

St Joseph’s RC High School Information Advice

Guidance

Booklet

**Year 11 - start 4:30pm- 6:30pm**

**Year 10 - start 5:30pm – 7:30pm**

**2023**



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Welcome

Welcome to the Year 11 Information Advice and Guidance Booklet 2022. Last year we focused on all students finding their purpose in life with the mission theme #Found for a purpose. This year we are tailoring this to the values in the up-side-down kingdom of God with a focus on young people being prepared to take their place in the world. We aim to motivate and excite students so that they can achieve their potential and realise their dreams and ambitions. As your child begins their final years at St Joseph’s it is important at this stage to consider carefully the next steps as they journey towards further education, employment or training.

We know that making the right choice in their career and training path is critical to a young person’s wellbeing and motivation when studying for GCSEs and we want you to know that we are here to guide you through this exciting but daunting process. We all know that GCSEs are important in opening up doors in life but having the right contacts and extracurricular experiences is the key to securing favourable positions.

We are very blessed to have our own dedicated Careers Lead and Advisor, Mrs Hancock who is very happy to support you and your child as you prepare to make big decisions on your life journey

You know that the staff at St Joseph’s are committed to ensuring that your child achieves their very best and if there are any questions or concerns over the months ahead please do not hesitate to contact Mrs Anderton, Head of Year 11 or Mr Sylvester Head of Year 10.

Thank you for taking the time to work with us as we continue to encourage our young people to become the very best they can be, inspired by God’s plans for each of his children; “I know the plans I have for you” says the Lord, “plans to prosper you and not to harm you” Jeremiah 29:11

Mr T McCabe

Headteacher



Welcome to Year 11! This is a very exciting and short year! There is a lot to pack into the Academic year, not only your GCSE exams, but also making choices about your future career paths, preparing for interviews and being responsible for making your own decisions about your future.

This booklet has been designed to provide year 11 pupils and parents/carers with useful information, advice and tips to help navigate the journey through the transition from St Joseph to post 16 life and learning,



Head of Year 11 Mrs Anderton

Head of Year 10 Mr Sylvester

Careers Lead and Advisor, Mrs Hancock

SENCO Mrs Horridge

**Careers Education Information Advice & Guidance Calendar**

**Year 11**

**September –** Year 11 IAG evening – access to over 30 of colleges, training providers, armed services and employers allowing you and your parent/carers the opportunity to gather the information you need in an informal setting

**September** – **November** - Assembly presentation in school by a selection of local post 16 providers September – April -1-1 careers interviews for all year 11 pupils

**September – November -**  Lunchtime drop in sessions in school by attended by local college and training providers, proving information on specific courses

**October-** Colleges are accepting applications to courses. Pupils can apply via paper application or online through college websites (colleges/6th Forms preferred method). Applications, in whichever way you find easiest, need to be completed by December. Many colleges/6th forms have a preferred deadline by December so it’s best to check on the college website to ensure deadlines are not missed.

**October – December** – Tips for writing your CV’s, Personal Statements can be accessed through your Unifrog account (Via RM Unify page). Applications are completed (apply to at least three colleges/6th forms)

**December - March** – Students begin to receive ‘conditional offers’ (this means based on them gaining the grades required to meet the entry requirements for the specific courses applied for). This will be determined on results day in August.

**October - May -** College/6th forms/training provider’, Open Events (check provider’s websites for dates. Open days are advertised through provider websites along with booking instructions.

**December -** GCSE Pre- Public – Exams (PPE) in school

**January -** PPE results

**January** - Hopes Dreams & Aspirations Interviews take place in school, with colleagues from a wide range of organisations carry out practice interviews with all year 11 pupils

**January- June -** College interviews, take place

**All year round** – Access to school careers adviser Mrs Hancock

**All year round -** Help with applying to college/6th form and interviews

**Options After Year 11. A Guide for Parents and Carers**

**By the end of Year 11 your child/young person will need to make some decisions about their next steps after Year 11.**

**The often change their mind during the year – or can’t decide between two or more options – and often don’t have a clue!**

**Applying for more than one course or place can be a good idea to keep their options open.**

**It’s important to remind them that whilst these decisions are important, they don’t need to have the rest of their lives mapped out. Just encourage them to find something they enjoy so that they carry on learning and developing skills they will need for the future.**

**All schools should have a specialist careers adviser (Mrs Hancock), who will be able to help them talk through their concerns, the options available and support them to make a plan. Encourage them to talk to the school careers adviser (Mrs Hancock) as soon as possible.**

**The calendar below shows what they need to do and the support available to help them make their choices**

|  |  |
| --- | --- |
| September - December | * Encourage your child/young person to see the school careers adviser and ask tutors and teachers for more information or advice * Explore the range of options in employment, training, colleges and 6th forms * Consider pathways that fit around their skills, interests and predicted grades * Weigh up all the pros and cons of different options * Visit these websites to help with your research   nationalcareersservice.direct.gov.uk  The national apprenticeship service  [www.gov.uk/apply-apprenticeships](http://www.gov.uk/apply-apprenticeships)  national citizenship service   * Check out 6th form, college and training provider’s websites for more information and encourage your child/young person to go to Open days * There are deadlines for making applications – ensure that your child/young person is aware of these dates; don’t let them leave everything to the last minute! * Remember some course are very popular so avoid disappointment by submitting an early application * Colleges and 6th form interviews begin. Some of these may be online * Contact College/6th forms if your child/young person is likely to need additional support. If they have an EHCP (Educational Health Care Plan), they should be getting support through a Moving into Adulthood plan. |
| January - March | * Application forms for college/6th forms ideally need to be completed and sent into your college/6th form choices (choose at least three options) * Offers are likely to be conditional depending on exam results * If your child/young person is looking for work with training or apprenticeships, they need to start contacting training providers and employers, they might also need a **backup plan** such a full time college/6th form course * For a list of training providers ask the school careers adviser |
| April - June | * Exams start in May * Check the costs of books, * bus fares, field trips and equipment for post 16 options. Most courses will be free for 16-19 year olds * Find out through College/6th Forms if there are any bursaries for travel or equipment * Enquires for applications for transport through college/6th Form, from their websites * Pupils can apply for the Our Pass bus pass for the Greater Manchester area |
| July - August | * Collect your GCSE results Thursday 22/08/24 * Enrol at college |

**Organisations attending:**

**CHECK LOCAL COLLEGES FOR APPLICATION DEADLINES**

|  |  |
| --- | --- |
|  | **Organisations** |
| 1 | Thornleigh Salesian Sixth Form (Bolton) |
| 2 | Wigan & Leigh College(Wigan) |
| 3 | St John Rigby College (Wigan) |
| 4 | Runshaw College (Leyland) |
| 5 | Wigan Warriors (Wigan) |
| 6 | Bolton College (Bolton) |
| 7 | Myerscough College (Preston, Blackburn) |
| 8 | Bolton Sixth Form College(Bolton) |
| 9 | Winstanley College(Wigan) |
| 10 | Salford Colleges Manchester (Eccles, Worsley, Future Skills, Pendleton, City Skills)  Elite Nursing Cadet/Health & Social Care |
| 11 | Xaverian College Manchester |
| 12 | Rivington Sixth Form College (Horwich) |
| 13 | Manchester International Football Academy (Manchester) |
| 14 | MCPT (Military Preparation College for Training) The next step to a career in the Armed Forces |
| 15 | Alliance Learning (Horwich) **Training Provider Apprenticeships** |
| 16 | Bury College |
| 17 | Bolton At Home - **Apprenticeships** |
| 18 | LLS Sports coaching (Bolton) |
| 19 | Army |
| 21 | Navy |
| 22 | RAF |
| 23 | Police |
| 24 | MBDA (Bolton) **- Apprenticeships** |
| 25 | Edge Hill University (Ormskirk) |
| 26 | Leeds Trinity University (Leeds) |
| 27 | GMLPN(Greater Manchester Learning Provider) **Apprenticeships in the greater Manchester area** |
| 28 | HD Professional Hair & Beauty **Training Academy** (Manchester) |
| 29 | Department of Work & Pensions(DWP) |
| 30 | Premex (Horwich) Medical Reporting **Apprenticeships** |
| 31 | Tradewind Recruitment Manchester - Teaching, teaching Assistant careers |
| 32 | Suez Commercial waste and recycling collection **Apprenticeships** |
| 33 | NHS |
| 34 | Keoghs ( Horwich) Apprenticeships |
| 35 | Blackburn Rovers Community Trust ( football, coaching) (TBC) |
| 36 | The Anderton Centre (AKA Lancashire Outdoor Activities) Apprenticeships(TBC) |
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**Making Applications**

Students can begin to apply for post-16 courses at colleges and sixth forms from the Autumn of their Year 11 (October 2023) ready for the following September and it is advised that students complete their applications by Christmas. This is done online via the provider’s website –

**A projected timeline:**

**October** – Sixth form and college applications open.

Open days are advertised through provider websites along with booking instructions.

