

**Student Careers Pack**

**2024 - 25**

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**SECTION 1**

**ASSESS YOUR SKILLS**

**Buy a book or create a file – call it ‘Career Ideas’, ‘My Career Dreams’, or something similar. In it - begin to brainstorm - list what makes you, you – your abilities, skills, strengths…**

**Hard Skills (measurable skills):**

A definition of ability – “talent, skill, or proficiency in a particular area”

A definition of hard skills – “**Hard skills** are teachable abilities, or **skill** sets that are easy to quantify. You typically learn them through the classroom, at work or through studying training/teaching resources.

List the abilities / hard skills, soft and transferable skills you have…

A few examples:

Subjects you are good at in school –

* where you achieve *your* best grades
* when you have achieved a clear outcome – won a prize or commendation for a piece of work / artwork / written work, etc.
* ability to communicate in another language

A skill you have acquired in your spare time – at a club, or at home –

* learning to play a musical instrument
* achieving a badge as part of a Uniformed organisation, e.g. Scouts, Girls’/Boys’ Brigade, Guides, Air Cadets, Sea Cadets, Army Cadets, Volunteer Police Cadets, etc.
* Others tell you they love a particular dish you make.
* You can fix and mend things – bikes, computers, clothes.
* Success within a sport – within a team, competitively, or achieving a certain level – e.g. different belts within Judo, School or Local Team, etc

Can you think of any more examples? Write them down.

Don’t worry if you are unable to think of many examples right now, your abilities and hard skills will grow as you go through life and acquire more.

**Soft & Transferable (‘employability’) Skills**

A definition of a Soft Skill – Wikipedia describe skills as:

“…a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve.”

A definition of Transferable Skills – Indeed.co.uk describe them as follows:

“…**Transferable skills**, also known as “portable skills,” are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like organization or strong communication. You can strengthen those skills and develop new ones that employers value across industries and jobs.”

Soft and Transferable skills are highly sort after by employers. Research the words below the following page. Write down the ones you already have and give examples. Also write those you would like to work toward or improve upon:

**Adaptability**

**Analytical**

**Commercial awareness**

**Communication**

**Creativity**

**Decision making**

**Flexibility**

**Initiative**

**Innovation**

**IT Skills**

**Leadership**

**Negotiation**

**Networking**

**Numeracy**

**Organisation**

**Problem solving**

**Teamwork**

**Time management**

**Weaknesses:** It is good to be self-aware. While we do not need to focus on our weaknesses all the time, it is important to be aware of areas you need to work on – is it *time management? Or Teamwork?* How can you improve on your weaknesses? Employers will be keen to know how you are working on your weaknesses too. Always seek to frame weaknesses in a positive way and let employers know you are working on them.

**Careers Quizzes / Websites**

Complete a careers quiz at:

* [www.icould.com](http://www.icould.com) or [www.ucas.com](http://www.ucas.com) (Buzz Quiz – short Personality and careers matching test)
* <https://www.16personalities.com/free-personality-test>
* [www.prospects.ac.uk](http://www.prospects.ac.uk) (Use Job Match. You will need to register online)
* [www.sacu-student.com](http://www.sacu-student.com) (You will need to register online)

Research careers, find job profiles and related information at:

* [**www.allaboutcareers.com**](http://www.allaboutcareers.com)
* [**www.careerpilot.com**](http://www.careerpilot.com)
* **www.prospects.ac.uk**
* [**www.icould.com**](http://www.icould.com) (includes videos of people talking about their Job roles)
* [**www.nationalcareers.service.gov.uk/**](http://www.nationalcareers.service.gov.uk/)

**SECTION 2**

**PATHWAYS AT 16+**

**PATHWAY 1:**

LEVEL 2 qualifications – which could lead to Level 3.

