

# Post-16 Options

A Workbook for parents and young people.



This is a workbook for young people and parents to work through to consider future career options and aspirations. With so many options to choose from after leaving school, our workbook helps introduce a place to start and encourages young people to explore themselves and what they can see themselves doing in future with an open view of all post 16 options.

Find us online at [www.findyourfuture.org.uk](http://www.findyourfuture.org.uk)  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk) Facebook

**A great place to live and work.**

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## Useful Links

Using this booklet in paper form? Not to worry. All referenced links throughout the workbook are accessible via the index on page 14. An online version of this resource can also be found on the [Find Your Future](#) Website!

## Who Am I?

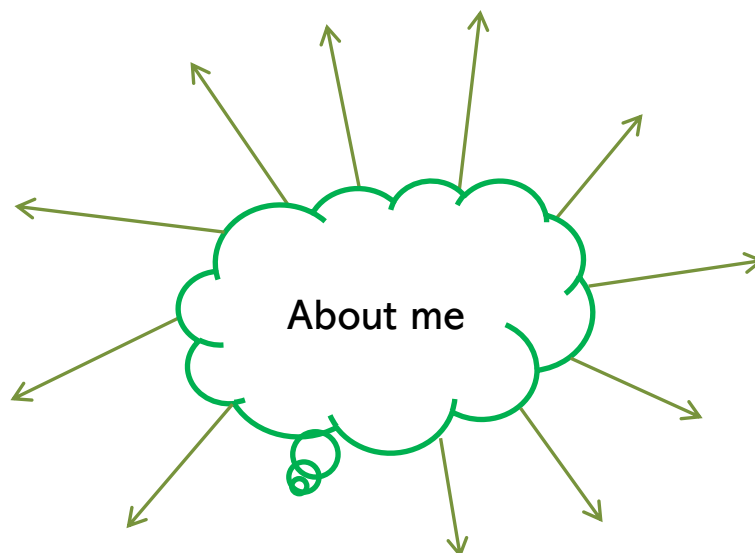
Making choices about your future after school can often be daunting and it's sometimes difficult to find a place to start. It's important to know who you are and where your interests lie when choosing a career path. We suggest using "[The Buzz Quiz](#)" as a short questionnaire to find out more about yourself, your strengths and weaknesses, and what job role you would be best suited to.

You can also use the 'Careers Pilot' website to select school subjects you love and see what jobs they might lead to.

[Careers Pilot – Start with a subject](#)

## Mind Map

What have you discovered about yourself from the above? In the space below, mind map your results/research and your own thoughts. This could include likes and dislikes, strengths and weaknesses, aspirations and life goals, favorite subjects, dream jobs, etc. Ask friends and family to describe what they think about your personality. Explore what you enjoy and what kind of work you'd like to pursue in life.



## Doing The Research

Look back at your mind map. It's time to explore what you need to apply for the jobs you noted down, and how you can get there. Use the Job Search tools below to look at required qualifications, experience, and skills and note your findings in the table below.

[National Careers Service – Job Profiles](#)

## Labour Market Information (LMI)

Labour Market Information is also something important to consider when choosing where you'd like to go in the future. It includes:

- Which jobs are likely to be easiest or hardest to find in your area-
- What skills employers are looking for and which are in short supply-
- How much you can expect to be paid in specific jobs-
- What the jobs of the future might look like and which jobs might disappear-

Use the National Careers Service link above to search for LMI in relation to your job ideas and note them down in the table below. You can also use our [Find Your Future Website](#) to choose your career sector and carry out research.

Job idea	Entry requirements? Do you need to study to get this job?	Experience/skills needed? Do you need work experience or an apprenticeship?	Day to day tasks - What will you do?	Labour Market Information (LMI) (expected salary, how popular is the job, are there many jobs available in your area?)

## The Pros and Cons

Now you have the facts, it's time to weigh up what you'd like and dislike about each job. Think about what you'd enjoy and what skills you have and then consider what you may need to improve on and any obstacles in the way – for example, do you require any qualifications? Do you need any experience or skills for the job?

Job role	Pros	Cons

## Making The Choice

Circle the job(s) that you think you'd enjoy the most, or with the most pros from the table above. Can you see yourself working in the jobs you've circled in the future? Do some more research on the jobs you have selected – now look at progression opportunities, the demand for your job role in the area, and use the [GOV.UK Job Search](https://www.gov.uk/job-search) to look at what jobs are near you, what the entry requirements are, and how many are close to you.