**January –** Some sixth forms and colleges **will close applications**. It is worth checking each provider you are interested in and making early applications to avoid disappointment.

**December–February –** Students are invited to sixth form / college interviews.

**December - March –** Students begin to receive ‘conditional offers’ (this means based on them gaining the grades required to meet the entry requirements for the specific courses applied for). This will be determined on results day in August.

**March–July –** Students accept conditional offers received for the different courses they have applied for.

**(It is important to remember that students can accept more than one course at different colleges or 6th forms and make their final decision in the summer, when they have received their exam results).**

Apprenticeships can begin after the last Friday in June.

**August –** GCSE Results day Thursday 22 August 2024.

**August** - Enrolment onto courses at sixth form, college or training provider.

***NOTE: Apprenticeship applications run throughout the academic year with bigger companies starting their recruitment processes much earlier. Start looking in September/October of Year 11, as some employers have much more detailed application processes and can require CV submission, interviews and in some cases online ability tests and assessment centres.***

**Opportunities after St Joseph’s**

There are lots of things to think about when you leave school. To help you choose what to do next you might need to think about:

|  |
| --- |
| What career you want to do in the future – some jobs need you to choose certain routes to get into them |
| Your predicted grades |
| Whether you want to carry on learning |
| How you want to learn – you might enjoy school, and might like to continue; you might prefer more hands-on ways of doing things, so you might want to think about an apprenticeship |

There are different options available to you for instance you could continue your education or training at a college or 6th Form, with a training provider or in the workplace. It is important to choose something that suits your interests and abilities. It's important to know what’s available, but you also need to think about what you would like to do. What are you good at? What do you enjoy? What kind of work would make you happy?

Answer the questions below:

Think about what you want to do post 16 then choose A, B or C

Post16, I want to ….

|  |  |  |
| --- | --- | --- |
| **A** | Continue studying to gain more qualification |  |
| **B** | Go to work and gain qualifications as I earn |  |
| C | Continue to study, but I am not sure which qualifications to do |  |

|  |  |  |
| --- | --- | --- |
| **A** | Do a full time course at 6th form or college |  |
| **B** | Work and study part time |  |
| **C** | Think about what I can do in the future, maybe get a job with training |  |

|  |  |  |
| --- | --- | --- |
| **A** | Study subjects I enjoy and I am good at |  |
| **B** | Get a qualification that is linked to the careers I want to do |  |
| **C** | Get some advice about the course and qualifications that would suit me |  |

|  |  |  |
| --- | --- | --- |
| **A** | Gain qualifications so I can earn more in the future |  |
| **B** | Get a job with training so I can earn money now |  |
| **C** | Find out if there is any financial help to help me study or train |  |

|  |  |  |
| --- | --- | --- |
| **A** | Study Higher level qualifications as a step towards getting the job I want |  |
| **B** | Start work as soon as possible |  |
| **C** | Get some advice |  |

How did you score?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Add up your  **A** **B**  **C** and check your results | **A** |  | **B** |  | **C** |  |

**What did your choices say about you?**

**Mostly A’s**

Continuing your education or training at school or college seems to appeal to you. If so, you have many choices to research before you make a decision. These will include which subjects and also where you study.

**Mostly B’s**

Earning while you learn seems to interest you. If so, you have many choices to consider before you make a decision. You should make sure you are researching Apprenticeship and Traineeship opportunities.

**Mostly C’s**

It sounds like you are not sure what you want to do! You should make sure you are looking at all of the activities in this booklet, as well as speaking to people you trust like teachers, parents, careers advisors and friends to try and help you.

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**What are my options after GCSEs?**

We hope that our students will think very carefully about all of the options available and will use their time wisely to explore ALL opportunities.

**A ‘Levels**

This is a great route to take if you’re planning to go to university. You’ll usually study 3 to 4 A levels which take 2 years, at the end of which you’ll take an exam in each of the subjects. If you’re not sure which subjects to choose take a peek at ‘*Studential’s Guide’* to choosing you’re ‘A levels’.

<https://www.studential.com/further-education/A-levels/how-to-choose-your-A-levels>

Or check out ‘Six things you need to know before making your final A-level choices’

https://www.theuniguide.co.uk/advice/a-level-choices/six-things-you-need-to-know-before-making-your-a-level-choices

**T Levels** are new courses which follow GCSEs and are equivalent to 3 A levels. These 2-year courses, which launched September 2020, have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study.

**T Levels** offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days).

Check with your local college which T Levels they are offering.

**BTEC Qualifications**

BTEC stands for the Business and Technology Education Council. BTECs are specialist work-related qualifications.

They combine practical learning with subject and theory content. There are over 2,000 BTEC qualifications across 16 sectors – they are available from entry level through to professional qualifications at level 7 (equivalent to postgraduate study).

BTECs are designed for young people interested in a particular sector or industry but who are not yet sure what job they’d like to do.

You could study a BTEC at Level 2 or 3, either alongside academic qualifications or as part of a wider programme (such as an apprenticeship). You can also study a BTEC as a standalone course.

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**Apprenticeships**

An apprenticeship is a real job with training so you can earn while you learn and get

Recognised qualifications as you go. They take between one and four years to complete. Your employer provides your on-the-job training and pays your wages. You will work alongside them and learn from some of the best in the business.

Your learning provider can be a college, training organisation or university, and they look after the rest of your training. You can complete this off-the-job training on day release (attending one day a week) or over a succession of days in a short period (block-release). Whether you choose a traineeship or apprenticeship will depend on your age and qualifications. Read on for the basics on apprenticeships.

**Which qualifications will you get?**

● Intermediate – work-based learning towards level 2

● Advanced – work-based learning towards level 3

● Higher – work-based learning towards level 4 and higher

**Who can take an apprenticeship?**

* Need to be 16 or over
* Depends on level: for an apprenticeship at Advanced level, most employers want level2 (C @ GCSE) or level 3 qualifications including level 2 maths and English, or a pass in literacy and numeracy tests

You’ll earn at least the National Minimum Wage while you train.

**How long does it last?** One to four years.

**How much will you earn?** Minimum wage, most pay more – average is £170 a week

**How much will it cost?** There are no fees if you are under 24 years old. Those aged 24+have to make a contribution to their training costs.

**What types of apprenticeship are on offer?** Many employers offer both traineeships and apprenticeships – so you may be able to move to the next level with the same employer. It’s no longer just construction and engineering that are on offer, although those are still around if you’re interested. Now you can go into 170 industries with 1400 different job roles such as design assistant, cabin crew, dental nurse or trainee accountant

(Please check out [www.nationalsapprenticeships.gov.uk](http://www.nationalsapprenticeships.gov.uk) [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk) <https://theapprenticeshiphub.co.uk/about/> [www.alliancelearningcom](http://www.alliancelearningcom)

<https://theapprenticeshiphub.co.uk/about/>

**What is a traineeship?**

A traineeship is effectively a lower entry level Apprenticeship. This is a pathway which you could consider if you do not meet the qualifying criteria for an Apprenticeship. Traineeships are a fantastic way to gain valuable work experience and improve your qualification level. What you can expect from a Traineeship

● High quality work placements – where you can learn what’s expected of you in the

workplace, and develop links with local employers

● Flexible training - in other relevant areas to help you get ready for work, such as job search and interview skills, time-keeping and team working

● Study in English and maths (if appropriate) – employers value these essential skills

very highly. At the end of your traineeship, if there is a job or apprenticeship vacancy with the work placement host, you should receive an interview.

If there isn’t a job or apprenticeship opportunity at that time, you will receive an exit

interview with the employer who provided the work placement. In this interview you can discuss what you’ve learned, and how it might help you with things like updating your CV and getting into a job or an apprenticeship.

Whether you go for a traineeship or apprenticeship will depend on your age and

qualifications. Read on for the basics on traineeships.

**Who can take a traineeship?**

**You must be:** 16-24yrs and qualified below level 3**,** 16-25yrs with learning difficulties.

**How long does it last?** Six weeks to six months.

**How much will you earn?** Traineeships are unpaid but most pay travel and meal costs. The 16-19 Bursary Fund may help– it depends on your circumstances whether you get it or not.

**What types of traineeship are on offer?** Many employers offer both traineeships and apprenticeships – so you may be able to move tothe next level with the same employer. It’s no longer just construction and engineering thatare on offer, although those are still around if you’re interested. Now you can go into 170industries with 1400 different job roles such as design assistant, cabin crew, dental nurse ortrainee accountant.