* Traineeship
* Intermediate apprenticeship
* Level 2 vocational courses (BTEC, City & Guilds)

**PATHWAY 2:**

LEVEL 3 qualifications (Each lead to Level 4, 5 or 6 depending on grades)

* A Levels
* Academic study
* 3 subjects – 4 are possible for the very able.
* Offered by Sixth forms, sixth form colleges and some colleges.
* Exam based with some practical components for relevant courses (e.g. Drama, Art)
* Often combined with an EPQ
* Grades A - E equate to UCAS points allowing application to university
* Level 3 Vocational qualifications (e.g. BTEC diploma)
* Practical, coursework study in a sector subject
* Can take up to 3 vocations and can combine with A Levels
* Grades: Distinction, Merit, Pass. Equate to UCAS points (see section 6)
* A combination of A Levels and Level 3 vocational qualifications (e.g. BTECS)
* Level 3 Extended Diploma in one sector subject
* Practical, coursework study
* Can take up to 3 vocations and can combine with A Levels
* Grades: Distinction, Merit, Pass. Equate to UCAS points.
* Level 3 T Level in one sector subject
* Practical, coursework study, placement project and exams
* One vocation
* Minimum of 39 weeks work placement
* Limited courses available – more being introduced each year
* Apprenticeship
* Salaried job
* Minimum of 20% study
* Gain Level 2 or 3 qualifications
* Study at college or in workplace

**SECTION 3**

**QUALIFICATIONS**

**A Levels**

A Level courses are a good choice if you are doing well in your GCSEs and wish to continue developing your knowledge and skills in the academic subjects you enjoy. A Levels can help you prepare you for further training or a job. They also form the main basis for the traditional route into university.

A-levels are studied across two years: your AS year (Year 12) and your A2 year (Year 13). A Levels are 100% study based and have no structured work placement. You usually choose 3 subjects (although some very high achieving students may wish to take 4) and it is possible to mix A levels with vocational options like BTECs. There are around 80 different subjects available to study at A-level. However, the options available to you will depend on what your school or college offers.  A-level grades are determined by your final exam results at the end of Year 13.

To take A-levels, you normally need to achieve at least five GCSEs (or an equivalent qualification) at grades 9 to 4.

Schools and colleges will also tend to recommend that you have achieved at least a grade 5 in the specific subjects you want to study. The subject requirements you need to study A-levels will vary depending on the school or college you are planning on attending. Therefore, it’s important to check with your chosen institution so you are aware of their specific requirements.

##### **What Next?**

After taking A levels you can apply for a degree course at university, consider an HND or an HNC, apply for an apprenticeship (up to degree level) or go straight out into the workplace. You may want to take a gap year after A levels and that is also an option open to you.

##### **How do I choose what subjects to study?**

If you chose to go to university, the A-levels you choose can have a huge influence on what subject you study. To make the right decision, it’s important to know what subjects are most required for the course you

want to study. You can use the [www.ucas.com](http://www.ucas.com)  website to check course entry requirements.

**If you are not sure what you may want to study**, either for A-level or at university, then don’t worry, you are not alone, and many students face the difficult decision of knowing which subjects they should focus on.

To keep yourself flexible for further study, we recommend that you study a combination of different subjects so that you can keep as many of your options open as possible.

It’s important that you focus on subjects that you enjoy. Unlike your GCSEs, you will only study a few subjects at A-level, and so you want to ensure you are going to enjoy spending a lot of time working on them.

You also want to make sure that with any subject you pick, you have performed well with it previously. A-Levels are a significant step up from your GCSEs in terms of difficulty, and so you want to make sure that you will be able to study the subject without too much complication.

You could consider taking facilitating subjects. But what are facilitating subjects?

If you are considering studying at a Russel Group university – that is, one of the UK’s leading universities – then you probably want to make yourself aware of the term ‘facilitating subjects.’

Although recently revised, this recommended list of subjects set out some of the A-level (or equivalent) subjects which are most often specified as a requirement by top universities. The list includes:

* Biology
* Chemistry
* English Literature
* Geography
* History
* Languages (both Classical and Modern)
* Mathematics
* Further Mathematics
* Physics

If you look at any leading university in the UK, most of them specify one or more of the above subjects as an entry requirement to their course.

This doesn’t mean that you must be taking one of the specified subjects, but it may help you narrow down your choices if you’re not sure what to study.

**If you do know what subject you may want to study at university**, then you should check the subjects most frequently requested for that course. You can do this by directly searching for a particular university and checking their entry requirements, or by browsing the course catalogue on the UCAS website.

