


If you require a plain formatted version, please contact:  
[communications@gloucestershire.gov.uk](mailto:communications@gloucestershire.gov.uk)

# What's Next?

Your essential guide to  
choosing education and career options  
2019–2020



There is more  
than one route  
to success

This is an exciting  
time in your life  
Think about what you  
enjoy and make the  
right choice



# Endless possibilities

Hello,

It's time to think about your future, what subjects and qualifications you might need and **What's Next** for you after GCSEs. Whether you're in Year 9 or 13, the next few years depends on your decisions about your future.

When I was 16 I was studying for my GCSEs at St Peter's in Gloucester. It then took me a while to figure out that local politics was what I wanted to do for a job. So I know this can be an overwhelming time, which is why we've created this booklet.

Firstly, don't panic when trying to decide what you want to do! Use this booklet as a starting point on your journey. Talking to friends, teachers or even people in the area of work you are interested in will help you choose. It's important that you know about all the choices out there and you take the path that is right for you.

I hope you will find this booklet helpful in your quest to figure out:  
**What's Next?**

**Best of luck!**



A handwritten signature in black ink, appearing to be 'M Hawthorne'.

**Councillor Mark Hawthorne**  
Leader of Gloucestershire County Council

# Let's get started...

Are you finding it tricky deciding what you want to do when you leave school, and how to make it happen?  
**That's OK!** There are a range of options available to you. This booklet will talk you through them.

**Turn the page for a guide to this document and your future.**



# What's Next?

# What's Next?

## So, you're doing your GCSEs...

More info on page 12

What can I do with  
5 or more GCSEs 9-4?

What can I do with fewer  
than 5 GCSEs 9-4?

**NVQs Level 1-5**  
More info on p15

**Cambridge  
Technicals  
Level 2 – Level 3**  
More info on p17

**Apprenticeships  
Intermediate  
Level 2 – Advanced  
Level 3**  
More info on p18

**BTEC Level 3  
(equivalent  
to A-Levels)**  
More info on p15

**BTEC Level 2  
(equivalent  
to GCSEs)**  
More info on p15

**Traineeship**  
More info on p20

**A-Levels**  
More info on p16

## Looking ahead

What are your options after you're 18?

**Degree /  
Foundation Degree**  
Choosing course  
Moving away  
Staying at home  
Open University  
More info on p26

**Earn and learn  
Higher  
Apprenticeships**  
Level 4/5 HNC  
Foundation Degree  
Level 6 – Degree  
More info on p27

**Gap Year**  
Travel  
Work (in UK or abroad)  
Volunteer (UK or abroad)  
Retake exams  
Test a sector out  
More info on p29

**If you have  
additional needs  
or need support  
to get into work**  
More info on p21

**Employment &**

More info on page 30

**Preparing for  
adulthood**

More info on page 42

# Making choices

Here are some things you need to know, do and think about...

## What you need to know:

- The law says you must stay in learning until the age of 18. This does not mean you have to stay in school. Learning also includes college, training, or full time work as long as it includes some part time learning e.g. an apprenticeship.
- You pick GCSE options in Year 8 or 9, depending on your school.
- You usually pick your next step in Year 11.



## What you need to do:

- Ask as many questions as you need before you make your decisions – there's no such thing as a stupid question!
- Talk to a range of people; your parents, teachers and other young people who are a bit older than you. This will help you get a variety of advice.
- Talk to staff at your school – many schools can set up meetings with a qualified careers adviser.
- Research all of your options and write down the pros and cons for each.
- Try to get work experience in an area you're interested in – try it out first.
- Attend open evenings/days to get a feel for sixth forms, colleges and universities.

## What you need to think about:

- What are you good at? (quiz on page 8)
- What do you enjoy?
- What might you want to do until you are 18? (info on pages 14-22)
- What might you want to do after you're 18? (info on pages 23-29)
- What jobs are available in your local area? (info on page 33)
- What resources at school could help you with these decisions? Ask your teachers or the school librarian to help you.

There are lots of resources available for young people at: [www.prospects.ac.uk](http://www.prospects.ac.uk) including quizzes, work experience and job opportunities.

There is lots of support, information and job opportunities at:  
[www.prospects.ac.uk](http://www.prospects.ac.uk)



# QUIZ Building on your Strengths

Read each statement below, and if you agree with it, put a tick in the coloured box to the right of it.

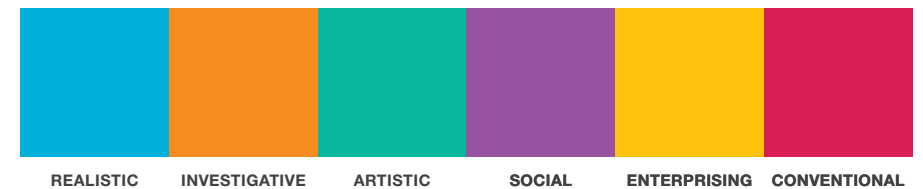
## Do you like to...

