



# Careers Guidance Handbook

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## Introduction

There are big decisions to be made and the key is to do plenty of research. This involves a lot of reading which may be difficult when you are already doing a lot for your subjects, but it will be absolutely worth it when at the end of the day when you know that the decisions you make are made on the best possible information and are the right ones for you.

## Apprenticeships

### Levels of apprenticeships

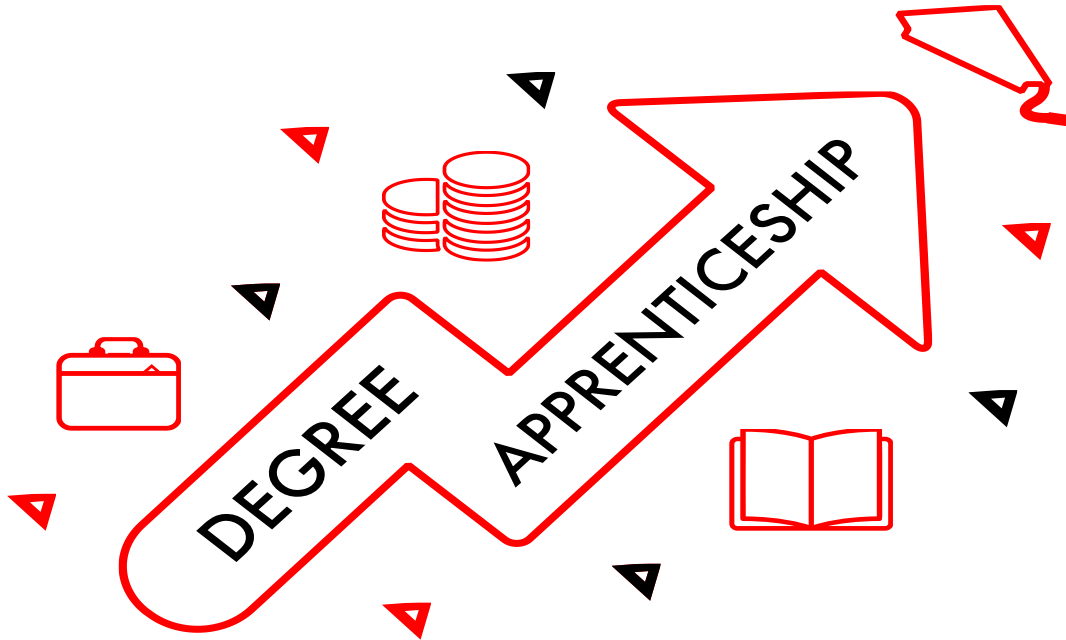


Which level of apprenticeship you start at will depend on the kind of job that you are applying for. It's really important not to be held back by only looking for a particular level e.g. degree apprenticeships, because it may be that you need to start at advanced or higher level and work your way up.

There are also **School Leaver Programmes** which have similar aims to apprenticeships and there are plenty of crossovers between the two with the aim to equip you with the qualifications and training to thrive in your chosen profession. Again, they are aimed at young people with A-Levels who want university level training as well as a competitive salary. They can last 3, 4 or even 6 years and tend to be offered by large companies in industries like accountancy and finance, engineering, retail, hospitality and tourism, PR & IT.

The biggest growth sectors in Cheshire and Warrington for apprenticeships is Engineering, Life Science, IT and Financial Services.

## Higher and Degree Apprenticeships



Degree Apprenticeships are the latest model to be developed as part of higher apprenticeship standards, seeing apprentices achieving a full bachelor's or master's degree (Levels 6 and 7) as a core component of the apprenticeship. Both Higher and Degree Apprenticeships must last a minimum of one year; Degree Apprenticeships in particular will last longer, typically up to four years, though there is no fixed maximum duration.



## Useful Apprenticeship Websites

**Not Going to Uni** [www.notgoingtouni.co.uk/](http://www.notgoingtouni.co.uk/)

A good site to for advanced apprenticeships

**UCAS** <https://careerfinder.ucas.com/jobs/>

Search degree apprenticeships. Apprenticeship services together with UCAS are working together to promote higher and degree apprenticeships.

**Find an apprenticeship** [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

Search for local apprenticeships

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

Careers and information on apprenticeships and school leaver programmes

**Future Talent** <https://www.future-talent.com/>

Advertises apprenticeships and other alternative routes to uni

**Milkround School Leavers** [www.schoolleavers.milkround.com](http://www.schoolleavers.milkround.com)

Jobs and apprenticeships

**Company Schemes** [www.studentladder.co.uk](http://www.studentladder.co.uk)

Information on work placements, internships and school/college leaver programmes.

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

Jobs and apprenticeships

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

Apprenticeship schemes and jobs

**Degree apprenticeships** [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

Information on higher apprenticeships, once registered they can help you find an apprenticeship

**The Apprenticeship Guide:** [www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk)

Apprenticeship information

**What Apprenticeship?** [www.whatapprenticeship.co.uk/](http://www.whatapprenticeship.co.uk/)

Online handbook to help choose which apprenticeship may be suitable

**Get My First Job** [www.getmyfirstjob.co.uk/](http://www.getmyfirstjob.co.uk/)

Information on higher and degree apprenticeships. Search and apply for apprenticeships

*Careers and information on apprenticeships and school leaver programmes*

**Top 100 UK organisations** to work for aimed at school/college leavers (might give you some ideas of which companies to look at for apprenticeship opportunities) <https://www.allaboutschooleavers.co.uk/employer-rankings>



**Which University** [file:///N:/Downloads/Higher and degree apprenticeships - NAS Which Uni - Web%20\(3\).pdf](file:///N:/Downloads/Higher%20and%20degree%20apprenticeships%20-%20NAS%20Which%20Uni%20-%20Web%20(3).pdf)  
Guide to Higher and Degree Apprenticeships

**Total People** <http://www.totalpeople.co.uk/apprenticeship-jobs/industry/digital/>  
Total People are a local training provider offering apprenticeships, they advertise apprenticeships. You can register your details with them if there is nothing suitable you wish to apply for and they can keep you informed.