[How to choose your A levels | Studential.com](https://www.studential.com/student-underground/how-to-choose-your-A-level-subjects) - has some tips on how to choose your A levels.

[Six things you need to know before making your final A-level choices - The Uni Guide](https://www.theuniguide.co.uk/advice/a-level-choices/six-things-you-need-to-know-before-making-your-a-level-choices)

See where your A level choices can take you with [Which Degree Courses Do Your A-Levels Suit? - The Uni Guide](https://www.theuniguide.co.uk/a-level-explorer)

Find out [What A-level subjects do you need for the degree you want to study? - The Uni Guide](https://www.theuniguide.co.uk/advice/a-level-choices/what-a-levels-do-you-need-for-the-degree-you-want-to-study) the degree you want to study.

Take the time to do your research. Speak to your teachers about your strengths and investigate all the possible options.  Make sure you gather as much information as possible to make your final decision an informed one and the best for your future.

**BTECS**

Vocational technical qualifications (VTQs) teach you to do tasks related to the industry you would like to work in. They are a practical learning programmes that relate to specific job roles, such as Hairdressing, Bricklaying or Catering or employment sectors such as Childcare, Engineering or Health and Social Care.

[About BTECs | Pearson qualifications](https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/our-qualifications-explained/about-btecs.html)There are many different types of vocational qualifications in a wide range of subjects at all levels - from Entry Level right up to Level 8.

Vocational courses are designed to help young people learn in a practical way, enabling them to get the skills needed to start a job, progress in a

career or go on to higher levels of education. If you are more practical and like to learn by “doing” rather than “studying” VTQs might be something you are interested in pursuing.

The length of a VTQ depends on the level and size of the qualification you will be completing but the minimum length is one year. The VTQ’s you will find offered by FE colleges usually range from level 1-3. There are a few different types and levels of VTQs, including:

BTECS: level 1 to 7
Cambridge National: level 1 and 2
Cambridge Technical: level 2 and 3

What Level?

Available at entry level - level 3 for school leavers.

**What Next?**

Vocational qualifications help you develop the skills that employers want so they are good preparation for apprenticeships or employment. On some courses, you can also acquire the competencies and knowledge needed to progress to a higher level in education - such as degree level courses, HNCs or HNDs.

**Where can I find out more?**

Contact local colleges and find out which vocational qualifications they offer. Each college will be different, and they will offer different courses. You will need to do your research to find out who offers what. Speak to the collages about how the course are run and what they involve. Some colleges will have videos that you can watch on their websites to help you to understand what a course might be like.

If you have a particular course in mind but you don't know where offers that course, you can use the use [www.findcourses.co.uk](http://www.findcourses.co.uk) to help you to find which local colleges offer different courses. You can put in the course title and then search by geographical area.

**T LEVELS**

**What are they and how do they work?**

T Levels are new career focused vocational qualifications for 16–19-year-olds. They are supported by hundreds of British businesses involved in the development and design of the courses. T Level courses are completed over 2 years and taught through a combination of classroom-based study and a 45-day industry placement to help students prepare for the world of work, or further study. You can expect to spend 80% of your time in the classroom and 20% on a placement.

Courses are offered by a wide range of colleges across England and offer you an alternative entry into your future career choices.

You can find a range of T Level courses in the following sectors.

* Business and Administration
* Construction
* Digital
* Engineering and manufacturing
* Education and Childcare
* Health and Science
* Legal, Finance & Accounting
* Agriculture, Land Management and Production
* Animal Care and Management
* Catering
* Craft & Design
* Hairdressing, Barbering and Beauty Therapy
* Media, Broadcast and Production
* Legal Services

**The benefits of T Levels?**

* The industry placement will provide you with valuable diverse work experience, as well as knowledge of the career opportunities open to you.
* It can help you build crucial transferable skills like teamwork, leadership, organisation and communication. It will enable you to put skills and knowledge you’ve learned in the classroom into practice and provide a real understanding of the world of work.
* You will also make connections and begin to build your own network of contacts and understand how important this will be as part of the job searching process.
* The experience will help you make informed choices about your career path and help to provide you with the experience employers are looking for.

