

## What is a Careers Advisor?

I provide impartial job, training and study-related guidance in order to help you make decisions about your future **to reach your full potential** and to learn about the world of work. I will not tell you what to do!

My approach is **non-judgemental** which means I will fully support you on your journey and I will not judge your decisions.

I am qualified to Masters level and follow an Ethics code for my practice – it also means **I am not biased and guidance is impartial**. Everyone has their own individual journey.

The guidance interview is also **confidential** – which means I won't share details of our conversation unless I am worried you or someone may be at risk of harm.

### What can a Career Guidance meeting offer?

- Check in with who and where you are right now
- Understand what is important to you and what you might want
- Explore and review your career ideas and options
- Think about how you can move forward and what you need to do
- Access resources and make an action plan to prepare for your future

### What is Careers?

The point of studying and getting up in the morning

Finding purpose

Thinking about the future and how to move forward

Your place in the world

Reaching your potential

Discovering what matters to you

Sometimes, people think careers is just about information about options and planning for the future. It's so much more. It can give **hope, meaning, purpose, self-esteem and the ability to navigate the challenges of life.**

## Educational levels:

You'll leave school with either level 1 qualifications (grade 3-1) or level 2 qualifications (grade 9-4). You could then progress onto:

- **Entry level**
- **Level 1** – If you achieve grades 3-1, you can progress to level 1 or level 2 courses
- **Level 2** – If you achieve grades 9-4, you can progress to level 2 or level 3 courses
- **Level 3** – T Levels or A Levels or Level 3 vocational courses such as BTEC Level 3.

**Remember, if you don't achieve a grade 4 in English and Maths, you will have to retake these with another course – you can then progress onto level 3 courses.**

Sometimes, students start at level 2 for vocational courses (such as car mechanic or beauty or construction) even if they achieve grades 9-4 as they are starting a new subject.

Entry Level	Level 1	Level 2	Level 3	Levels 4-6
Entry Level Certificates	GCSE (3-1)	GCSE (9-4)	A Levels	Degree
Foundation Learning	Applied General	Applied General	T Levels	HNC or HND
	Vocational or technical	Vocational or technical	Applied General	Foundation Degree
	Foundation Learning	Intermediate Apprenticeship	Vocational or technical	Vocational or technical
	Traineeship	Traineeship	Advanced Apprenticeship	Higher Apprenticeship
			AQA Baccalaureate	Degree Apprenticeship

If you ever need advice, guidance or want to chat about careers and the world of work, drop an email to arrange a careers guidance meeting or ask any questions about skills, careers, post 16 and the world of work.

### What can I do after my GCSEs?

All young people must be in some form of education or recognised training **until they are 18**.

The main post 16 options for young people are...

- ▶ Full time education at a school or college e.g. A Levels or Vocational Qualifications (like BTECs);
- ▶ An apprenticeship or Traineeship;
- ▶ Part time education or training - this must be in addition to employment, self-employment or volunteering for a minimum of 20 hours per week.

### Vocational pathway:

**Description:** Vocational qualifications are qualifications **related to a specific area of employment**, e.g. if you want to do care work, you can take Health and Social Care. They're much more hands on/practical (usually). Examples: BTECs, Cambridge Technicals, etc.

**Level:** Depends on course. For example, if you want to enter the world of construction trades, you will probably have to start at a slightly lower level because you need to learn the basic skills.

**Assessment:** Typically assessed by coursework, tests, practical work but can include exams.

**Entry requirements:** Depends on course

**Leads to:** Depends on course and level but could be further education or university.

City College Norwich, Easton College, Paston College and Access creative College offer vocational courses.

## A Levels:

**Description:** Study a subject you took at GCSE in greater depth or choose a new one like economics, law or psychology. You could take 3 subjects you are interested in to keep your career options open or choose ones you need for a specific career.

**Duration:** 2 years

**Assessment:** Mostly exams at the end of the course

**Level of study:** 3

**Entry requirements:** Course dependent, typically at least two GCSEs grade 6 and four GCSEs grade 4 (including English and Maths) – you'd also need grade 6 in a subject you want to study further.

**Leads to:** University/college, higher and degree apprenticeships, work

## Apprenticeships:

Working for 4 or 5 days a week (around 80% of the time) and studying for a day a week usually (20% of the time). You could be studying at home (online learning) or you may have to go somewhere such as a college to study. Your studies are linked to your work.