**Jarvis Training** [jarvis-eu.com/](http://jarvis-eu.com/)  
Local training provider of apprenticeships

**QA Apprenticeships** <https://apprenticeships.qa.com/>  
QA is UK's leading tech, digital and IT **apprenticeship** provider.

*Companies offering apprenticeship programmes*

Anchor Trust	Volkswagon Group
BAE Systems	BBC
Mace Group	ITV
RBS	Channel 4
Leonardo	RTPI (Royal Town Planning Institute)
Arup	EY
Cummins	PwC
Virgin Media	NHS
J.P. Morgan	Deloitte
CGI	Network Rail
Bentley	IBM
Airbus	Mott MacDonald
Jaguar Landrover	Grant Thornton
Unilever	Civil Service
BMW Group	BT
Barclays	Siemens
GSK	Sky
BP	Astra Zeneca
Nestle	KPMG
Rolls-Royce	ATOS
Costain	Laing O'Rourke



## Useful websites

CV's, covering letters, job profiles and labour market information

**National Careers Service** <https://nationalcareersservice.direct.gov.uk/>

Provides information on job profiles, CV's, covering letters and interviews

<https://nationalcareersservice.direct.gov.uk/get-a-job/cv>

<https://nationalcareersservice.direct.gov.uk/get-a-job/top-interview-questions>

**RateMyApprenticeship**

<https://www.ratemyapprenticeship.co.uk/advice/students/school-leaver-cv-template>

Advice on what goes into a CV with links on writing a good personal statement and how to write about your skills and strengths.

**Job Zoo**

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

Provides CV/Cover letter and careers resources

**Prospects**

[https://www.prospects.ac.uk/careers-advice/cvs-and-cover-](https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs)

[letters/example-cvs](https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs)

Example CVs

**Moving On**

<http://movingonmagazine.co.uk/careerometer/>

Labour Market Information -This page allows comparison of up to three jobs and shows weekly hours and pay as well as a graph about whether demand for these jobs is rising or falling (or predicted to).

**Warwick University**

<http://www2.warwick.ac.uk/fac/soc/ier.ngrf/lmifuturetrends/>

Labour Market Information Future Trends

**UKCES**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/452078/15.01.05\\_UKCES\\_Career\\_Brochure\\_V13\\_reduced.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/452078/15.01.05_UKCES_Career_Brochure_V13_reduced.pdf)

Careers of the Future resource

**Career Point**

<http://careerpoint-gm.co.uk>

Information on Labour Market Information in Greater Manchester

## Employment

**Success at School**

<https://successatschool.org/>

Includes useful information about work experience, employability skills and vocational skills

**JobCentre Plus**

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

Search for employment opportunities

**Agency Central**

<http://www.agencycentral.co.uk/>

Useful for finding a recruitment agency in the local area and those specialising in specific sectors.





**Career Builder**

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

Allows you to filter jobs by location, qualifications and pay. Also offers careers advice and provides resources.

**Indeed**

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

Consolidates job listings from many job boards in one place

**Monster**

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

One of the largest job listings, also allows you to upload your CV

**NHS Jobs**

[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

Online recruitment service for NHS

**Dice**

<https://dice.fm/jobs>

Leading site for tech job seekers

**Local Government Jobs**

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

Search job vacancies in local councils



## Using Social Media to find Opportunities

Using social media (Twitter, Facebook, LinkedIn) is a useful way to look for vacancies and a good way to keep up with new opportunities and developments.

**Twitter:** Great for following companies in the sectors you want to work in or those that advertise apprenticeships and keeping up to date with news about those organisations. Set up a professional account for networking and job-hunting with a professional photo and highlight your skills, achievements and what you can offer.

**Facebook:** Joining or liking companies on Facebook is an easy way of keeping up to date with news, events and opportunities.

**LinkedIn:** is the most well-known professional networking site and, unlike Facebook, is focused solely on career development. You can join groups in the areas you're interested in and 'link in' with people who work in the industry you'd like to work in. You can create a profile which is like a digital CV and be approached by 'headhunters'.



## What are the top ten skills that employers want?

Based on a number of surveys on the skills required by graduates undertaken by Microsoft, Target Jobs, the BBC, Prospects, NACE and AGR and other organisations, here is our summary of the skills which were most often deemed important. Employability skills can be defined as the transferable skills needed by an individual to make them 'employable'. Employability depends on your knowledge, skills and attitudes, how you use those assets and how you present them to employers.

<https://www.kent.ac.uk/careers/sk/top-ten-skills.htm>

<b><u>VERBAL COMMUNICATION</u></b>	<b>1</b>	Able to express your ideas clearly and confidently in speech
<b><u>TEAMWORK</u></b>	<b>2</b>	Work confidently within a group
<b><u>COMMERCIAL AWARENESS</u></b>	<b>3</b>	Understand the commercial realities affecting the organisation.
<b><u>ANALYSING &amp; INVESTIGATING</u></b>	<b>4</b>	Gather information systematically to establish facts & principles. Problem solving.
<b><u>INITIATIVE/SELF MOTIVATION</u></b>	<b>5</b>	Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
<b><u>DRIVE</u></b>	<b>6</b>	Determination to get things done. Make things happen & constantly looking for better ways of doing things.
<b><u>WRITTEN COMMUNICATION</u></b>	<b>7</b>	Able to express yourself clearly in writing
<b><u>PLANNING &amp; ORGANISING</u></b>	<b>8</b>	Able to plan activities & carry them through effectively
<b><u>FLEXIBILITY</u></b>	<b>9</b>	Adapt successfully to changing situations & environments
<b><u>TIME MANAGEMENT</u></b>	<b>10</b>	Manage time effectively, prioritising tasks and able to work to deadlines.

