

# CHOICES

KEEP IN TOUCH:   

**UNDERSTANDING POST 16 OPTIONS**

**EMPLOYABILITY SKILLS**

**QUALIFICATIONS EXPLAINED**

**ACTIVITIES TO HELP  
UNDERSTAND WORLD OF WORK**

**INSIDE:**



# WELCOME TO **CHOICES**

**SUPPORTING STUDENTS ACROSS  
WORCESTERSHIRE TO UNDERSTAND  
THEIR CAREER CHOICES.**

CHOICES IS A CAREERS AND ADVICE BOOKLET  
THAT WILL HELP YOU TO UNDERSTAND THE  
WIDE RANGE OF CAREER CHOICES AND  
OPPORTUNITIES AVAILABLE TO YOU ACROSS  
WORCESTERSHIRE AND SUPPORT YOU TO  
START PLANNING FOR  
YOUR FUTURE.

**BROUGHT TO YOU BY THE  
INSPIRING WORCESTERSHIRE CAREERS HUB  
[WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)**



 @INSPIRING\_WORCS  INSPIRING\_WORCS  INSPIRING WORCESTERSHIRE

# ABOUT US...

## WHO ARE WE?

The Inspiring Worcestershire Careers Hub is part of a national initiative led by the Careers and Enterprise Company to support the delivery of high-quality careers education within educational establishments across Worcestershire.

## WHAT DO WE DO?

Our aim is to ensure that through our work with educational establishments across Worcestershire that every young person receives the information, advice and guidance they need to ensure they are fully prepared to enter the world of work.

## WHY DO WE DO IT?

If young people across Worcestershire fail to receive high-quality careers guidance it is highly likely they will not undertake a career pathway that is right for them.

Failure to provide young people with high-quality careers guidance will also have a negative impact on the future workforce available to Worcestershire employers.

If Worcestershire's economy is to continue to grow then it is vital that they have a pipeline of young people who hold the right skills, qualifications and experience that employers are looking for. Providing this pipeline of young people to employers will ensure that they are able to replace employees quickly and efficiently but also ensures that young people do not feel the need to travel outside of Worcestershire to secure employment.

# BUT I HAVE NO IDEA WHAT I WANT TO DO!

**DON'T WORRY! IT IS COMMON FOR YOUNG PEOPLE TO BE UNSURE ABOUT WHERE THEY SEE THEMSELVES IN THE FUTURE, ESPECIALLY WHEN ASKED WHAT JOB THEY SEE THEMSELVES DOING. YOU ARE NOT ON YOUR OWN IN FEELING CONFUSED.**

The 'Choices' career booklet is full of information, support and guidance to help you choose your next steps. To make the most of this booklet, start at the beginning and work your way through all of the contents. The careers calendar is here to highlight when you need to complete certain steps to ensure you are on the right track, this will also help you to create your own careers plan.

Having your own solid careers plan is important because it provides a roadmap for your future, something to look forward to and more importantly work towards.

These activities help you to make informed choices that will benefit your future career and keep you inspired throughout your time in education.

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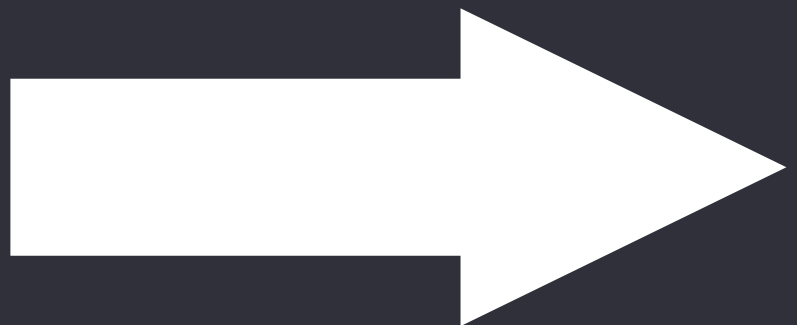
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# LET'S GET STARTED!





# CAREERS CALENDAR

**THIS CAREERS CALENDAR WILL PROVIDE YOU WITH THE GUIDANCE YOU NEED TO COMPLETE CERTAIN CAREERS RELATED TASKS AND ACTIVITIES THROUGHOUT THE ACADEMIC YEAR.**

## SEPTEMBER TO DECEMBER

- WHERE TO START
- RESEARCH TIPS
- UNDERSTANDING QUALIFICATIONS
- UNDERSTANDING YOUR OPTIONS

## JANUARY TO MARCH

- BECOMING AN ENTREPRENEUR
- TRANSFERABLE SKILLS
- YOUR WELLBEING
- SPORTS AND EMPLOYABILITY SKILLS

## APRIL TO AUGUST

- REVISION PLAN
- MANAGING STRESS
- WORK EXPERIENCE
- ACTIVITIES OUTSIDE SCHOOL
- VOLUNTEERING
- WORCESTERSHIRE LABOUR MARKET
- WRITE YOUR CV

# AUTUMN TERM

SEPTEMBER  
TO DECEMBER

# FINDING YOUR FUTURE CAREER...



Having your own solid careers plan is important because it provides a roadmap for your future, something to look forward to and work towards. This will then help you to make informed choices that will benefit your future career and keep you inspired throughout your time in education.

But how can you make choices about your future career when you have no idea what you want to do? Don't worry! It is really common for young people to be unsure about where they see themselves in the future, especially when asked what job they see themselves doing. You are not on your own in feeling confused. Luckily, there are lots of useful websites that can help you to decide what your dream career may be.

## WHY NOT TRY A CAREERS QUIZ?

Careers quizzes can be fun to complete and get you thinking about job roles you may never have even considered before; they will provide you with ideas that you can explore further. The buzz quiz is a fun, short quiz which analyses your personality to see which job roles and industries might suit you. <https://icould.com/buzz-quiz/>

Once you have an idea of the type of job you can see yourself doing in the future, it is important to understand how the subjects you study at school link to the skills required to pursue your chosen career. This will help you to decide which options you should take and make the right decisions throughout your education. The BBC Bitesize page can provide you with an insight into how school subjects link directly to different industries. [www.bbc.co.uk/bitesize/articles/zhst2sg](http://www.bbc.co.uk/bitesize/articles/zhst2sg)

# WHAT JOBS COULD BE RIGHT FOR YOU?

**IT IS NEVER TOO EARLY TO START EXPLORING THE TYPES OF CAREERS WHICH YOU MIGHT WISH TO CONSIDER IN THE FUTURE.**

**THERE ARE MANY FUN "ONLINE" ACTIVITIES WHICH YOU CAN UNDERTAKE WHICH CAN PROVIDE YOU WITH SOME IDEAS ABOUT CAREERS YOU COULD CONSIDER BUT WE THOUGHT IT MIGHT BE USEFUL TO SHARE WITH YOU A SIMPLE QUESTIONNAIRE WHICH YOU COULD COMPLETE WHICH MIGHT HELP YOU TO IDENTIFY SOME JOB ROLES / CAREER PATHWAYS WHICH MIGHT SUIT YOUR INTERESTS AND YOUR SKILLS.**

This activity comes in 2 parts.

**The first part of this activity is a simple questionnaire.**

Complete this questionnaire by working your way through the list of questions and placing a tick in the box in the column labelled 1 to 5 which best suits the answer you would like to give.

**You only need to provide ONE answer per question.**

Once you have completed ALL of the questions you will then need to add up the total score for the answers you have given for each set of questions.

Once you have your totals then you will need to RANK them in order of HIGHEST to LOWEST.

**The second part of this activity will provide you with some ideas of which of the 4 different job families might suit you.**

Explore in more detail the job family which was your highest score and perhaps follow some of the useful links to look in more detail about some of the job roles which directly link to that family of jobs.

You may want to ask a family member or friend to also have a go and see how they score.



# JOB FAMILY ACTIVITY PART ONE

Using the options in the table below answer each of the questions by putting a TICK in one of the columns next to each of the questions.



1	2	3	4	5
Dislike a lot	Dislike	Don't Mind	Like	Like a lot

	Dealing with money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Dealing with paperwork (letters, forms etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Using a keyboard/computer/ IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Learning about the programme of PC's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Being accurate with numbers/dealing with numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Working at a desk in an office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Researching/recording information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Using the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Handling money or keeping records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# JOB FAMILY ACTIVITY PART ONE



## JOB FAMILY B

	Do you like?	1	2	3	4	5
10	Working with children/young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Helping with personal/social problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Giving information or advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Talking on the phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Providing a service to members of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Training/teaching other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Working with elderly people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Caring for people who are ill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Organising/supervising others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# JOB FAMILY ACTIVITY PART ONE



## JOB FAMILY C

	Do you like?	1	2	3	4	5
19	Being involved with sporting activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Working with electronics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Working with food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Working with animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Growing plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Working with vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Making things from wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Learning how to fix/work with machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Working outdoors in all weathers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# JOB FAMILY ACTIVITY PART ONE



## JOB FAMILY D

Do you like?		1	2	3	4	5
28	Making/handling fabrics and clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Using colours and textiles to create effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Decorating cakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Being accurate with drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Helping to create drama or music productions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Playing musical instruments or singing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Using a camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Arranging a display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Using an acting, drawing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# JOB FAMILY ACTIVITY

## PART TWO

Now you have completed the questionnaire and answered all of the questions can you add up all of the scores for each section and transfer them into the table below.

Once you have done this you will then need to rank these scores from HIGHEST TO LOWEST  
1= Highest and 4 = Lowest

Questions	1-9	10-18	19-27	28-36
<b>Total Score</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Rank Order (1 = Highest)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Job Family</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>



Now you have worked out which JOB FAMILY you scored highest in let's look at each of the job families in more detail.

The job families cover the following:

### JOB FAMILY A

**INFORMATION  
FINANCE  
OFFICE  
BUSINESS**

### JOB FAMILY B

**SOCIAL  
LEADERSHIP  
WORKING WITH  
PEOPLE**

### JOB FAMILY C

**PRACTICAL  
ACTIVE  
TECHNOLOGY**

### JOB FAMILY D

**CREATIVE  
MEDIA  
ART & DESIGN**



# JOB FAMILY ACTIVITY

## PART TWO

Based on your HIGHEST SCORE feel free to explore the related JOB FAMILY in more detail.

### JOB FAMILY A

**INFORMATION  
FINANCE  
OFFICE  
BUSINESS**

Your score indicated that you may like working in...

Administrative and Clerical  
Financial Services,  
Information Technology,  
Information Management,  
Legal Services,  
Management and Planning,  
Marketing,  
Selling and Advertising.

#### HERE ARE SOME USEFUL CAREERS WEBSITES YOU COULD EXPLORE FURTHER:

[www.skills4Worcestershire.co.uk](http://www.skills4Worcestershire.co.uk)

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

[icould.com/buzz-quiz](http://icould.com/buzz-quiz)

[nationalcareers.service.gov.uk/explore-careers](http://nationalcareers.service.gov.uk/explore-careers)

### JOB FAMILY B

**SOCIAL  
LEADERSHIP  
WORKING WITH  
PEOPLE**

Your score indicated that you may like working in...

Alternative Therapies,  
Education and Training,  
General and Personal Services,  
Retail Sales,  
Customer Services,  
Social Services.

### JOB FAMILY C

**PRACTICAL  
ACTIVE  
TECHNOLOGY**

Your score indicated that you may like working in...

Animal Care,  
Horticulture,  
Catering Services,  
Construction,  
Environmental Sciences,  
Maintenance,  
Service and Repair,  
Manufacturing and Engineering,  
Medical Technology,  
Medicine and Nursing,  
Science and Research,  
Security and Uniformed Services,  
Sport,  
Leisure and Tourism,  
Storage,  
Dispatching and Delivery,  
Transport.