Even if students are unsure about what career path to choose, T Levels are still a good option. The industry placement won’t necessarily focus on one specific role but will introduce students to a range of job roles/ departments within an organization.

**Where can they be studied?**

T Levels are studied at college and are offered alongside Level 3 BTECS. Different colleges offer different T Levels, so it’s important to research local colleges to see what is offered. If there is not a T Level in the sector you would like to study, investigate the BTEC alternatives. More subjects are being introduced each year, so also make sure you are aware of any new courses due to be launched.

**Where can they lead?**

Because the emphasis is on practical learning, T Levels are best suited to preparing students for full-time work or a Level 5 (Higher) or Level 6 (Degree) apprenticeship. They also have UCAS points attached to them and as such students can apply for further and higher education.

However, if you are hoping to study a particular course at university, it is essential that you check with possible universities whether they accept T Levels for your course as universities set their own entry requirements.

Providers that have confirmed T Levels suitable for entry on one course - GOV.UK (www.gov.uk) a list of higher education providers who have confirmed T Levels as suitable for entry on one of their courses – note not necessarily every course.

Please also research any courses you may be considering for practical vs academic modules to ensure you have the options you want.

For further information on T Levels, you might find the following websites helpful:

[T-levels Parents’ Guide | A new post-16 alternative to A-levels (tlevelinfo.org.uk)](https://tlevelinfo.org.uk/) This site has great case studies from students, employers and parents.

[www.tlevels.gov.uk](http://www.tlevels.gov.uk) This site has detailed information about the individual courses’ content.

**SECTION 4**

**LEARNING PROVIDERS**

**Sixth Forms**

**Your School:**

Melksham Oak Community School

<https://www.melkshamoak.wilts.sch.uk/sixth-form>

**Other Sixth Forms:**

Devizes School

<https://www.devizesschool.co.uk/sixth-form/overview>

The Clarendon Academy

<https://www.clarendonacademy.com/>

The John of Gaunt School

<https://www.johnofgauntschool.org/sixth-form>

The Corsham School

<https://www.corsham.wilts.sch.uk/page/?title=Sixth+Form&pid=7>

Kingsbury Green Academy

<https://kingsburygreenacademy.com/>

Abbeyfield School

<https://www.abbeyfield.wilts.sch.uk/>

Lavington School

<https://www.lavington.wilts.sch.uk/>

Royal Wooton Basset (inc Mad Dog Rugby)

<https://www.rwba.org.uk/sixthform/>

\*Please note, the above list is not exhaustive. You can find details of Local Authority and Independent schools via Council/Local Authority websites, google and google maps.

**Further Education Colleges**

| **College** | **Contact details** |
| --- | --- |
| **Swindon New College** | Tel: 01793 611470 <https://www.newcollege.ac.uk>A Levels and vocational courses including some T Levels |
| **Cirencester College** |  Tel: 01285 640994<https://www.cirencester.ac.uk/>A Levels, vocational courses including most T levels |
| **Wiltshire College**LackhamChippenhamTrowbridgeSalisbury | Tel: 01225 350035<https://www.wiltshire.ac.uk/contact>Vocational Courses including T Levels |
| **Bath College**Avon St, Bath BA1 1UP | Tel: [01225 312191](https://www.google.com/search?client=safari&rls=en&q=bath+cpllege+address&ie=UTF-8&oe=UTF-8&dlnr=1&sei=85JQZ834EfauhbIP74aTiQ8)<https://www.bathcollege.ac.uk/>Vocational Courses including T Levels |
| **UTC Swindon** | Tel: 01793 207920<https://www.utcswindon.co.uk>A Levels and Vocational CoursesSTEM subjects |
| **Newbury College**Monks LaneNewburyRG14 7TD | 01635 845000[www.newbury-college.ac.uk](http://www.newbury-college.ac.uk)Vocational courses |
| **Reading College**Kings RoadReadingRG1 4HJ(part of Activate Learning Group of Colleges) | 0800 612 6008 / 0118 955 4300[www.activatelearning.ac.uk](http://www.activatelearning.ac.uk) Vocational courses |

|  |
| --- |
|  |

**\*\*Be sure to check dates of Sixth Form Open Days / Evenings and application deadlines\*\***

**SECTION 5**

**HOW TO CHOOSE WHAT TO STUDY**

If you are considering a particular career(s), do your research here:

<https://www.careerpilot.org.uk/>

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

* Will the job be in demand in the future?
* Are your personality and interests suited to the role?
* What are the opportunities to progress?
* What are the different pathways?
* Does it require a degree? You can do this full time at university or you could get a degree apprenticeship.