## Example CV

### Example First CV



Name: C V Writer  
Address: Include your full address and postcode  
Tel: Include your mobile number and / or home phone  
email: cvwriter@emailaddress.com

#### PERSONAL SUMMARY

Use this section to sum up your education, work history and aims in a couple of sentences.  
e.g. "I am a hard-working, reliable and motivated student with a strong science background. I am currently completing A-levels in Maths and Sciences and looking to gain experience working in engineering with the aim of training to become a civil engineer".

#### MAIN ACHIEVEMENTS

- . Make a bullet point list..
- . ..of the main things you have achieved at school and in work. Include dates and company names.
- . e.g - Two weeks work experience with Madeup IT company - March 2013
- . e.g - Young Enterprise Award - 2012
- . e.g - Captain of school football team - 2011-13

#### SKILLS

List your personal, technical and specialist skills PLUS EXAMPLES. Don't just say 'I have excellent communication skills', give people an idea of why!

- . e.g - Team work - Organised charity fashion show as part of school committee
- . e.g - Computing - Intermediate skills in Microsoft Office, Indesign, PHP, HTML5
- . e.g - Communication - Work experience at reception in office, led school science research project.

#### WORK EXPERIENCE

Include: Job title, company, dates from - to and list what you did plus your responsibilities.  
E.g. "Work experience, Madeup Company, March-April 2013 - Helped to update office contacts database, researched and wrote articles for website."  
Remember to include voluntary work too!

#### EDUCATION

List all your qualifications including GCSEs, A-levels, Highers, BTEC and short courses.  
Put the highest level qualifications first plus results or 'TBC' if you are still studying.  
e.g. A-levels: Maths - A, Physics - B, English - C  
GCSE: Maths - B, Chemistry - A, Physics - C, English - B, French - C.

#### INTERESTS

Steer clear of talking about your social life and stick to hobbies like playing music, sport and personal projects. If you've won an award or certificate, mention that here or in Main Achievements.

#### REFERENCES

Make sure you have contact details for one / two people who can provide a reference. This should be someone who has managed you at work / work experience or, if this is your first job, a teacher or tutor. You don't need to include the details of your references on your CV, just write 'References available on request' here.



## Feeling unsure of what to do?

If you are feeling unsure about future careers, then try these websites to identify what pathway could be suitable for you:

Do the National Careers Service skills check. Working through the assessments can help you to get ideas about jobs and careers you might be interested in. The activity skills assessments can help you identify what work related skills you're good at. This can be especially helpful if you're looking for work, applying for jobs and going for interviews.

<https://nationalcareersservice.direct.gov.uk/skills-health-check/your-assessments>

Take the buzz Quiz. In less than 5 minutes gain an idea of what you are like and what you could do.

<http://icould.com/buzz/>

## Gap Years

Gap years can be useful if you don't have much experience or you are not sure what you want to do next, taking a gap year can involve:

- Volunteering
- Paid Employment
- Travelling
- Taking a course

If you are thinking about taking a gap year, then you need to have a clear idea of what you are going to do with this period of time to make the most out of it. Think about what skills and potential qualifications you can gain during this time to show university admissions officers or future employers what you have achieved and would make you an ideal student or employee. Consider all of your options and gather lots of information to ensure you are able to make an informed decision and that you have the ability to organise a meaningful and well-structured year. Taking a gap year can help increase your confidence, gain experience related to your intended career, allow you to earn money and give you some breathing space to think through your future carefully. Some large companies run gap year programmes in the UK and overseas.

The following websites might provide a good starting point and give you some inspiration on planning your time as well as other different aspects you might need to consider such as finances if you want to go abroad.

**The Year in Industry:** <http://www.etrust.org.uk/the-year-in-industry>

**Gap Year:** <http://www.gap-year.com/>

Online and printed directory of Gap Year organisations and opportunities

**Year Out Group:** <http://www.yearoutgroup.org/>

Explore volunteering, culture, languages, expeditions, courses and work placements at home and abroad

**Camp America** [www.campamerica.co.uk/](http://www.campamerica.co.uk/)

Cultural exchange USA summer jobs



**Work America**

[www.bunac.org/uk/work-abroad/summer-jobs/work-america](http://www.bunac.org/uk/work-abroad/summer-jobs/work-america)

**Work Canada**

[www.bunac.org/uk/work-abroad/working-holiday-packages/work-canada](http://www.bunac.org/uk/work-abroad/working-holiday-packages/work-canada)

## Voluntary Work

Volunteering is a way to give your time to a good cause. It's usually unpaid work but sometimes you can claim expenses for things such as travel costs. It will allow you to further develop skills, broaden your horizons and meet new people. It can show potential universities and employers what you're capable of achieving and demonstrate your suitability for courses and employment. Volunteering can be found in the UK and abroad. 5 good reasons to volunteer:

- It'll boost your confidence
- You'll give back to your community
- You'll meet new people
- It looks great on your CV
- You'll gain valuable skills

<https://vinspired.com/volunteer>

<https://do-it.org/>

<http://www.ncsyas.co.uk>



## Exploring Career Ideas

You might change your mind in the future and decide that after some time out that University is for you, or you might be set on a particular career after doing some research but you require a degree to get there. There is a very broad range of subjects available for you to choose from when it comes to Further & Higher Education; some of which can be dependent on your options for your GCSEs, A-levels or BTECs. This information is designed to offer you ideas – you can then undertake further research exploring the useful websites such as:

UCAS [www.ucas.com](http://www.ucas.com)  
National Careers Service <https://nationalcareersservice.direct.gov.uk/>  
Prospects [www.prospects.ac.uk](http://www.prospects.ac.uk)

### Ideas of what course I can do with my A Level or BTEC course at University

#### **Animal Care**

There are different roles available working with animals including vet nursing, animal rescue, guide dog trainer and wildlife rehabilitation. In these roles you are directly involved in the care and well-being of animals. You could also train to specialise in working for a zoological/wildlife park, charity, pharmaceutical company or breeding/boarding kennels. Studying Animal Care in the 6<sup>th</sup> Form is useful as you will gain knowledge and skills of understanding animal biology, promoting animal health, animal handling and safe working practices.

