You should have at least two offers in place by the end of February

If you don’t have a place in September family benefits can be affected

Year 11
Next Steps Guide

Name:
After Year 11

What type of job would I like?
What qualifications and experience do I need to have?
What course and subjects should I study next year?
Should I go to University?

It’s time to make some careers decisions - start early and think carefully. It’s a legal requirement for you to be educated further – and it’s necessary for your career.

Speak to family, friends, and teachers about what you are good at. Speak to the Careers Advisor, who will help you to make decisions, explain career pathways and grades needed.

All students will have a careers interview with Mrs Buckingham the Careers Advisor and opportunities for drop in sessions during break, lunch and after school.
First you need a clear idea of the grades you will get at the end of year 11

<table>
<thead>
<tr>
<th>Subjects I am studying in year 11</th>
<th>Working at grade (How am I doing now?)</th>
<th>Expected grade (What do I plan to achieve?)</th>
</tr>
</thead>
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</table>

You have these options:
- Education
- Apprenticeships
- Employment with training
OPTION ONE – EDUCATION

1. Some careers require education route in order to:
   - Have entry to university
   - Next level qualifications for work
   - Have the right level of qualification

2. Want to study in full-time education

3. Schools, colleges and training providers offer a range of subjects and courses that you can study full-time.

You can progress to university, apprenticeships or employment

You can study:

- **A levels**... **suits you if you like academic study**
  - These are good if there are subjects you like and want to study further
  - These are two year courses with exams
  - They have an academic focus on knowledge and skills leading to further study, e.g. university

- **Work and job-related courses called BTECs and Certificates**...
  **... suits you if you like course work with less exams**
  - Combine hands on, practical learning with studying subjects and technical skills.
  - Specialist courses which relate to particular jobs, sectors, or subject areas such as Health and Social Care, IT, Business, etc.
  - These are one or two year courses with less exams but more course work and assignments
  - Some colleges and schools will let you study a BTEC with A levels. This option can be good for those who don’t want do a lot of exams and want to study a work related course.
## Entry Requirements and Course Levels

<table>
<thead>
<tr>
<th>Level of Course</th>
<th>Type of Course</th>
<th>Entry Requirements (guidance)</th>
<th>Progression from this course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>A levels</td>
<td>5 GCSEs at A* to C grade including English and Maths 5 to 9</td>
<td>University, Employment</td>
</tr>
<tr>
<td></td>
<td>BTEC Extended Diploma</td>
<td>A level subjects may require B/6 grade or above</td>
<td>Higher or Degree Apprenticeship</td>
</tr>
<tr>
<td></td>
<td><strong>Study at this level is challenging with courses offering solid preparations for a career or further and degree level study.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>BTEC Diploma Intermediate</td>
<td>4 GCSEs at D/E grade including Maths and English 4 to 3</td>
<td>Level 3 course, Apprenticeship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Entry requirements may vary check with your course provider</td>
<td>Job with training</td>
</tr>
<tr>
<td>Level 1</td>
<td>BTEC Introductory Diploma</td>
<td>Must have completed a secondary Education ideally with 2 or more GCSEs F/G 1 TO 2</td>
<td>Level 2 course, Apprenticeship</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Job with training</td>
</tr>
<tr>
<td>Entry level</td>
<td>Certificate</td>
<td>No formal qualifications Assessment of functional skills – English, Maths, IT</td>
<td>Level 1 course, Apprenticeship</td>
</tr>
<tr>
<td>For those with no qualifications</td>
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</tbody>
</table>

*Above is rough guide always check with each provider*
How to Apply

1. Start planning at the start of year 11 or before
2. Identify where you would like to study, consider travel time
3. Visit websites and open days. Most hold open days mainly around October/November time. Check each institution website for exact open day date and times. Also check with your Careers Advisor.
4. Check you will meet the entry requirements
5. Complete application forms. Most application forms are online or you can post a printed copy.
6. Apply by December/ January
7. You should apply to 3/4 institutions. You apply to more than one in case you do not get a place at your first choice.

Remember if you do not apply, you do not have a place

Education Time Line

<table>
<thead>
<tr>
<th>September</th>
<th>Oct/Nov</th>
<th>December/Jan</th>
<th>Jan/Feb/Mar/April</th>
<th>Aug/Sept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have made decisions on career ideas and researched what qualifications needed</td>
<td>Visit websites and open days</td>
<td>Completed all college/6th form application forms</td>
<td>Interviews and course offers</td>
<td>Exam results</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>College/6th form enrolment</td>
</tr>
</tbody>
</table>

Decision Time

Type of course I want to do?
A Levels  BTEC Level 3  BTEC Level 1 or 2 or Entry  Apprenticeship

Course Title .................................................................................................................................

Career I am interested in ..................................................................................................................

Colleges I am applying to - 1. ..........................................................................................................

2. ..............................................................................................................................................