Do puzzles?	Orange	Care for younger children?	Purple
Fix or mend things?	Light Blue	Explore creative ideas?	Teal
Express your own style?	Teal	Play a sport?	Light Blue
Work in a team?	Purple	Keep detailed records?	Red
Organise things like school work?	Red	Make sure things get done?	Red
Set goals for yourself?	Yellow	Take photographs?	Teal
Build things?	Light Blue	Be physically active?	Light Blue
Read or write stories?	Teal	Work with your hands?	Light Blue
Have clear instructions to follow?	Red	Sing, dance or act?	Teal
Persuade or influence others?	Yellow	Think of ideas for events or activities?	Yellow
Do experiments or research things?	Orange	Solve mechanical problems?	Light Blue
Help others to learn?	Purple	Talk to a range of people at a party?	Purple
Help people solve personal problems?	Purple	Find the best deals on the internet?	Orange
Take care of animals?	Light Blue	Help your friends out?	Purple
Have your day structured?	Red	Use the computer to type up work?	Red
Sell things or promote ideas?	Yellow	Do astronomy (star gazing)?	Orange
Do creative writing?	Teal	Work out a budget for pocket money?	Yellow
Work on Science projects?	Orange	Keep up with the latest fashions?	Teal
Take on new responsibilities?	Yellow	Work out a solution to a problem?	Orange
Help people?	Purple	Be creative?	Teal
Figure out how things work?	Light Blue	Pay attention to detail?	Red

Type up homework/keep it neat?	Red	Convince people to do it your way?	Yellow
Learn about other cultures?	Purple	Suggest a better way to do a task?	Orange
Analyse, research or problem solve?	Orange	Use a microscope?	Orange
Play an instrument or sing?	Teal	Fix electrical or electronic things?	Purple
Dream of starting your own business?	Yellow	Lead a group?	Red
Cook?	Light Blue	Design fashions, interiors, architecture?	Teal
Act in plays?	Teal	Keep on going until you finish?	Red
Do practical things?	Light Blue	Research to find things out?	Orange
Work with numbers or charts?	Orange	Perform experiments?	Orange
Be kind and cooperative?	Purple	Understand complicated ideas?	Orange
Keep your work in ordered folders?	Red	Do voluntary work?	Purple
Take charge (be a leader)?	Yellow	Fix your bicycle?	Light Blue
Work outdoors?	Light Blue	Teach others?	Purple
Work in an office?	Red	Get all your school work done on time?	Red
Work on Maths problems?	Orange	Enjoy music?	Teal
Care for others?	Purple	Make sure that everyone gets along?	Purple
Draw or paint?	Teal	Be your class representative?	Yellow
Give a speech or presentation?	Yellow	Be reliable and on time?	Red

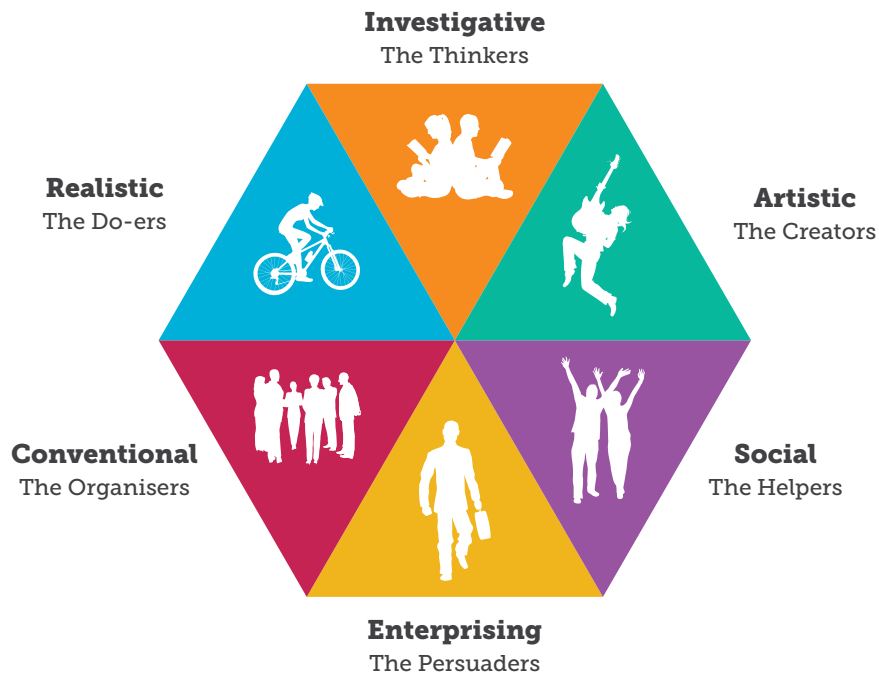
Total up the number of ticks for each colour and record the number in the coloured boxes.

Read what they mean on the next page.



The areas you scored highest are probably your strengths. You might want to consider building on these in your career.





<p><b>Investigative</b></p>	<p><b>Artistic</b></p>	<p><b>Social</b></p>
<p>People who like to observe, learn, investigate, analyse, evaluate or solve problems. They often like to work independently, tend to be good at Maths and Science and enjoy analysing data.</p>	<p>People whose abilities are artistic, innovative or intuitive. They like to work in unstructured situations where they can use their imagination and creativity. They enjoy performing (theatre or music) and visual arts.</p>	<p>People who like to work with people to enlighten, inform, help, train, or cure them, or are skilled with words. They enjoy training, instructing, counselling or curing others. They are often good public speakers with helpful, empathetic personalities.</p>
<p><b>Enterprising</b></p>	<p><b>Conventional</b></p>	<p><b>Realistic</b></p>
<p>People who like to work with people, influencing, persuading, performing, or managing for organisational goals or economic gain. They like to lead and tend to be assertive and enthusiastic.</p>	<p>People who like detail and data, and are good at following instructions. They are organised, good with numbers and like structured working.</p>	<p>People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants or animals, or to be outdoors. They like to work with their hands. They are often practical and good at solving problems.</p>

**John L. Holland** was the person who developed the theory that people can be described by a combination of six personality types and that people seek out work opportunities that match their personality type. A better match means more job satisfaction because the person finds the job interesting.