**GCSE Subjects**

**Maths & English grade 4. Pupils are expected to continue working towards a Maths and English grade 4 qualification if they have not achieved this in school.**

**Careers Information Advice & Guidance**

During Year 11 all pupils in Year 11 will have a career guidance interview with Mrs Hancock (career lead/careers adviser). Pupils can find Mrs Hancock’s office just off the school hall situated in the English block.

**Please note!**

Lesson times are only for **pre-booked interviews only**

**There is usually an open door policy if pupils wish to see Mrs Hancock before school starts, at break, and lunch times and after school.**



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**Qualifications - why bother?**

Qualifications are your passport to more opportunities in education, training and work. Here are six good reasons why you should take qualifications seriously

**1.** To give you a choice of jobs – the number of jobs you can get without any qualifications is shrinking quickly. If you want a choice of jobs, you need good qualifications.

**2.** To make sure you don’t spend your life in a dead end job – without qualifications, it is hard to move on from a low paid, low skilled job.

**3**. To improve your earning power – there is a big pay gap between people with qualifications and those without them. If you want a well-paid job, you need good qualifications.

**4.** To show other people what you can do– qualifications show employers, colleges and universities that you have the attitudes, skills and knowledge they value. They tell them what you already know and can do. They also give them an idea of how well you might do in the future.

**5.** To prove to other people that you can learn – qualifications show people that you want to learn and that you can learn. Employers, colleges and universities look for people like this.

**6.** To show yourself what you can do– gaining qualifications boosts your self-confidence and self-awareness.

**Understanding Qualifications**

Qualifications help you to move forward in your chosen career and give you a better choice of jobs. The number of jobs for people with no qualifications is shrinking quickly. They also help to improve your earning power and people with qualifications earn more during their lifetime than those without.

Below is a table that explains the different levels of qualifications. People start at a level that suits their ability and once they have gained a qualification at that level they can then progress onto the next level.

Most jobs will require you to be at Level 2 and many employers ask for qualifications at Level 3. If you would like to move onto University most courses will require a Level 3 qualification and a grade 4 or above in English and Maths.

|  |  |  |
| --- | --- | --- |
| **Qualification Level** | **Qualification** | **Entry Requirements** |
| Entry | Personalised Programmes | No formal qualifications. |
| **Level 1** | Personalised Programmes  NVQ Level 1  BTEC Introductory Diploma | Entry Level qualifications |
| **Level 2** | Intermediate Apprenticeship  NVQ Level 2  GCSE  BTEC First Diploma | Grades at GCSE 3-1  Level 1 qualifications |
| **Level 3** | Advanced Apprenticeship  NVQ Level 3  BTEC National Diploma  BTEC Extended Diploma  A levels | GCSE  Grades 9-4  Level 2 qualifications **including**  English and Maths GCSE C |
| **Level 4** | Higher Apprenticeship  NVQ Level 4  Certificates of Higher Education  Higher National Certificate  Foundation Degree | A levels  Level 3 qualifications |
| **Level 5** | Diplomas of Higher Education  Foundation Degree  Higher National Diplomas | Level 4 qualifications |
| **Level 6** | Bachelor Degrees  PGCE  Graduate Diplomas and Certificate | Level 5 qualifications |
| **Level 7** | Master Degrees  Postgraduate Certificates and Diplomas | Level 6 qualifications |
| **Level 8** | Doctoral Degree | Level 7 qualifications |

We have careers resources that are available throughout school

School have a well-stocked careers resources area outside the careers officer near the school hall. Pupils can find college/6th form prospectuses, information about Apprenticeships and training providers as well as information on universities and different careers. We also have a careers section in the school library with college prospectuses that pupils are encouraged to take.



**Raising Participation Age (RPA)**

The law states young people that you must continue in some form of education or training until there 18 birthday – and most will stay until the end of that college or school year anyway. This is so that you have the best possible chance to gain the knowledge, skills and qualifications that you need to get a job you enjoy in the future. Lots of people think these changes mean they need to stay in school. This isn’t the case. There are lots of things that you can do, including:

● Full-time study in a 6th Form, college or with a training provider

● Full-time work or volunteering combined with regulated part-time education or training

● Apprenticeship or traineeship



Additionally, if a pupil does not achieve a grade 4 or above at GCSE Maths and/or English then they must continue with this subject in their post 16 education or trainin



**Unifrog - https://www.unifrog.org**

**The complete destinations platform**

All pupils have access to Unifrog through RM Unify. It’s a one stop destination platform offering free and relevant webinars and presentations to support students in upskilling for the modern working environment. Supporting pupils in exploring a range of career avenues, to help them see that there is no limit when it comes to ambition.”

**Applying to College**

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**Pupils can apply to the college/6th forms of their choice directly through their website.**

**Should I apply to more than one provider?**

It's wise to apply **to more than one** college/training provider, not only to give yourself a greater chance of acceptance, but also to allow you to weigh some options before choosing where to go!

**College prospectus/ applications are available from the careers resource area and also in form rooms and the school Library.**

**Personal Statement**

Your personal statement is an opportunity for you to demonstrate to your chosen college why you think you would be a good student for the course. It is your chance to show the college what you can offer and what you’re aiming for in your future career. Your personal statement should be no longer than one side of A4. You should start your statement with a brief introduction about yourself, who you are, what you are doing at the moment and what your career aspirations are.

You should then include more detailed information that answers some of the following questions:

* Why have you chosen the course?
* How have you developed your subject/s interest outside of school? Have you completed any research about the course/career area you are interested in?
* What do you think you will find most interesting about the course that you plan to study?
* Have you undertaken any work experience/voluntary or part time work? What skills did you develop?
* (e.g. communication/IT/decision making) How might these skills help you in your chosen course/career?
* What did the experience involve and what did you learn that might help you on the course?
* How might you use what you have learnt in your studies?
* What are your social, sports or leisure activities?
* Have you held any positions of responsibility in school? Peer mentor etc.
* What are you proud of? (Personal achievements etc.) What did you achieve and how have these achievements helped you to develop your skills and abilities?
* Have you attended any additional activities through school e.g. summer schools, clubs etc.
* What are your career plans for when you finish college?
* What are your future plans?



**As you come to the end of your college studies, your personal statement should be aimed at the course you want to apply for in university. For example**