3. ..............................................................................................................................................
You can also choose to train while you work by taking on an apprenticeship, traineeship or supported internship.

**What do I need in order to do an apprenticeship?**
- You have to be 16 years old or over.
- Entry requirements vary, and you may need up to five GCSEs at grade A* to C (9 to 5) – including English and Maths.
- You'll need to show you have the ability to complete the programme – what's required varies across training providers, employers, and job roles.

**You can progress to employment, next level apprenticeship or university**

**About Apprenticeships**
- Each apprenticeship trains you for a specific job, so it's worth finding out as much as you can about that job, as well as the career and progression route your apprenticeship could lead to.
- Apprenticeships can last from 1 year to 3 years – they lead to a national, recognised qualification
- Learning is completed on a day-release basis – one day a week – or in a block-release of several days at a college or training provider.
- All apprentices should work at least 30 hours a week, alongside experienced staff, gaining job-specific skills and earning a wage.
- The minimum pay for an apprentice is £3.30 per hour (2016 figures).
- Employed apprentices get at least 20 days’ paid holiday per year on top of bank holidays.

**Apprenticeships generally fall into one of these categories:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Same as/equivalent to</th>
<th>Qualifications gained once completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td>Five GCSE passes</td>
<td>Level 2</td>
</tr>
<tr>
<td>Advanced</td>
<td>Two A level passes</td>
<td>Level 3</td>
</tr>
<tr>
<td>Higher/Degree</td>
<td>Degree level</td>
<td><strong>Level 4</strong> - higher education certificate or diploma</td>
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<tr>
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<td>Level 5 – Foundation degree</td>
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<td>Level 6 - Bachelor’s degree</td>
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<tr>
<td></td>
<td></td>
<td>Level 7 – Master’s degree</td>
</tr>
</tbody>
</table>
Applying for an Apprenticeship

You'll need to apply for it in the same way you would apply for a job

Top tips to help you apply for an apprenticeship:

Research the apprenticeship thoroughly. You'll need to know the role inside-out for your application and any possible interviews. Check if there’s a number you can call for an informal chat about the role – don’t be afraid to ask questions if you’re unsure about anything.

1. Make a list of your experiences, hobbies, and interests. Print it off and keep it in front of you while you apply. If you get stuck, you can refer to it throughout your application. You need to compare and match your experience with what the employer and training provider are looking for in their job specification.

2. Make sure you tailor your application to the job you’re applying for. Tie in your experiences and hobbies with what you’ll be doing in the apprenticeship. For example, if you’re applying for an apprenticeship in engineering, talk about relevant projects you’ve worked on in Science or Maths.

3. You’ll need to be able to write about yourself. If you’re stuck, ask teachers, friends, and family to list your three top qualities to give you a starting point.

4. Talk about your skills and qualities, not just your hobbies. For example, if you’ve been the captain of the school football team, this shows leadership and teamwork skills.

5. The application form will be similar to a job application. You'll need to provide examples to prove what you’re talking about. For example, if you say communication is a strength of yours, have evidence – like being on the school debating team – to back this up.

6. Don’t just spellcheck your application – get someone to read through it before you send it. Good spelling, punctuation, and grammar are important.

Good luck with your applications!

An apprenticeship is not an easy option. There is a lot of competition. You must apply for at least 2 college courses as a backup plan. This leaves your options open in case:

- You change your mind
- You do not get accepted onto an apprenticeship
When to Apply

- Register on the Apprenticeships website [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) as soon as you have decided you want to do an apprenticeship. Most apprenticeship vacancies are advertised here.
- Start looking early, around September time or soon after. Some companies have closing dates much earlier in the academic year.
- You can make as many applications as you want until August exam results day. If successful you can accept an apprenticeship or you can opt to go to the education route.

**Things to check when applying**

Do you meet the entry qualification, skills required?
Can you travel to the employment address and training address easily?
When is the closing date?

**OPTION THREE - GET A JOB with Part-time Study**

- Look for a job with training and the chance to progress and gain more qualifications like Maths, English. ICT skills may be needed.
- You can also get a part-time job alongside going to a college or 6th Form
- It doesn’t have to be a paid job; you can volunteer on a project or with a charity, or get a work-experience placement in a career or job area that interests you.
- As long as you're training or studying a recognised qualification, you can work at the same time. You can get a part-time or full-time job, take on voluntary work, or set up your own business.

**Useful websites to help you research**

- [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk) – Job role information, CV and covering letters
- [www.ucas.com](http://www.ucas.com) – Post 16 careers information and university guidance
- [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk) – apprenticeship vacancies
- [www.getingofar](http://www.getingofar) – Actual apprenticeships/ jobs and advice on applying
- [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk) – helpful tips on job skills and employers
- [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk) – NHS careers information
- [www.prospects.ac.uk/job-profiles](http://www.prospects.ac.uk/job-profiles) - research every type of job and entry requirements