# What now?

It can be a stressful time choosing options and taking exams. Lots of people have gone through it and this is their experience:

*The most enjoyable part of my course is meeting new people. Hairdressing*

*I enjoy the practical sessions and theory parts of my course, because they expand my knowledge. Catering*

*I know that I need to continue to improve and learn further. Sixth former*

*Sixth form was not for me. Early years*

*I love learning new skills. Catering*

*I eventually want to own my own business and I enjoyed business studies in school. Hairdressing*

**Some tips for dealing with stress are on page 37.**



## GCSEs

GCSEs are your first chance to choose which subjects you want to learn. You may need to pick certain subjects if you have a particular job in mind. Or you may want to carry on with the subjects you really enjoy.

Everyone studies English, Maths and Science. You will need a grade 4 (equivalent of the old grade C) in English and Maths to get a place on most courses after GCSEs, like A-Levels.

Your school will tell you which subjects you can choose. Subjects might include: Art, Design & Technology, Geography, Drama, History and Music.

**Top tip** - If you are not sure what to study after turning 16 or what job you want, keep your options open and try to study a variety of subjects.



## What alternatives are available to prepare for a job?

New opportunities are opening up for young people to prepare for the world of work.

These involve moving at the end of Year 9 (or Year 11) to a University Technical College (UTC) or Studio School. UTCs and Studio Schools are designed for 14-19 year olds of all abilities to study subjects linked to specific industrial sectors like STEM (Science, Technology, Engineering, Maths).

They will closely involve universities and employers and are designed to be like the workplace. For example they follow a "9 to 5" day and don't have the same terms as schools. They will offer a range of academic and vocational qualifications including GCSEs in English, Maths and Science.

It is also possible to offer work placements linked directly to employment opportunities in the local area. Employers will also contribute to the learning experience of students throughout their programmes of study.

The first UTC is operating in Berkeley, Gloucestershire and is a partnership between employers, Stroud & South Gloucestershire College and the University of Gloucestershire to develop opportunities in Engineering, Manufacturing and Digital Technologies.

For further information visit:

[www.berkeleygreenutc.org.uk/about](http://www.berkeleygreenutc.org.uk/about), [www.studioschoolstrust.org](http://www.studioschoolstrust.org) or [www.utcolleges.org](http://www.utcolleges.org)

## Are there other alternatives to school?

South Gloucestershire & Stroud College offers a 14-16 course combining GCSEs with practical and technical education.

Further details can be found on page 41.

## GCSEs are changing

The grades used for GCSEs have been changing since September 2016. New GCSEs are now graded 9 - 1, rather than A\* - G. English Language, English Literature and Maths are the first subjects to use the new system, with your other subjects using numbers by 2019. By the summer of 2020, all GCSEs taken in England will be marked with grades 9 - 1.

This should give you an idea of how the new grades compare to the old ones:

Old A*-G system	New numbergrades
A*	9
	8
A	7
B	6
	5
C	4
D	3
E	2
F	1
G	U
U	U



If you are achieving a grade C now you will be achieving a grade 4 or higher. Grade 9 is the highest and is above the current A\*.

# What's next?

Once you've finished your GCSEs you will have more decisions to make. Here's how some other students in the county are making decisions...

*My course leader is my go-to person for advice... they are a great guide and support me in finding new roles and experiences. Systems support*

*I chose Gloucestershire College because the facilities were appealing and they had a lot to offer. Software development*

*UCAS talks help me decide what I want to do next. Travel and Tourism*

*My tutor and family help me decide my next steps. Hairdressing*

*Myself, my employer and my lecturer help me decide my next steps. Catering*

*When making a decision it's important for me to think whether I'll enjoy it. Health and Social Care*



## BTECs

BTECs are specialist work-related qualifications that can help you get started in your chosen career. They combine practical learning with subject-specific and theory content. You can study a Level 2 programme which is broadly equivalent to 5 GCSEs at Levels 4 and higher. Progression to Level 3 is the usual pathway.

Level 3 qualifications are available as the Diploma (equal to two A-Levels) or the Extended Diploma (equivalent to three A-Levels).

It may be possible to combine an A-Level with a Diploma but this is unlikely with an Extended Diploma.

You will need a GCSE grade 4 or higher in English and Maths before you can progress to either level.

These courses will not prepare you for a specific role like an apprenticeship but will provide an insight to an industry and a vocational alternative to A-Levels. They will include some work experience. Colleges have the widest range of choices and have good links to local employers.

### BTECs are great because...

They give you the broad knowledge and skills required to work in a range of jobs within an industry.

## NVQs

NVQs are competence-based qualifications. They give you the specific skills to do a particular job. They focus on the skills you will need in the workplace and assessment is usually by practical tasks and assignments. They are usually studied part-time alongside work and can be taken as a stand-alone qualification, or as part of an apprenticeship.

### NVQs are great because...

- You can test out whether you like a job and get ready for working life.
- Any experience is good experience – even if you change your mind after your course. They will still be good skills for you to put on your CV for the future.