Apprentices are paid a minimum of £4.81 and you would be studying and working and *you would still need to achieve a 4 in English and Maths – you may need to retake this* or do this alongside your apprenticeship/course if you do not achieve this. We normally look into Apprenticeships Easter time of Year 11 so there is plenty of time to look at this.

Apprenticeships can be different sectors such as education, health and social care, retail, and more. They are **very competitive** and difficult to get but if you are considering it, have a backup option always and get support to help with your application.

Apprenticeship	Level	Educational Equivalent
Intermediate	2	GCSE
Advanced	3	A Level
Higher	4, 5, 6, 7	Foundation degree and above
Degree	6, 7	Bachelor's or Master's degree

## There are two ways to get an apprenticeship:

- Find an employer (such as a nursery) who is happy to take you on as an apprentice and let me know and we can sort out the paperwork
- Browsing and apply for Apprenticeships on ***Find an Apprenticeship website*** (remember, there may only be 1 or 2 positions to fill and lots of people could be applying for this. You'll also need to make an application which could include a CV and a cover letter).

Find an Apprenticeship website:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Apprenticeship Guides including CV and application support -

<https://www.apprenticeships.gov.uk/apprentices/application-support-guides>

Apprenticeship Information -

<https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice>

## **T Levels: (Offered at City College Norwich, Paston, UTCN)**

T stands for Technical! T Levels are a type of vocational course. They are specific and focus on one area. They've been developed alongside employers to prepare you for work. T-levels are two-year courses, though some providers offer first year as Transition to T Level (1 year) to prepare you for the T Level (2 years).

They are equivalent to three A-levels so you can progress onto university. Your time is split: 80% classroom learning; 20% industry placement. Placements are approximately 45 days – not paid but excellent work experience! Could be split 1 or 2 days a week.

You can progress onto work, university or an apprenticeship after.

Entry requirement depend on course but at least 5 GCSEs at grade 4 with English and/or Maths at 5. They are competitive and can be challenging and just as hard to get into as A Levels.

<https://www.ccn.ac.uk/courses/course-types/t-levels/search/?Level%5B10%5D=10>

<https://utcn.org.uk/prospective-students/prospectus/>

<https://www.paston.ac.uk/search/?query=t+level>

<https://www.easton.ac.uk/search/?query=t+level>

## Some sixth forms and colleges:

**Sheringham Sixth Form** - Sheringham - Offering A Levels.

**Paston College** - North Walsham - Offering vocational and A Level courses.

**City College Norwich** - Norwich - Offering widest range of vocational courses as well as A Levels and T levels.

**Easton College** - Norwich area - Specialist in animal care, sports and agriculture/horticulture offering vocational courses

**Access Creative College** - Norwich - Specialising in Music/Games/Photography/Computing – Offers vocational courses

**UTCN** - Norwich - Specialist in Engineering and STEM offering vocational courses, A Levels and T levels.

**Sir Isaac Newton** - Norwich - Specialist sixth form in STEM offering A Levels.

**Jane Austen College** - Norwich – Offering A Levels. You can also combine both Sir Isaac Newton and Jane Austen courses as they are part of the same trust and near each other in Norwich city.

**Notre Dame Sixth Form** - Norwich - Sixth form offering A Levels in Norwich

Check on **HelpYouChoose** and the college's website.

## Travel Info:

Travelling to Norwich sixth forms/colleges:

**Bus 44 to Norwich from Holt and Sheringham:**

<https://sanderscoaches.com/timetables/44-44a-x44-1>

City College Norwich is a 10min walk from Norwich bus station/Castle Meadow. Jane Austen, Sir Isaac Newton and Notre Dame are also based in Norwich City so walkable distance.

**Sheringham Station to Easton College - Bus 56 -**

<https://sanderscoaches.com/timetables/56-school-bus>

**Sheringham Station to Paston College (Train) -**

<https://www.paston.ac.uk/assets/page-downloads/Paston-Travel-Leaflet-A5-Jan-2020.pdf>

**UTCN Travel Info:** <https://utcn.org.uk/prospective-students/travel/>

Remember to take into account how long it will take to get to your college - vocational course may be 3 to 4 days a week whereas A Levels may be 4 to 5 days a week – think about when to get up and if you will be prepared to travel.

## How can I start my research/Where do I look?

**HelpYouChoose** is a website that you'll use to apply for college/sixth form. It has all the courses and all the colleges.