## Where Should I Study?

There are many paths to your chosen career no matter what grades you have or what your strengths and weaknesses are. Some young people prefer to stay in full time education, whereas some like to dive straight into a full-time job. Remember to consider what qualifications you need for the jobs you have circled as this should be part of your decision.

### Sixth Forms and Colleges

#### Sixth Form

Sixth Form is a more formal way to study and most subjects are assessed using exams or coursework. Most Sixth Forms require a minimum of 6 **GCSEs** grade 9 – 4 (or equivalent such as **Level 2 Functional Skills**) as A Levels can be challenging and need plenty of dedication. It may be a good path to take if you wish to go to university in the future, as **3 A Levels** are required to apply for most of them. If your school has a sixth form, it's likely that you will be working with friends and teachers you know. Alternatively, they are also Sixth Form colleges, which are separate from secondary schools and offer the same qualifications. If you learn best by reading, writing and study, sixth form may be a great option for you.



#### Further Education Colleges

Colleges are a little more open than Sixth Forms, giving you the opportunity to meet people of all ages studying different courses. If you don't get the qualifications you were hoping for, there are still many courses you can apply for at **Entry Level**, and if applicable you will also be offered the option to retake your **English and Maths GCSEs** alongside the course you are studying. Colleges offer a range of vocational courses, **Level 1 and 2 Functional Skills**, apprenticeship opportunities and even **Higher Education**. Many courses focus on teaching you employability skills whilst you are studying. If you prefer to learn by *doing* things, would like to meet new people and take a course to prepare you for work, this may be the perfect choice.



# Sixth Forms and Colleges – Doing The Research

Write down any of the jobs you have circled in your "Pros and Cons" table that require college or sixth form qualifications and what they are below.

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Now use the [National Careers Service Course Finder](#) to find courses you have listed in sixth forms/colleges around the area.

Time to narrow down the options. It's important to like the sixth form/college you choose – after all, you will be studying there for several years! Do all the research you can on each one. Is it easy to get to? Does it have any sports clubs or extracurricular activities? What facilities does it offer? Look at their websites for virtual tours and open days and attend as many as you can. Note down what you like and dislike about each one.

Fill your findings in the table below.

Course	Sixth Form/College	Distance from home	Course duration	Likes?	Dislikes?

## Need transport support?

Distance from home is always an important factor to consider, but there may be a way around this. If you are unable to travel to the college/sixth form of your choice due to medical reasons or because you are classified as a low-income household, you may be entitled to support from Central Bedfordshire Council.

Have a look at the criteria below.

[School transport funding for over 16s](#)



# Apprenticeships, Traineeships and Internships

## Apprenticeships

If you're not so keen on study, there may be an option for you to jump into a job in your chosen work field with an apprenticeship. Many young people who wish to delve into the working world choose this career path to gain experience and a **valued qualification**. With the opportunity to learn and earn at the same time, apprenticeships are growing very popular. They can provide you with worthy experience and training in your chosen career path to include on your CV and future job applications.



## Traineeships

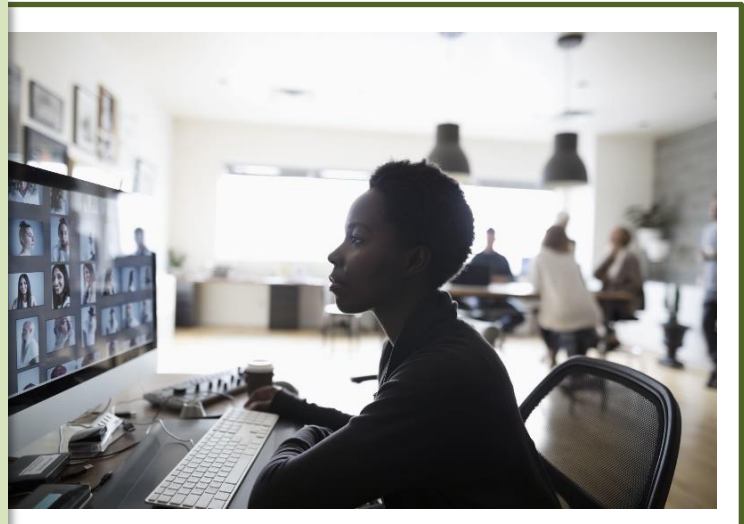
A Traineeship is an education and training programme with work experience that can last between 6 weeks and 6 months, depending on how long you need. They focus on preparing you for work or an apprenticeship. If you don't have many qualifications - it will give you the opportunity to improve your English and Maths skills too. You will get a written reference and, depending on how you get on, you may get an interview with the company for an apprenticeship or job role.