### Did you know?

At Gloucestershire College, more people went to university after studying BTECs than A-Levels. BTEC programmes include Hospitality, Construction, Music Technology, Sport, Business, Mechanical Engineering, Uniformed Public Services and more.





## A-Levels

A-Levels are the 'traditional' qualification offered by schools and colleges for students aged 16-19. Most pupils take three A-Levels in Year 13. Some pupils will also take an AS in Year 12 or an extra A-Level.

You are mainly assessed by sitting exams, but there are other types of assessment like course work. AS and A-Levels will be assessed at the end of the course. AS assessments will usually take place after one year's study and A-Levels after two. The courses will no longer be divided into modules and there will be no exams in January. AS and A-Levels have been "decoupled" – this means that AS results will no longer count towards an A-Level, in the way they have done in the past.

Note: Some schools and colleges are moving away from offering AS levels as they are now standalone qualifications which don't contribute towards an A level.

### Thinking about A-Levels? You should know...

- A-Levels are a lot more work than GCSEs – be prepared!
- Most schools and colleges require grades 9-5\* in the subjects you want to study
- You'll need GCSE English and Maths at grade 4\* or above, whether or not you study them at A-Level (you can retake them at most schools and colleges if you need to).

### A-Levels are great because...

- They are really well recognised by employers and universities.
- You can continue subjects you enjoy and are good at, often in a school setting.
- You can combine them with BTECs and Cambridge Technicals.

\*GCSE grading changed in September 2017 – more info can be found on page 12.

**Top Tip** – When you are thinking about post-16 study, you need to think about how you will get there.  
[www.gloucestershire.gov.uk/applyforabuspass](http://www.gloucestershire.gov.uk/applyforabuspass)

## Cambridge Technicals

Cambridge Technicals are vocational qualifications at Level 2 and Level 3 for students aged 16+ with a great selection of subjects to choose from. They are designed with the workplace in mind and provide a high quality alternative to A-Levels, supporting progression to higher education. These courses are assessed through a mixture of internal and external assessment.

At Level 3 they are equivalent to two A-Levels and are usually two year full-time courses.

Cambridge Technicals are great because...

One or two A levels can usually be studied alongside a CTEC Level 3 qualification.

## Not sure what to study?

**Choose subjects you are good at and you enjoy. Studying a broad range of subjects including 'facilitating subjects' will help you keep your options open. Facilitating subjects are Sciences, English Literature, Geography, French, German and Maths.**

If you have a career or university course in mind, check the entry requirements because you may need specific subjects and grades at A-Level. There is an informed choices guide to what A-Levels you need for certain subjects at:

[www.russellgroup.ac.uk/for-students](http://www.russellgroup.ac.uk/for-students)

### Not sure where to study?

You don't have to carry on studying at your current school:

- Make the choice that's right for you
- Don't just follow your friends and choose what they choose
- Don't put off going somewhere your friends aren't going – you will make new friends.



**Top Tip** – Go to open days at schools and colleges you like the sound of – you can ask the teachers and current students questions about what it is like to help you decide. There is a list to start you off at the end of this booklet.

## What's next?

### International Baccalaureate

An International Baccalaureate involves studying six subjects, including languages. It's an internationally recognised qualification.

However, it isn't offered within any Gloucestershire state schools, so you would have to travel to Bristol, Bath or Swindon to study.

See [www.ibo.org](http://www.ibo.org) for more information.

### Apprenticeships

Apprenticeships are about working for an employer and earning as you learn. You get hands-on training in the workplace. You study part time for an NVQ, BTEC or both, with training at a local college or specialist training provider. At a higher level you can also study for a degree whilst doing an apprenticeship.

**There are two types of apprenticeship that you can apply for at 16, depending on your GCSE grades:**

**Intermediate** = Level 2 (equivalent to 5 x GCSEs)

**Advanced** = Level 3 (equivalent to 2 x A-Levels)

Some students start as an intermediate level apprentice but gradually progress to advanced or even higher level as they work. This can give you an edge over school or university leavers later because you have more work experience.

**You can also do an apprenticeship after A-Levels, or if you feel you need extra training for your job role later on.**

**More info is on page 27.**



### Apprenticeships are great because....

- Over 90% of apprentices go into work or further training
- You earn while you learn
- 89% of apprentices are satisfied with their apprenticeship
- 97% of apprentices said the ability to do their job had improved
- Apprenticeships are available in over 170 industries including aerospace, fashion, broadcast media and finance – with 1500 job roles available

You have to be 16 or over and not in full-time education to start an apprenticeship but you can register and start to search for opportunities on the National Apprenticeship Vacancy Matching Service (NAVMS) at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) as early as the spring term of Year 11.

Employers like you to have GCSEs when you apply for apprenticeships, but if they go wrong don't panic. You can often study for Level 2 Functional Skills in English, Maths and IT.

Alternatively, you can also study an apprenticeship after BTECs or A-Levels, entering as a higher level apprentice, and going on to obtain a degree.



**Take a look at:** [www.getingofar.gov.uk](http://www.getingofar.gov.uk) or [www.prospects.ac.uk](http://www.prospects.ac.uk) for information and advice; [www.careersbox.co.uk](http://www.careersbox.co.uk) for videos of apprentices talking about their experience; [www.gov.uk/topic/further-education-skills/apprenticeships](http://www.gov.uk/topic/further-education-skills/apprenticeships) to search for local opportunities.