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

[www.ucas.ac.uk](http://www.ucas.ac.uk) (for university & degree apprenticeships)

[www.whatuni.com](http://www.whatuni.com)

[www.theguardian.com/education/ng-interactive/2020/sep/05/the-best-uk-universities-2021-league-table](http://www.theguardian.com/education/ng-interactive/2020/sep/05/the-best-uk-universities-2021-league-table)

* Does it require *specific* Level 3 qualifications? What grades?
* Will you enjoy doing those qualifications?
* Do you have the options of A Levels or Vocational qualifications? If so, which form of study will suit you best?
* If you are very sure, would a vocational qualification (BTEC or T Level) be the best route?
* If you are unsure, should you keep you options open? (e.g. A Levels not an Extended Diploma)
* If you are unsure of a particular career, start with some career quizzes – see Section 2
* Link your preferred subjects to possible careers:

<https://www.careerpilot.org.uk/job-sectors/subjects>

<https://www.theuniguide.co.uk/a-level-explorer>

<https://sacu-student.com/?page_id=5203>

* Follow the research above for each role identified.
* If you are still unsure, take the subjects you have most interest in, keeping in mind those possible careers to keep your options open.
* Check each school’s / college’s website for their prospectus, open evenings, entry requirements and application forms.
* Take the time to research subjects that are new to you.
* Look at the subject syllabus carefully and for A Levels find past exam papers online. This is especially important for History, as the modules and time periods studied can be very different.
* Look at past results in your chosen subjects if published on the school or college website.
* Research their Enrichment programmes – do you want to pursue a particular sport, drama, music, Young Enterprise, DofE, Foreign trips? How much support do they give you to apply to university or Oxbridge?
* Consider the importance of an EPQ and how it could help you with an application for a degree or degree apprenticeship (especially useful if the subject differs from your Level 3 subject(s)).

<https://www.aqa.org.uk/subjects/projects/project-qualifications/EPQ-7993>

**Questions You Could Ask at College Open Events**

* What modules or units will I be studying?
* Will I be in college every day of the week?
* What links do you have with employers or industry?
* What have previous students gone on to do when they have left this course?
* Will I be able to do work experience as part of this course? Do you help students to find placements?
* Do I have to pay for anything on this course? (i.e. equipment, trips)
* What happens if I do not get the grades I need?
* Is there a uniform I need to wear?
* Is there any financial support to study this course
* Do all students finish and pass the course?
* Are there are upcoming taster sessions?
* If I have more questions, whom do I contact?
* When should I apply for the course?
* What can I expect at the interview?

**How to Research ‘A’ level Subjects**

* **Look on reputable websites. For example:**

Government website (Department of Education):

* + - https://www.gov.uk/government/collections/gce-as-and-a-level-subject-content

The CIFE website:

* + - <https://www.cife.org.uk/article/guide-individual-a-level-subjects/>
* Look at a standard ‘A’ level textbook
* Look at past papers online
* Attend School Taster Lessons
* Look at the Sixth Form prospectus
* Talk to Subject teachers
* Talk to existing or ex-students who studied the subject
* Read about careers related to the subject. For example:
* Visit the Official Graduates Website at: <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>
* Find free Online Courses related to the subject: <https://alison.com/career-guide>
* Look on the appropriate examination body website as follows:
* <https://www.aqa.org.uk/>
* <http://ccea.org.uk/>
* <https://qualifications.pearson.com/en/home.html>
* <https://www.ocr.org.uk/>

**SECTION 6**

**APPRENTICESHIPS**

If you have a career in mind, then an apprenticeship could be a good option for you. You will learn about your chosen career in a very hands-on way, get paid a salary and you have a good chance of getting a job at the end of your training.

