are delighted to announce that our brand new 2022/23

**Parents guides to university and apprenticeships** will be released digitally on the **week commencing 12th September**

### **New 2022/23 FREE Parents Careers Guides**

Both guides will be available for parents and carers to access for **FREE** and will be sent directly to your inbox along with a **free bonus** STEM careers guide.

Click here for the free guide: [Get Your Downloadable 2022/23 Parents' Careers Guides \(successatschool.org\)](https://successatschool.org)

Lancashire Teaching Hospitals NHS Foundation Trust have recently launched a new online platform - Inside Out.

This platform was created to raise the profile of Diagnostic Radiography and provide prospective students with a unique insight into medical imaging.

The virtual Careers Event is aimed to give aspiring student an understanding of the university course through the eyes of students. The current covid restrictions have made it difficult for students to acquire essential work experience and thus we created a resource to showcase the role of a diagnostic radiographer.

Please find the link to the website below: <http://bl.lthtr.nhs.uk/InsideOut>

The website is easily accessible by all, and students can review the resource in their own time ahead of open days and UCAS deadlines.

## Work Experience

Lancashire Teaching Hospitals are successfully placing students in clinical and non-clinical work experience placements throughout the year in a variety of different departments.

Lancashire Teaching Hospitals NHS Foundation Trust are also in the process of developing a unique programme for our under 16 year's students wanting to complete work experience. At the present time, students under 16 are unable to attend clinical placements. With this in mind we are developing a programme that allows students to learn more about our clinical and non-clinical areas in a fun and interactive way, this will be run in collaboration with secondary schools. More information on this programme will be published in the future.



Lancashire Teaching Hospitals NHS Foundation Trust are committed to providing work experience placement opportunities to local students who aspire to have a career within the NHS. For further information please email [workexperience@lthtr.nhs.uk](mailto:workexperience@lthtr.nhs.uk)

## Volunteering Opportunities



**LANCASHIRE  
VOLUNTEER  
PARTNERSHIP**

Become a **volunteer** in **Lancashire** The Lancashire Volunteer Partnership consists of a range of public service organisations.

Partners have come together to improve, promote and widen volunteering across the public sector. Partners include the county council, the Lancashire Constabulary, Lancashire Fire and Rescue, borough councils and other organisations.

The aim of the partnership is to help increase community cohesion and reduce social isolation. The partnership also aims to improve the health and wellbeing of vulnerable adults through the support of volunteers.

The [Lancashire Volunteer Partnership website](#) brings volunteering opportunities into one place. Working together we believe we can look after our volunteers better and allow them to use their skills for the benefit of all.

Click on the link: [Become a volunteer in Lancashire • Lancashire Volunteer Partnership \(lancsvp.org.uk\)](#)

## Start Planning!

### What you need to start to do:



### September:

- Visit the careers office and book a careers appointment.
- Research your career ideas using the National Careers Website.

### October and November:

- Find out about Academy Sixth Form/College open days/evenings and put them in your diary.
- Attend the open evening for Academy sixth form and any other colleges you are interested in applying to.
- Talk to your teachers about your expected grades. If you are worried that you may not get the grades speak to the Careers Adviser.
- Consult the Universities and Colleges Admission Service UCAS to find out if you need take any specific subjects to gain a place on your preferred course at university.
- If you are thinking about popular apprenticeship programmes such as motor vehicle, construction, electrical or childcare start think about applying early as these programmes are very popular.
- Continue to research your career ideas to make sure you are taking the right subjects for your career choice.



### November and December:

- Send your Sixth form/College applications off by the end of December.
- If you are looking at apprenticeships, you will also need a back-up plan so applying for a full-time course could be an option. Apprenticeships are competitive and there are no guarantees.

### January/February:

- If you have still not applied for Sixth Form, College, or another training or learning course, make sure you make this a priority in January.



- If you are interested in applying for an apprenticeship begin to search for and make applications for apprenticeships and jobs which start in the summer.

- You can search for apprenticeships by using the following websites:

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

*Keep in regular contact with the careers adviser who will support you in making applications.*

### March – July:

- Continue to search and apply for apprenticeship opportunities. The more effort you place into your search the greater chance of success.
- Good luck for the future!



ServExtra.com



As the Independent Careers Practitioner at the school, I can offer you information, advice and guidance on all your post-16 options and assist with your career planning. There is lunchtime drop ins on the day that I am at the school (every Monday's) from 1.00pm to 1.30pm in the careers room and additionally every student in Year 11 will be allocated a careers interview during the Autumn and early Spring terms.

**It is very important that you attend at your allocated time**

and if it is impossible for you to attend you should ask your form tutor to help you swap with another student as the number of appointment slots is limited.

**To make the most of this appointment I suggest you think about the questions listed below before you attend** so that you can ask your Careers Adviser for help in the areas that would be of most use to you.

**Some questions you need to consider when choosing what to study**

- What subjects do I find interesting and enjoyable?
- Which subjects am I good at?
- Are there any new subjects that suit my strengths and interests?
- Which subjects would be essential / useful for the type of course or career I might like to do in the future?
- Which combination of subjects would work well – complementary or contrasting?
- Which type of assessment do I prefer – exams or coursework?



**Some questions you need to consider when choosing where to study**

- Which courses are available?
- What are the entry requirements?
- When do I need to apply?
- How will I travel?
- What are the facilities like?
- Where do students' progress to after completing their courses?
- Is there an open day? – Find out about the facilities, exam results, reputation, etc.

**Some questions you need to consider if you are aware of the career you want to pursue:**

- What career you are thinking of pursuing?
- What qualifications would I need to get into this career?
- What routes are available to get into this career?
- Do I need to study for any specific subjects and do I need to obtain any work experience?

I can give you information and impartial advice and guidance on A 'Level, BTEC vocational courses and T'Level courses as well as apprenticeship routes.

**Remember:**

**Find out about all your options  
Apply to everything which may interest you  
Make the right decision for YOU!**



Feel free to drop me an email on:

[s.khan@archbishoptemple.com](mailto:s.khan@archbishoptemple.com)



Stay safe and stay in touch!

**Mrs Khan**

**Independent Careers Adviser**

Produced by  
Careers Practitioner – September 2022 ©