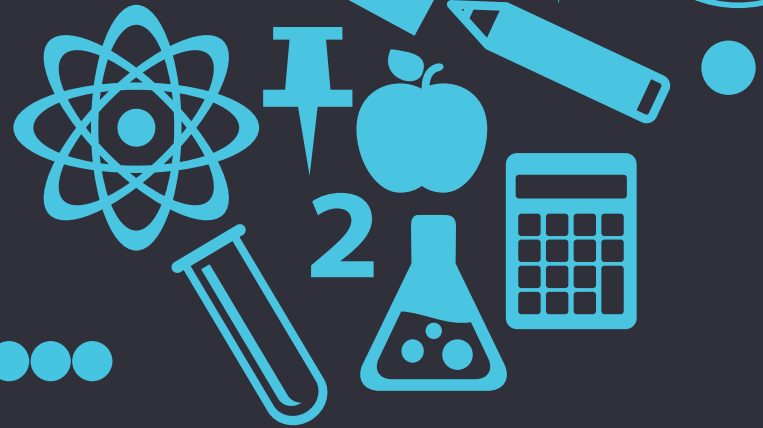
### JOB FAMILY D

**CREATIVE  
MEDIA  
ART & DESIGN**

Your score indicated that you may like working in...

Arts,  
Craft and Design,  
Performing Arts,  
Broadcasting,  
Media,  
Publishing,  
Journalism.

# CHOOSING YOUR GCSE OPTIONS...



You have an idea of the type of job you would like to do when you are older, but how do you get there? Your GCSE subject options will be something that has probably been mentioned to you a few times, this is because the options you choose can help to build your future career, so it is important to make the best choices.

It may seem like there is a lot to think about and consider, but don't worry! Follow the 3 points below and you won't go wrong.

## SHOULD I BASE GCSE OPTIONS ON WHAT I'M GOOD AT?

It's worth including this as a factor when choosing your GCSEs. You're likely to enjoy the subjects you're good at. Being good at a particular area might help you manage your GCSE workload too, because you'll be able to complete work more quickly and get good results. What's more, learning more about a subject you have a natural ability in might be useful when making career choices later down the line.

## SHOULD I CHOOSE A GCSE SUBJECT BECAUSE I LIKE THE TEACHER?

It's a tricky one, because a great teacher can inspire you to do your best in a subject. However, how much you like your teacher should not be one of the key factors when choosing your GCSE options. That inspirational teacher might leave school, after all. There's no point doing a subject just to impress your favourite teacher, either. They won't be in your life forever. The person you most need to impress is yourself, because you're the one making choices to make your future a better one!

## SHOULD I CHOOSE A GCSE SUBJECT BECAUSE MY FRIENDS ARE DOING IT?

It's better not to just choose a GCSE option because your friends are taking it. Doing different GCSEs shouldn't have any effect on your friendships – it will just mean you have lots to talk about when you're together at other times. Plus, there's a chance you'll make additional new friends in the subject you choose, too.

It's tough to choose your GCSE options, but you'll feel quite good about your final list of options once you've done it. And know that however impossible it might feel to make this big decision, you're not alone. Everyone finds it tough to choose their options, yet somehow it happens, and you can breathe a sigh of relief and move on.

Need more help? [www.bbc.co.uk/bitesize/articles/zmskpg8](http://www.bbc.co.uk/bitesize/articles/zmskpg8) watch the video and get more advice and support on how to choose your options





# UNDERSTANDING QUALIFICATIONS

Choosing what qualifications, you would like to take when you finish year 11 means you will need to start to understand the different types of qualifications available to you and where you can continue your journey through education as early as possible. It can be confusing to make this decision if you aren't sure what all of the different qualifications and levels available mean.

Up until you choose your GCSE options, you will have probably been attending lessons learning subjects chosen for you by your school.

You will soon be given the opportunity to make choices about your own learning and the qualifications that go with it. This can influence your options for future education or employment.

# QUALIFICATIONS EXPLAINED.

Now that you have learnt a little more about why qualifications are important it would be useful to understand a little more about the different qualifications you may hear about as you begin to plan the rest of your journey through education. Here is an explanation about just a few of the more common qualifications you may come across:

## GCSE

GCSE stands for General Certificate of Secondary Education. It's the part of the National Curriculum taught to pupils aged 14 to 16 in years 10 and 11. It also includes exams, the results of which have a significant bearing on a child's future career.

GCSEs are the exams young people must take at the end of Key Stage 4

## A-LEVELS

Short for Advanced Level, A-levels come after GCSEs. They usually focus on academic subjects, compared to vocational qualifications like BTECs and NVQs, which are more practical. There are more than 40 different A-level subjects on offer – some will be subjects that you studied at GCSE and others may be new.

A-Levels are highly valued by employers and universities so they can open up lots of doors to further study and careers

## DEGREES

A degree is an academic course and qualification studied for and attained at university – a bachelor's degree or master's degree. For school leavers, the most relevant degree to be aware of is the bachelor's degree, which can be taken in hundreds of subjects, ranging from traditional academic ones such as history, English literature and geography, to the sciences, to newer subjects like digital and social media.

## NVQS

An NVQ (National Vocational Qualification) is a work-based way of learning – which is carried out at a college, school, or workplace.

Each NVQ level involves a range of on-the-job tasks and activities that are designed to test you on your ability to do a job effectively.

You may start out by applying your knowledge to basic tasks, and progress to incorporating fundamental principles into a variety of contexts.

# QUALIFICATION LEVELS

SO, YOU KNOW WHAT TYPES OF QUALIFICATIONS THERE ARE, BUT WHAT ARE THEIR LEVELS?

There are not only different qualifications for you to choose to take but there are also lots of different levels of qualifications. This will also relate to how hard that qualification is to complete. The higher the level, the harder the qualification.

**In total, there are nine levels of qualifications.**

As you continue your journey through education, it is important that you work at a level that best suits you, trying to achieve too much too soon is likely to make it harder for yourself and de-motivate you from completing your studies.

Once you have gained a certain level of qualification, you can then move on to the next level.

**Top Tip:** When deciding what level to study after you finish your GCSEs, make sure you consider the requirements of the job you want to do and how long it will take you to complete that qualification.

**If you aren't sure what the different levels mean, here is a handy overview of the first 4 levels.**



## TOP TIP:

As GCSEs are the next qualification you are likely to undertake visit this site as it will help you understand more about GCSE's.

**What are GCSEs?**  
([educationquizzes.com](http://educationquizzes.com))

## QUALIFICATION LEVELS EXPLAINED:

### LEVEL 4:

#### LEVEL 4 QUALIFICATION

Degree, Foundation Degree, HNC or HND, NVQ Level 4/5

### FULL LEVEL 3:

#### MINIMUM 2 X A-LEVELS

NVQ Level 3, BTEC Awards, Certificates & Diplomas at Level 3, BTEC Extended Diplomas, OCR Nationals, Cambridge Technicals Level 3

### FULL LEVEL 2:

#### 5 X GCSE'S A\*-C OR GRADE 4-9

NVQ Level 2, BTEC First Diploma, Functional Skills Level 2, OCR Nationals, Cambridge Technicals Level 2

### LEVEL 1:

#### GCSE'S D-G

NVQ Level 1, Introduction Diploma, Certificate, Cache Diploma, Skills for Working Life, Functional Skills Level 1, OCR Nationals/Foundation

### ENTRY LEVEL:

#### 1, 2 OR 3

Entry Level Awards, Certificates and Diplomas, Functional Skills at Entry Level

# UNDERSTANDING QUALIFICATIONS

Now we have explored the different qualifications and their levels we should now look at the different types of education establishments you could move on to.

These establishments may also be known as pathways. Understanding them in more details will help you pick the pathway which is right for you in the future.

## FULL-TIME EDUCATION OPTIONS FOR WHEN YOU LEAVE YEAR 11...

### SCHOOL SIXTH FORM

If you attend a school that has a sixth form, you should consider that as an option, you already know the place, the people and the teachers so it can be a lot less daunting. However, you can also apply to sixth forms at different schools. Make sure you speak to the head of sixth form at the school you currently attend, as well as attending open days for others so you can make the best decision for yourself based on what they can offer.

### SIXTH FORM COLLEGE

Enrolling at a sixth form college gives you the opportunity to have a fresh start, meet new people, experience a different environment and meet new teachers and support systems. Sixth form colleges are usually bigger than school sixth forms, so the choice of subjects and courses is usually bigger too.

To find out more about the sixth form in Worcestershire, [click here](#).

### FURTHER EDUCATION COLLEGE (FE COLLEGE)

Moving away from your school and studying at a college is a completely different experience. Further education colleges are very large with lots of students of all different ages studying full and part-time courses. Colleges offer a wide range of subjects, courses and facilities, so if you are interested in attending college, you should visit their open days to find out more about what is on offer and view the environment you would be working in.

To find out more about the colleges in Worcestershire (Heart of Worcestershire College, Kidderminster College, Warwickshire College Group) [click here](#).



### TOP TIP:

If you are looking to go to university in the future, check the entry requirements of the course you would like to study before you make your post-16 option [www.ucas.com](http://www.ucas.com)

## SPECIALIST COLLEGE

Some students attend specialist colleges. These are colleges usually outside of the local area and may mean moving away from home. Specialist colleges offer a range of courses, including courses for young people with disabilities or learning difficulties.

To find out more about specialist colleges, [click here](#).

## T LEVELS

T Levels are new courses which follow GCSEs and are equivalent to 3 'A' levels. These 2-year courses, which launched in September 2020, have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study.

T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). There are a range of different subjects that [T Levels can be studied in](#) but these courses will become available at different times over the next few years. If you would like to find your nearest T Level educational provider, [click here](#).

## APPRENTICESHIPS

If you choose to take the apprenticeship option, you will work and earn money at the same time as you are learning and gaining your qualification. An apprenticeship combines hands-on training in the workplace with off-the-job training at a local college or training provider. You must be over 16, living in England and have finished school to be able to start an apprenticeship. There are different levels of apprenticeships and the entry requirements vary depending on the vacancy you apply for. There are 100's of different types of apprenticeship vacancies in almost every type of industry and job role and all pay at least the national [minimum wage for apprentices](#).

In Worcestershire we have an apprenticeship service (Worcestershire Apprenticeships) who can provide you with free information and support and who can also help you find and apply for a vacancy. Visit: [www.worcsapprenticeships.org.uk](http://www.worcsapprenticeships.org.uk)

Don't forget- it is advisable that if you want to do an apprenticeship you start looking and applying for vacancies in the spring term of year 11, even though you can't officially start until you finish school in June.

# KEY STAGE 3

## CAREERS LEARNING JOURNEY

As you make your way through education it is worth exploring the wide range of information you may need to know and some of activities you could undertake in order to prepare yourself for the next stage of your journey towards the world of work. Here are a few ideas you could consider:



# YEAR 6

# YEAR 7

# YEAR 8

Understand how Maths can help you in the future

Develop a lifelong love of Learning

Get involved in TEAM sports or activities

Learn to understand more about the things you are good at

Talk about your hobbies and interests

Learn more about SKILLS and what they are.

Ask adults about their jobs

Develop a thirst for Reading and Writing

Sit your Year 6 SAT tests

Talk to your friends about what they want to be when they grow up

Learn more about the NEW subjects you are now taking at school

Develop your knowledge of different job roles

Understand what "Employability Skills" are

Attend a Careers Event

Take an online "Personality" quiz

Listen to an adult talking about their job in more detail.

Can you find out what the jobs of the future are likely to be

Can you talk about the NEW Skills you have learnt this year

Attend a Careers Event

Understand what STEM means and look at the careers linked to this sector

What is your favourite subject? Research what careers could you pursue in that subject.

Take a "Virtual Tour" of a local business

Discuss what you want to do when you leave school with your school careers adviser or careers leader

What is Labour Market Information (LMI) and how might this help your career choices

Speak to your family about their jobs and career pathways

How do the GCSE options you are considering link to different job roles

Why not watch a careers video about the job role you would like to do once you leave school

Pick your GCSE Options

Listen to an employer talk about their industry or maybe visit a workplace

# BE CURIOUS ABOUT CAREERS







## BE AN ACTIVE INVESTIGATOR

- > Learn to ask good questions to find the answers you need.
- > Explore why people do things and not just what they do



## SHOW A REAL INTEREST IN PEOPLE

- > Be willing to listen to people's stories and how they got to where they are today
- > Learn from other people's mistakes and ensure you can walk away with at least one good piece of advice.



## BE WILLING TO TRY NEW THINGS

- > Undertake a NEW hobby, project, interest, or sporting activity
- > Learn NEW skills, subjects or improve existing ones



## BE A LEARNER THROUGHOUT YOUR LIFE

- > When you stop learning you stop discovering NEW things.
- > The world of work is vast and is always changing.