<https://helpyouchoose.org/content/>

### **General Post-16 options info:**

<https://www.careerpilot.org.uk/information/your-choices-at-16>

<https://www.bbc.co.uk/bitesize/articles/z6ws47h>

### **Apprenticeships information:**

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

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

### **T Level information:**

<https://www.bbc.co.uk/bitesize/articles/zdr28hv>

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

#### **April to September:**

Research colleges, types of courses and careers. Speak to parents and teachers and visit colleges on open days during summer of year 10

Register on HelpYouChoose by **30<sup>th</sup> September**

#### **September to November**

Finalize options/applications, one-to-one's and visit open

Apply by **28<sup>th</sup> November**

#### **January to April 2023**

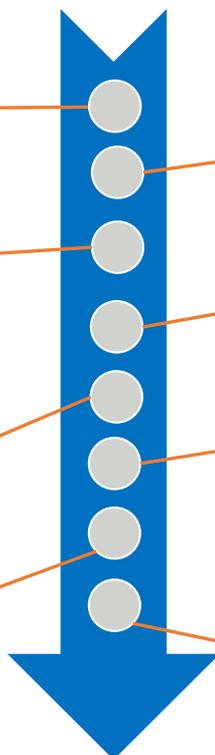
Interviews and offers

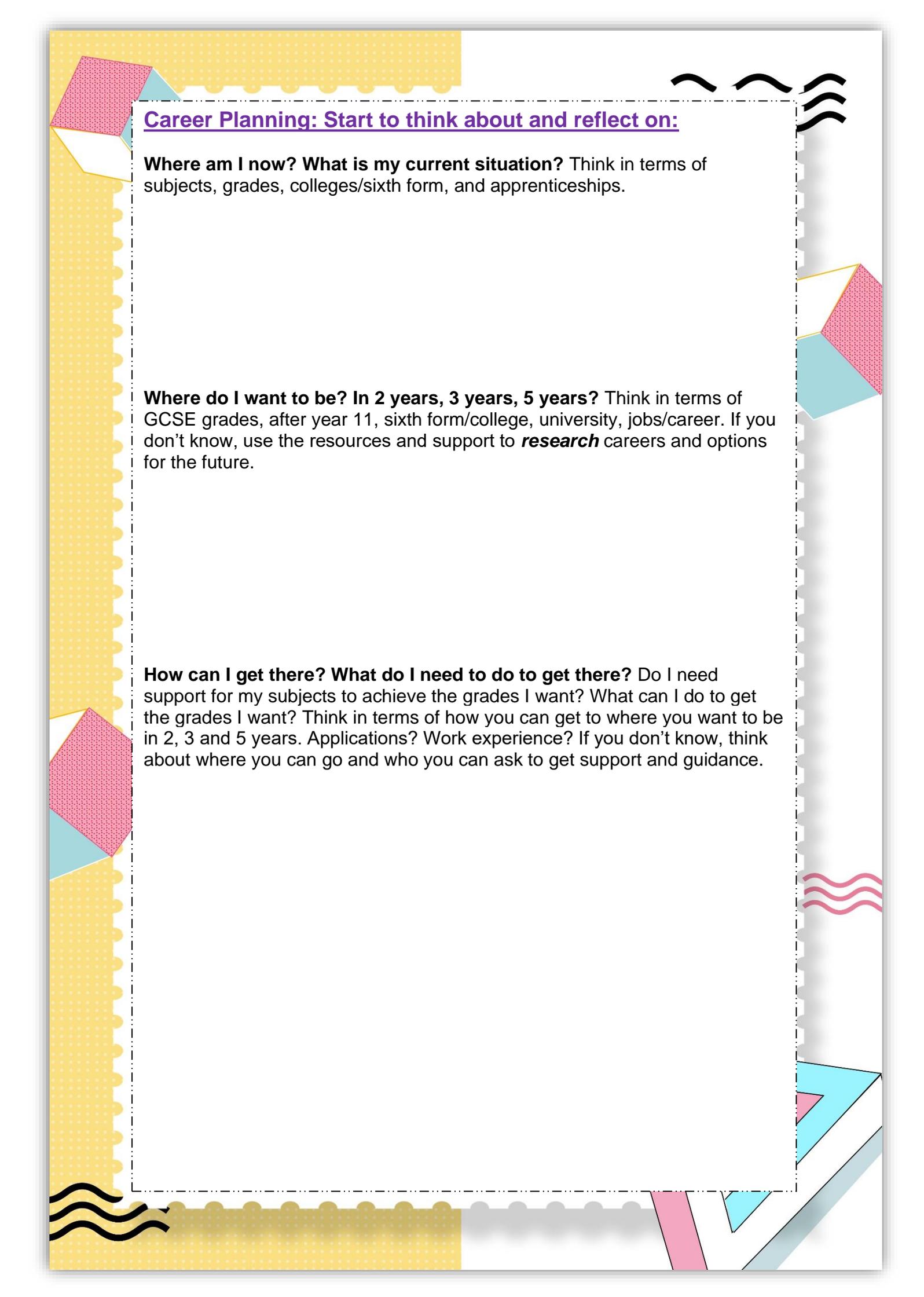
**April 2023 onwards**  
Apprenticeship support