## What's next?

### Traineeship

A traineeship is a tailor-made programme of support for young people, aged 16-24, who want to work, but who need extra help to gain an apprenticeship or a job. This combines a structured, meaningful and substantial work experience placement with training in an area of your choice, to get you ready for a job or apprenticeship. It also gives you a chance to get your Maths and English skills up to a good standard as well as developing the employment skills you need to progress with your career. Traineeships are unpaid, though employers can contribute to food and travel costs.

You can apply for a traineeship if you are:

- Eligible to work in England
- Unemployed and have little or no work experience
- Aged 16-24 and qualified below Level 3

For more information and to find a traineeship, visit: [www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)

### Assisted Internship Model

The assisted internship model (AIM) in Gloucestershire is a collaboration between colleges, post-16 provision, employers and Gloucestershire County Council. The goal is to help young people with a disability or boundary to employment take their first step onto the employment ladder.

AIM is based around three days in a work placement, a day in college and staggered employment support through the year in order to enable the young person to work independently and a gain paid employment at the end of their internship.



The programme has a focus on employability but also helps the young person develop their English and Maths skills over the year. This year, Gloucestershire College, SGS College, National Star College, Cirencester College and Prospects Training Services all have students accessing the internship.

### There are additional options for students with special educational needs/disabilities

Do you need extra support getting into training, work or education?

- Get in contact with Forwards career service for advice about getting a job or work experience – go to [www.forwardsgloucestershire.co.uk](http://www.forwardsgloucestershire.co.uk) to find out more.
- Speak to your education link adviser
- Find a college which supports students with additional needs.
- Complete a Transformation Plan to help you plan where you want to get to.





## Ryan Mitchell Assisted Intern



Ryan Mitchell

Ryan Mitchell is a 20 year old former SGS College student, who recently completed a supported internship placement at Matalan in Quedgeley. This July, Ryan was delighted to be offered 4.5 hours weekly employment by Matalan, his first paid job.

Tony Haywood, Floor Manager at Matalan Quedgeley, has been really impressed by Ryan's progress through his internship and since that he's moved on to a paid role in store. During his placement Tony explained that he "worked on all departments and gathered knowledge across the store.

However, he particularly enjoyed working in the stock room, where he prepares stock to go out onto the sales floor."

Ryan says he enjoys the job he's doing, and looks forward to coming to work. He has made many friends, and thinks he's done a good job. Matalan likes what Ryan is doing and appreciates his hard work.

He has already increased his weekly hours from 4.5 to 9.

**“ Matalan likes what Ryan is doing and appreciates his hard work. ”**

## Looking Ahead

There are more choices to make when you're 18. What are other people in the county doing?

*University is the next step to help progress my knowledge and get into the industry I'm interested in. Systems support*

*I felt working was the next best step for me to take. Systems support*

*I am struggling with what to do after sixth form. I want to go to university but I'm thinking... three years of study... I would rather work. Sixth former*

*I am indecisive about what to do after A-Levels, whether to go to work, go to university or do an apprenticeship. Sixth former*

*I'm starting a foundation degree in September. Early years*

*I hope to find a job when I finish studying. Catering*

*I'm possibly doing a Level 3 BTEC or changing course so I can go to university. Catering*





# Planning ahead

This calendar shows you key dates to look out for over the year!

**Top Tip**  
You can print out this chart and use throughout the year

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	
<b>ALL</b>	Talk to your friends, parents, carers and teachers. Ask questions about your options so you know what grades you need to aim for.						National Apprenticeship Week! Every year in March.		If you're in Year 11 and above you can also think about work experience all year round.					
<b>Year 13</b>	You can apply for apprenticeships all year round.							Lots of apprenticeships vacancies, usually April – September.						
<b>Year 12</b>	Attend university open days. Apply for university – write personal statement – see <a href="http://wwwucas.com">www.ucas.com</a> Oxbridge applications close mid October.			Deadline for most university courses applications mid Jan.		University offers come in and you may need to attend interviews.			A2 Exams.		IB Results Day July. BTEC Results Mid July.		A-Level Results day! 3rd Thursday in August. University clearing process for some.	
<b>Year 11</b>	Attend university open days and research what grades you need for different options.							AS Exams & start A2 studying.		BTEC Results! Mid July.		AS Results day! 3rd Thursday in August.		
<b>Year 10</b>	Register and search for apprenticeships on the National Apprenticeship Vacancy Matching Service (NAVMS) at <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a> .								Can start an apprenticeship from 4th Friday in June.		GCSE Results Day! 4th Thursday in August. You may need to talk to your college or sixth form about your grades.			
<b>Year 9</b>	School, college and sixth form open days – talk to individual schools for dates.			Apply for college. Find out the deadline from individual colleges.				GCSE Exams		BTEC Results! Mid July.				
<b>Year 8</b>	Ask questions about your options so you know what grades you need to aim for.							GCSE Exams		Most schools offer work experience in July.		GCSE Results Day! 4th Thursday in August.		
<b>Year 7</b>	Think about GCSE options or talk to your school about alternatives to GCSE.			Pick your GCSE options. Your school will tell you the exact deadline.										