**Unifrog** have helpful access tools where you can get help with your personal statement as well as your CV

**COLLEGE AND SIXTH FORM OPEN EVENINGS AT A GLANCE 2023/24**

**Please check with your local college/6th form providers about application deadline dates**

|  |  |  |
| --- | --- | --- |
| **Bolton College**  **Deane Road, Bolton BL3 5BG** | Tel: 01204 482000 | **www.boltoncollege.ac.uk** |
| **Tuesday 17th October   5:00-8:00**  **Wednesday 15th November 5:00-8:00**  **Thursday 14th December 5:00-8:00**  **Tuesday 6th February 2024 5:00-8:00** | Register online  <https://www.boltoncollege.ac.uk/register-open-events/booking/> | **www.boltoncollege.ac.uk/events** |
| **Bolton Sixth Form College**  **Deane Road, Bolton BL3 5BG** | Tel: 01204 846215 | **www.bolton-sfc.ac.uk** |
| **Saturday 7 October 2023 10.30am - 1.30pm**  **Wednesday 22 November 2023 5.30pm 7.30pm**  **Tuesday 23 January 2024 5.30pm - 7.30pm** | **Pupils will need to book through the 6th Form** | **www.bolton-sfc.ac.uk** |
| **Cardinal Newman College**  **Lark Hill Road**  **Preston PR14HD** | **Tel: 01772460181** | **www.cardinallnewman.ac.uk** |
| [**Saturday 14th October 2023 – 10am – 1pm**](https://go.cardinalnewman.ac.uk/events/booking/59) **Saturday 11th November 2023 – 10am – 1pm**  **Saturday 3rd February 2024– 10am – 1pm** | **Register online** |  |
| **Runshaw College**  **Langdale Road**  **Leyland**  **PR25 3DQ** | **Tel: 01772622677**  **Register online**  [**https://openday.runshaw.ac.uk/**](https://openday.runshaw.ac.uk/) | [**www.runshawcollege.ac.uk**](http://www.runshawcollege.ac.uk) |
| **Saturday 23th September 2022, 10am-2pm**  **Thursday 12 October 2022, 3:30pm – 7:30pm**  **Tuesday 21 November 2022 3:30pm -7:30pm**  **Wednesday 6 March 2024 3:30pm - 730pm** | **Book to register** |  |
| **Winstanley College**  **Winstanley Road**  **Billinge, Wigan WN5 7XF** | [**Tel:01695**](Tel:01695) **633244** | **www.winstanley.ac.uk** |
| **Thursday 5th October 2023 5pm-8pm**  **Wednesday 18th October 2023 5pm-8pm**  **Wednesday 1st November 2023 5pm-8pm** | **Please book via the COLLEGE WEBSITE** | [**Open Evenings - Winstanley College**](https://www.winstanley.ac.uk/580/open-evenings) |
| **St John Rigby College**  **Gathurst Road**  **Orrell Wigan WN5 0LJ** | **Tel: 01942 214797** | **www.sjr.ac.uk** |
| **Saturday 7th October 2023 09.00 – 13.00**  **Wednesday 18th October 2023 16.30 – 19.30**  **Thursday 9th November 2023 16.30 – 19.30** | **By registration only via college website** |  |
| **Canon Slade Sixth Form**  **Bradshaw Brow, Bolton BL2 3BP** | **Tel: 01204 600886** | **www.canon-slade.bolton.sch.uk** |
| **Wednesday 28th September 2022 from 5:30pm to 8:30pm**. |  |  |
| **Rivington and Blackrod 6TH Form**  **Rivington Lane, Rivington, Bolton BL6 7RU** | **Tel: 01204 333266** | **www.rbhs.co.uk** |
| **Thursday 21st September 5pm - 8pm** |  | [Rivington & Blackrod High School and Sixth Form - Sixth Form Open Evening (rbhs.co.uk)](https://www.rbhs.co.uk/Diary/Sixth-Form-Open-Evening-2022-10-06/) |
| **Thornleigh Sixth Form**  **Sharples Park, Bolton BL1 6PQ** | **Tel: 01204 305172** | **www.thornleigh.bolton.sch.uk** |
| **Thursday 21st September 5pm-7:30pm** |  |  |
| **Turton Sixth Form**  **Bromley Cross Road, Bromley Cross Bolton BL7 9LT** | **Tel: 01204 333239** | **www.turtonsixthform.uk.com** |
| **Thursday 19 October 5:30pm-7:30pm** | [Tel: 01204](Tel:01204) 333239 | **No need to book.** **Pupils can just turn up** |
| **Bury College**  **Woodbury Centre, Market Street, Bury BL9 0BG** | **Tel: 0161 280 8280** | **www.burycollege.ac.uk** |
| **Tuesday 3 October - 5:00pm-7:30pm**  **Thursday 12 October - 5:00pm-7:30pm**  **Saturday 25 November - 10:30am- 1pm**  **Thursday 21 March 2024 - 5:00pm-7:30pm** | **Tel:01612808280** | **Deadline for application to be in**  **Monday 7th November 2023** |
| **Holy Cross Sixth Form College**  **Manchester Road, Bury BL9 9BB** | **Tel: 0161 7624500** | **www.holycross.ac.uk** |
| **Saturday 7thOctober 10:00am - 1:00pm**  **Monday 16 October 5:00pm – 8:00pm** |  |  |
| **Myerscough College**  **St Michaels Road, Bilsborrow, Preston PR3 0RY** | **Tel: 01995 642222** | **www.myerscough.ac.uk** |
| **Advice Sessions and Events**  ***Locations - Preston Centre, Blackburn Centre, Liverpool Centre and Warrington Centre***  **The Saturday Course Advice Mornings events generally run 10 till 12.30 on site at each centre (1pm at Preston).**  **Please check our "What's on" section for more detailed information about each individual event.**  **Saturday 7th September - Course Advice Morning**  **Saturday 18th November - Course Advice Morning**  **Saturday 3th February - Course Advice Morning**  **Saturday 16th March - Course Advice Morning**  [**You can book on these events via individual event pages that can be found**](https://www.myerscough.ac.uk/whats-on/)**on their website**  [**Open Mornings and Events | Myerscough College**](https://www.myerscough.ac.uk/schools-liaison/open-mornings-and-events/)  **Cricket Studies Advice Events at Old Trafford (LCCC)**  **Tuesday 26th September –Course Advice Evening (5 till 8pm)**  **Tuesday 17th October – Course Advice Evening (5 till 8pm)**  **Tuesday 21st November – Course Advice Evening (5 till 8pm)**  **Saturday 16th December - Course Advice Morning (10 till 12noon)**  **Tuesday 23rd January - Course Advice Evening (5 till 8pm)**  **Tuesday 20 February – Course Advice Evening (5 till 8pm)**  **Thursday 19th March – Course Advice Evening (5 till 8pm)**  **https://www.myerscough.ac.uk/whats-on/** | | |
| **Salford City College (City Skills, Eccles, Future Skills, Pendleton, Worsley)** | **Tel: 0161 631 5000** | **www.salfordcitycollege.ac.uk** |
| [**Pendleton Sixth Form College website**](https://www.salfordcc.ac.uk/)  **Dronfield Road, Pendleton, M6 7FR**  **Saturday 23rd September 10am – 12pm**  **Thursday 9 November 5pm-7pm**  **Tuesday 5 December 5pm-7pm**  [**City Skills Centre website**](https://www.salfordcc.ac.uk/)  **Lissadel Street, Salford, M6 6AP**  **Monday 2nd October, 5pm to 7pm**  **Monday 30th October 5pm-7pm**  **Aturday 2 Marc 2024 10am-12pm**  [**Eccles Sixth Form College website**](https://www.salfordcc.ac.uk/)  **Chatsworth Road, Eccles, M30 9FJ**  [**Tuesday 26th September 5pm to 7pm**](https://scc-proweb.salfordcc.ac.uk/PSWebEnrolment/webenrolment.aspx?page=~/webcontrols/vod_booking.ascx)  **Tuesday 7 November 5pm-7pm**  **Saturday 9 December 10am - 2pm (winter Wonderland)**  **Tuesday 5 March 2024 5pm – 7pm**  [**Worsley College website**](https://www.salfordcc.ac.uk/)  **Walkden Road, Worsley, M28 7QD**  [**Monday 25 September, 5pm to 7pm**](https://scc-proweb.salfordcc.ac.uk/PSWebEnrolment/webenrolment.aspx?page=~/webcontrols/vod_booking.ascx)  **Monday 6 November 5pm-7pm**  **Monday 4 March 5pm-7pm**  [**Future Skills @ MediaCityUK website**](https://www.salfordcc.ac.uk/)  **Dakota Avenue, Salford, M50 2PU**  **Wednesday 27 September 4pm to 7pm**  **Saturday 4 November 2023 10am-12pm**  **Wednesday 6 March 2024 5pm-7pm** | Register onlne  <https://www.salfordcc.ac.uk/> |  |
| **The Manchester College** | **Tel 03333 222 444** | **tmc.ac.uk/events** |
| **Thursday 12 October 5:00pm – 7:00pm**  **Thursday 24 November 2022 5:00pm – 7:00pm**  **Thursday 9 March 2023 5:00pm – 7:00pm** | **Tel: 0333322444** | **Check college to see if you need to book** |
| **Blackburn College,**  **St Paul’s Street, Blackburn BB2 1DL** | **Tel: 01254 55144** | **www.blackburn.ac.uk** |
| **Tuesday 26 September 2023- 4:30pm – 8:00pm**  **Wednesday 4th October 2023 – 4:30pm – 8:00pm**  **Saturday 18th November 2023 10am-1pm** | **Go online to book the event** |  |
| **Wigan & Leigh College**  **Parsons Walk**  **Wigan WN1 1RS** | **Tel: 01942 761600** | **www.wigan-leigh.ac.uj** |
| **Parson Walk Centre**  **4.30pm - 7.30pm**  **Monday 9 October 2023**  **Monday 6 November 2023**  **Monday 29 January 2024**  **Monday 22 April 2024** | **Register online**  [**Wigan & Leigh College :: Open Evenings (wigan-leigh.ac.uk)**](https://www.wigan-leigh.ac.uk/events/Open-Evening) | **Parson Walk Centre WN1 1RR**  **School for the Arts WN1 1RR**  **Centre of Excellence in Engineering Pagefield Centre WN1 2JH** |
| **Leigh College**  **Leigh College, Sale Way, Leigh, WN7 4JY**  **4.30pm - 7.30pm**  **Monday 16 October 2023**  **Monday 13 November 203**  **Monday 5 February 2024** | **Register online**  [**Wigan & Leigh College :: Open Evenings (wigan-leigh.ac.uk)**](https://www.wigan-leigh.ac.uk/events/Open-Evening) | **Leigh College Leigh Sports Village WN74JY** |
| **Xaverian College**  **Lower Park Road**  **Manchester M45RB**  **Saturday 7 October 10:30am-2pm**  **Sunday 15 October 10:30-2pm** | **Tel 0161 2241781** | [**www.xaverian.ac.uk**](http://www.xaverian.ac.uk)  **Application deadline Friday 13th January 2023** |
| **University Collegiate School**  **The Stroller Building**  **Deane Road**  **Bolton BL3 5AG** | **1204 928700** | www.theucs.org.uk |