## Supported Internships

If you have an EHCP (Education and Health Care Plan), you can also look at a supported internship. A supported internship is similar to an apprenticeship, where an education provider will help you choose an employer to work with for 12 months. Each week, you will learn work skills in study and practice these skills when working with your employer. A designated job coach will support you with settling into the role. For more information, contact your school. **As this is a study programme you will not be paid for work time but it often leads to paid work.**

**If you would like to be supported with your disability while working, this may be the option for you.**





## Doing the Research – Apprenticeships, Traineeships and Internships

There are plenty of apprenticeships and traineeships in many different work fields. Look at the jobs you have circled and search for placements related to their work field.

For Apprenticeships, use: [GOV UK Apprenticeship finder](#)

For Traineeships, use: [GOV UK Traineeship finder](#)

For supported internships, ask your school about local supported internships that are in the area.

Could you find any apprenticeships/traineeships/supported internships in the work field you are interested in? Note them down in the table below.

### Going the extra mile

Do you have a particular company you'd like to work with in mind? Perhaps you've dreamt of an apprenticeship with the BBC or would love to work with the construction company nearby. Make sure to also visit company websites for info about apprenticeship/traineeship opportunities. If there is no mention, give them a call and ask! Many will value you using your initiative to ask for what you want.

Apprenticeship	Entry Requirements (Qualifications, age, skills, etc.)	Distance from home	Course duration

## Voluntary Work

Voluntary work is beneficial for both yourself and the cause that you support. You can develop skills and experience to mention on your CV/job application, as well as making new friends and work contacts. Many voluntary work placements can offer training/accreditation or an employment reference. Studying one day a week whilst doing volunteer work is a great post 16 option to choose if you wish to develop skills relevant to your preferred work area and demonstrate your passion and commitment to future employers.



## Explore

You can search for a number of volunteering opportunities by using [Do IT](#) to scan for placements in your area. You could also approach an organisation you'd like to work with directly to ask about volunteering. [The National Citizen Service \(NCS\)](#) offers volunteering activities and challenges for all 16-17 year olds to build skills for work and life. For an organisation more local to Central Beds, [CVS Beds](#) offers similar opportunities for young people. Think about a cause you'd like to work for – would you like to help in an animal shelter, or perhaps volunteer as a teacher to see what working in a school would be like? Jot down some ideas and explore your options.

## Transferable Skills

As well as skills specific to the job you're going for, employers are also looking for general job skills. These are sometimes called 'employability skills' or 'transferable skills'. Employers are looking for people who are dependable, easy to get along with and open to learning. A lack of direct relevant experience may not prevent you from getting a job if you have transferable skills.

Transferable skills are those developed throughout your life, at school or college, at home and in your social life, as well as through any experience in the work-place. It's good to highlight these skills in your CV, cover letter and when preparing for a job interview. Transferable skills include:

Communication

Team Work

IT Skills

Organisation/  
Self  
Management

Willingness to  
Learn

## Applying Transferable Skills

Think about the skills below and how you could demonstrate each one from your past experience in a job application. This could be from school, extra-curricular activities/clubs you have attended, hobbies, or any work experience you have.

Complete the boxes below:

### Communication

Show how you communicate information and ideas clearly and effectively in a variety of situations. Communication takes many forms – verbal, written. It also includes listening skills – being able to listen effectively and clarify understanding is a key skill.

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### Team Work

The ability to work with others is vital and will help reassure employers that you will 'fit in' and offer a valuable contribution. Think about examples of when you have worked well with others in formal or informal groups to achieve results.

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### Organisation/Time Management

Think of examples where you have had to prioritise certain things to meet deadlines.

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### Willingness to Learn

Show that you're happy to learn new things - both for your job and for your personal development. Any learning you have taken independently can show you enjoy new challenges and embrace fresh ideas.