# Key Academic Dates

## University

### Why choose university?

- It's good if you have a specific career in mind (like being a doctor) but also if you don't have a career in mind, as it helps to keep your options open.
- University can be a good step towards living away from home, giving you independence and confidence.
- You get lots of opportunities to meet new people, learn from professionals and travel.

If you want to go to university you need to think carefully about what you want to do, and the qualifications you need to get there. Check out some university open days – they will tell you what A-Level subjects and grades you need.



### Thinking about university?

To get into a university you need to:

- Head to the UCAS website to start your application
- Write a personal statement about you and what makes you a good candidate
- Attend an interview
- Consider visiting the university at an open day before applying
- Apply to student finance for your loan.

You could always consider **Open University** – you do your own study, in your own home, at your own pace.

**Further info:** There is a huge choice of courses you can take – check them out at [www.ucas.com](http://www.ucas.com) or visit [www.prospects.ac.uk](http://www.prospects.ac.uk) for advice on choosing a course. If you want to know more about student finance and applications visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

Graduates in some jobs can expect to make more money than non graduates over a lifetime. Choose your course carefully though, as recent research says this only works for some degrees. You can expect to pay £36,000 or more for tuition and maintenance which are covered by loans that you have to pay back as you work. Some students can apply for grants if they are eligible for certain benefits, disabled or need help with childcare costs.

## Advanced & Higher Level Apprenticeships

An apprenticeship is a minimum of a year of working and earning while you study. Normally, you work four days a week and you study at college one day a week. Apprenticeships come at different levels of difficulty and are equivalent to different qualifications:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades 9-4
Advanced	3	2 A-Level passes
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelors or Masters degree

You can progress over several years from Level 2 to Level 4 and beyond, and most of the time your employer will fund your apprenticeship so you don't have to worry about tuition fees.

### Benefits of doing an apprenticeship

- Earning a salary
- Training in the skills employers want
- Excellent progression opportunities, whether looking to study further or climb the ranks within the workplace
- Increased future earning potential
- Learning at a pace suited to you
- Only in a classroom one day a week!
- Gain practical, hands-on experience.



There is lots of information available at [www.prospects.ac.uk](http://www.prospects.ac.uk) or [www.getingofar.gov.uk](http://www.getingofar.gov.uk)

\* GCSE grading changed in September 2017 – more info on page 12.

**Top Tip** – Go to open days at schools and colleges you like the sound of – you can ask the teachers and current students questions about what it is like to help you decide.

## Lucy Phelps Apprenticeship



Lucy Phelps

I left secondary school with good grades and went on to study A-Levels but I didn't choose anything 'career specific' as I didn't know what I wanted to do for a career. I struggled to stay engaged during A-Levels in subjects I didn't enjoy but I focused and completed them. I still didn't have a career path in mind. I joined the apprenticeship scheme at Ultra Electronics PCS in Cheltenham back in 2015.

Whilst being part of the apprenticeship scheme, I have remained engaged in college subjects as it is something I really enjoy. Being able to apply what I learn in a work environment has really benefited my understanding of the subjects. I have always pushed myself and with the help of the college, my peers and the support system at my workplace, I have achieved distinction grades across the board, including in subjects I had never studied before.

The apprenticeship scheme has enabled me to work in various departments across the business and given me a chance to find what I enjoy doing. I'm now able to turn that into a career with a clear progression path. From my experience, my advice for

anyone looking to get a career whether that be from school, A-Levels or even graduate schemes, would be to go down the apprentice or work-based learning route. There are people in the industries who are fountains of knowledge, and from my experience, they are more than willing to share this knowledge and help you progress and achieve your best.

**“ My advice for anyone looking to get a career ... go down the apprentice or work-based learning route ”**

## Gap Years

Gap years can give you the opportunity to:

- Travel and see the world
- Get a taste of independence
- Volunteer and get some work experience
- Work to fund future studies
- Study for additional qualifications such as an Art & Design Foundation Diploma
- Gain experience in your chosen career

If you choose to do some travelling you might want to go by yourself, with a friend or with a gap year organisation/charity.

The Year Out Group website [www.yearoutgroup.org](http://www.yearoutgroup.org) has information to help you decide if a gap year is right for you.



# Getting ready for work

You may feel ready to start full-time work when you are 18, or you may want to work part time while you study. There are some things to think about to improve your chances of getting a job:

## Develop your employability skills

Improve time-keeping, using your initiative and working in a team.

*For more info on what employers are looking for go to page 36.*

## Get some work experience

Get a part-time or holiday job, either by volunteering or through your school or college.

## Put together a CV

Any work experience or volunteering looks good.

*Go to page 35 for more information.*



## Work experience

Work experience is a great way to test out whether you like a job/sector. It also shows employers that you've thought about what you want to do and have a realistic idea of what working life is like.

You may do work experience with your school or college. You can also arrange your own experience during school holidays or at weekends.

Part-time work while you study is also a great way to get experience and learn skills – as long as your education comes first!





# Volunteering

## Why Volunteer?

Volunteering can help you gain skills that employers are looking for, and also;

- Develop confidence
- Find out more about what you're good at
- Feel valuable
- Get work experience for your CV or personal statement
- Learn new skills and get extra qualifications
- Support a good cause
- Meet people
- Have fun!

To find local volunteering opportunities visit:  
[www.volunteerglos.org.uk](http://www.volunteerglos.org.uk)



You can also register for National Citizen Service (NCS) [www.ncsyes.co.uk](http://www.ncsyes.co.uk)  
NCS is an opportunity for 15 to 17 year-olds to learn new skills, volunteer and have an adventure.