## ALWAYS KEEP AN OPEN MIND

- > Just because you haven't done something in the past it doesn't mean you can't do it in the future.
- > Always be open to consider NEW ideas and suggestions

## AGRICULTURE

THIS SECTOR EMPLOYS OVER 350,000 PEOPLE ACROSS THE UK, AND MANY NEW JOBS WILL BE CREATED IN AGRI-TECH IN THE FUTURE.

### CAREER PATHS

- >> GEOLOGIST
- >> FOOD SCIENTIST
- >> CONSERVATION SPECIALIST
- >> PLANT BREEDER

## ENGINEERING & MANUFACTURING

THE PROPORTION OF YOUNG ENGINEERS HAS DROPPED OVER THE LAST DECADE, THIS MEANS THERE WILL BE A HIGH DEMAND FOR YOUNGER WORKERS IN COMING YEARS.

### CAREER PATHS

- >> MANUFACTURING PLANT MANAGER
- >> SOFTWARE ENGINEER
- >> PHARMACEUTICAL ENGINEER
- >> MARINE BIOLOGIST

## PUBLIC SECTOR

THE PUBLIC SECTOR (WHICH INCLUDES NHS HOSPITALS, STATE SCHOOLS, LOCAL COUNCILS, AND THE POLICE) EMPLOYS MORE THAN 5 MILLION PEOPLE ACROSS THE UK, THAT'S OVER 17% OF THE WORKFORCE.

### CAREER PATHS

- >> ENVIRONMENTAL MANAGER
- >> WATER CONSERVATION OFFICER
- >> MUSEUM EDUCATION OFFICER
- >> CARE WORKER

# SUBJECT FOCUS: SCIENCE

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

## IT & INTERNET

PEOPLE WITH QUALIFICATIONS IN SCIENCE AND IT HAVE ONE OF THE HIGHEST RATES OF EMPLOYMENT IN THE UK.

### CAREER PATHS

- >> DATA ANALYST
- >> SOFTWARE ENGINEER
- >> CAD TECHNICIAN
- >> AUTOMATED TEST ENGINEER

## TRANSPORT & LOGISTICS

THE UK TRANSPORT INDUSTRY EMPLOYS 1.5 MILLION PEOPLE ACROSS THE COUNTRY. OVER THE NEXT 10 YEARS, 100,000 NEW WORKERS WILL BE REQUIRED IN RAIL ALONE.

### CAREER PATHS

- >> TELECOMS RAILWAY TECHNICIAN
- >> LOGISTIC ANALYST
- >> PILOT
- >> MECHANIC

## MEDICINE & HEALTHCARE

THE UK HEALTHCARE INDUSTRY EMPLOYS OVER 4 MILLION PEOPLE, MAKING IT ONE OF THE LARGEST EMPLOYMENT SECTORS. 4 OF THE 5 HIGHEST GRADUATE SALARIES ARE IN FIELDS RELATED TO MEDICINE.

### CAREER PATHS

- >> NURSE
- >> PHYSIOTHERAPIST
- >> DOCTOR
- >> PHARMACIST

## SCIENCE & RESEARCH

BETWEEN 2016 AND 2023 JOBS IN SCIENCE AND RESEARCH WILL GROW AT TWICE THE RATE OF OTHER INDUSTRIES, CREATING 142,000 NEW JOBS. 1 IN EVERY 6 JOBS WILL BE IN SCIENCE AND RESEARCH.

### CAREER PATHS

- >> RESEARCH SCIENTIST
- >> AEROSPACE ENGINEER
- >> METEOROLOGIST
- >> NATURE CONSERVATION OFFICER

## ENERGY & UTILITIES

TODAY ABOUT 50,000 PEOPLE WORK IN THE ENERGY AND UTILITIES SECTOR BUT WITH THE DEMAND FOR GREEN ENERGY GROWING, BY 2020 HALF A MILLION PEOPLE COULD BE WORKING IN RENEWABLES ALONE.

### CAREER PATHS

- >> GAS ENGINEER
- >> NUCLEAR ENGINEER
- >> HAZARDOUS WASTE MANAGER
- >> ELECTRICIAN

# SUBJECT FOCUS: SCIENCE

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

### EDUCATION

SCHOOL AND NURSERY TEACHERS HAVE ONE OF THE HIGHEST RATES OF JOB SATISFACTION IN THE UK. OVER 450,000 TEACHERS WORK WITHIN EDUCATION ACROSS THE UK.

#### CAREER PATHS

- >> SCIENCE TEACHER
- >> HIGHER EDUCATION LECTURER
- >> LAB TECHNICIAN
- >> SEND SPECIALIST

### CONSTRUCTION

ONLY 6 PERCENT OF HIGH SCHOOL STUDENTS CONSIDER A CAREER IN THE TRADES. BY 2030, 79 MILLION SKILLED TRADESMEN WILL RETIRE, WHILE ONLY 41 MILLION NEW WORKERS WILL ENTER THE WORKFORCE. SKILLED TRADESMEN CAN MAKE ABOVE-AVERAGE INCOMES.

#### CAREER PATHS

- >> ELECTRICAL ENGINEER
- >> ESTIMATOR
- >> MECHANICAL SERVICES ENGINEER
- >> PLUMBER

# CAREERS ACTIVITIES TO TRY<sub>∞</sub>

Careers activities don't always have to take place within the classroom or while you are at school. There are many careers activities which can take place at home which you can complete by yourself.

Here are a couple of activities which you may wish to undertake:



Your Careers Leader can provide you with a copy of these activities which can be downloaded [HERE](#).

# CAREERS RELATED ACTIVITY LINKED TO STEM

[Download activities](#)

There are many different pathways available to students for them to enter the world of work.

Whether you know exactly what job you want to do and how to get there, or whether you aren't sure just yet, the activities contained within this document will help you to expand your understanding of different job roles and industry sectors.

Work your way through the various Careers related activities contained within this document. At the start of EACH section you will be required to watch a short video or follow a web link to support your activity. Click on the links to the video / website next to each activity section. You should be able to watch the short video on your computer or mobile phone.

The focus of these careers activities is STEM and the potential careers related to this industry sector.

## ACTIVITY PART 1 IGNITE YOUR FUTURE

### WHAT IS STEM?

- > In your own words can you explain what STEM stands for?
- > Having watched the video can you list as many of the INDUSTRY SECTORS as you can which were highlighted in the video?
- > Can you list at least 10 job roles which you think could link to these industry sectors?

## ACTIVITY PART 2

# JOB ROLES FOCUSING ON SCIENCE AND LINKING TO LABOUR MARKET INFORMATION

In this section you will learn a little more about just a few of the job roles which link to the Science subjects you may study at school. You will also begin to understand how using Labour Market Information can help plan your career pathway.

Using the link above can you research the following job roles:

- 1) Adult Nurse
- 2) Vet
- 3) Research Scientist
- 4) Chemical Engineer

By using the link above, can you research each of the job roles and then write down in the sections below the following information:

- 1) Can you list at least 3 x qualifications you would need to hold for this role?
- 2) What would the average starting salary be for this role?
- 3) Can you list at least 5 key skills this job would require?
- 4) Can you list at least 2 x employers in Worcestershire who may offer this job role?

### ADULT NURSE

1.

2.

3.

4.

## VET

1.

2.

3.

4.

## RESEARCH SCIENTIST

1.

2.

3.

4.

## CHEMICAL ENGINEER

1.

2.

3.

4.

## ACTIVITY PART 3

# JOB ROLES FOCUSING ON TECHNOLOGY AND LINKING TO LABOUR MARKET INFORMATION

In this section you will learn a little more about just a few of the job roles which link to the Technology. You will also begin to understand how using Labour Market Information can help plan your career pathway.

Using the link above can you research the following job roles:

- 1) Forensic Scientist
- 2) Web Developer
- 3) Cyber Security Analyst
- 4) Cad Technician

By using the link above, can you research each of the job roles and then write down in the sections below the following information:

- 1) Can you list at least 3 x qualifications you would need to hold for this role?
- 2) What would the average starting salary be for this role?
- 3) Can you list at least 5 key skills this job would require?
- 4) Can you list at least 2 x employers in Worcestershire who may offer this job role?

### FORENSIC SCIENTIST

1.

2.

3.

4.



## WEB DEVELOPER

1.

2.

3.

4.

## CYBER SECURITY ANALYST

1.

2.

3.

4.

## CAD TECHNICIAN

1.

2.

3.

4.

## ACTIVITY PART 4

# JOB ROLES FOCUSING ON ENGINEERING AND LINKING TO LABOUR MARKET INFORMATION

In this section you will learn a little more about just a few of the job roles which link to the Engineering. You will also begin to understand how using Labour Market Information can help plan your career pathway.

Using the link above can you research the following job roles:

- 1) Manufacturing Engineer
- 2) Architect
- 3) Civil Engineer
- 4) Design Engineer

By using the link above, can you research each of the job roles and then write down in the sections below the following information:

- 1) Can you list at least 3 x qualifications you would need to hold for this role?
- 2) What would the average starting salary be for this role?
- 3) Can you list at least 5 key skills this job would require?
- 4) Can you list at least 2 x employers in Worcestershire who may offer this job role?

### MANUFACTURING ENGINEER

1.

2.

3.

4.

## ARCHITECT

1.

2.

3.

4.

## CIVIL ENGINEER

1.

2.

3.

4.

## DESIGN ENGINEER

1.

2.

3.

4.

# CONGRATS!

**YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY FOR THIS TERM.**

**PLEASE DON'T FORGET TO RETURN TO THE NEXT SECTION OF THIS BOOKLET IN JANUARY.**



# VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL



**INFORMATION  
ABOUT EMPLOYERS  
IN WORCESTERSHIRE**



**SUPPORT FOR  
SCHOOLS**



**WORCESTERSHIRE'S  
LABOUR MARKET  
INFORMATION**



**SUPPORT FOR  
YOUNG PEOPLE**



**CAREERS ADVICE**



**CAREERS EVENTS**



**INTERVIEW TIPS**



**SUPPORT FOR  
PARENTS**



**CAREER PATHWAYS**



**[WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)**

# SPRING TERM

JANUARY  
TO MARCH

# BECOMING AN ENTREPRENEUR

**BE YOUR OWN BOSS  
WHO'S IN CHARGE...  
I'M IN CHARGE!**

## WHAT IS AN ENTREPRENEUR

A person who sets up a business or businesses, taking on financial risks in the hope of profit.

## BENEFITS OF BECOMING AN ENTREPRENEUR

Over the next couple of pages, we have listed some of the benefits which might help you make a decision if you are thinking about becoming your own boss and succeed in the world of business.

Always remember young people are often more capable of learning and developing **NEW** key skills, attitudes, and behaviours than adults.



## 1. SELF CONFIDENCE SELF-BELIEF

Self-confidence is a feeling of trust in our abilities, qualities and judgment. Developing it is the cornerstone of a successful life. Confidence comes from where we derive our self-worth, so both internal and external sources.

External sources include appearance, the approval of others, and academic performance. Internal sources include being a good person and staying true to moral standards. Students with a strong sense of self, derived through internal sources – those who are ethical and principled – are less likely to engage in dangerous activities as adolescents and are more likely to have life experiences that lead to a successful life.

Self-belief is the trust you have in yourself to motivate you to develop the required skills, attitudes and behaviours necessary to generate self-confidence. For example, Dr Milford, who provides a quote below, believed he could make a difference in the world of collaborative working (bringing businesses together to achieve something they could not achieve alone). In order for him to have self-confidence in delivering this highly specialised work, he believed in himself enough to gain a PhD in the subject ...even though he is dyslexic and was already in a full-time job.

Entrepreneurship goes hand in hand with our own internal motivation. It is a belief in our ideas and ability to overcome obstacles that builds strong relationships in both business and life.

Learning something from experience as opposed to instruction is key in developing problem solving skills and confidence in ourselves.

## 2. DURABILITY AND RESILIENCE

Developing a thick skin when it comes to adversity is paramount in an entrepreneur. We all know pain, failure, and disappointment are part of life. There is something Dr Milford calls his business face – this is what he “wears” to work as there will always be someone out there who either deliberately or by accident will cause offence or challenge. Think of it as wearing armour to the battlefield – business owners require this armour from time to time to protect themselves – don’t forget that there will be jealousy from others when you are making £millions!