Zoo Management, Vet Nursing, Animal Management, Animal Behaviour and Welfare, Wildlife Conservation

#### **Applied Law**

This course looks at the way the law works, how law is made and the people involved in the law. You will also study several aspects of criminal law such as homicide, theft, burglary and robbery. You need to be good at keeping up to date with assignments and presenting your ideas in a clear and well-structured way. Success in this subject confirms to any university or employer your ability to handle both communication skills and the more technical data and analysis challenges.

Law, Sociology, Policing Studies, Criminology

#### **Applied Science**

This is a very practical based course that will provide you with skills and competencies. You will cover the basic topics of science, and develop practical techniques, laboratory skills, carry out scientific investigations and expertly analyse scientific data. This course is useful if you want to work in the science sector in a range of careers such as healthcare, zoology, education, medical sciences and forensics for example.

Nursing, Midwifery, Operational Department Practitioner, Paramedic Studies, Radiography, Health and Social Care, Policing Studies, Food Science, Zoology, Forensic Science, Sport Science

#### **Art, Design, Photography & Textiles**

Art courses give you the ability to communicate visually which makes you a good candidate for many different careers, you will develop a creative flair, analytical skills and an eye for detail.

Architecture, Interior Design with History of Art, Design Technology, Design (Automotive, Product, Graphic, 3D, Interior, Textile, Computer Aided, Fashion, Theatre), Fine Art, Photography & Journalism, Film & TV Studies, Illustration, Digital Design, Animation, Jewellery Making, Fashion Marketing, Buying, Retail Management, Digital Production, Education Studies, Media Studies



### **Biological/Life Sciences (Biology & Chemistry)**

Studies in biology will give you a wide range of skills such as numeracy, clear and logical thinking with an ability to research.

Chemistry is highly regarded course at both A level and degree by employers. The knowledge and skills you gain will help you in many different careers as you will gain numeracy, problem-solving, investigative and analytical skills as well as good IT and communication skills.

Applied Chemistry, Biochemistry, Biotechnology, Combined Sciences, Dentistry, Ecology and Conservation, Environmental Science, Food Production and Manufacturing, Forensic Science, Genetics, Geology, Materials Science, Neuroscience, Nursing, Oceanography, Pharmaceutical Sciences, Physiotherapy, Podiatry, Sport & Exercise, Veterinary Science, Wildlife & Conservation, Biomedical Material Science, Dietetics, Optometry, Orthotics, Speech Therapy, Agricultural Sciences, Zoology, Anthropology, Archaeology, Chemical Engineering, Health Science/Studies, Nutrition, Paramedic Science, Radiography, Audiology, Marine Studies, Microbiology, Occupational Therapy

Biology and Chemistry A-levels are essential for Medicine, Dentistry and Veterinary Medicine.  
Biology A-level is important for Physiotherapy, Nursing/Midwifery and Sport Science

### **Business, Economics**

Knowledge of the economy and the logical, numerical and analytical skills that you gain are valuable for many careers.

Accountancy with Management, Advertising, Financial Services, Retail Management, Business Law, Business Economics, Human Resource Management, Leisure Management, Business Information Technology, Commerce, Catering & Hospitality Management, Public Relations, Planning, Maths, Business and Management, Travel and Tourism, Business with Languages, European or International Business, Development Studies, Statistics, Banking, Consumer Studies

### **Children's Play, Learning and Development**

Useful if you want to work with young children in a number of settings such as a nursery or primary school. You will study modules such as child development and supporting children's needs and develop useful skills to help you in the workplace such as communication and teamwork skills.

Early Years, Child Development, Early Years Teaching, Early Childhood Studies, Child Psychology, Paediatric Nursing (you might also need a science subject) , Social Work, Speech and Language Therapy

### **Construction**

This course is aimed at students who are interested in careers within the construction industry. Jobs that you could consider include quantity surveyor, construction manager, project manager, building surveyor or health and safety manager for example. You will study a range of subjects that includes; health, safety and welfare, sustainable construction, building technology and surveying. This course will demonstrate your technical competence. Assessment is through coursework which includes report writing and practical activities.

Construction and the Built Environment, Quantity Surveying, Property Development, Housing, Town Planning, Architectural Technology

### **Engineering**

You will develop good problem solving skills and develop a good scientific and maths grounding and is useful if you want to progress into Engineering roles as you will develop both practical and technical skills in this area. Modules covered include maths for engineering technicians, electrical and electronic principles, applications of mechanical systems in engineering, maintenance and procedures and technical drawings.





Electrical Engineering, Civil Engineering, Automotive Engineering, Mechanical Engineering, Technology, Product Design, Surveying, Telecommunications Engineering (Please be aware that some universities will require Maths A level alongside your Engineering qualification to access some of the courses)

### **English**

You gain plenty of practice in communicating in both speech and writing and looking at how others communicate which are essential skills.

American Studies, Journalism, Film Studies, Drama, Performing Arts, Classical Studies, English Language, English Literature, History, Business Studies, Marketing, Women's Studies, Combined Studies, Social Sciences, European Studies, Politics, Cultural Studies, Modern Literature, World Theatre, Media Studies, Advertising, Information Science, Publishing, Public Relations, Law, Creative Writing, Linguistics, Speech Therapy, English and International Relations

### **English Literature**

You will develop skills written and spoken communication skills. You will learn to propose ideas and theories and think creatively.