**Careers Resources**



**There are so many resources to help you discover your career goals.**

**Take a look at some of our favorites**

[**Career Journey Map from NCS**](http://www.google.com/url?q=http%3A%2F%2Fwww.nationalcareersservice.direct.gov.uk%2Fyoungpeople%2FPages%2FYoungpeople&sa=D&sntz=1&usg=AFQjCNE_alrbcfQS32deNCyazBP3JZmf0Q) Find relevant information about what to do now and next

[**Career Point**](http://www.google.com/url?q=http%3A%2F%2Fwww.careerpoint-gm.co.uk&sa=D&sntz=1&usg=AFQjCNEX5gZhq4yESFwCmWWZ0MeTnEcqIg) Virtual environment for careers information, advice and guidance in Greater Manchester

[**Careers Box**](http://www.google.com/url?q=http%3A%2F%2Fwww.careersbox.co.uk&sa=D&sntz=1&usg=AFQjCNFibMQ_s3se0MDaNKJVKxmYCdS1Kg)Online library of careers related film, news and information

[**Engineering Futures**](http://www.google.com/url?q=http%3A%2F%2Fwww.engineeringfutures.org&sa=D&sntz=1&usg=AFQjCNHhisv8HLDIgNygSSmW3WQ5II70Rw)Information, advice and guidance about careers in engineering and progression routes in Greater Manchester

[**Greater Manchester Higher IAG Leaflet**](https://www.google.com/url?q=https%3A%2F%2Fissuu.com%2Fgmhigher%2Fdocs%2Fyp_guide_web&sa=D&sntz=1&usg=AFQjCNHui7JO2JVK13JBA9B5jESVyTfZ9A) Advice about higher education and common progression routes, including what you should be thinking about at each stage of your journey

[**Gov.uk information on qualifications**](http://www.google.com/url?q=http%3A%2F%2Fwww.gov.uk%2Fwhat-different-qualification-levels-mean%2Fcompare-different-qualification-levels&sa=D&sntz=1&usg=AFQjCNG1cYdeZxvhDCxHR2TuJvWQSa48Pw) a breakdown of the most common types of qualifications offered in England, Wales and Northern Ireland

[**Informed Choices**](http://www.google.com/url?q=http%3A%2F%2Fwww.russellgroup.org%2FInformedChoices-latest.pdf&sa=D&sntz=1&usg=AFQjCNEc8QI-RO1COCJr5BmCap8busSOKw)Advice from the Russell Group about choosing GCSE and A level subjects

[**National Careers Service**](http://www.google.com/url?q=http%3A%2F%2Fwww.nationalcareersservice.direct.gov.uk%2FPages%2FHome.aspx&sa=D&sntz=1&usg=AFQjCNE5XjhROV5QyuqR_exdrVcvAn147g)Impartial advice about choosing qualifications and progression routes

**www.startprofile.com** – Start is a free, online careers platform, designed to connect 11-18 year olds with their future career potential

**www.ucasprogress.com** - a directory of college courses in Greater Manchester

**www.nationalcareersservice.direct.gov.uk**- General careers information along with CV and job hunting tips.

[**www.theapprenticeshiphub.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.theapprenticeshiphub.co.uk&sa=D&sntz=1&usg=AFQjCNHugpERk6I4YefAE7E0We3GTlDrCQ) – Looking for an apprenticeship then start here. The most comprehensive guide to apprenticeships in the Greater Manchester region

**amazingapprenticeships.com**

[**www.getintoteaching.education.gov.uk**](http://www.getintoteaching.education.gov.uk) **-** Get tailored advice and information about teacher training

[**www.apprenticeships.org.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.apprenticeships.org.uk&sa=D&sntz=1&usg=AFQjCNGFAeZwvBWiGEHbQ5G9QvpL6Ivi6Q)– The national apprenticeship vacancy service.

[**www.getmyfirstjob.co.uk**](http://www.getmyfirstjob.co.uk) **-** Offers you a whole new way to find apprenticeships

[**www.icould.com**](http://www.google.com/url?q=http%3A%2F%2Fwww.icould.com&sa=D&sntz=1&usg=AFQjCNHPUCaqhuKwq_56DRSHsp2n61TSaQ)– Careers Information, Choices and Ideas (includes career videos)

[**www.citb.co.uk/bconstructive**](http://www.google.com/url?q=http%3A%2F%2Fwww.citb.co.uk%2Fbconstructive%2F&sa=D&sntz=1&usg=AFQjCNFIp23EZ5iclsDT9j8EXcXH5QGOdw) **-** The Sector Skills Council site for Construction careers

[**www.bestcourse4me.com**](http://www.google.com/url?q=http%3A%2F%2Fwww.bestcourse4me.com&sa=D&sntz=1&usg=AFQjCNEnhxOWODNhQaFYm7KgFRHdzxbH2A) **-** Information and resources to young people to consider their future options.

[**www.bigambition.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.bigambition.co.uk&sa=D&sntz=1&usg=AFQjCNEGH1t2inerPC-er93qP0lpCyfQ2w) **-** Digital career information site, including case studies.

[**www.brightknowledge.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.brightknowledge.org&sa=D&sntz=1&usg=AFQjCNHDs-oPs0MfnnvhzQj2N18gopVfIA) **-** Contains information about different progression pathways and routes into various careers.

[**www.unistats.direct.gov.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.unistats.direct.gov.uk&sa=D&sntz=1&usg=AFQjCNFX_Zuhi71a34tEgH0hKolZ0k_bQA)- The official website for comparing UK higher education course data

[**www.barclayslifeskills.com**](http://www.google.com/url?q=http%3A%2F%2Fwww.barclayslifeskills.com&sa=D&sntz=1&usg=AFQjCNGemFiS8FUf7vYpq7PezFE9VUaU_g) –Helps young people unlock their potential

[**www.uni4me.com**](http://www.google.com/url?q=http%3A%2F%2Fwww.uni4me.com&sa=D&sntz=1&usg=AFQjCNEEKtL5X0v_VdRVz6H20SOsm8ATeg)- lots of information about higher education

[**www.futuremorph.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.futuremorph.org&sa=D&sntz=1&usg=AFQjCNFnWUO0IeU-mBhN-G0LU0LbJIR-Ag)- careers information on jobs in Science and Math’s Careers

Education & Guidance Policy

[**www.hospitalityguild.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.hospitalityguild.co.uk&sa=D&sntz=1&usg=AFQjCNFWfYBLJIl2xOu5ykLp55FGZvQXgg) - Information and career tools aimed at raising awareness about careers in the hospitality sector.

[**www.skillsforlogistics.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.skillsforlogistics.org&sa=D&sntz=1&usg=AFQjCNGL6vmu0Hw1j8Y2Dys9gpjGT77H-A) - For planning a career in the logistics (transport) sector.

[**www.skillsforcare.org.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.skillsforcare.org.uk&sa=D&sntz=1&usg=AFQjCNGPWjyiprc0h8DfQC_TTYz2r_o6yg) - Skills for Care includes information about jobs in care and also contains information about starting in a career in care.

[**www.successatschool.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.successatschool.org&sa=D&sntz=1&usg=AFQjCNGWhaLnDChDIpGc-K004x6uMhVXNA) - Career advice for schools and students aged 13-19. [**www.tastycareers.org.uk**](http://www.google.com/url?q=http%3A%2F%2Ftastycareers.org.uk&sa=D&sntz=1&usg=AFQjCNGHQAyfeU-JWJfPhqIz41vTNaUPUg)- Information about the food and drink industry.

[**www.careersbox.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.careersbox.co.uk&sa=D&sntz=1&usg=AFQjCNFibMQ_s3se0MDaNKJVKxmYCdS1Kg) - a free online library of careers related film, news and information

[**www.careersworld.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.careersworld.co.uk&sa=D&sntz=1&usg=AFQjCNFlVYExOiuDNVHL-Y7caYODr6mYcg) one stop website for careers advice and searching for the very best training and career opportunities within England, Scotland and Wales

[**www.stemnet.org.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.stemnet.org.uk&sa=D&sntz=1&usg=AFQjCNFM511ie_xev0L-7sIdpe22AyBgKA)- creates opportunities to inspire young people in Science,

Technology, Engineering & Mathematics

[**www.creative-choices.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.creative-choices.co.uk&sa=D&sntz=1&usg=AFQjCNHgUS27cYYq53r9SZgeyjBExMS-VA) **-** Creative Industries Information

[**www.creativeskillset.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.creativeskillset.org&sa=D&sntz=1&usg=AFQjCNE5lnJj6OHOYQjfGkCqm4_P4JMsdw)- Creative Industries Information

[**www.nhscareers.nhs.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.nhscareers.nhs.uk&sa=D&sntz=1&usg=AFQjCNEgp4xn8qekv2OqWHl3EfX7hISNGQ)- Health Careers Information

[**www.futuremorph.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.futuremorph.org&sa=D&sntz=1&usg=AFQjCNFnWUO0IeU-mBhN-G0LU0LbJIR-Ag)- Information on Science and Engineering Careers

[**www.wherestemcantakeyou.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.wherestemcantakeyou.co.uk&sa=D&sntz=1&usg=AFQjCNEmliqnt_KCNl49shBzs6ejQi51DQ)- Information on Science and Engineering Careers

[**www.lawcareers.net**](http://www.google.com/url?q=http%3A%2F%2Fwww.lawcareers.net&sa=D&sntz=1&usg=AFQjCNGvMSlShQ3peH9TYNzPLFIkIn0g4g)- Overview of the Legal Profession

[**www.careers-in-sport.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.careers-in-sport.co.uk&sa=D&sntz=1&usg=AFQjCNEJLl1jbr6KSZmTYXcF4C2ULDKXlA) - Information about careers in sport, including current vacancies.