An apprenticeship is more than doing work experience, you will be in a real job, where you will be employed by a company, get paid and be entitled to paid holidays and sick pay just as any other employee. You will also be working towards a qualification that is relevant to that job at the same time.

There are over 1,500 different jobs roles you can do an apprenticeship in across 170 different industries, from engineering to graphic design, hairdressing to accountancy.

**What is an apprenticeship?**

* An apprenticeship is a paid job for 80% of the time and you will study for 20% of the time.
* You will be employed for least 30 hours per week, and this will include paid time to complete your studies.
* You will be given real responsibilities and expected to work hard, just like anyone else in the company.
* You may go to college, or a training provider will deliver your learning for your qualification at work.
* A Level 2 (Intermediate Apprenticeship) requires a minimum of English and Maths GCSEs at grade 4 for entry.
* A Level 3 (Advanced Apprenticeship) requires 4+ GCSE’s at 4-9 grades required for entry (but check each job individually as employers may change this).
* A Level 2 or 3 apprenticeship typically takes 1 to 4 years to complete. As a minimum, all apprenticeships must last for a minimum of 12 months.
* It’s important to remember that apprenticeships aren’t the ‘easy option’. Holding down a full-time job and studying takes a certain skill, and it won’t be right for everyone.
* 90% of apprentices stay in employment at the end of their apprenticeship

**Who can do an apprenticeship?**

* To become an apprentice, you must be 16 or over, not already be in full-time education, and live in England.
* It’s a myth that apprenticeships are only for people that don’t go on to university. That’s not true – there are different levels of apprenticeships suited to everyone and you can go all the way up to degree level – so you’re still at university but part time. You could also apply to full-time university as long as you have accrued enough UCAS points.
* When we talk about apprenticeships, people often start to think of Plumbing, Electrical and some of the other construction trades. There are many brilliant apprenticeships in these areas, but there are also hundreds of new apprenticeships in exciting areas that you might not know exist.
* However, be aware that there are far fewer apprenticeships in the creative industries than other more established sectors e.g. Business, Construction, Engineering, Tech, Childcare and Health & Beauty.

**What do I get paid?**

* Legally, an employer must pay an apprentice the National Minimum Wage for apprentices which is currently £6.40 per hour. This is lower than the normal National Minimum Wage, but it recognises that some people will be going into their first job with no experience at all.
* The good news is that lots of employers pay a lot more than the National Minimum Wage for apprentices.
* Some apprenticeship schemes in big organisations have a starting salary of £15k. And some London based employers will pay even more than this.

**What next? Levels of apprenticeship**

You can start an apprenticeship form the age of 16 and work up to Degree or Masters level.

                                     **Level**                                         **Equivalent education level**

Intermediate                     2                                                           GCSE

Advanced                          3                                                          A level

Higher                          4,5,6 and 7                                 Foundation degree and above

Degree                           6 and 7                                     Bachelor’s or master’s degree

It’s important not to be held back by only looking for a particular level e.g. Level 3 apprenticeships, because it may be that you need to start at Level 2 and work your way up.

**How do I find and apply for an apprenticeship?**

Register with [Find an apprenticeship - GOV.UK (www.gov.uk)](https://www.gov.uk/apply-apprenticeship)

Once you register, you will receive an account activation code by email. After activating your account, you will be ready to start applying for apprenticeship vacancies.

* Have a look at the different jobs that are being advertised. Remember, this is a live jobs site so it may be that you need to try a few different searches or to broaden how far you are looking to find jobs that you are interested in.
* Start applying for jobs that interest you. You need to remember that some of the bigger companies will advertise quite early in the year (e.g. Autumn) for apprentices to start the following September so do not leave it until the last minute or you might be disappointed to have missed a great opportunity.
* Set up alerts. A great feature of this system is that you can get it to do all the hard work for you. You can manage your alert settings so that you receive text messages and emails when jobs come up that you might be interested in
* Employers say that the applicants that really stand out to them are those that have made a bit of extra effort. Consider contacting the company and asking them if they have any virtual open days coming up or other opportunities to engage with them. That will look really impressive on their application and can give them an advantage over other applicants.
* Be prepared for several stages of interviews especially for larger companies. These may include psychometric testing, situational judgement tests and assessment centres.