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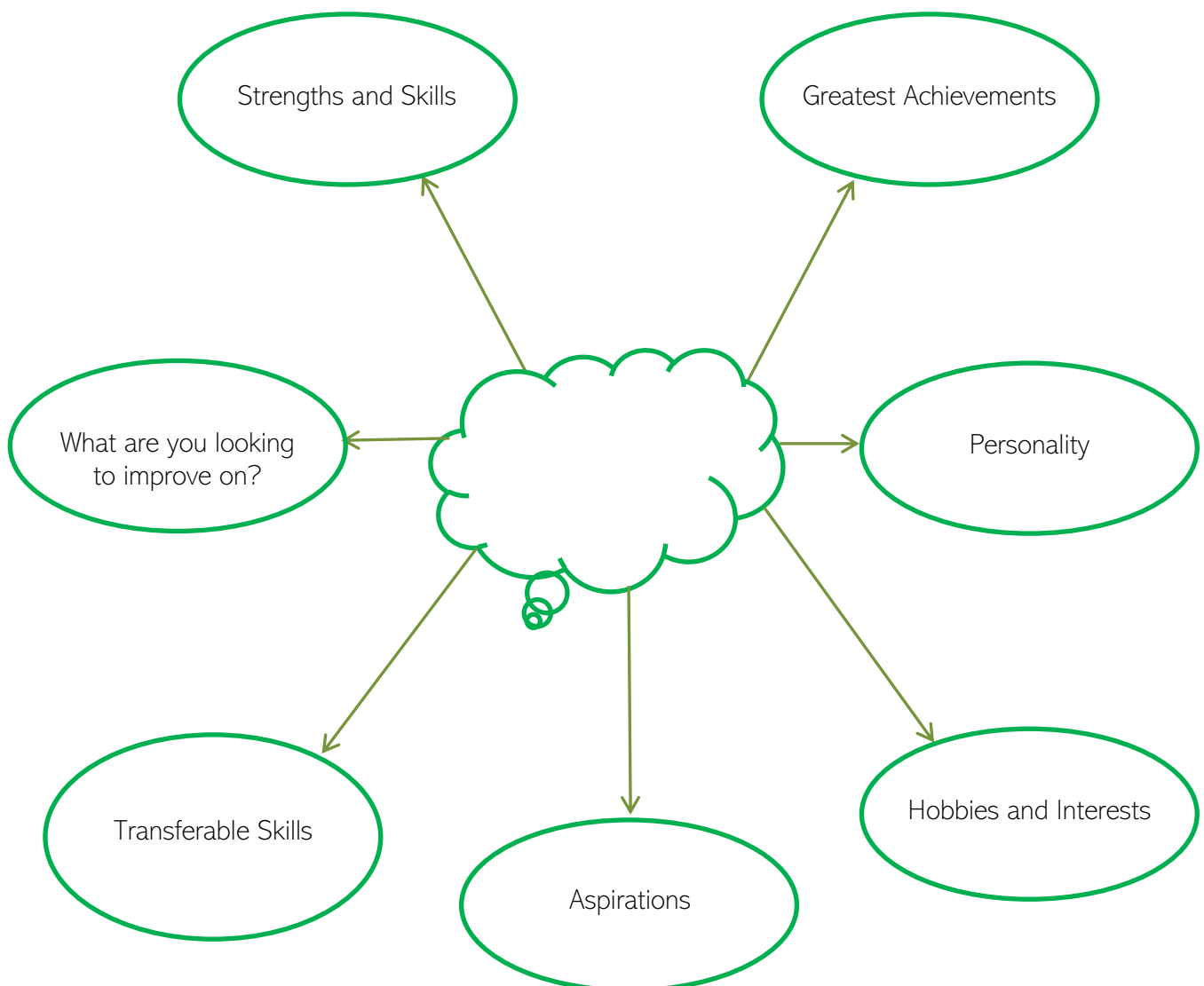
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## Making Your Application Stand Out

It's important to show who you are and boast about your strengths in your job/apprenticeship application. Talk about what makes you different, about skills you have learned from school or any extracurricular activities you have done and what they have taught you. Most importantly, show your true self and what you can bring to your employer. Use the activities below to think about how to make your application impressive and unique.

For further information on CV and application writing tips, visit our [Find Your Future](#) Website.