[**www.engineeringfutures.org**](http://www.google.com/url?q=http%3A%2F%2Fwww.engineeringfutures.org%2F&sa=D&sntz=1&usg=AFQjCNGQ-h85mzrphHzvf96N8-bAElV9JA)- Information, advice and guidance about careers in engineering and progression routes in Greater Manchester

**Careers:** [**www.allaboutcareers.com**](http://www.google.com/url?q=http%3A%2F%2Fwww.allaboutcareers.com%2F&sa=D&sntz=1&usg=AFQjCNHoMaFj_A_c87Sa5W0-bMwjU8ixfA)

**School leavers**: [**www.allaboutschoolleavers.co.uk**](http://www.google.com/url?q=http%3A%2F%2Fwww.allaboutschoolleavers.co.uk%2F&sa=D&sntz=1&usg=AFQjCNG_WNVe-Ehubvtx-TsElCiXKv3rQw)

**Why apply?**

– Earn a real wage;

– Be trained in the skills employers want;

– Set yourself up for the future –

apprentices enjoy marked salary

increases when they complete their

training, and those completing a

higher apprenticeship could see

increased earnings of an estimated

£150,000 over their lifetime.\*

**Entry requirements**

Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit. The National Apprenticeship Service is committed to ensuring that high quality apprenticeships

are a prestigious option, accessible to all people from all backgrounds? All vacancies on Find an apprenticeship will clearly state what the entry requirements are for the job role being advertised. There will be different entry requirements depending on the industry, job role and apprenticeship level. Recent changes to the minimum English and maths requirements now mean that people with a learning difﬁculty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an entry level 3 qualiﬁcation during their apprenticeship. A Disability Conﬁdent Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as deﬁned by the employer. For more details, search Disability Conﬁdent on gov.uk

**What levels are there?**

All apprenticeships include elements of on the job and off the job training, leading to industry recognised standards or qualiﬁcations. Some apprenticeships also require an assessment at the end of the programme to assess the apprentice`s ability and competence in their job role.

**A guide to apprenticeships**

**What’s an apprenticeship?**

An apprenticeship is a genuine job and under all circumstances an apprentice will be

employed from day one. Apprenticeships combine practical training in a job with study.

An apprentice will:

* work alongside experienced staff
* gain job-speciﬁc skills
* earn a wage and get holiday pay
* be given time for study related to their role
* (the equivalent of one day a week)

|  |  |  |
| --- | --- | --- |
| **Name** | **Level** | **Equivalent educational level** |
| Intermediate | 2 | 5 GCSE passes |
| Advanced | 3 | 2 A Level passes |
| Higher | 4,5,6 and 7 | Foundation degree and above |
| Degree | 6 and 7 | Bachelors of master’s degree |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | 25 and over | 21-24 | 18-20 | Under 18 |
| **April 2019** | £8.21 | £7.70 | £6.15 | £4.34 |

**What can they earn?**

The national minimum wage (NMW) for apprentices is £3.90 per hour from April

2019. The apprentice NMW applies to apprentices aged under 19 or aged 19 or over and in the ﬁrst year of their apprenticeship. Apprentices aged 25 and over, and not in the ﬁrst year of their apprenticeship, will be entitled to the National Minimum Wage.

**How to apply?**

At any one time on Find an apprenticeship, in a variety of careers and industries across England, there are between 12,000 - 20,000 apprenticeships vacancies online available at gov.uk/apply-apprenticeship. You can search by keyword (job role, occupation type or apprenticeship level) and by location. In addition, some employers advertise vacancies on their website. Once the right job comes up, simply register on the website and follow the step by step instructions to apply for the role

**What is the role of the training provider?**

The training provider has a key role to play in providing off-the-job training, assessing progress towards achieving their qualifications and supporting you generally during their apprenticeship. They work very closely with the employer to ensure that the apprentice receives: – an induction programme on starting – a detailed training plan (including on-the-job training) – regular progress reviews – opportunities to put into practice off-the-job learning so that they can achieve their qualifications/requirements of the apprenticeship – mentoring and general support throughout the apprenticeship This will all be documented in a commitment statement that is part of the Apprenticeship Agreement. This is an individual learning plan that the provider, the employer and apprentice will all sign up to. You can find out more about learner satisfaction with training organisations and colleges by accessing the learner satisfaction survey results on the FE Choices pages of GOV.UK.

**How many hours per week will an apprentice be working?** The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake. However, this does not apply in every circumstance. For example, people with caring responsibilities or people with a disability may work reduced weekly hours. Where this is the case, the duration of the apprenticeship will be extended to take account of this. The time spent on off-the-job training should be at least 20% and should be included as part of working hours. The employer must allow time to complete the apprenticeship within the working hours. If support is needed with English and maths, the should also be within

**Further Support**

Additional financial support is available for care leavers starting apprenticeships. A £1,000 bursary is available to support care leavers who are aged 16-24, this will be paid directly to them in the first year of the apprenticeships. If you need help with you apprenticeship application or professional advice on making the right choices, visit: nationalcareersservice.direct.gov.uk for a web-chat with an adviser or call: 0800 100 900 (free from landlines and mobiles).

**Where to look for an apprenticeship?**

With so many opportunities on offer, there are several ways you can find an apprenticeship. More information, including videos of current apprentices, is available at apprenticeships.gov.uk. You can search and apply for vacancies on Find an apprenticeship on GOV.UK. Once registered on Find an apprenticeship, email and text alerts can be set up about new apprenticeship vacancies which may be of interest. If you would like to view more information on a selection of well-known employers, you can visit the vacancy snapshot at amazingapprenticeships.com. It displays a range of employer’s fact files outlining the types of apprenticeship vacancies available at these companies across the year. If you have a specific interest in a certain employer, it is also worth going direct to their recruitment site. You could also meet employers and their apprentices through our new live broadcast feature. In these interviews, we take a look behind the scenes of a range of different employers and meet some of their apprentice’s amazingapprenticeships.com/live-broadcasts. Contact the National Apprenticeship Helpdesk for further support on 0800 015 0400 or by email: nationalhelpdesk@findapprenticeship.service.gov.uk. Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit **YouTube** and search apprenticeships/NAS.

**CAREERS ACTION PLAN**

1. Identify Your **Career** Options. Develop a refined list of **career** options by examining your interests, skills, and values through self-assessment. ...
2. Prioritize. It's not enough to list options. ...
3. **Make** Comparisons. ...
4. Consider Other Factors. ...
5. **Make** a Choice. ...
6. Set "**SMART"** Goals. (Specific, Measurable, Achievable, Realistic, Timed)

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| **CAREER OPTIONS** | **FURTHER EDUCATION COLLEGE** | **APPRENTICESHIPS** |
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**What’s UCAS?**

UCAS:- Is the Universities and Colleges Admissions Service, is an independent charity, and the UK's shared admissions service for higher education.

**What are UCAS points and how are they calculated?**

About UCAS points UCAS points (also known as the UCAS Tariff) are a way of measuring the relative value of all post-16 qualifications in the UK. The UCAS Tariff assigns a numerical score to the possible grades that can be achieved in each type of qualification. The higher the grade you achieve, the higher the number of points.