An important part of entrepreneurship is learning from failure and not fearing it. You need to develop a resilient spirit and handle challenges life sends your way. You will feel better and more confident while helping to avoid anxiety and self-doubt.



### 3. PROBLEM SOLVING

Entrepreneurs are critical thinkers – but not rocket scientists. They hone the ability to focus and tackle a problem using analysis and evaluation to form judgments and over time this becomes a “gut instinct or normal reaction”. Learning to think critically is a key component to being a problem solver. It is how people make clear, reasoned decisions leading to success in business and beyond.

Think how you should handle a situation that is troubling you, your business, or your staff. You might need help coming up with ideas.

Ask your family and friends for advice or if you feel confident enough ask your staff. Ask questions like “Do you think this could work?”

This will help you define the problem aloud, which is important. This gets perspective and helps you to find answers independently.

Entrepreneurs must get comfortable taking risks. They must also learn which risks are worth taking. Some risks are a foolish gamble, while others bear fruit that’s worth its weight in gold. Being able to tell the difference – and have the courage to go after the smart risks.

As a business owner it is useful to form networks with other business owners. There is then the reduction in the feeling of being alone – which is a common feeling as a business owner. Generally, don’t be afraid to ask for help.

### 4. CREATIVITY AND INNOVATIVE THINKING

Entrepreneurs need to be creative– but again not necessarily rocket scientists (unless this is your new business – making rockets). Solving complex problems can be tricky, but most common business problems have been dealt with by others in the past – do research and ask for business support. Creative thinking is how new ideas are developed to solve new problems.

However, there are many businesses that come from existing trades and industry. There is a trend that business owners start as employees and then have a moment where they say “actually I think I can do this better, or I think I want a little more freedom to do things differently”. For example, this is typical in the hair and beauty salon world where the hair stylist develops the skills in one salon then moves out to start their own salon.

Questions spark inspiration, like: “What could be done differently to make this better?” or “How many ways can you solve this?”

Ask lots of questions and come up with answers with friends and family. Creative thinking is the key to innovation, and the world is changing so quickly that people need to be innovative to stay ahead of the curve and be successful.

**EMPLOYER QUOTE****BUSINESS OWNER  
DR ROB MILFORD, AGE 46  
GIVING SOME ADVICE TO HIS 11-YEAR-OLD SELF:**

“Wake up sleepy it’s a sunny day out there. So, you have just been told that you have dyslexia and that is a badge for you for life. SO, WHAT!!! People are telling you that you will never amount to anything academically – RUBBISH!!! You know you have energy - you went to work on Saturday and got paid for it, your friends didn’t. You can now pay for that new tent and go camping with your friends. GREAT YOU ACHIEVED A GOAL AND BUDGETED (saved money) to get the tent you wanted. Apply this later in life and you can have a job and pay for the university PhD you wanted and believed you could achieve, and not generate a huge debt. Dyslexia is just another problem to manage, just like in business, little problems come along that you will have to manage – but don’t do it alone, ask for help if you need to – heck, MSOffice has spelling and grammar checking these days.

By the way, when you are 17 you will be put in a position by your family to make a key choice in life. You will have to choose between the career you had planned for and another career to help your family. It doesn’t matter which you choose but go with your heart and inner beliefs/values. There will always be time later to try the other option in career terms – you don’t have to pick a career for life – only for the time being.”



## 5. GOAL SETTING

### HAVE A VISION OR MISSION IN MIND

Starting a business from scratch in an entirely new business industry is rare but does still happen. Therefore, it is crucial to have a clear vision or mission in mind – ask yourself “what are you wanting to achieve with your new business?” This becomes the mission or vision. Once this is in place in your mind – write it down in 35 words or less. Then you are able to create goals to achieve on your journey to achieve your vision or mission. A bit like going on a day trip to the beach – you know what the day at the beach will be like from your vision that gives you the motivation to go to the beach in the first place. Then you get out the road map and select a route and plan any stops along the way. These stops become your goals that you know ultimately when you have reached the final stop you have achieved your goal and therefore mission accomplished!

From these goals, entrepreneurs know that what gets measured, gets done. All great accomplishments have a timeline, working from a starting point to the goal. Goals keep us moving towards things we really want in life. Having the ability to formulate effective goals and see them through to fruition is important for a successful life.

You will need to devise short term and longer-term goals by learning what’s important, what it is you want to learn, change, or have.

Create steps to achieving goals and talk about progress and challenges over the timeline to achieve the goal. A person needs to know where the finish line is to complete the race and the same is true for life goals. Learning this skill early helps you achieve things faster but more importantly helps you to gain an understanding that they you can control your future. A powerful feeling.



## 6. INITIATIVE TAKING THE FIRST STEP

Entrepreneurs all have initiative – after all they have just taken the first step into a new world of business ownership. Initiative is a catalyst for creating innovative ideas. It is the motivation to look at what is or what is around you and take action to complete something or make something better (remember you don't have to solve the problem of world peace in your first day – just a small step of opening your business bank account can be a great sense of achievement). Developing a keen sense for identifying opportunities is one thing but without the initiative to act nothing gets done.

It encourages you to be curious enough to find new strategies and teaches you to be flexible in your approach. Independent thinking and an innovative approach are important leadership characteristics.

## 7. EMPATHY

The ability to empathise is part of being an effective leader. Successful entrepreneurs know that by trying to see others' views and feelings they can gain acceptance from their colleagues more wholly. Empathy isn't something you either have or don't; there are degrees of it, and it can be developed and understood.

Don't forget as the business owner, staff come first and that means they get paid first. This may mean that sometimes you are out delivering pizza for your income, when times are hard, when your staff are at home with their feet up.

All of these skills are developed through two-way communication. Entrepreneurs know experience is the best teacher and you will benefit from it most as you develop skills for a successful life.

## EMPLOYER QUOTE

**SHELLEY STYLES  
FOUNDER, WE ARE NOT A FESTIVAL**

**“Your individuality is your power. Don’t spend your energy trying to fit in with the crowd - We are all good at different things and your authenticity is the key to success. Be true to the things you enjoy, and you will build a career you love.”**

Shelley is an event producer with a career leading on all aspects of complex, multi-venue events, international conferences, BBC Studios red carpet premieres and festivals. Shelley launched her own business in 2020 which became a sell-out event within weeks - We Are Not A Festival, is an exclusive festival experience that focuses on wellness. Shelley has worked with many organisations that have a strong mission focussing on social and global impact. She has also produced highly creative events for Wilderness Festival, BBC Studios, Peter Jones Foundation, TV industry leaders C21 Media and has a background in illustration and design.

# 10

## SKILLS YOU MIGHT NOT KNOW YOU HAD.

**When it comes to your career, you might not know what the future holds, but one thing is certain: whatever that future looks like, if you can build and develop a personal treasure chest of skills, it will serve you well throughout your life.**

You already have more skills and qualities than perhaps you even know. Below is a list of 10 important personal skills and qualities that you may well recognise in yourself. They are core personal qualities and skills that any employer in the world would recognise and value. Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles. The more of these you have, or can acquire, the better your chances of finding work and being employable.

### 1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close and around you?

### 2. COMPASSION

Compassion is an important trait to have in the world we live in - showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others and

being more compassionate. Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

### 3. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn but it is also what you use to wait for the right moment - the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

#### 4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them.

We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

#### 5. RESPONSIBILITY

Life needs us to be responsible – it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals.

#### 6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a

good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed, or do you think to yourself someone else can deal with it?

Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

#### 7. INQUISITIVENESS

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions.

Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness. Are you an inquisitive kind of person?

#### 8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends? This type of communication is complex. Think about how you communicate with your friends, family and

carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

#### 9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do stuff without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about stuff can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

#### 10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences. Do you have this skill?

# LOOKING AFTER YOUR OWN WELLBEING

Over the last few years everyone across the UK has faced a unique set of challenges due to the COVID 19 Pandemic which has meant that we have all had to change how we have been able to go about our everyday lives.

These changes have meant that we have been unable to attend school every day, we have been stopped from seeing our friends and extended family, we were not allowed to participate in the sports or hobbies we enjoy and have even been stopped from eating at a restaurant or watching a movie at the cinema.

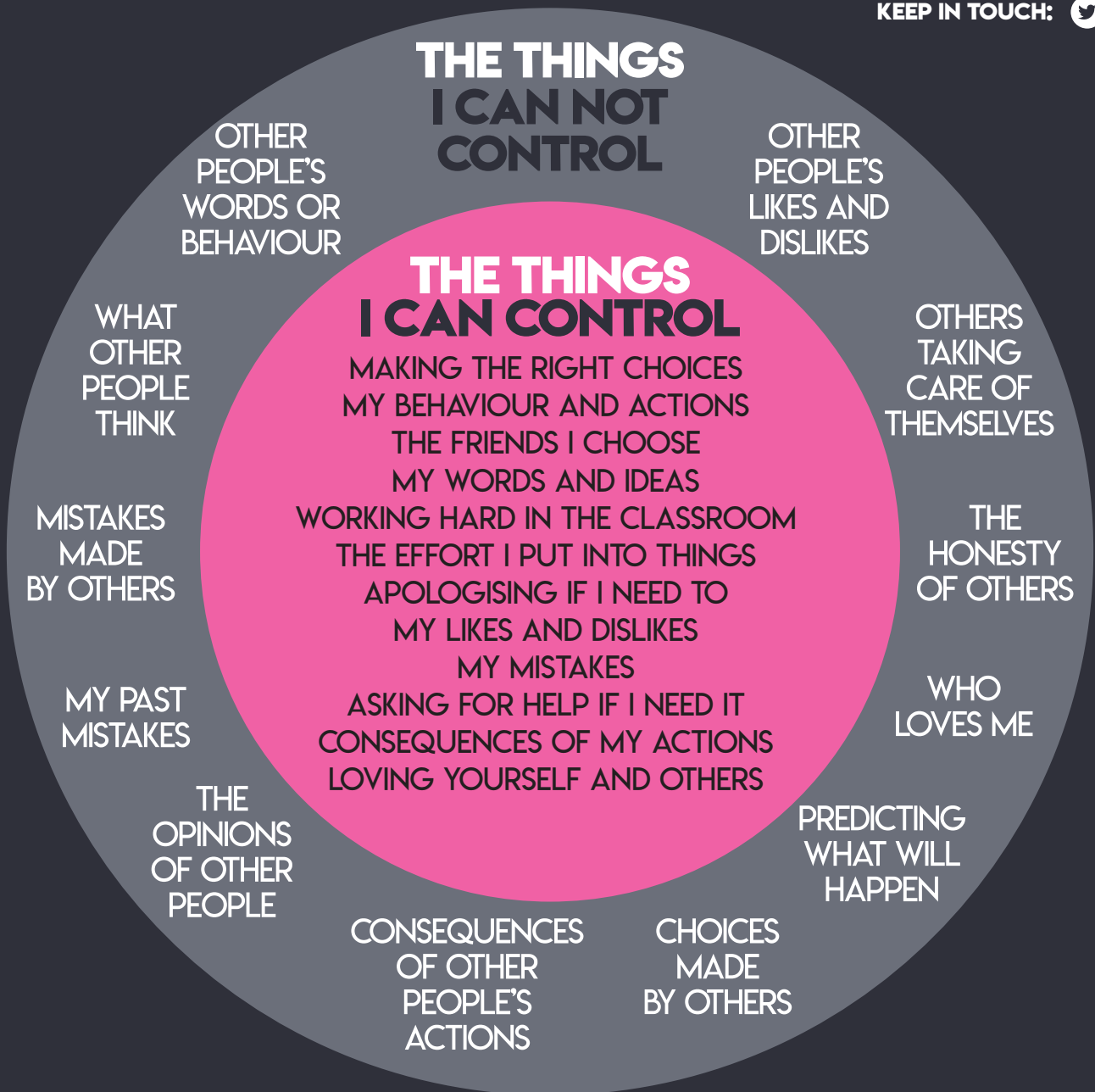
Regardless of their age people react to change in different ways.

Some people adapt very easily and take these changes in their stride, but others can find it very difficult to adapt to new ways of doing things.

Over the next few pages, we shall explore some examples of how you can improve your own wellbeing and give you some advice which might help you or your friends adapt to change a little better in the future.