Anthropology, Archaeology, Law, Criminology, Theatre Studies, Film and TV Studies, History, Education Studies, Publishing, American Literature

### **Hair and Beauty**

**Hairdressing:** You would continue to develop your skills and learn about working in the hair industry, learning more advanced techniques such as colour and lightening of the hair, cutting hair to create a variety of looks, the art of dressing hair, bridal hairstyling and salon reception duties. In Beauty you will learn to give treatments such as facial skincare, make-overs, shaping eyebrows and colouring lashes, manicures and pedicures, tanning treatments and more. This could lead into roles such as trainee or apprentice hairdresser/beautician, you could work towards management qualifications or you could take further qualifications and specialise in areas such as hair and media make-up. You could use your skills to work in a variety of locations such as cruise ships.

Fashion, theatrical and media hair and make-up, Hair, make-up and prosthetics for performance, Media make-up and character design, Media make-up and special effects.

### **Geography**

Skills developed studying Geography include data handling, team working and IT skills plus an interest in the world around you will be useful in many different jobs.

Archaeology, Ecology and Conservation, Applied Geology, Economics, Business with Geography, Surveying, Physical Geography, Contaminated Land Studies, Geography with IT, Mapping Science, Cartography, Third World Development, Disaster Management, Climate Studies, Environmental Management, Town Planning, Countryside Management, Development Studies, Environmental Science, Geology, Forestry, Landscape Architecture, Law

### **Government and Politics**

The study of politics increases your awareness of what is going on in the world and develops skills in forming reasoned arguments and discussion both in speech and writing.

Law, Business, Media, Civil Service, International Relations, Development Studies, European Studies, Politics, History, Philosophy



### **Graphics**

Studying graphic design will ensure you explore a range of disciplines including advertising, packaging, branding, editorial design, animation and web design. It is an excellent choice for anyone with a vivid interest in visual communication. The course enables students to explore aspects of graphic design such as illustration, typography and advertising through a varied approach of media.

Graphics, Media, Animation, Web Design, Illustration, Game Design, Advertising

### **Health and Social Care**

You will develop effective skills in communication, valuable team working skills and the ability to carry out detailed research.

Nursing, Midwifery, Physiotherapy (likely to need Biology also), Social Work, Youth Work, Speech and Language Therapy, Occupational Therapy, Teaching, Operating Department Practitioner, Education Studies, Working with Children and Families, Counselling

### **History**

You will develop skills in research analysis, the ability to think and argue logically, write well and be able to organise and analyse large quantities of information.

American Studies, Archaeology, Law, Economic History, Social History, Ancient History, East Mediterranean History, Modern Greek Studies, Medieval Studies, Classical Civilisations, World Studies, World History, Social Sciences, Antiques & Restoration, Journalism, Broadcasting, Local and Central Government, Teaching, Business Management, Law, Heritage Management, Middle Eastern Studies, History of Art, Philosophy, Politics

### **Hospitality and Catering**

The course involves all aspects of hospitality and catering including food preparation, cooking, presentation, health and safety, customer service, planning and managing events and budgeting. You will have the opportunity to visit different restaurants as part of your course to link your studies with the industry. This course can prepare you for future job roles as a chef, event manager, wedding planner as well as a range of other roles within the hospitality and catering industry.

Professional Cookery, Bakery and Patisserie Technology, Applied Food and Nutrition... you can also look for degree courses in Hospitality Management and Event Management

### **ICT**

You will be able to interpret, use and analyse data as well as identify and handle ethical, social and legal issues in relation to software develop and use.

Multimedia, Virtual Reality, Computer Animation, Education Studies, Media Studies, IT, Data Management, Business Computer Systems, Graphic Design, Web Design, Digital Media

### **Languages**

Learning a language means you are a good candidate for the future as you are a flexible thinker, imaginative and creative. Linguists will often have a better understanding of other cultures.

Spanish with Banking, European Marketing, Accountancy & Finance in Europe, Linguistics, European Studies, Modern Languages, Hispanic Studies, Journalism, Japanese and Management Studies, Spanish Studies, Arabic-Asian Studies, Education Studies, International Relations

### **Media/Film Studies**



You will develop observational, critical, written and practical skills as well as good communication and teamwork skills which can be applied to many areas of business.

Publishing, Advertising, TV/Film/Video Production, Graphic Design, Marketing, Journalism, Media Studies, Photography, Public Relations, Art and Design, Education Studies, Engineering (Acoustics and Sound), Animation, Digital Media, Creative Writing

### **Law**

You will develop competence in using legal skills and have the ability to formulate a reasoned, clear, concise and logical arguments and make balanced judgements.

Law, Journalism, Broadcasting, Public Relations, Local and Central Government, Management

### **Mathematics**

An A level in maths is in great demand by employers as you are able to think clearly and logically and is accepted as a good entry qualification for almost all subjects at degree level.

Maths & Finance, Architecture, Accountancy with Management, Computer Visualisation and Animation, Computer Science, Engineering, Astronomy, Applied Statistics, Artificial Intelligence, Electronics, Surveying, Risk Management, Systems Analysis, Population Studies, Operational Research, Optometry, Economics, Construction, Forestry, Geography, Marine Studies, Materials Science, Physics

Maths is important for many HE courses involving Science and Engineering

### **Music**

Music gives you a chance to develop your performance and communication skills.

Acoustics, Band Musician, Electronic Music, Ethnomusicology, Jazz Studies, Music Industry Management, Music Technology, Performing Arts, Popular Music, Education Studies, Engineering (Acoustics and Sound)

### **Music Technology**

Studying Music Technology also increases your knowledge of IT and engineering.