## Jobs in Gloucestershire

### Gloucestershire is a great place to live and work

Most businesses in Gloucestershire are small and employ less than five people. There are also some very large employers.

- Public sector admin, education and health – the biggest sector in terms of workforce numbers.
- Distribution (including retail), hotels and restaurants – supermarkets are usually the largest individual employers.
- Banking, finance and insurance – major employers include Ageas and Endsleigh (insurance companies).
- Manufacturing and engineering – including Safran Landing Systems (aerospace), Renishaw (hi-tech measuring specialists) and Unilever (consumer products).

You might want to take a look at Job Market Information on the National Careers Service website:  
<https://nationalcareersservice.direct.gov.uk>

## Merretts Heating Services Ltd

### Business of the Year



Merretts Heating Services Ltd

At Merretts Heating Services Ltd, a completed full apprenticeship gives you the basis of a creative and rewarding trade and it's an ideal opportunity to enjoy a long and fulfilling career. Apprenticeships are a great way of earning whilst learning. They give you a fantastic opportunity to follow a career that excites you and pays whilst you learn. I would strongly advise anyone thinking of taking up an apprenticeship to find a trade that really excites and interests you. Don't just become a plumber or carpenter just because your mum, dad, aunts or uncles are plumbers or carpenters. This is your life and your career and you need to pick a trade that suits you.

Merretts Heating Services Ltd is very proud and honoured to have been nominated and won two prestigious awards at the recent Gloucestershire Apprenticeship Awards. It's humbling to have our peers recognise and appreciate all our efforts in promoting quality apprenticeships in Gloucestershire.

The future of the construction industry depends on the high standards of craftsmanship, workmanship and professionalism that a trade apprenticeship can provide.



**The future of the construction industry depends on the high standards of craftsmanship, workmanship and professionalism that a trade apprenticeship can provide.**



## Writing a CV and covering letter

CVs and covering letters are a great way to show your skills and experience. They are the first impression employers get of you. They can be daunting to write at first, but these tips are a good starting point:



### CV

CVs should be no longer than two sides of A4.

- If there's a job description, read it
- Write three sentences about your skills and personality
- List your education and qualifications including what you are studying at the moment
- List any work experience and volunteering, and what tasks you did
- Include a bit of information about your skills, hobbies and interests
- Have a smart and professional layout
- Remember to include your contact details.

### Covering letters

A covering letter should be no longer than one page of A4.

- One line saying why you are writing
- A few lines about you and your skills
- A paragraph about your experience and what you would bring to the organisation or role
- A paragraph about why you want to work for this organisation and in this role
- A few sentences to summarise.

There's more information at:

<https://www.how2become.com/resources/ultimate-guide-to-building-a-cv/> and at <https://nationalcareersservice.direct.gov.uk/get-a-job/cv-tips>

## How to impress at interviews



### Make a good first impression

- Be on time or if you can, a bit early. It shows you are keen.
- Dress appropriately for your interview, don't worry about being too smart.
- Turn your phone off.
- Give a firm handshake.
- Take a deep breath, smile and speak calmly and clearly.
- Research the role and company – do you understand what they do and what you'll need to do?
- Be interested in your job – ask questions about what your employer expects of you.
- Keep eye contact throughout the interview.
- Ask the employer some questions at the end of the interview.

### Employers want to see that you can:

- Work well in a team
- Solve problems
- Use a computer (basic Word and email skills)
- Turn up on time
- Motivate yourself
- Stick with tasks

*What are you like at these? Employers often say that your willingness to work (your attitude) is every bit as important as your skills and qualifications. Are you ready for work?*

You can **download the Forwards job app**, for quick tips on how to ace an interview. For more tips, do's and don'ts and questions that you might get asked, visit: <https://nationalcareersservice.direct.gov.uk/get-a-job/interview-advice>

## Tips for dealing with stress

### Choosing options and taking exams is stressful

#### Need to relax?

These tips can help:

- Have a bath to relax
- Do exercise – it'll burn off stress and release endorphins
- Pop bubble wrap! It'll help calm you
- Eat some dark chocolate – it releases endorphins
- Take a break and get outside for some fresh air and hopefully sunshine
- Spend time with animals – research shows they reduce stress

#### Feeling really stressed out?

These tips can help:

- Take a break from revision
- Talk to friends and family about how you're feeling
- Talk to a range of people and teachers about your decision
- Don't be embarrassed to ask for help
- Try not to procrastinate – you'll just feel worse afterwards

#### Finally:

Remember it's ok to not know what you want to do.

If you're really struggling and feel really down, **talk to your GP immediately.**



There's a new website for young people in Gloucestershire to find out about mental health and wellbeing:  
**[www.onyourmindglos.nhs.uk](http://www.onyourmindglos.nhs.uk)**



## For career information and inspiration:

Start [www.startprofile.com](http://www.startprofile.com)

Careers advice website including career videos, quizzes and advice.

National Apprenticeship site [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

For detailed information and vacancy searching.

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

For everyone over the age of 13.

South West Apprenticeship Company [www.theswac.org.uk](http://www.theswac.org.uk)

For a local flavour of apprenticeships, including vacancy searching.

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

Is the starting point for all research about higher education.