# YOUR CONTROL CIRCLE

Using a control circle can help you understand some of the things that you can control but also helps you understand the things you cannot control.

We often spend time worrying or become anxious about things that we do not actually have any control over, and this can have a negative impact on our personal well-being

Why don't you discuss some of these examples with your teacher, friends and family or maybe perhaps create your own control circle using the template on the next page to add some new things which are relevant to you.

**THE THINGS  
I CAN NOT  
CONTROL**

**THE THINGS  
I CAN CONTROL**

# WHY DON'T YOU EXPLORE THESE 4 WAYS WHICH MAY HELP YOU STOP WORRYING OR BECOMING ANXIOUS ABOUT THE THINGS YOU CAN'T CONTROL?

Remember you will always be more effective when you put your time and energy into the things you can actually control.



## DEVELOP HEALTHY AFFIRMATIONS

Make it happen. Whenever you catch yourself saying something like, "I hope I do OK today," remind yourself, "Make it happen." It will remind you that you are in control of your actions.



## CREATE A PLAN TO MANAGE YOUR STRESS

Exercising, eating healthy, and getting plenty of sleep are just a few key things you need to do to take care of yourself. You must make time to manage your stress so you can operate more efficiently.



## IDENTIFY YOUR FEARS

Ask yourself what you are afraid will happen. Are you predicting a catastrophic outcome? Do you doubt your ability to cope with disappointment?

Usually, the worst-case scenario isn't as tragic as you might envision. There's a good chance you're stronger than you think.



## DETERMINE WHAT YOU CAN CONTROL

When you find yourself worrying, take a minute to examine the things you have control over. You can't prevent a storm from coming but you can prepare for it. You can't control how someone else behaves, but you can control how you react.

# CAREERS KEY WORDS

Quite often you will hear teachers, parents, friends- nearly everyone around you speaking about careers education using words that you may not be familiar with. Below you will find the most common terms used, and more importantly, what they actually mean!

## 'A' LEVELS

'A' levels are a qualification that is completed in 6th form or college, following the completion of GCSE's. Usually A levels are studied and taken in years 12 and 13. These are level 3 qualifications.

## APPRENTICESHIP

An apprenticeship is when you continue your education training while having a job, you are working which means you get paid to gain your qualification. Apprenticeships can be studied from level 2 right up to level 7. You can find out more about apprenticeships here [worcsapprenticeships.org.uk](http://worcsapprenticeships.org.uk)

## CAREER

A career is what you will have once you have finished education and started working. A career is the work a person chooses to do through life.

## CAREERS ADVISER

A Careers Adviser is a qualified person who can help you make decisions by giving you advice and guidance to support you with choosing your future career.

## COLLEGE OF FURTHER EDUCATION

A FE college is for students over the age of 16 and usually mainly offers vocational qualifications but sometimes, A levels and professional qualifications can also be studied.

## CURRICULUM VITAE (C.V.)

A CV is a document which details your personal information, academic achievements and work history. Employers often want to see your CV when you apply for a job.

## DEGREE

An academic degree is a qualification awarded to students upon successful completion of a course of study in higher education, usually at a college or university. Degrees are studied at level 6, a master's degree is studied at level 7 and can be studied following the completion of a level 6 degree.

## EMPLOYABILITY SKILLS

Employability skills are the skills that employers look for when they are searching for someone to do a job. Skills may differ depending on the career that you are interested in, but all employers will want their employees to have certain skills which include: honesty, time management, good communication and reliability.

## FURTHER EDUCATION

Further Education (FE) refers to educational study for young people who are over the age of 16. Everyone must study FE until they are 18. This can be 'A' levels, a vocational qualification or an apprenticeship.

## GCSES

GCSE stands for General Certificate of Secondary Education. These are national exams taken in Year 11.

## HIGHER EDUCATION

Higher Education is academic education after the age of 18. This includes University.

## STEM

STEM stands for Science (Biology, Chemistry and Physics), Technology, Engineering and Maths. STEM is usually used when talking about careers in engineering, construction and manufacturing.

## TRAINEESHIP

A traineeship is a course with work experience that gets a young person ready for work or an apprenticeship. It can last up to 6 months and upon completion can lead to an apprenticeship.

## QUALIFICATIONS

Vocational qualifications are practical qualifications that relate to a specific job or career sector. Unlike more academic courses like A-levels, they combine a mix of theory and practical learning and you'll probably do some work experience too.

## UNIVERSITY

A university is a large education provider, where students can both study for a degree and do research. A student must finish secondary school before attending a university. Universities offer several levels of degrees. This can be Higher National Diplomas (HNDs), undergraduate degrees (BA/BSc etc.), postgraduate degrees, also known as masters (MA/MSc etc.) and doctorates. You need certain qualifications to attend university. You can find out more here [www.ucas.com/what-are-my-options/thinking-about-uni](http://www.ucas.com/what-are-my-options/thinking-about-uni)



# SPORTS AND EMPLOYABILITY SKILLS

**SPORTS ARE A GREAT WAY FOR YOU TO DEVELOP LIFE SKILLS.**

**THERE ARE A WIDE VARIETY OF BENEFITS AND LESSONS TO BE LEARNED FROM PLAYING SPORTS IN YOUR CHILDHOOD, BOTH ON AND OFF THE FIELD.**

**CHECK OUT THESE SIX EXAMPLES OF HOW SPORTS CAN HELP DEVELOP LIFE SKILLS:**



## EMPLOYER QUOTE

### LUCY EDGAR FROM HUMAN EVERYTHING

“When it comes to employing people, employers have to take a bit of a risk. After all, they don’t know how good someone is going to be until they give them the job! To try to make sure they choose the best possible person, employers are on the lookout for any previous experiences that show you have the kinds of skills they are looking for. This makes perfect sense - but what about when you apply for your first job? What experience can you show that you have that an employer would be looking for?”

If you find yourself scratching your head thinking you have no experience to offer, but you happen to play some kind of sport, then you have a real opportunity to demonstrate some key skills that employers love.

Solo sports - for example, any runners or single player sports - archery, tennis, swimming - you can demonstrate that you can set yourself a goal or target and then do the incremental work needed to achieve your goal. Training for a race or event shows that you are a dedicated person who can break a task down into smaller, achievable parts, stay on track, meet a deadline, and persevere. Not to mention the mental attitude that goes hand in hand with solo events.

Joining a team and playing with a group of other people whether it be football, basketball or even synchronised swimming shows an employer that you can take direction as a group which means listening to other people, negotiation skills, communication skills, you can work as a team to achieve a combined goal and you are practised in what employers call “soft skills” which can be things such as empathy, sociability, non-verbal communication, persuasion, resilience - the list is endless and all are applicable to virtually any job on the planet!

Finally, if you happen to find yourself the captain of a sports team, you can add leadership skills to your repertoire. This involves leading by example, decision making, motivating others, and being engaging to name just a few.”

## 1. TEAMWORK

The ability to work within a team is a skill that will serve you well for your entire life. Whether at work or with your family, being part of a team will develop your ability to coexist with other people and do so in a positive and productive fashion. Teamwork extends to a variety of different soft skills, from communication to goal setting, and will help you to learn how to be an effective member of a larger community. You will look beyond your own self-interest and find ways to contribute to the group.

## 2. ADVERSITY

Life is far from rosy much of the time, and you are bound to be confronted with many roadblocks and setbacks that are out of your own control. What matters is not what difficulties you encounter in life, but how you react to them. Sports are full of adversity and are the perfect learning ground for how to battle and overcome difficulty in your life. They give you a thicker skin and teach you that while things will occur that are unpleasant and difficult, they are temporary, and you have the power to change your circumstances.

### EMPLOYER QUOTE

#### CATHERINE BENNETT FROM KIMAL

'When looking at CVs of potential recruits who have not had much, (or indeed any in some cases), work experience, participation in other things, such as sports and/or joining a team, can help people to stand out; and these things are useful to show that you would potentially make a good recruit. This can show commitment, dedication, organisational skills, attitude and teamwork to name a few, and also we can see how you as an individual have contributed to the performance of a team and in some cases that team's successes, or if not how you have dealt with its failures too.'



## EMPLOYER QUOTE

### JO WIDDOWSON FROM BLUE PRINT DIRECT MAIL

“When you read a young person’s CV and learn that they have been involved in sports in or out of an education setting, you will know that they have the potential to bring skills to the workplace that they may not realise they have. Sport is more than playing a game, it’s about personal development in matters such as communication, teamwork, integrity, determination, problem solving, and emotional management amongst many others. So, get out there and join in; it doesn’t matter how good or fit you are, there will be a way for you to be involved. After all, there is no ‘I’ in TEAM!! ”

## 3. DEALING WITH AUTHORITY

A large part of life both professionally and academically is about learning how to handle and interact with authoritative figures. Whether it’s a boss you don’t like or a teacher, you are bound to encounter someone in a position of authority who you simply don’t get along with. Sport teaches you that while you may not always agree with those positions of authority such as coaches or referees, you must respect that persons’ authority. Having a tantrum or displaying emotional outbursts will not accomplish anything in the sports arena, and it certainly won’t be accepted as you progress in school and the professional world.

## 4. CONCENTRATION

Sports demand your full focus, as you concentrate on the task directly in front of you. This is an important skill that carries over to school and the workplace as well. Being able to fully focus on the task at hand, as well as having a short memory and leaving behind momentary failures of the past are important traits in all phases of life. Sports will mentally sharpen and toughen you, so that you are ready to home in on what it is that needs to get done.



## EMPLOYER QUOTE

### BEKY WILLIAMS FROM STRIVE ACTIVE

“At Stride Active, we believe that taking part in sport and physical activity not only benefits your physical and mental health but can also help you develop so many transferable skills too! It’s these skills that can make you a standout candidate when applying for jobs, or even getting the best work experience placements, so it’s never too early to draw on them! We know that applying for jobs can be a competitive process, so having the ability to show resilience and perseverance is important. When we lose a match or don’t complete a workout as quickly as we’d like to, we show resilience by turning up on the pitch again next week. The ability to ‘bounce back’ will be important in helping to secure a job! At Stride Active, we encourage all young people to focus on their personal best (things like Parkrun are ideal for this). You might not be the best at sport, but you can set your own challenges and feel a sense of fulfilment when you reach these. This shows motivation, initiative, and determination, all of which are incredibly valued by employers. Communication skills and teamwork are also important traits which we can really develop through team sports, or even supporting others in an exercise class; it shows you can manage emotions, consider other people’s feelings and work collectively to achieve a shared goal. If taking part in sport is not your thing, can you use other skills or interests by volunteering for a local sports club in an IT, organising or support role? Just being in a sporting environment can still help you develop these key skills and you never know; you might find yourself wanting to give it a go eventually!”

## 5. CONFIDENCE

Success in sports is one of the most exhilarating feelings that you can experience. Whether it's netting a goal, scoring a touchdown, success builds confidence, and gives you the hunger to gain more of it. Winning is great for confidence, and once you have tasted that success, you will be eager to find more of it in all facets of your life.

## 6. RELIABILITY

Taking part in a regular team sport and training will prove to an employer in the future that you know how important it is to be reliable and a good timekeeper. You won't be picked for a team if you constantly don't show up for training and if you are late to be picked up you will not be able to play.

### EMPLOYER QUOTE

**BARRY MURPHY (U13S  
MANAGER & COACH - DRAKES  
BROUGHTON RANGERS  
FOOTBALL CLUB AND SENIOR  
CONSULTING PARTNER IN A  
LARGE GLOBAL IT SERVICES  
COMPANY)**

By taking part in a team sport such as football means you can increase your employability skills in many ways, such as being part of a team and learning to work together to reach a common and shared goal. You are required to communicate with your teammates and coaches to understand instructions and ensure you all know how you contribute to the team. It requires you to be open and transparent with your teammates and coaches and follow team instructions. It also provides the ability to develop leadership and collaboration skills that are key to any successful sport participation and more importantly your future working environment and career.

## PUBLIC SECTOR

THE PUBLIC SECTOR (WHICH INCLUDE NHS HOSPITALS, STATE SCHOOLS, LOCAL COUNCILS AND THE POLICE) EMPLOYS MORE THAN 5 MILLION PEOPLE ACROSS THE UK, THAT'S OVER 17% OF THE WORKFORCE.