Sound recording, Media Music Production, Composition, Radio, TV/Film Industry, Advertising, Engineering (Acoustics and Sound)

### **PE**

You will develop excellent communication skills as well as teamwork and leadership skills.

Physiotherapy, Sports Therapy, Sports Journalism, PE Teaching, Sports Science, Sport Coaching, Sports Marketing, Leisure Management, Sports Related Law, Occupational Therapy, Sports Management, Exercise Instruction, Nutrition

It is important to combine PE with a science level 3 qualification if you wish to take some courses at University such as Physiotherapy or Sports Science

### **Performing Arts (including Dance and Theatre Studies)**

Dance will continue to inspire confidence, team work, performance, creativity and leadership skills which are valued by employers across all sectors. You will continue to explore different dance styles and you will develop transferable skills that will prepare you well for careers in teaching, performance as well as other roles working in creative industries.



Drama and Theatre –it is quite a practical course with live performance but also includes the study of playwrights, directors, theatre companies. It provides the necessary skills to analyse and appreciate texts and performances. You will also gain knowledge and experience of all aspects of theatre including directing, set design and sound and lighting design. Theatre is a form of communication and looks at how humans behave in different situations. Your ability to analyse and extract information from written text is a valuable skill. You will become a confident communicator where your skills could be used in a range of different industries from HR, Event management marketing and advertising, museum and other exhibition work or where an awareness of the importance of visual image is important.

Dance, Drama, Performing Arts, Theatre Arts, Theatre Studies, Education Studies, Sound Engineer, Lighting Technician, Costume Design, Set Design

### **Physics, Engineering & Technology**

Studying physics you will have good problem solving, research and report writing skills.

Structural Engineering, Civil Engineering, Materials Engineering, Computer Aided Product Design, Electronics, Mechanical Engineering, Computer Science, Building Structures Engineering, Astronomy, Artificial Intelligence, Robotics, Aerospace Manufacturing, Geophysics, Meteorology, Acoustics, Chemical Engineering, Architecture, Biotechnology, Environmental Science, Naval Architecture

Maths is a useful subject to study at A Level alongside Physics if you are interested in Engineering roles

### **Sociology, Psychology**

Your understanding of individual and group behaviour will be valued. Equally you will have research and data management skills and the ability to think logically.

Human Resource Management, Business Management with Psychology, Marketing, Education & Community Studies, Philosophy, Criminology, Urban Studies, Animal Behaviour and Ecology, Public Policy Studies, Sociology & Industrial Relations, Anthropology, Applied Social Sciences, Gender Studies, Housing Studies, International Relations, Clinical Psychology, Social Work, Nursing, Counselling, Teaching, Police, Occupational Therapy, Speech Therapy, Development Studies, Law, Behavioural Science, Physiology, Anatomy, Social and Public Policy, Public Services, Policing and Criminal Justice

### **Travel & Tourism**

Transferable skills developed include: leadership, presentation and communication skills with a strong customer focus.

Events Management, (International) Tourism Management, Hospitality, Business and Management, Marketing, Retail Management, Recreation Management, Consumer Studies, Aviation and Airport Management

### **Vehicle Technology**

Students will learn about the servicing of a vehicle, routine safety checks, tyre and exhaust fitting techniques, the engine and transmission and vehicle maintenance techniques. The course is dedicated to giving the learner up to date knowledge of vehicle technology and be able to fault find on the main vehicle components and systems. You will train as a vehicle technician – covering both the practical and theoretical aspects of the job. It covers classroom theory sessions and assignments, plus workshop practical sessions. This diploma could lead to employment as a technician within the automotive or motorsports sector or to higher education in the field and progression onto university.



## Useful Websites – Higher Education

**UCAS** [www.ucas.com](http://www.ucas.com)

UCAS is useful for researching degree courses and entry requirements at universities

- UCAS personal statement worksheet

<https://www.ucas.com/sites/default/files/ucas-personal-statement-worksheet.pdf>

- UCAS tariff points calculator

[www.ucas.com/tariff-calculator](http://www.ucas.com/tariff-calculator)

**Which? University** <http://university.which.co.uk/>

Researching degree courses and useful for advice, lots of useful pages including:

- 10 things to put in your personal statement

<https://university.which.co.uk/advice/personal-statements/10-things-to-put-in-your-personal-statement>

- Personal statement advice relating to individual degree subjects

<https://university.which.co.uk/advice/personal-statements/personal-statement-subject-guides-admission-tutor-tips>

- Where could your A levels take you?

<https://university.which.co.uk/advice/a-level-choices/what-a-levels-do-you-need-for-the-degree-you-want-to-study>

**Advice for Oxbridge applicants**

<https://university.which.co.uk/advice/ucas-application/oxbridge-applications-five-things-you-might-not-know>

<https://www.thecompleteuniversityguide.co.uk/universities/applying-to-university-and-ucas-deadlines/guide-to-applying-to-oxford-and-cambridge/>

**UKCourseFinder** <http://www.ukcoursefinder.com/>

Take the Morrisby Study Interests Questionnaire to help assess which degree courses may be suitable

**SACU** [http://sacu-student.com/?page\\_id=2850](http://sacu-student.com/?page_id=2850)

Take the Spartan Test to research higher education and career suggestions

**Push** <http://www.push.co.uk/>

Independent guide to UK universities, student life, gap years, open days, student finance and all things student related

**What Uni?** <http://www.whatuni.com/>

Search for UK university courses and university and college course reviews

**Open University** <http://www.open.ac.uk/>

Explore alternative study options including degrees through distance learning



**The Complete University Guide**

<http://www.thecompleteuniversityguide.co.uk/>

Includes information on UK university rankings as well as information on studying abroad