Whilst Find an Apprenticeship is a great place to start looking for apprenticeships, it is not the only place.

* If you have a particular employer in mind, visit their website and see if you can sign up for recruitment alerts or if they send out a newsletter.
* Make sure they follow employer careers pages on social media using Facebook, Twitter and Instagram too as the employer will probably use this to promote their vacancies.
* Tell everyone you can think of that you are looking for an apprenticeship and you never know what might come up!
* There are lots of other job search sites out there where you can look through online interactive profiles for some of the UK’s top apprentice employers.
* Spend some time looking into the different types of employers. There will be a real mix from your local council through to bigger recruitment sites too. Have a look for local training providers and speak to them about how they might be able to help you.

**HOW TO APPLY**

[Applying for an apprenticeship (apprenticeships.gov.uk)](https://www.apprenticeships.gov.uk/apprentices/applying-apprenticeship)

<https://www.careerpilot.org.uk/information/a-job-or-career/cv-builder> - with help to create a CV.

* You will need to prepare a CV, covering letter and interview for each one. See [www.prospects.ac.uk](http://www.prospects.ac.uk) for how to create a SKILLS BASED CV and cover letter.
* Scrutinise the skills required for each apprenticeship and create a unique CV each time to match their requirements.
* **You must also have a Plan B – school or college, as you may not secure an apprenticeship.**

**Helpful websites:**

[**https://amazingapprenticeships.com/**](https://amazingapprenticeships.com/)

**www.findanapprenticeship.gov.uk**- the government vacancy website.

[**www.notgoingtouni.co.uk**](http://www.notgoingtouni.co.uk)

[**www.thestudentladder.co.uk**](http://www.thestudentladder.co.uk)Excellent apprenticeship website offering placements with large high profile companies as well as advice.

**www.allaboutcareers.com**[**www.university.which.co.uk**](http://www.university.which.co.uk) – Higher and Degree Apprenticeship Guide.
[**www.careermap.co.uk**](http://www.careermap.co.uk) [**www.ucas.com**](http://www.ucas.com) – apprenticeship section.
[**www.thescholarshiphub.org.uk**](http://www.thescholarshiphub.org.uk) – Degree Apprenticeships.
[**http://www.aimapprenticeships.co.uk/**](http://www.aimapprenticeships.co.uk/)[**www.young-professionals.uk**](http://www.young-professionals.uk)[**www.indeed.co.uk**](http://www.indeed.co.uk)

**Look at the websites of companies.** They carry a huge amount of information on recruitment and opportunities.

**SECTION 7**

**HIGHER EDUCATION**

**University + some Further Education (F.E.) Colleges (levels 4-8):**

[**www.ucas.com**](http://www.ucas.com) **–** The UK University application and information website

[**www.sacu-student.com**](http://www.sacu-student.com)– Personal Statement help and advice. Great student section

[**www.prospects.ac.uk**](http://www.prospects.ac.uk) – Graduate career prospects

[**http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college**](http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college)- help with A’ level choice

[**www.thecompleteuniversityguide.co.uk**](http://www.thecompleteuniversityguide.co.uk)– useful information

[**www.thestudentroom.co.uk**](http://www.thestudentroom.co.uk) **-** Forums on choosing universities / degrees / student life and much more!

[**https://www.theguardian.com/education/ng-interactive/2019/jun/07/university-league-tables-2020**](https://www.theguardian.com/education/ng-interactive/2019/jun/07/university-league-tables-2020) **-** ranks universities and university courses

\*Some F.E. Colleges also offer degrees and HNC (Higher National Certificates) and HND (Higher National Diploma) courses

**The Open University -** [**http://www.open.ac.uk/**](http://www.open.ac.uk/)

Offers flexible ways to study

**SECTION 8**

**GRADES & UCAS POINTS**

**GCSE**



**BTEC and A Levels UCAS points**

 



**NOTE: T Levels are graded the same as an Extended Diploma**