### CAREER PATHS

- >> ENVIRONMENTAL HEALTH MANAGER
- >> FORESTRY MANAGER
- >> CIVIL ENGINEER
- >> ENVIRONMENTAL PLANNER

## MEDIA & PR

THIS SECTOR IS ALL ABOUT SPREADING THE WORD, TELLING STORIES AND ENTERTAINING. IF YOU WANT YOUR VOICE TO BE HEARD, OR TO HELP PRODUCE MEDIA FOR ALL SORTS OF AUDIENCES,

### CAREER PATHS

- >> WEATHER FORECASTER
- >> REPORTER
- >> JOURNALIST
- >> WRITER

# SUBJECT FOCUS: GEOGRAPHY

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

## ENVIRONMENT & AGRICULTURE

DESPITE PLANS TO REDEFINE ITS ROLE IN EUROPE, FARMING AND ENVIRONMENTAL ISSUES IN BRITAIN WILL CONTINUE TO REMAIN HIGH ON THE AGENDA - WITH A STRONG DEMAND FOR SKILLED GRADUATES,

### CAREER PATHS

- >> LAND BASED ENGINEER
- >> PLANT BREEDER / GENETICIST
- >> MINERALS SURVEYOR
- >> ENVIRONMENTAL ENGINEER

## EDUCATION

THERE ARE MANY OPPORTUNITIES FOR GEOGRAPHY GRADUATES IN TEACHING. THIS CAN BE IN SCHOOLS OR UNIVERSITIES. IT IS A WONDERFUL OPPORTUNITY TO PASS ON A LOVE OF GEOGRAPHY TO YOUNG PEOPLE. THERE IS ALSO THE OPPORTUNITY FOR RESEARCH.

### CAREER PATHS

- >> GEOGRAPHY TEACHER
- >> UNIVERSITY LECTURER
- >> PRIVATE TUTOR
- >> PRIMARY TEACHER

## SCIENCE & RESEARCH

CAREERS IN THE SCIENCES GO FURTHER THAN MEDDLING AROUND WITH TEST TUBES IN A LAB, ADORNED WITH CRAZY HAIR! THERE ARE A WIDE VARIETY OF OCCUPATIONS AVAILABLE IN THIS SECTOR,

### CAREER PATHS

- >> MARINE BIOLOGY ASSISTANT
- >> NATURE CONSERVATION OFFICER
- >> FOOD SCIENCE TECHNICIAN
- >> HORTICULTURAL CONSULTANT

## TRAVEL & TOURISM

THE TRAVEL AND TOURISM INDUSTRY IS AN IMPORTANT SOURCE OF REVENUE AND JOBS TO MANY ECONOMIES, FAMILIES AND PEOPLE.

### CAREER PATHS

- >> INTERNATIONAL AID WORKER
- >> TRAVEL AGENT
- >> AIR HOSTESS
- >> HOLIDAY REP

## EDUCATION

THIS REFERS TO EDUCATION OUTSIDE OF SCHOOLS AND INCLUDES PUPIL REFERRAL UNITS, HOSPITAL SCHOOLS, HOME TEACHING SERVICES, TUITION CENTRES AND E-LEARNING CENTRES, AMONG OTHERS.

### CAREER PATHS

- >> TEACHING ASSISTANT
- >> LABORATORY TECHNICIAN
- >> SPECIAL EDUCATIONAL NEEDS TEACHER
- >> LEARNING MENTOR

# SUBJECT FOCUS: GEOGRAPHY

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

## ENERGY & UTILITIES

ABOUT HALF A MILLION PEOPLE WORK IN THE ENERGY SECTOR. HOWEVER, BIG INCREASES ARE EXPECTED OVER THE NEXT FEW YEARS.

### CAREER PATHS

- >> GEOTECHNICAL ENGINEER
- >> COMMERCIAL SURVEYOR
- >> WATER CONSULTANT
- >> ENGINEERING GEOLOGIST

## SCIENCE & RESEARCH

SCIENCE AND PHARMACEUTICAL JOBS COVER A VARIETY OF FUNCTIONS - FROM FOOD AND CLOTHING TECHNOLOGY, TO BIOMEDICAL SCIENCE, MICROBIOLOGY, PHARMACOLOGY AND FORENSIC SCIENCE.

### CAREER PATHS

- >> RESEARCH SCIENTIST
- >> NUCLEAR ENGINEER
- >> EMERGENCY PLANNER
- >> WEATHER FORECASTER

# CAREERS ACTIVITIES TO TRY<sub>∞</sub>

Careers activities don't always have to take place within the classroom or while you are at school. There are many careers activities which can take place at home which you can complete by yourself.

Here are a couple of activities which you may wish to undertake:



Your Careers Leader can provide you with a copy of these activities which can be downloaded [HERE](#).

# A TO Z JOB ROLES



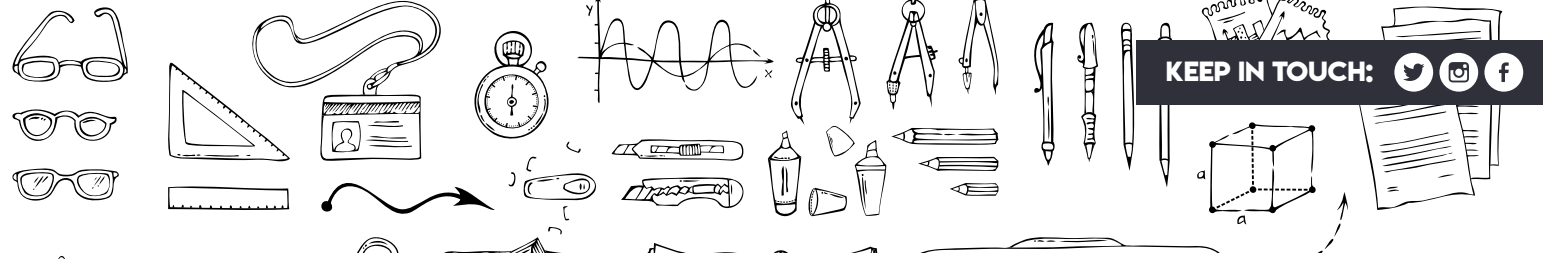
Download activities

Whether you know exactly what job you want to do and how to get there, or whether you aren't sure just yet, researching the job roles within different industry sectors will help you to expand your knowledge and help you understand the learning pathways, skills and qualifications which potential employers may be looking for from young people entering their industry sector.

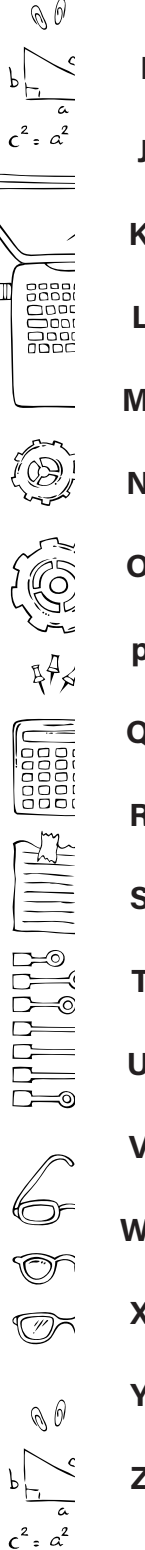
In order to help you understand the vast range of job roles that there are within the world of work lets complete this short activity.

**Our challenge to you today is for you to research and list at least 2 x job roles for each letter of the alphabet.**

A		
B		
C		
D		
E		
F		
G		
H		



KEEP IN TOUCH:   



I		
J		
K		
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# EDUCATION



# GUESS MY JOB

[Download activities](#)

There are many different pathways available to students for them to enter the world of work.

Whether you know exactly what job you want to do and how to get there, or whether you aren't sure just yet, researching the job roles within different industry sectors will help you to expand your knowledge and help you understand the learning pathways, skills and qualifications which potential employers may be looking for from young people entering their industry sector.

Complete the "GUESS MY JOB" quiz below and then undertake the simple careers research activities. This activity will help you understand the industries, courses and pathway opportunities available to you here in Worcestershire.

Write your answers in the spaces provided.

## GUESS MY JOB QUIZ

- > Some people are afraid of me.
- > I wear a white coat.
- > My office has a big comfy chair.
- > You should visit me at least once a year for good health.

**What is my job?**

- > I travel all over the world.
- > People are usually very happy to see me.
- > I offer a service to my customers of drinks, food and gifts.
- > I do not work on the ground.

**What is my job?**

- > I work very long hours.
- > I am usually very mucky.
- > I work outdoors all year round.
- > Supermarkets depend on me.

**What is my job?**

- > Nearly everything in this world has been created or designed by someone like me.
- > I work in a factory.
- > I work with machines.
- > I usually work in shifts.

**What is my job?**

- > Dogs don't usually like me.
- > I visit your home 5/6 days a week.
- > I always bring you something whenever I visit.
- > Bad weather doesn't stop me.

**What is my job?**

- > People are usually very happy with my creations.
- > I work with all types of food.
- > You shouldn't eat what I create every day.
- > I couldn't do my job without some scales, bowls and utensils.

**What is my job?**

- > My job can be incredibly dangerous.
- > My mission is to keep everyone safe.
- > I wear a uniform.
- > You would ring me if you needed urgent help.

**What is my job?**

- > I work in an office.
- > I have lots of clients.
- > I help clients with their money.
- > I dress smart for my job.

**What is my job?**



## CAN YOU RESEARCH THE FOLLOWING INFORMATION REGARDING THIS JOB ROLE: **ENGINEER**

Can you list as many possible entry routes into employment as you can in order to become an Engineer?

Can you research the courses you could take at either College or at University which could help you become an Engineer?

What courses or qualifications do you think potential employers would be looking for in order for you to join their organisation as an Engineer?

Where would you go to find out information about an Engineering Apprenticeship?

Can you identify 3 x local employers who would employ Engineers?

List 3 x employers who offer Engineering Apprenticeships?

Tell us what they manufacture and why you would be interested in working for them?

## CAN YOU RESEARCH THE FOLLOWING INFORMATION REGARDING THIS JOB ROLE: **BUSINESS BANKER**

Can you list as many possible entry routes into employment as you can in order to become a Business Banker?

What courses or qualifications do you think potential employers would be looking for in order for you to join their organisation as a Business Banker?

Can you identify 3 x local employers who would employ Business Bankers?

Tell us what services / advice they provide and why you would be interested in working for them?

Can you research the courses you could take at either College or at University which could help you become a Business Banker?

Where would you go to find out information about a Business Banking internship?

List 3 x employers who offer Banking Internships?

# CONGRATS!

**YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY FOR THIS TERM.**

**PLEASE DON'T FORGET TO RETURN TO THE NEXT SECTION OF THIS BOOKLET IN JANUARY.**



# THE WORCESTERSHIRE APPRENTICESHIP HUB

LOOKING FOR A GREAT WAY TO START YOUR CAREER?

WANT TO LEARN ON THE JOB, GAIN EXPERIENCE AND QUALIFICATIONS WHILST ALSO EARNING MONEY?

THE ANSWER MAY BE AN APPRENTICESHIP...

## HOW WE CAN HELP...

- One to one advice and guidance
- Explaining all about how apprenticeships work
- Help in producing a CV
- Support in searching for vacancies and completing the online application
- Applying for vacancies and setting up alerts
- Preparing for the interview
- Understanding the role of the training provider and employer
- Other options if you can't get an apprenticeship just yet

## GET IN TOUCH...

-  [worcsapprenticeships.org.uk](mailto:worcsapprenticeships.org.uk)
-  @worcsapprentice
-  /worcsapprenticeships
-  0300 666 3 666



# SUMMER TERM

APRIL TO JULY

# PARTICIPATING IN ACTIVITIES OUTSIDE OF SCHOOL

## EXAMPLES OF ACTIVITIES / GROUPS YOU COULD JOIN OUTSIDE OF SCHOOL

**Joining out of school clubs provides you with a chance to take part in lots of exciting activities on a regular basis as well as special events and trips away.**

By learning new skills and trying new challenges students can gain badges and awards either individually or as part of a team, an opportunity to make a difference in your community. In the future these activities will also help enhance your application to University and your CV which will provide any potential employers with a better picture of exactly who you are and why they should consider employing you.

Participating in activities / groups outside of school will also help you develop NEW friendship groups outside of school. Many of these friendships will continue into adult life.