**Fulbright Commission**

<http://www.fulbright.org.uk/>

Information on studying in the USA

**Eunicas**

<http://www.eunicas.co.uk/>

Information on studying in Europe

**Open Days**

<http://www.opendays.com/>

Open day directory

**Bestcourse4me**

<http://www.bestcourse4me.com/>

Explore what people study and what they go on to do afterwards

**Unistats**

<http://unistats.direct.gov.uk/find-out-more/>

Useful for comparing UK higher education degrees including information on student satisfaction, student destinations and how the course is taught

**Prospects**

<https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>

Useful graduate careers website which includes information on career options linked to university degree choice and links on to what graduates do

**Russell Group Universities**

<http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/>

Informed Choices Guide to making post-16 decisions (Please note that choices of A levels will vary between different departments at universities so always check with the Admissions Tutor at the universities of interest)

**Student Finance England**

<https://www.gov.uk/student-finance-register-login>

Apply online for student finance

**Student Calculator (from Brightside)**

<http://studentcalculator.org/>

Work out how much money you will have and how much you will need at university



## KEY DATES IN THE RUN UP TO STARTING UNIVERSITY -2019 ENTRY

April – October 2018	Start attending university open days UCAS workshop and registration in school Begin preparing your personal statement
September 2018	Back to OBA 6 <sup>th</sup> Form after the summer break and start of Yr 13  OBA internal deadline is ..... for UCAS applications to be handed in for <b>Oxbridge</b> candidates and students applying for <b>Medicine, Dentistry and Veterinary Medicine/Science courses.</b>
October 2018	Closing date for music applications to UCAS conservatoires <b>1st October</b> , dance drama or musical theatre course may have different deadlines –applicants should check conservatoires websites for information. UCAS deadline <b>15<sup>th</sup> October</b> for Oxbridge, Medicine, Dentistry and Veterinary courses.
October – December 2018	Complete your UCAS application form and personal statement. You will receive support and advice at each stage. OBA internal deadline is <b>....December</b> to complete your UCAS application.
January 2019	General UCAS deadline for applications <b>15<sup>th</sup> January</b>  <b>January onwards</b> – start replying to offers and make firm decisions as to where you will study. You can now start thinking in more detail about finances and applying for student loans (More advice will be given nearer the time).
February 2019	UCAS extra opens <b>25<sup>th</sup> February</b> for students not currently holding any offers; you might be able to add another choice.
March 2019	UCAS deadline for some Art and Design applications - <b>24<sup>th</sup> March</b> (note: some courses have a January deadline).
April 2019	If you receive all your university decisions by <b>16<sup>th</sup> March</b> , you must reply to any offers by <b>16<sup>th</sup> April.</b>
May 2019	Start sitting final exams
August 2018	<b>15<sup>th</sup> August</b> –A-level results and clearing places published. Adjustment opens for registration.



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Student name:

## University/Course Research Table

University and course title	Location & Proximity to home/travel/cost	Entry requirements for course	Course duration & qualification	Study abroad or placement opportunities?	Modules offered	How is the course assessed?	Campus type & facilities available	Accommodation and cost	League table rankings (uni & course)



## Alternative Higher Education Study Options

Alternative courses you can consider other than full degrees include: Foundation Degree, HNC, HND and DipHE. They cover a wide area of subjects including Engineering/IT/Games/Performing Arts...

### Education or training

Foundation years and foundation degrees aren't the same thing. Whereas a foundation year builds confidence and skills and is designed to take you straight on to a degree course, a foundation degree is a qualification in itself, equivalent to two years of university

**Higher National Certificate (HNC)** – a vocationally focused higher education qualification offered in the UK, usually taking one year to complete, and roughly equivalent to one year of university study.

**Higher National Diploma (HND)** – a vocationally focused higher education qualification offered in the UK. Completion of an HND is considered equivalent to the second year of a three year degree course and can often be used to gain entry to a university course.

**DipHE** – a Diploma in Higher Education is a higher education qualification offered in the UK and generally awarded after two years of full-time study at a university or higher education institution.

### Benefits:

- A fantastic opportunity to save money and gain work experience whilst studying (cost £5000 per year rather than £9000+ if studied at a college rather than university –student loans are available to cover the cost of fees)
- 2 year degree course & you can top up to an honours degree (HNC 1 year but can progress onto HND)
- You can access these courses at Universities or local FE Colleges
- Don't always need to apply through UCAS
- Lower entry requirements, less academic teaching style –aim to help you progress into your chosen career

## Specific Employment Websites

<a href="http://www.nhscareers.nhs.uk">www.nhscareers.nhs.uk</a>	The information service for careers in the NHS in England
<a href="http://www.stepintothens.nhs.uk">www.stepintothens.nhs.uk</a>	Find out more about the 350 careers in the NHS and register for a free careers welcome pack
<a href="http://www.tasteofmedicine.com">www.tasteofmedicine.com</a>	An inspirational website for aspiring medics produced by St George's University of London
<a href="http://www.medschools.ac.uk">www.medschools.ac.uk</a>	Comprehensive information on applying to medical school
<a href="http://www.bma.org.uk">www.bma.org.uk</a>	The British Medical Association produces an annual guide to becoming a doctor, which lists the entry requirements of each medical school
<a href="http://www.rcvs.org.uk">www.rcvs.org.uk</a>	The Royal College of Veterinary Surgeons guides to becoming a vet or vet nurse can be found in the education section of the website
<a href="http://www.emmathevet.co.uk">www.emmathevet.co.uk</a>	Includes advice for aspiring vets on getting into vet school and links to animal related websites
<a href="http://www.bda.org">www.bda.org</a>	The British Dental Association website contains topical issues related to dentistry
<a href="http://www.bps.org.uk">www.bps.org.uk</a>	The British Psychological Society website has a helpful section on careers and accredited courses
<a href="http://www.futuremorph.org">www.futuremorph.org</a>	An inspiring website for those interested in science, technology, engineering and maths
<a href="http://www.gocracker.com/">www.gocracker.com/</a>	Contains information and news for young people about science technology and engineering subjects, industry sectors, apprenticeships, universities and employers
<a href="http://www.careersinaerospace.com">www.careersinaerospace.com</a>	Information on aerospace career pathways and entry routes as well as details of competitions, scholarships, vacancy news and events. Register to receive the free newsletter and join the <a href="#">aviation skills network</a> for free advice