<https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points>

**Financial Literacy Awareness**

1. **Have you got a bank account?**
2. **Why getting a bank account is important?**
3. **Benefits of a bank account**

**Go to…**



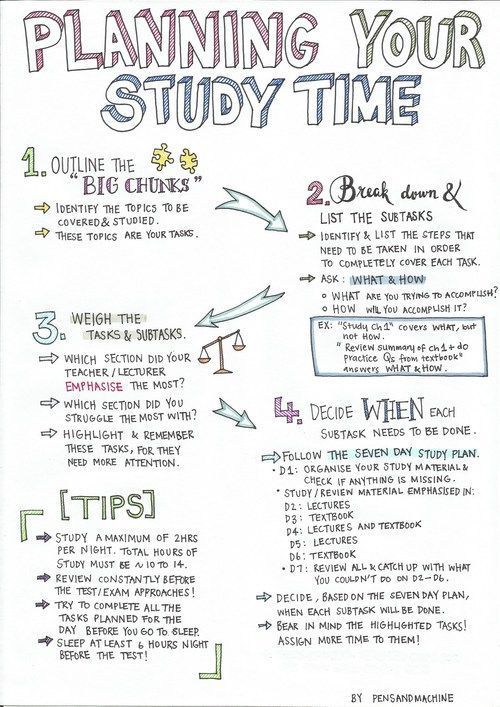
[**https://www.hsbc.co.uk/financial-education/young-adults**](https://www.hsbc.co.uk/financial-education/young-adults)



[**https://www.tsb.co.uk/current-accounts//student-bank-account/**](https://www.tsb.co.uk/current-accounts//student-bank-account/)

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[**https://www.barclays.co.uk/current-accounts/young-persons-account/**](https://www.barclays.co.uk/current-accounts/young-persons-account/)



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| **Bolton Sixth Form College** specialises in programmes for school leavers. It offers more than 50 courses in a range of subjects.  Bolton Sixth Form is in an area with a high student population. It’s close to Bolton College and the University of Bolton. Bolton town centre and train station are within walking distance of the college.  At Bolton Sixth Form, you can study A Levels or vocational courses. You can also study a combination of both course types. The college’s programmes cover subjects as diverse as physics and Urdu.  If you do really well in your GCSEs, you may be able to join the college’s honours programme. This scheme is designed to stretch and challenge you. It can also help you to gain new skills. If you join the programme, you’ll complete the Extended Project Qualification (EPQ). You’ll also get the chance to attend summer schools at a top university.  The sixth form runs a range of academies. These are in areas such as sport, performing arts, and law. Joining an academy can help you to enhance your skills in your chosen subject. You may also get the chance to complete academy-specific enrichment activities. For example, members of the law academy can take part in mock trials. Members of the performing arts academy can attend casting workshops.  There are many enrichment activities on offer here. These include a film club and an abstract art group. You can play sports such as cricket, football, or netball here. You can also play in the college band or write for the college magazine. |
| **Bolton College** provides full-time courses and apprenticeships. It’s one of the largest colleges in North West England.  Bolton College is a member of the University of Bolton Group. This makes it easy to move from a college course to a course offered by the university.  There are over 50 apprenticeships offered here. You can study and work in areas such as childcare, construction, and teaching.  The college also has a number of motoring courses. These are in body repair, vehicle maintenance, and refinishing.  If it’s a vocational course you’re looking for, the college has much to offer. You might study to become a professional chef. Or, you might take a course in beauty therapy. There are other programmes in subjects including business, sport, and performing arts. On many courses, you’ll be able to gain work experience through placements. If you need to boost your English and maths skills, you can take extra classes in these subjects.  Want to take things to the next level? The college offers a small selection of higher education courses. It has lots of adult learning courses, too.  Enrichment is a big part of life at Bolton. The college runs regular trips. There are also clubs and sports teams for you to join.  DATES AND TIMES OF OPENING EVENING 2020/21  The best way to find out what life as a Bolton College student is like is to register for an Open Event.  Unfortunately, due to current circumstances, we’re disappointed to say this isn’t possible at the moment; instead, to ensure your safety, we’re working on content for our Virtual Open Events – these will be available from Monday 16th November 2020. To register, please visit www.boltoncollege.ac.uk/register-open-events and complete the registration form – once ready, we’ll send you a link, and you’ll also be automatically entered in to a prize draw to win a brand-new iPad!  LINKS TO PROMOTIONAL VIDEOS/VIRTUAL EVENTS Find out more about our Study Programmes, Apprenticeships and T Levels here: www.bit.ly/bolton-college-y11-video  Learn what life at Bolton College is like by visiting our YouTube channel: www.bit.ly/boltoncollege-youtube-playlists Register your interest in a Virtual Open Event here: www.boltoncollege.ac.uk/register-open-events  WEBSITE LINKS Visit our website here: www.boltoncollege.ac.uk  Follow us on social media!  Instagram /boltoncollege  Facebook /boltoncollege  Twitter @boltoncollege  LINKS TO APPLICATION FORMS  Visit our website www.boltoncollege.ac.uk then once you’ve found your course, click the yellow ‘Apply’ button. You’ll be asked to set up a Learner Hub account, so that you can track your application and enrol online in August. If you have any difficulties setting up your Learner Hub account, please email learner.hub@boltoncc.ac.uk |
| **Bury College** offers a wide choice of academic and vocational courses. These range from entry-level programmes to bachelor’s degrees.  You can take A Levels at Bury. You can choose from subjects such as art, physics, and film studies. There are also 8 A Level pathway. These pathways combine study, work experience, and enrichment activities. They help prepare you for life after college.  The college also offers apprenticeships. These are available in fields such as construction and business admin. There’s even a programme in social media.  Vocational courses are a popular choice at Bury. You could study hair and beauty or catering. Perhaps animal care or dental nursing is more your thing? There are many other subjects to choose from.  The college also offers higher education courses. You can work towards a higher national certificate (HNC) here. There are higher national diplomas (HNDs) on offer, too. These are in subjects such as art and design and sport science. You can also study for a bachelor’s degree here.  There are lots of enrichment options at Bury. The activities on offer change each year. In the past, the college has run a film club and a performing arts club. It’s also offered sports such as rugby and rollerblading. |
| **Blackburn College**, there are lots of study options to choose from. The college offers over 800 courses in a range of subjects.  Blackburn offers 22 A Levels. You can choose 3 or 4 subjects, or you can select a pathway. Each pathway is made up of 3 or 4 complementary subjects. One example is the technology pathway. If you choose this, you’ll study maths, physics, and computing. There are a total of 9 pathways on offer. You can also study a vocational course here. Subject options range from childcare to law.  Blackburn works with over 3,000 employers to offer a wide range of apprenticeships. These courses cover nearly 60 different career options. They are offered at intermediate, advanced, and higher level.  The college also offers higher education programmes. You can study a foundation or bachelor’s degree here. Lancaster University validates most of these courses. Even though you’ll study at Blackburn, you’ll get a degree from Lancaster.  Blackburn runs a varied enrichment programme. You can join a sports team, sing in the college choir, or take a cookery skills course. Higher education students can join a club or society through the Blackburn students’ union.  The college is close to Blackburn town centre. It’s within walking distance of the town’s bus and train stations. These have regular travel links to Bolton, Preston, and Accrington. If you want to cycle to college, you can store your bike in a secure parking bay. |
| **Myerscough College** specialises in land-based courses. The college has campuses across the North West.  Myerscough’s main site is around 7 miles north of Preston. The college also has smaller campuses in Liverpool, Blackburn, Manchester, and Warrington.  The college runs a bus service that has stop-off points across the North West. If you live too far away from the college to commute, you can stay in its halls of residence. These are all at the college’s main campus. Some of the halls are self-catered, and some are fully catered.  If you want to study a land-based vocational course, you’ll find lots to choose from at Myerscough. The college offers subjects such as horse care and animal nursing. It also runs a range of sports courses. These include programmes in golf studies and motorsports.  You can enter the workforce straight away by taking an apprenticeship at Myerscough. The college’s programmes cover industries such as business and animal care.  Myerscough offers some higher education courses. These include foundation degrees and bachelor's degrees in a range of subjects. The University of Central Lancashire validates these programmes.  Enrichment is a big part of life at the college. There are lots of sports activities that you can get involved in, from rounder’s to running. The college also runs trips to a local trampolining park. If sport isn’t your thing, there are plenty of other clubs that you can join. These include a film club, a baking society, and a board games group. |
| **Runshaw College** Leyland Campus is part of Runshaw College. The campus specialises in courses for school leavers.  At Leyland Campus, you can choose from more than 30 A Levels. Subjects on offer include music, law, and physics.  The campus also offers vocational courses. These cover a range of subject areas, including sports, performing arts, and business. The college runs some apprentice training at the campus. If you don’t already have an employer, the college will help you find suitable work. You can then attend college to gain a qualification related to your work.  Runshaw College runs a Prestigious Universities Programme (PUP). This scheme supports students who want to apply to a top university. If you take part, you can attend lectures and workshops about the application process. You can also get help with writing your personal statement. The college can help you prepare for admission tests and interviews, too.  Are you passionate about a certain subject? If so, Runshaw College’s academies could be for you. These academies help you to enhance your skills in your chosen subject. You can do this through trips, competitions, and other activities. The college’s academies cover areas such as maths, performing arts, and English.  If you study at Leyland Campus, you’ll have access to a lot of enrichment activities. For example, the campus runs a range of lunchtime events. These include quizzes and karaoke sessions. There are sports such as archery and trampolining on offer here, too. And, there are music ensembles and bands that you can join.  The campus is in a quiet area on the outskirts of Leyland. It’s a short bus ride away from the town centre and train station. It’s also a short walk away from Worden Park. This is a peaceful green space with a hedge maze and a walled garden. |
| **Winstanley College**  At Winstanley College, the focus is on A Levels. They offer a wide variety of A Level subjects to choose from. You can mix and match subjects in a combination of your choice.  You can study foreign languages here. Other subjects on offer include law and music.  The college runs a Professional Pathways Programme. This allows you to focus on a career that interests you. You’ll study A Levels related to that career. You can also take a work placement in your chosen field. Example pathways include healthcare, teaching, and law.  Looking for a vocational course? There are a number of work-related programmes available. You can study subjects such as applied science and IT.  There’s plenty going on at the college outside the classroom. The World Challenge programme allows you to travel all over the world. Past students have been to places such as Venezuela and Peru.   The college runs lots of societies. These include groups for debating, beekeeping, and even Latin. There’s a busy sports programme at Winstanley, as well. You can try everything from cross country to dodgeball here.  There are a lot of extracurricular activities at Winstanley. For instance, previous film studies students have been to Los Angeles and the Berlin Film Festival. Dance students have many chances to get involved in college shows. And, you can take part in competitions here, such as the annual biology Olympiad. If you take a course in media, you can gain experience working for the college’s TV channel. |
| **St John Rigby College** (SJR) is a sixth form college based just outside Wigan. Here, you can choose from more than 50 courses for school leavers.  SJR is a Catholic college. It welcomes students who want to study in a Christian environment.  At SJR, you can choose from a wide range of courses and subjects. You can study A Levels, vocational programmes, or a combination of both course types. Subject areas on offer include languages, creative subjects, and science.  The college runs an elective programme. This allows you to take on extra courses and activities in addition to your main study programme. The elective programme has 2 main strands. These are:   * the SJR Honours Programme * the Futures Programme   The SJR Honours Programme is for students who’ve done well in their GCSEs. If you take part in this scheme, you’ll get the chance to take a fourth A Level. You may also be able to complete the Extended Project Qualification (EPQ). This allows you to develop research skills that could come in handy at university.  The Futures Programme is careers focused. If you join this scheme, you can take part in activities that relate to your chosen career path. For example, the Future Lawyers scheme allows you to enter a mock trial competition. Students on the Future Journalists scheme can write articles for the college newspaper. The Futures Programme covers many other career options. These include engineering, sports therapy, and medicine.  At SJR, there are many enrichment activities for you to choose from. You can play sports such as American football and 5-a-side football. You can join the film club or play in the college concert band. You can also learn new skills such as sign language and first aid. |
| **Wigan & Leigh College**  Leigh Campus is part of Wigan and Leigh College. Here, you can choose from both academic and vocational courses.  Leigh Campus offers many work-related courses. Lots of different subjects are covered here. These include hairdressing, health and social care, and public services.  The college also runs an A Level Professional Honours Programme. This includes 9 different A Level pathway. Each pathway is designed to support entry to a Russell Group university. The pathways include computer science, engineering, and teaching.  Leigh Campus is a centre of excellence for sport. It offers courses related to many different sports and leisure activities. Subjects on offer include coaching and sports massage.  If you are thinking about a career in teaching, Leigh Campus has courses that may interest you. Here, you can train to become a teacher or teaching assistant.  Maybe you’re looking for a higher education (HE) course? Leigh Campus offers a range of HE programmes. These include foundation and top-up degrees. You can study these courses full time or part time.  The college stands on the outskirts of Leigh. Leigh is close to Wigan and just under 10 miles from Manchester. It is a busy town with a range of shops, restaurants, and bars. Pennington Flash nature reserve is close by. Here, you will find a mixture of different natural habitats to explore. You can also take to the water and learn how to sail.  If you love computers, the Leigh Hackspace may interest you. It is one of the largest hackspaces in North West England. |
| Wigan and Leigh College has been teaching students for more than 160 years. The college has 3 sites in Wigan. The college also has another campus in the town of Leigh. The Wigan sites are all close to each other in the busy town centre. The college offers a variety of study options over these 3 centres.  The Pagefield Centre runs courses in construction and engineering. You can study all major construction trades here. These include:   * bricklaying * carpentry * plastering * plumbing * painting and decorating   The centre also has a gas centre. Here, you can take courses that prepare you to register as a Gas Safe engineer.  The Pagefield Centre also specialises in engineering. The centre offers courses in a range of engineering fields. These include civil and nuclear engineering.  The Parsons Walk Centre offers courses that range from entry level to bachelor's degrees. Some courses are available to study part time. Others you can study online.  The college runs a specialised A Level programme. This combines A Levels with work experience.  A Level courses here are grouped into pathways.  For example, the computing and digital pathway combines A Levels with a BTEC level-3 qualification. The pathways allow you to study for other qualifications related to your field of study, too.  The School for the Arts is a centre of excellence for creative arts. The school specialises in vocational courses in creative subjects.  Wigan and Leigh has 4 centres of excellence. These are health and social care, sport, engineering, and creative arts. These centres each have specialised facilities and provide opportunities to develop your talents. |