There are a variety of clubs that young people can be a part of such as Guides, Scouts, Army Cadets, Duke of Edinburgh Award and St Johns Ambulance and Police Cadets.

Over the next few pages, we have provided you with an overview of these clubs / activities.





### What are Girl Guides?

Girl Guides is a place where girls and young women can challenge themselves, put their ideas into action, take part in an amazing range of activities, and gain the skills to confidently navigate their world. All in a safe and supportive environment that welcomes every girl.

You and the girls in your group will decide together what to do in your meetings, choosing from the wide range of badges, skills and activities covered by the six programme themes. So, whether you want to try a new sport, have a go at performing, run a debate or brush up on your first aid skills - you can.

If there's an issue you really care about, Guides is a chance to make a difference. You'll be encouraged to speak out about what matters to you and to do something about it.

**For more information visit:**

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



### What do Scouts get up to?

#### Discovering the world

Being a Scout is all about discovering the world on your own terms and making the most of what you have, wherever and whoever you are.

Alongside your new friends, you'll master the skills that will help you weather the storms of life, and try things you'd never get the chance to do at home or at school - working with trained volunteers to achieve whatever you set your mind to.

#### Starting small, thinking big

Scouts start small but think big. They stand up for what they believe in and make a difference on their doorsteps, confident in the knowledge that their daily actions add up.

In a society that can often feel increasingly isolated and inward facing, Scouts build bridges and break barriers.

Throughout history, they've played all sorts of useful roles in society, and this legacy continues today.

**For more information visit:**

<https://www.scouts.org.uk/scouts/being-a-scout/promises-and-ceremonies/>



### Army Cadets- Tell me more!!

The Army Cadet Force is a national youth organisation sponsored by the United Kingdom's Ministry of Defence and the British Army. Along with the Sea Cadet Corps and the Air Training Corps, the ACF make up the Community Cadet Forces

The Army Cadets develop young people of all abilities and backgrounds both physically and mentally, improving self-confidence, teamwork, friendship, leadership and community spirit through a wide range of fun and exciting activities as well as recognised vocational qualifications such as the Duke of Edinburgh's Award Scheme and BTEC Diplomas.

Although they are not part of the recruiting process for the Armed Forces they do however promote an understanding of what the Armed Forces' roles and responsibilities are, and provide assistance to any cadet who expresses an interest in joining the Armed Forces later in life.

**For more information visit:**

<https://armycadets.com/>



### The Duke of Edinburgh's Award

Any young person aged 14 to 24 can take part in Duke of Edinburgh programmes. Their current four section format is: Volunteering, Physical, Skills and Expedition, with an additional Residential section at Gold. Schools will normally support this from Year 9.

Today, over 490,000 young people are doing their DofE across the UK and over 295,000 start a programme each year, 25% of whom experience social and economic marginalisation and barriers to participation.

The DofE is part of the fabric of our society, in schools, colleges, unis, young offender institutions, youth groups and more. As we rebuild after the Covid-19 pandemic the need for DofE has never been greater. Through DofE, young people from all backgrounds and circumstances can build the self-belief, resilience, and skills they need to navigate some of the toughest challenges any generation has had to face and meet an uncertain future with confidence.

**For more information visit:**

<https://www.dofe.org/>



## Volunteer Police Cadets

Joining the Volunteer Police Cadets is a great way to develop your volunteering and leadership skills to support yourself and the community. It encourages young people to develop life skills to support their safety and personal development.

What do police cadets do? Police cadets, help and assist in the community by getting involved in stewarding in local events such as fairs, town shows, carnivals, and other local events. They also assist in high profile events in your areas.

Police cadet groups operate to the Aims and Principles of the Volunteer Police Cadets. There are opportunities for all young people aged 13 - 18 years old to support their local communities. Most cadet units have a local school or college as their base, making it a very accessible place for young people to attend.

Whilst every VPC unit offers fantastic opportunities for all young people, they may have different ways of providing those opportunities. There will be a great mix of like-minded young people reflecting the diversity of their local community participating in:

- Developing their life skills
- Meeting new friends
- Learning about British policing
- Force-wide, UK-wide, and even international opportunities
- Social events
- Sporting activities

Many VPC units also offer the Duke of Edinburgh's Award scheme for their cadets and leaders. The VPC has developed a series of workbooks to assist cadets' understanding of British policing.

The VPC understands that most young people want to do something constructive for their own community. They are the only uniformed group that expects young people to volunteer an average of 3 hours a month in support of local policing and community inspired social action. They will help and support you to lead your own social action projects. The VPC has developed a social action workbook and course to give you the necessary skills so that you and your friends can really make a difference in your community.

For more information visit:

<https://vpc.police.uk/be-a-cadet/13-18-year-olds/>

**St John  
Ambulance**



**St John Ambulance:**

First Aid Courses, Advice and Volunteering

St John Ambulance is a volunteer-led, charitable non-governmental organisation dedicated to the teaching and practice of first aid in England, a volunteer-led health and first aid charity - responding to emergencies, supporting communities, and saving lives.

Whatever you enjoy doing and however much time you commit there's a volunteer role for you. Volunteering is a fantastic way to enhance your CV, meet new people and learn lifesaving skills.

Example of volunteering roles:

- > Ambulance Service Volunteering
- > Community First Responders
- > Fundraising and Communications Volunteer
- > Student and Youth Team Volunteers and many more

**For more information visit:**

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



## EMPLOYABILITY SKILLS:

Once again participating in activities which are not school related can help you develop some useful employability skills.

Here are a few skills which you could gain from participating in activities which take place outside of school.

- > Communication
- > Teamwork
- > Negotiation and Persuasion
- > Problem Solving
- > Leadership
- > Organisational
- > Perseverance and Motivation
- > Ability to work under pressure
- > Confidence.



# WHERE WILL VOLUNTEERING TAKE YOU?

## HAVE YOU EVER THOUGHT ABOUT VOLUNTEERING? WHAT DOES VOLUNTEERING MEAN?

Volunteering is when you do work but do not get paid. It could be helping in a club such as Brownies or Cubs, helping children at sporting clubs, gardening, babysitting. There are lots of opportunities and volunteering can really help with developing those all-important employability skills that employers are looking for.

The types of skills that volunteering can help you develop are:

### 1. COMMUNICATION

Most volunteer roles will mean that you work with other people. Whether that be working with fellow volunteers or members of the public, you are sure to work on your communication skills. By working with other people, you are learning how to write and/or speak to other people in a clear way.

### HOW IS THIS AN EMPLOYABILITY SKILL?

Communication is key! It is important to develop this skill because many jobs require you to work with other people, give presentations, as well as express yourself in writing. This skill is applicable to practically every job – it just so happens to also be one of the most common skills that you build as a volunteer.

## 2. INTERPERSONAL SKILLS

Interpersonal skills develop alongside communication skills. By working with others and/or the public, you are learning how to work in a team, or even how to take on a leadership role.

### HOW IS THIS AN EMPLOYABILITY SKILL?

Being able to work in a team is an asset to many employers. It is important that you learn how to work in a team – whether you are a team player or playing the role of team captain.

## 3. TIME MANAGEMENT

As a volunteer, you will find that you must treat your volunteer role(s) like a job. You will need to be there on time and be reliable.

### HOW IS THIS AN EMPLOYABILITY SKILL?

Being able to manage your time is something that many employers look for. It shows that you can plan and get things done.

As well as being a great way to give something back to the community, volunteering can be a helpful way of boosting your employability. For instance, doing voluntary work during your free time can show potential employers that not only are you motivated but you also have initiative. Whatever you do, you will be faced with problems and challenges at some stage – all of which allow you to develop your practical skills as well as your problem-solving and creative thinking skills.

If you volunteer with an organisation that places you in direct contact with members of the public, the experience will give you plenty of opportunities to develop your communication skills. You will meet lots of new people. Working with lots of different people is a chance for you to become more flexible and adaptable, as well as helping you to improve your ability to work towards common goals. And there's every chance that someone you meet while volunteering may become a future employer.

Don't forget- if you do any volunteering, make sure it is added to your CV, you may not have a CV at the moment but when you begin to create one, any volunteering is a great addition. You can highlight skills you have learnt and challenges you faced during your time volunteering; as well as how you overcame them. Even better, point to specific events – such as the time you organised a huge fundraiser, volunteered at a soup kitchen, or contacted people for donations.

Keen to find volunteering opportunities? Visit [https://www.worcestershire.gov.uk/info/20002/community\\_volunteering\\_and\\_act\\_local/994/volunteering](https://www.worcestershire.gov.uk/info/20002/community_volunteering_and_act_local/994/volunteering)

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are those additional activities that you choose to do outside of your school lessons. This could be playing a sport, learning to play an instrument, dance classes, going to a robotics club, going to Sea Scouts, Guides or another national club like Army Cadets. All these things can help you when you begin looking for jobs or applying for your next educational steps. Whichever extra-curricular activities you choose you will be picking up employability skills. Don't forget, your school will most likely offer some extra-curricular activities, so speak to a teacher to find out more.

Top Tip- employability skills can also really help you when you are applying for your post 16 options, the more you have done in your younger years, the more experience you will have gained which will help you to stand out against other candidates. It is never too early to start!



**THE PEOPLE.**  
**THE CAREERS.**  
**THE WORKFORCE.**

**WORCESTERSHIRE LABOUR MARKET INFORMATION.**

# WORCESTERSHIRE LABOUR MARKET INFORMATION.

## LABOUR MARKET INFORMATION (LMI) IS USEFUL DATA THAT YOU CAN USE TO HELP YOU MAKE CHOICES ABOUT YOUR FUTURE. YOU MAY HAVE HEARD THE TERM BEFORE, BUT WHAT DOES IT ACTUALLY MEAN? AND HOW DO YOU USE IT?

Labour Market Information is data that is collected both nationally and locally. The data identifies important facts and figures about the world of work across the UK, and in individual cities, even in individual districts.

For example, if you live in Worcestershire and when you leave school you would like to continue to live and work in Worcestershire, Labour Market Information can let you know how many jobs are available in different industries, the type of pay you will receive and even who the local businesses are. This information can then support you in choosing your next steps for when you leave school and help you determine the right route to take to achieve your career aspirations.

You can find out more about the Labour Market in Worcestershire by visiting:

<https://www.worcestershire.gov.uk/careersportal/info/36/worcestershires-employment-and-labour-market-information-lmi>

## DID YOU KNOW?

Worcestershire is home to some of the UK's major companies. Have you ever heard of Yamazaki Mazak, Halfords, Worcester Bosch, Vax, Morgan Motors, Brinton's or QinetiQ? All of those companies are based here in Worcestershire.



# WORCESTERSHIRE KEY GROWTH SECTORS

In every county across the UK, there are Key Growth Sectors, this means that there are certain industries where job growth is expected to be much greater than other industries, meaning, if you are interested in a career in one of these sectors, your chances of finding a job are a lot higher.

In Worcestershire there are 4 main growth sectors, these are:

## ADVANCED MANUFACTURING

Worcestershire benefits from a strong automotive supply chain, linking with Jaguar Land Rover and other first tier car manufacturers. The county also has a strong manufacturing base in traditional industries such as carpet weaving, needles and textile manufacture. In Worcestershire machine manufacturing and engineering employment is 85% above the England average.

## CYBER SECURITY AND DEFENCE

Worcestershire is home to specialist communications agency QinetiQ in Malvern. The Malvern Hills Science Park in the south of the county is now the site of a growing number of spin-out companies as well as home to the National Cyber Skills Centre.

## AGRI-FOOD/ AGRI-TECH SECTOR

Worcestershire contains rural areas with many successful businesses focused on agriculture, horticulture and food production across the UK "field-to-fork" supply chain. Companies are increasingly pioneering innovative technology in their growing and production practices.

## VISITOR & DESTINATION ECONOMY

An economic impact assessment found the direct value of tourism in Worcestershire to be £638 million, with over 6% of Worcestershire's employees working in the sector.

Although these are considered the main sectors for growth, this doesn't mean that if you want to work in a different industry you will not be able to get a job.

# WHAT ROLES FIT WITHIN A BUSINESS?



# LOOK BEYOND WHAT YOU THINK YOU KNOW.

## Did you know that an engineering company doesn't just employ engineers?

There are lots of different departments behind any company or organisation. This can include Human Resources, Finance, Marketing, I.T., Sales and many more! It is important to remember, that every company has a supply chain, and this will be made up of lots of different people, doing lots of different jobs.