<a href="http://www.citb.co.uk/careers">www.citb.co.uk/careers</a>	Information and free advice from industry experts on careers in construction
<a href="http://www.whynotchemeng.com">www.whynotchemeng.com</a>	Information on the range of exciting opportunities in chemical, biochemical and process engineering career. Register to receive the free newsletter and details of events
<a href="http://www.rsc.org/careers/future/">http://www.rsc.org/careers/future/</a>	Careers information and support for students aged 11-19 who enjoy chemistry
<a href="http://www.iop.org">www.iop.org</a>	The Institute of Physics site contains careers information and resources for students
<a href="http://www.biology-careers.org">www.biology-careers.org</a>	Inspiration for how to make a difference with a career in biology
<a href="http://www.brightcrop.org.uk">www.brightcrop.org.uk</a>	Bright Crop aims to inspire young people to explore the many careers in farming and food supply
<a href="http://www.growcareers.info">www.growcareers.info</a>	Information and case studies about the many different careers working with plants
<a href="http://www.statslife.org.uk/careers">www.statslife.org.uk/careers</a>	Career ideas on what you can do with maths and statistics
<a href="http://www.bigambition.co.uk">www.bigambition.co.uk</a>	Digital careers website for 14 to 19 year olds
<a href="http://www.directions.org.uk">www.directions.org.uk</a>	The Financial Skills Partnership website contains extensive information on career opportunities in the finance sector.
<a href="http://www.getin2marketing.com">www.getin2marketing.com</a>	Learn more about marketing and how to get in
<a href="http://www.lawcareers.net">www.lawcareers.net</a>	Information careers in law.
<a href="http://www.law.ac.uk/futurelawyers">www.law.ac.uk/futurelawyers</a>	The University of Law's Future Lawyers Network for aspiring and current law students
<a href="http://www.propertyneedsyou.com">www.propertyneedsyou.com</a>	Provides information on the range of career choices in the world of property and puts you in touch with people who can help you get started
<a href="http://www.architecture.com">www.architecture.com</a>	The website of the Royal Institute of British Architects has a useful careers section. Download the <a href="#">Think Architecture</a> booklet for information on becoming an architect
<a href="http://ccskills.org.uk/careers">http://ccskills.org.uk/careers</a>	Information, resources, events and job opportunities for those

	interested in creative and cultural careers
<a href="http://www.sky.com/academy">www.sky.com/academy</a>	A set of initiatives from Sky to support young people to build up skills, experience and self-belief
<a href="http://www.dramauk.co.uk">www.dramauk.co.uk</a>	The student pages offer advice on training and careers within the theatre, media and broadcast industries
<a href="http://www.bases.org.uk">www.bases.org.uk</a>	The UK professional body for those with an interest in sport and exercise science. Download the <a href="#">Career Guide</a> for information on courses and careers in sport
<a href="http://www.careers-in-sport.co.uk">www.careers-in-sport.co.uk</a>	Career profiles and opportunities in the world of sport. Sign up for the free newsletter to keep up to date with careers advice and jobs
<a href="http://www.bconstructive.co.uk/">http://www.bconstructive.co.uk/</a> <a href="https://www.goconstruct.org.uk/">https://www.goconstruct.org.uk/</a>  <a href="http://www.jtltraining.com/">http://www.jtltraining.com/</a>  <a href="http://www.ecitb.org.uk">www.ecitb.org.uk</a>	Useful information on the range of construction careers and further information  Electrical and Plumbing Apprenticeships  Engineering and Construction Apprenticeships
<a href="http://www.remit.co.uk">www.remit.co.uk</a> <a href="http://www.autocity.org.uk/">http://www.autocity.org.uk/</a>	Retail motor industry training and apprenticeships
<a href="http://www.policecouldyou.co.uk/police-officer/am-i-eligible/index.html">http://www.policecouldyou.co.uk/police-officer/am-i-eligible/index.html</a>	Some of the basic eligibility requirements for <b>police officer</b> candidates
<a href="https://www.cheshire.police.uk/jobs/">https://www.cheshire.police.uk/jobs/</a>	Link to Cheshire Police jobs page
<a href="http://www.fireservice.co.uk/recruitment/">http://www.fireservice.co.uk/recruitment/</a>	Fire service recruitment information
<a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/recruitment">https://www.gov.uk/government/organisations/ministry-of-defence/about/recruitment</a>	Careers information in the Ministry of Defence
<a href="http://www.royalnavy.mod.uk/Careers/">http://www.royalnavy.mod.uk/Careers/</a>	Royal Navy Careers
<a href="http://www.army.mod.uk/join/">http://www.army.mod.uk/join/</a>	British Army Careers
<a href="https://www.raf.mod.uk/recruitment/">https://www.raf.mod.uk/recruitment/</a>	Royal Air Force Careers
<a href="https://jobs.ba.com/jobs/futurepilot/">https://jobs.ba.com/jobs/futurepilot/</a>	Information on British Airways Future Pilot Programme (FPP)



<http://careersuk.virgin-atlantic.com/pilots-and-future-flyers/future-flyers-pilot-training-programme.html>

Virgin Atlantic Future Flyers Pilot Training Programme

Thank you!

If you want to discuss any of your ideas further please contact Sian Woods at

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