**Bus Pass**

**Want free bus travel? Access to top music and sports events? Gift vouchers for your favourite shops and restaurants or more? Our Pass is for you.**

**Young people can register for an Our Pass Card**

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**For the full guide on how to apply**

**go to……**

[**https://ourpass.co.uk/**](https://ourpass.co.uk/)

**Child Benefit Allowance**

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[**https://www.gov.uk/child-benefit-16-19**](https://www.gov.uk/child-benefit-16-19)

**Child Benefit when your child turns 16**

Your Child Benefit stops on 31 August on or after your child’s 16th birthday if they leave education or training. It continues if they stay in approved education or training, but you must tell HM Revenue and Customs (HMRC).

You’ll be sent a letter in your child’s last year at school asking you to confirm their plans.

**Approved education**

Education must be full-time (more than an average of 12 hours a week supervised study or course-related work experience) and can include:

* A levels or similar, for example Pre-U, International Baccalaureate
* T levels
* Scottish Highers
* NVQs and other vocational qualifications up to [level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels)
* home education - if it started before your child turned 16 or after 16 if they have [special needs](https://www.gov.uk/children-with-special-educational-needs)
* traineeships in England

Your child must be accepted onto the course before they turn 19.

**Career Checklist**  **Autumn Term 2023**

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| **Check list** | **Tick** |
| If you haven’t already, register with **Unifrog** and find out about the careers/colleges that interest you! (check with Mrs Hancock)  Research and check all the **entry requirements**. |  |
| Attend all the **open evenings** at the colleges that interest you.  Check college/6th form websites for up to date open events information.  Check schools **FACEBOOK PAGE** |  |
| Attend the school Careers Evening **Wednesday 27th September** |  |
| Begin work on a Personal Statement  **Unifrog (some colleges ask for one)** |  |
| Attend your careers guidance interview in school to look at your options and gain further advice and help about the future. |  |
| If you’re thinking about university after college then research the courses and check the entry requirements.**www.ucas.com** |  |
| If you are considering an apprenticeship then visit[**www.apprenticeships.org.uk**](http://www.apprenticeships.org.uk)  and register to apply for vacancies. |  |
| Visit college website to check college/sixth form **application deadlines** |  |
| If you don’t have a firm career idea don’t worry. Think about what you enjoy studying or your good at how you can keep your future options open |  |
| If you are ready, start to complete your college applications via college websites |  |
|  |  |
| **If unsure ask Mrs Hancock in the careers department** |  |

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| **Spring Term 2024** | **Tick** |
| Attend My Aspirations Interviews. January 2024 during school day |  |
| Keep your options open, apply for more than one college! |  |
| Prepare for any interviews that you might have arranged( these must be done after school hours if possible) |  |
| If you are still unsure – don’t panic! Speak to (Careers Adviser)Mrs Hancock |  |
| If you are considering an **apprenticeship**, then this term is key for applications – check closing dates for some organisations and start to apply for others  [www.nationalappretniceships.gov.uk](http://www.nationalappretniceships.gov.uk)  [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk) |  |
| If you’re not successful in securing an apprenticeship (yet). **HAVE A BACK UP PLAN.** Apply for full time college as well |  |

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| **Summer Term 2024** | **Tick** |
| If you are still unsure about your plans speak to **Mrs Hancock** |  |
| School does try to arrange college interviews in school (where possible) |  |
| Make sure you confirm your acceptance of any places that are offered to you, (through your local colleges or via your emails) This can be done right up until your GCSE results day |  |
| Think about work experience and voluntary work during the summer holidays  Visit www.do-it.org for local volunteering opportunities |  |
|  |  |