Engineering companies have opportunities in engineering, research and development, finance, logistics, sales, I.T., administration, marketing and customer service.

Hotels recruit for roles such as chef, receptionist, administrator, general manager, event planner and director of marketing and sales.

The NHS need qualified doctors and nurses, but they also need physiotherapists, radiographers, porters, social workers, receptionists, G.P. practice managers, paramedics, clerks, accountants and I.T. specialists.

Don't ever take a company at face value! Always explore further to find out what other opportunities are available.

Remember, you need to work hard in all of your subjects and when it comes to making choices - you will always do well at something that you enjoy doing!

If you would like to find out more information about careers and education, labour market information, job sectors, and businesses in Worcestershire. Visit Skills4Worcestershire [www.skills4worcestershire.co.uk](http://www.skills4worcestershire.co.uk)

## EDUCATION

WHEN THINKING OF THE FIELD OF EDUCATION, BECOMING A TEACHER IS THE MOST OBVIOUS FORM OF AN EDUCATIONAL CAREER. EVEN WITHIN TEACHING, THE SUBJECT AREAS AND AGE GROUPS ARE SO VARIED THAT A RANGE OF OPTIONS EXIST.

### CAREER PATHS

- >> CHILD CARE ASSISTANT
- >> TEACHING ASSISTANT
- >> SCHOOL SECRETARY / PA
- >> LIBRARIAN

## ADVERTISING & MARKETING

THERE ARE 499,000 ADVERTISING AND MARKETING JOBS IN THE UK CREATIVE ECONOMY, INCLUDING 332,000 THAT ARE ADVERTISING AND MARKETING ROLES OUTSIDE THE CREATIVE INDUSTRIES.

### CAREER PATHS

- >> HR OFFICER
- >> BUSINESS ADMINISTRATOR
- >> ADVERTISING SALES REP
- >> MARKETING CO-ORDINATOR

# SUBJECT FOCUS: ENGLISH

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

## RECRUITMENT & HR

THE RECRUITMENT AND HR INDUSTRY EMPLOYS AROUND 100,000 PEOPLE AND THIS IS ONLY EXPECTED TO GROW IN THE FUTURE.

### CAREER PATHS

- >> RECRUITMENT CONSULTANT
- >> TRAINING AND DEVELOPMENT OFFICER
- >> SALES EXECUTIVE
- >> EMPLOYEE RELATIONS OFFICER

## LAW

THERE ARE MANY JOBS IN THE LEGAL PROFESSION WHERE ENGLISH IS VERY IMPORTANT SUCH AS PARALEGAL AND LEGAL SECRETARY. APPRENTICESHIPS IN LAW ARE ALSO WIDELY AVAILABLE.

### CAREER PATHS

- >> LEGAL SECRETARY
- >> BAILIFF
- >> COURT USHER
- >> MEDIATOR

## ART & DESIGN

THE UK HAS THE SECOND-LARGEST DESIGN SECTOR IN THE WORLD AND THE LARGEST DESIGN INDUSTRY IN EUROPE. THE UK RANKS FOURTH IN THE WORLD FOR DESIGN EXPORTS AND EXPORTS 50 PER CENT MORE DESIGN THAN IT IMPORTS.

### CAREER PATHS

- >> INTERIOR DESIGNER
- >> ART GALLERY ADMINISTRATOR
- >> COMMISSIONED ARTIST
- >> PHOTOGRAPHER

## PUBLIC SECTOR

THE PUBLIC SECTOR (WHICH INCLUDE NHS HOSPITALS, STATE SCHOOLS, LOCAL COUNCILS AND THE POLICE) EMPLOYS MORE THAN 5 MILLION PEOPLE ACROSS THE UK, THAT'S OVER 17% OF THE WORKFORCE!

### CAREER PATHS

- >> INFORMATION OFFICER
- >> POLICY OFFICER
- >> DIPLOMATIC SERVICE
- >> PRESS OFFICER

# SUBJECT FOCUS: ENGLISH

## HOW DO THE SUBJECTS YOU STUDY AT SCHOOL LINK TO CAREERS IN THE WORLD OF WORK?

## PUBLISHING & MEDIA

THE PUBLISHING AND MEDIA INDUSTRY EMPLOYS 430,000 PEOPLE. JOBS IN FILM, TV, VIDEO, RADIO AND PHOTOGRAPHY ARE GROWING RAPIDLY WITH 17% MORE JOBS NOW THAN IN 2011.

### CAREER PATHS

- >> JOURNALIST
- >> RADIO / TV PRESENTER
- >> LIGHTING TECHNICIAN
- >> PROGRAMME RESEARCHER

## MEDICINE & HEALTHCARE

NHS ENGLAND IS THE UK'S BIGGEST EMPLOYER. THE NHS EMPLOYS A TOTAL OF APPROXIMATELY 1.5 MILLION PEOPLE ACROSS ENGLAND, WALES, SCOTLAND AND NORTHERN IRELAND.

### CAREER PATHS

- >> DOCTOR
- >> NURSE
- >> MIDWIFE
- >> GENERAL PRACTITIONER

# CAREERS ACTIVITIES TO TRY<sub>∞</sub>

Careers activities don't always have to take place within the classroom or while you are at school. There are many careers activities which can take place at home which you can complete by yourself.

Here are a couple of activities which you may wish to undertake:



Your Careers Leader can provide you with a copy of these activities which can be downloaded [HERE](#).

[Download activities](#)

# WRITE YOUR CV

## HOW DO YOU WRITE A STANDOUT CV?

We have all asked this question at some point, especially when searching or applying for your dream job. Your CV is one of the essential elements for job hunting; after all, it is what gives your potential employer their first impression of you.

Entering the world of work is very competitive and you need to ensure that your CV stands out from the others applying for the same job role.

Follow our 8-step guide on how to write a CV and create the best CV possible for your experience, skillset and the job you are applying for.

This activity will help you understand what your CV should contain and give you the opportunity to practice creating your own CV.

## WHAT IS A CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

## WHAT TO INCLUDE IN A CV?

Potential employers will scan your CV and decided whether to offer you an interview in a matter of seconds. Therefore, knowing what to include can help your CV stand out and ensure that you are selected to interview for the position you are applying for.

The basic components that make up a good CV are:

1. Contact Details
2. Personal Profile
3. Key Skills
4. Employment / Work Experience History
5. Education
6. Achievements
7. Hobbies
8. References

## TOP TIPS:

Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.

- Your CV should not be longer than 2 sides of A4
- Always check your spelling and grammar!
- One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- Always remember to provide evidence and examples to support what you are writing.
- Don't waffle! Be informative and to the point- leave employers wanting to know more about you!

# THE 8 STEPS TO HELP YOU CREATE A STANDOUT CV

## 1.

### CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Employers need this information in order to know where you are located and if needed, confirm your identity.

## 2.

### PERSONAL PROFILE

Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job at hand. For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences. If you want to avoid clichés or need some fresh ideas, there are CV examples at <https://www.studentjob.co.uk/application-tips/cv-example>



## 3.

### KEY SKILLS

Make sure you are familiar with the position you are applying for, look through the job advertisement and write down all the skills they require.

Cross reference the skills asked for by the employer to the skills that you have and make sure they are included on your CV... BUT... don't lie! You need to be able to follow through with any statements you make.

It is also important to remember to provide evidence for any skills you have listed, give a quick example and you will really impress the employer.



## 4.

### EMPLOYMENT / WORK EXPERIENCE HISTORY

Knowing what to put in your Employment / Work Experience history can be challenging if you are still in education or have little employment history.

It is useful to remember that any employer you have worked for, including any work experience you have carried out or any volunteering should also be included.

Commonly, most people include their employment history in reverse chronological order, starting with the most recent first.

Keep it simple for the recruiter and layout your experience in this manner:

- Name of company (including duration e.g. 2017-2019)
- Name of role
- List of achievements and duties covered (keep it relevant!)

Are you still struggling to know what to include in this section? Don't worry!

<https://www.studentjob.co.uk/application-tips/cv#cv-with-no-experience> can provide you with additional information and support.

## 5.

### EDUCATION

This section of your CV is the opportunity to list your grades (GCSE / A-level / Degree).

Again, keep it relevant and do not feel like it is necessary to include every single grade.

Similarly, to your employment / work experience section, list your education grades in reverse chronological order.

Are you unsure what to write because you still haven't received the grades you have listed?

No need to worry, you can also put your predicted results!

## 6.

### ACHIEVEMENTS

You may feel like as a student you don't have that many achievements you can list on a CV and therefore it isn't important. You couldn't be more wrong!

The achievements section within your CV is what will help to make you stand out against other candidates. Think back to anything you have achieved or participated in at any point throughout your education so far.

# 7.

## HOBBIES

Mentioning your hobbies and interests allow your personality to shine through.

As much as it is true, it's best not to put socialising with friends or spending hours playing Fortnite.

Try and avoid writing clichés like 'reading' if you are applying for a role in journalism or something similar. Perhaps highlight your passion for creative writing instead.

If you are still struggling to decide what are the best hobbies and interests to put on a CV, then maybe the list below inspires any ideas...

- > Sports
- > Volunteering
- > Learning a new skill in your spare time (e.g. coding)
- > Blog writing
- > Travelling
- > Cooking

# 8.

## REFERENCES

Wondering what references are?

CV references are nominated people who act as referees for you and are happy to testify about your character, attributes and confirm anything you have mentioned in your CV. Always try and steer clear of using family members as references.

Who is the best person to be a reference on your CV?

Perhaps some of these could be good people to ask.

- > Head Teacher
- > Subject Teacher
- > Former or Current Manager / Supervisor
- > Sports Coach / Team Manager

At the bottom of your CV simply write 'references are available upon request' and ensure your referees are made aware that they may be contacted.

# HOW TO WRITE A CV (KS3)

Now you have learnt about what information you need to place within your CV why don't you use the free text boxes below to start creating your own CV.

Remember to follow the guide and if you feel adventurous why not select a specific job role to tailor your CV for.

## GOOD LUCK!

Section 1 - Contact Details

Section 2 – Personal Profile

Section 3 – Key Skills

Section 4 – Employment / Work Experience History

Section 5 – Education

Section 6 – Achievements

Section 7 – Hobbies

Section 8 – References



# CONGRATS!

**YOU HAVE COMPLETED ALL OF THE REQUIRED ACTIVITY COVERING THIS TERM.**

**YOU SHOULD NOW BE FULLY PREPARED FOR THE NEXT PHASE OF YOUR JOURNEY TOWARDS THE WORLD OF WORK.**

**BEST OF LUCK FROM THE ENTIRE INSPIRING WORCESTERSHIRE DELIVERY TEAM.**



# CAREERS WORCS

**ARE YOU AGED 16 - 24?  
AND NOT SECURED A PLACE IN EDUCATION,  
TRAINING OR APPRENTICESHIPS FOR SEPTEMBER?  
NEED HELP TO UNDERSTAND YOUR NEXT STEPS?**

- > Support for 16 - 24 year olds looking for education or training choices
- > Information on next steps in sixth form and sixth form colleges in Worcestershire
- > Information on Apprenticeships and support with applications
- > Information on finding and accessing full time courses at colleges
- > Information about University choices and the process for year 13s
- > Support to access English and maths support

Supporting Worcestershire's young people aged 16 - 24 to understand their next steps in light of the Coronavirus Covid 19. Helping them to make informed careers decisions about education next steps for September, including current year 11 and year 13 students. This new service has been launched to respond to the Covid 19 outbreak and closures of education settings and to support the young people of Worcestershire.

**CONTACT THE TEAM OF QUALIFIED ADVISORS NOW  
CALL 0300 666 3 666 OR EMAIL [CAREERSWORCS@WORCESTERSHIRE.GOV.UK](mailto:CAREERSWORCS@WORCESTERSHIRE.GOV.UK) TO START YOUR JOURNEY.**

**FOR MORE CAREERS INFO VISIT [WWW.SKILLS4WORCESTERSHIRE.CO.UK](http://WWW.SKILLS4WORCESTERSHIRE.CO.UK)**







# THANK YOU FOR READING CHOICES

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