UCAS Progress [www.ucasprogress.com](http://www.ucasprogress.com)

Lists hundreds of courses in Gloucestershire.

On Your Mind [www.onyourmindglos.nhs.uk](http://www.onyourmindglos.nhs.uk)

For advice and support on mental health and wellbeing.

traveline [www.traveline.info](http://www.traveline.info)

Plan your journey when considering your post-16 options.

Gloucestershire Youth Support Team [www.youthsupportteam.co.uk](http://www.youthsupportteam.co.uk)

For additional support.

Care to learn [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

If you're a young parent you can get help with childcare costs.

Young Gloucestershire [www.youngglos.org.uk](http://www.youngglos.org.uk)

Can support young people who are facing challenge in their lives.





## Preparing for adulthood

Growing up is an exciting and challenging time. There are lots of things you can do to prepare for adulthood. Family, teachers and friends can help you. There is also lots of information online. Here are a few links:

Preparing for Adulthood: [www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)

Young Gloucestershire: [www.youngglos.org.uk](http://www.youngglos.org.uk)

Young People's Local Offer and Family Information Service:  
[www.gloshomesdirectory.org.uk/kb5/glosh/gloshomes/home.page](http://www.gloshomesdirectory.org.uk/kb5/glosh/gloshomes/home.page)

Gloucestershire's Youth Support Team: [www.youthsupportteam.co.uk](http://www.youthsupportteam.co.uk)

### There are plenty of areas to start thinking about for yourself -

- What can I do for myself and what are the things I would like to be more independent with e.g. travel, cooking, budgeting?
- What do I do in my spare time and are there new things I would like to join in with? These could be meeting new friends, joining clubs, trying new things – all of which help us to build confidence.
- What do I want to do in the future? Can I get some work experience that could help me find what I would like to do?
- How do I keep myself healthy and well? What is a healthy diet? How much sleep do I need? Do I exercise enough? If I'm worried about something or feeling anxious or depressed, where can I go for help?

Talk to family, teachers and friends for their help and support as you make your way to adulthood.



## When looking ahead

It is a good idea to find out what local schools and colleges offer to students wishing to do higher education. You can find dates for open days on their respective websites.

Further details can be found on page 42.



# Contacts

## Schools with sixth forms / sixth form centres

### All Saints' Academy

01242 711200  
www.asachelt.org

### Archway School

01453 763242  
www.archwayschool.net

### Balcarras School

01242 515881  
www.balcarras.gloucs.sch.uk

### Beaufort Co-operative Academy

01452 301381  
www.beaufort.coop

### Cheltenham Bournside School & 6th Form Centre

01242 229542  
www.bournside.gloucs.sch.uk

### Chipping Campden School

01386 840216  
www.campden.school

### Chosen Hill School

01452 713488  
www.chosen-hill.gloucs.sch.uk

### Churchdown School Academy

01452 713340  
www.churchdownschool.com

### Cleeve School

01242 672546  
www.cleeveschool.net

### The Cotswold School

01451 820554 or 820938  
www.cotswold.gloucs.sch.uk

### The Crypt School

01452 530291  
www.cryptschool.org

### Farmor's School

01285 712302  
www.farmors.gloucs.sch.uk

### Gloucester Academy

01452 428800  
www.gloucesteracademy.com

### The High School For Girls

01452 543335  
www.hsf.org

### Katharine Lady Berkeley's School

01453 842227  
www.klbschool.org.uk

### Marling School

01453 760156  
www.marling.gloucs.sch.uk

### Newent Community School & 6th Form

01531 820550  
www.newent.gloucs.sch.uk

### Pate's Grammar School

01242 538219 – 6th Form Office  
www.patesgs.org

### Rednock School

01453 543618  
www.rednockschool.org.uk

### Ribston Hall High School

01452 382249  
www.ribstonhall.gloucs.sch.uk

### Sir Thomas Rich's School

01452 338400  
www.strschool.co.uk

### St Peter's RC High School & Sixth Form Centre

01452 520594  
www.stpetershigh.net

### Stroud High School

01453 764441  
www.stroudhigh.gloucs.sch.uk

### Tewkesbury School

01684 292152  
www.tewkesburyschool.org

### Wyedean School & Sixth Form Centre

01291 625340 / 01291 636180  
www.wyedean.gloucs.sch.uk

## Colleges in Gloucestershire

### Cirencester College

01285 640994  
www.cirencester.ac.uk

### Gloucestershire College

0345 155 2020  
www.gloscol.ac.uk

### Hartpury College

01452 702345  
www.hartpury.ac.uk

### South Gloucestershire and Stroud College

0800 056 7253  
www.sgscol.ac.uk

## Training Providers in Gloucestershire

### Bridge Training

Gloucester 01452 411112  
www.bridgetrainingltd.co.uk

### Prospect Training

Gloucester  
01452 332996 or 01452 331500  
www.prospect-training.org.uk

### Military Preparation College (MPCT)

0330 111 3939  
www.mpct.co.uk/MPCT/military-preparation-college

## UTCs and Studio Schools (from page 10)

### SGS Berkeley Green UTC

in Gloucestershire,  
opened in September 2017  
www.berkeleygreenutc.org.uk

### Bristol Technology and Engineering Academy, in South Gloucestershire

www.bteacademy.co.uk

### UTC Swindon

www.utcswindon.co.uk

### Digitech Studio School Bristol

www.digitechstudioschool.co.uk