## Qualifications Dictionary

Level	Qualification	Setting
Entry	<ul style="list-style-type: none"> <li>• Awards, Certificates, and Diplomas at entry level</li> <li>• Foundation Learning at entry level</li> <li>• Functional Skills at entry level</li> <li>• ESOL</li> </ul>	Secondary School Usually in year 9 Colleges/Training Providers
1	<ul style="list-style-type: none"> <li>• GCSEs grades 3 – 1 (D-G)</li> <li>• BTEC Awards, Certificates, and Diplomas at level 1</li> <li>• Functional Skills at level 1</li> <li>• Foundation Learning Tier pathways</li> <li>• NVQs at level 1</li> <li>• ESOL</li> </ul>	Secondary School – yr10/11 Secondary School / college Colleges/Training Providers
2	<ul style="list-style-type: none"> <li>• GCSEs grades 9-4 (A*-C)</li> <li>• BTEC Awards, Certificates, and Diplomas at level 2</li> <li>• Functional Skills at level 2</li> <li>• OCR Nationals</li> <li>• NVQs at level 2</li> </ul>	Secondary School Colleges/Training Providers Apprenticeships
3	<ul style="list-style-type: none"> <li>• A levels</li> <li>• BTEC Awards, Certificates, and Diplomas at level 3</li> <li>• BTEC Nationals</li> <li>• OCR Nationals</li> <li>• NVQs at level 3</li> </ul>	Sixth form College Apprenticeships
4	<ul style="list-style-type: none"> <li>• BTEC Professional Diplomas Certificates and Awards</li> <li>• HNCs</li> <li>• NVQs at level 4</li> </ul>	College Apprenticeships University

## Useful Links and Resources

Below are the hyperlinks to referenced links and websites in order of appearance.

### [The Buzz Quiz](#)

<https://icould.com/buzz-embed/>

### [Careers Pilot – Start with a subject](#)

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

### [National Careers Service – Job Profiles](#)

<https://nationalcareers.service.gov.uk/explore-careers>

### [Find Your Future](#)

<https://findyourfuture.org.uk>

### [GOV UK Job Search](#)

<https://findajob.dwp.gov.uk/>

### [National Careers Service Course Finder](#)

<https://nationalcareers.service.gov.uk/find-a-course/search>

### [School transport funding for over 16s](#)

[https://www.centralbedfordshire.gov.uk/info/3/schools\\_and\\_education/530/apply\\_for\\_school\\_transport/6](https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/530/apply_for_school_transport/6)

### [GOV UK Apprenticeship Finder](#)

<https://www.gov.uk/apply-apprenticeship>

### [GOV UK Traineeship Finder](#)

[Find a traineeship - GOV.UK \(www.gov.uk\)](#)

### [Do IT](#)

<https://doit.life/discover?ctype=opportunities&radius=10mi&types=Volunteering%20opportunity&order=nearest>