#### **May to June 2023**

Exams

**August 2023**  
GCSE Results day and enrolment





**Career Planning: Start to think about and reflect on:**

**Where am I now? What is my current situation?** Think in terms of subjects, grades, colleges/sixth form, and apprenticeships.

**Where do I want to be? In 2 years, 3 years, 5 years?** Think in terms of GCSE grades, after year 11, sixth form/college, university, jobs/career. If you don't know, use the resources and support to **research** careers and options for the future.

**How can I get there? What do I need to do to get there?** Do I need support for my subjects to achieve the grades I want? What can I do to get the grades I want? Think in terms of how you can get to where you want to be in 2, 3 and 5 years. Applications? Work experience? If you don't know, think about where you can go and who you can ask to get support and guidance.

### Online resources:

<b>National Careers Website</b>	Government careers page to see different job profiles – information on salary, skills, day to day responsibilities and how you can get into that job.  <a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
<b>Prospects</b>	Useful careers site with detailed job profiles and advice including a career planner quiz. Also has information about University and is therefore more targeted at graduate level careers specifically.  <a href="https://www.prospects.ac.uk/">https://www.prospects.ac.uk/</a>
<b>iCould</b>	Wide range of short videos about different jobs and careers where people discuss their roles, what's involved and their career path. Also has labour market and job profile information, plus a personality 'buzz quiz'.  <a href="https://icould.com/">https://icould.com/</a>
<b>Career Pilot</b>	Information about choices at 14, 16 and 18, routes to different qualifications and job sectors. Includes career tools and skills maps, parent and advisor zones.  <a href="https://www.careerpilot.org.uk/">https://www.careerpilot.org.uk/</a>
<b>All about School Leavers</b>	Advice and links on all aspects of leaving school and college, including apprenticeship, jobs and university. Includes a career test.  <a href="https://www.allaboutschoollleavers.co.uk">https://www.allaboutschoollleavers.co.uk</a>
<b>UCAS</b>	Website for universities and courses as well as subject guides
<b>HelpYouChoose</b>	One stop shop for colleges in Norfolk and the website you use to apply for college/sixth form.

## Career Quizzes

<b>icanbea</b>	Lots of useful information and a quiz matching different interests with jobs  <a href="https://www.icanbea.org.uk/">https://www.icanbea.org.uk/</a>
<b>iCould Buzz Test</b>	Quick quiz for finding out your Myers Briggs personality test and 'which animal you are'. Has some links to career options for that animal/personality type.  <a href="https://icould.com/buzz/">https://icould.com/buzz/</a>  If you enjoy this and want a more in-depth version of this, this website is better: <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>
<b>SACU Careers Quiz</b>	A free image based quiz designed as a quick way for students to start researching higher education and future careers  <a href="https://sacu-student.com/?page_id=2850">https://sacu-student.com/?page_id=2850</a>
<b>National Careers Service Skills Health Check</b>	Account needed. Very detailed skills health check with quizzes such as motivations. Leads to recommendations for careers based on results.  <a href="https://nationalcareersservice.direct.gov.uk/skills-health-check/home">https://nationalcareersservice.direct.gov.uk/skills-health-check/home</a>
<b>Prospect s Job Match</b>	26 questions which should take less than 10 minutes and then matches the results to one of 15 job groups. Account needed.  <a href="https://www.prospects.ac.uk/job-match">https://www.prospects.ac.uk/job-match</a>
<b>Future Finder</b>	Matching jobs depending on subjects and personality.  <a href="https://futurefinder.yourlife.org.uk/">https://futurefinder.yourlife.org.uk/</a>
<b>Informed Choices</b>	Mix and match different A Level subjects to see what degree you could take at university  <a href="https://www.informedchoices.ac.uk/">https://www.informedchoices.ac.uk/</a>