### [NCS – National Citizen Service](#)

<https://wearencs.com/>

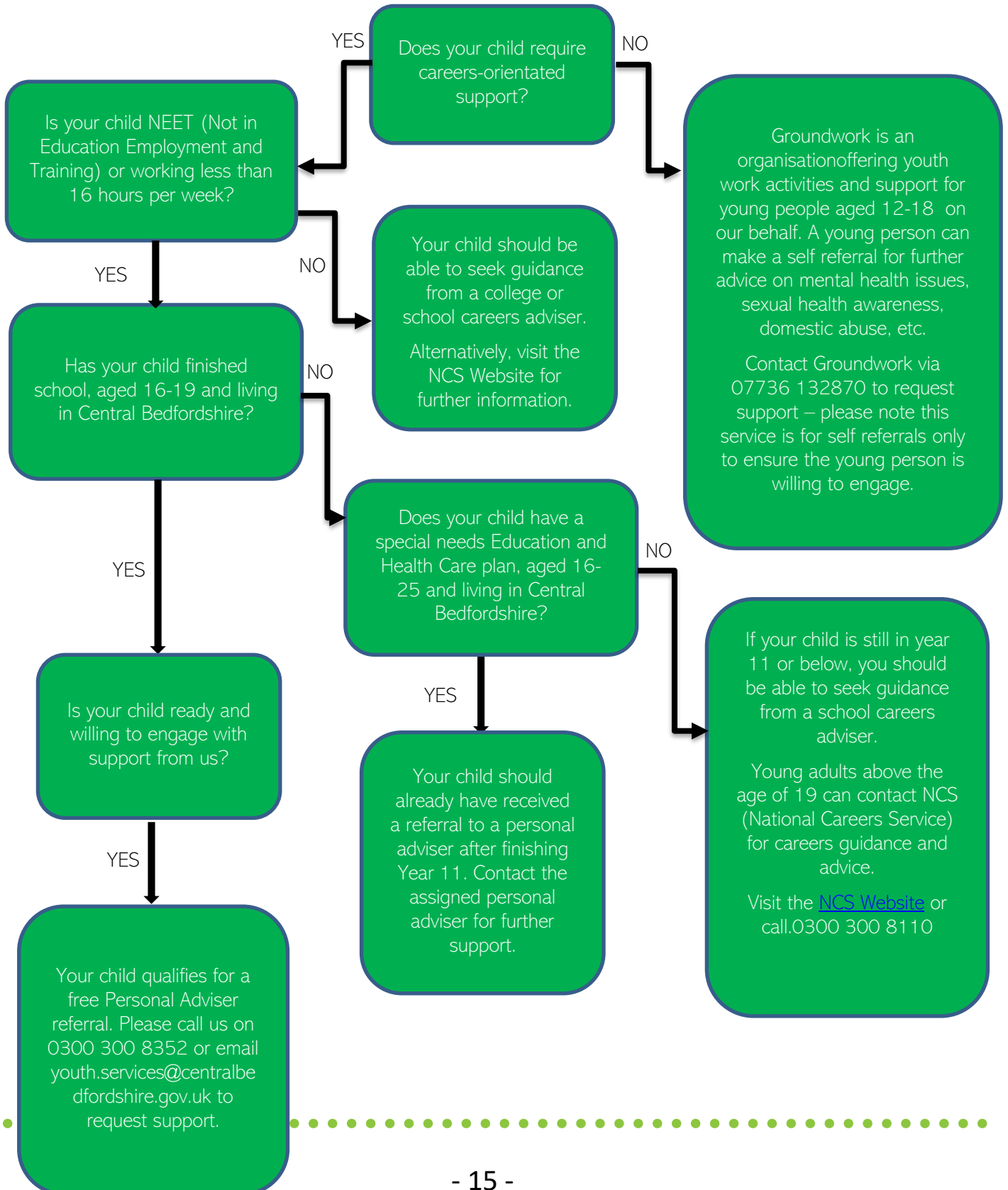
### [CVS Beds](#)

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



## Need Support?

Need support but not sure where to look? Use the flow chart below to find what service would be best for your needs.





Central Bedfordshire Council

# YOUTH SUPPORT SERVICE

Aged 16-18, finished school and no plans for the future? Contact the Youth Support Service for free careers advice!

## WHO WE ARE

The Youth Support Service (YSS) works to ensure the needs and wishes of young people are heard, represented and they are supported to navigate their pathways to personal, social and economic success.

## WHAT WE DO

**TRACKING** - We have the statutory duty to track young people living in Central Bedfordshire aged 16-18 to find out what they are doing in terms of Education, Employment and Training. This means that you may receive a call from us to log your destination and offer our support.

**RAISING THE PARTICIPATION AGE** - We have a statutory duty to assist, encourage and enable young people to participate in education, training or employment. The Youth Support Service do this by working with schools to identify young people that may not progress into a positive destination (college, 6th Form, apprenticeship etc.) after Year 11. Through identifying and tracking young people, support can be offered, if appropriate, to help young people reengage and take steps towards a rewarding career.

## HOW WE CAN HELP

If you are aged 16-18, living within Central Bedfordshire and not in Education, Employment and Training, we can offer free careers support and advice. Contact us for a referral to a qualified personal adviser, delivering careers support including CV writing, job searching advice and interview skills to help you develop a plan for a rewarding career future.

### FOR MORE INFORMATION, GO ONLINE:

Our Website: <https://www.findyourfuture.org.uk/>

Our Facebook Page:  
[www.facebook.com/cbcyouthsupport](http://www.facebook.com/cbcyouthsupport)

### NEED SUPPORT? CONTACT US:

Duty number: 0300 300 8352

Email: [youth.services@centralbedfordshire.gov.uk](mailto:youth.services@centralbedfordshire.gov.uk)

