



Whitworth Careers Information, Advice and Guidance 2018/19

Year 11 Pupils, Parents and Guardians

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How to Register: Student Guide



Welcome to Start!

These instructions explain how to register for Start at your school. To create your own username and password, please follow the simple steps below.



Go to www.startprofile.com and click **Register**

Enter your first name, surname, email address, postcode, date of birth and gender

Tip: if you forget your username or password we will use the email address you provide to send you a reminder



Choose a memorable username and a secure password. Tick to agree to the Privacy, Cookies and Terms of Use policies and click **Get Started**

Tip: your username needs to be memorable – you may want to use your school network login or you can also use your email address



Click **Login** and enter your username and password. Click **Login**
The first time you log in you will be required to complete the following:



Select **“I am Studying in Education and would like to explore my career options.”**



Start typing the name of your school or college to find your establishment



Enter your current year group



Enter your registration code: **Whitw**



Click **Submit**

Year 11: What you need to do

Life decisions are difficult, how do we know if our decision is right? The answer is making sure your decision is **'well informed'**. So this year it's your job to make sure you are well informed about yourself and your options. If you're clear about what you want and what your options are, you should be able to make the best choice for you. Applying and attending interviews commits you to nothing and provides you with the detailed information you need. You don't need to make your final decision until you pick up your GCSE results, so here are some tips on how to get well informed:

Attend as many college/sixthform/training provider open events as you can.

Use 'Start' online careers tool to help you explore your options.

Volunteer, get involved, experience work whenever and wherever you can. Capitalise on every opportunity! This will help you learn about yourself and what you like and dislike.

Check application deadlines for the options you are considering.

Apply from October to December 2017. Applying early gives a good first impression and proves that you're keen and organised. Applying commits you to nothing, at any point you can cancel your application.

Attend all your interviews. It's very easy to attend your first interview and think 'I'm sorted' and cancel remaining interviews, but you may be missing out on an opportunity that is perfect for you. The interview provides you with really detailed information, helping you to get well informed so attend all your interviews, even if you think you've made up your mind. Remember, attending interviews commits you to nothing.

Talk to your Careers Advisor Miss Grenaghan who works in school every Friday. Drop in anytime during lunch for a quick chat or request a careers interview through your tutor.

Your Options Explained

You have to be in some form of education or training until you're 18. Here are the options that help you achieve this:

- A Levels
- Apprenticeship/traineeships/on job training
- Vocational Courses such as BTECs
- Armed Forces

A Levels

A Levels are similar to GCSEs in that you study 3 to 4 different subjects at the same time; they are often in subject areas you have heard of before like Maths, English, Chemistry etc; you study the theory, often working alone so you will need to be self motivated; you will be assessed by taking big exams at the end of the year and they are a great way to keep your options open and are the traditional route to University.

Most people who progress to study A Levels cope well on the course if they've achieved a majority of grade 6s in their GCSEs.

Most A Level programmes take 2 years to complete and they are a Level 3 Qualification, which means that you can progress to University after completion. All colleges and sixth form will require different GCSE grades for entry on to each A Level so you must look on the college/sixthform website or prospectus for the specific details. But as a general rule most establishments will require at least 5 GCSE's grade 9-4 and probably grade 6s for the majority of subjects.

Apprenticeships/Traineeships

If you want to go straight into work, get onto the career ladder and start earning your first wage then this is the route for you. You have to be employed to do an apprenticeship, and this can be the most challenging element when applying for this route. You can apply to colleges or training providers who will help you find an employer. They will help you with your CV and arrange interviews with employers. You should also apply directly to employers yourself. Again, depending on your employer you may be given time off work each week to go to college/training provider to study or your trainer may come to you in work, or you may be in college for a few months before you start work with your employer.

Apprenticeships have no set length for completion, as the time taken depends on the ability of the apprentice and the employer's requirements. Your wage will vary depending on what your employer can offer, but the minimum pay is £3.50 per hour, but many earn more and many receive significant wage increases once they complete their qualification. Apprenticeships are offered at Level 2 and Level 3 which means you can still progress to University to study Foundation Degrees and Higher Apprenticeships.

Employers are usually looking for people with an excellent aptitude for work and grade 4/5 in Maths and English.

Traineeships can help you get onto an apprenticeship if you need to improve your skills and qualifications. Most traineeships are unpaid, but colleges and training providers can sometimes offer you training incentives until you secure an employer and progress to an apprenticeship. www.getingofar.gov.uk is a very useful site for vacancies and further information.

Vocational Qualifications

Vocational courses such as BTECs are offered in subjects related to the world of work e.g. childcare, construction, engineering, hairdressing, catering, business etc. and you study that one subject in great detail. They offer you a mixture of theory and practical application, often providing work experience or regular placements with local employers, equipping you with skills that relate directly to work. Emphasis is put on coursework rather than exams. You'll often be working in teams so you need to be able to work collaboratively.

Vocational courses are offered at all levels, including Level 3, which means you can progress to University after completion.

Vocational courses also make great back up choices because they are offered at all levels, but you should be aiming to get onto the Level 3 programmes and most colleges/sixthforms require 5 GCSE's grade 9-4 including Maths and English. All **colleges and sixth forms** have their own entry requirements for each course and these will be set out in the prospectus or on their website.

Armed Forces

There are opportunities within the armed forces for young people of all abilities, from A* pupils to those not taking GCSEs. The application process is complicated with many age restrictions so please **speak to Miss Grenaghan** if you want to pursue this path and /or visit the following websites.

http://www.army.mod.uk/training_education/6959.aspx

<https://www.raf.mod.uk/recruitment/>

<http://www.royalnavy.mod.uk/careers/get-ready-to-join>

Qualification Levels Explained

LEVEL 8	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Doctorate PhD </div>				
LEVEL 7	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Master's Degree MA, MSc, MPhil </div>				
LEVEL 6	<div style="border: 1px solid black; padding: 5px; text-align: center;"> University Degree BA, BSc </div>				
LEVEL 5				<div style="border: 1px solid black; padding: 5px; text-align: center;"> Foundation Degree FdA, FdSc </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> HND </div>
LEVEL 4					<div style="border: 1px solid black; padding: 5px; text-align: center;"> HNC </div>
LEVEL 3	<div style="border: 1px solid black; padding: 5px; text-align: center;"> A-Level </div>	<div style="border: 1px solid black; padding: 5px; text-align: center; width: 30px;"> A2 </div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 30px;"> AS </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> L3 Extended Diploma (National Diploma) </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Advanced Apprenticeship </div>	
LEVEL 2	<div style="border: 1px solid black; padding: 5px; text-align: center;"> GCSE Grades 4-9 </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> L2 Diploma (1st Diploma) </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Apprenticeship </div>	
LEVEL 1	<div style="border: 1px solid black; padding: 5px; text-align: center;"> GCSE Grades 1-3 </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> L1 Diploma (Foundation) </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Traineeship </div>	
ENTRY LEVEL 3	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Key Stage 3 </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> E3 Diploma (Foundation) </div>		

Volunteering Opportunities

Volunteering either at school or in your own time is a great way to learn more about yourself, your skills and abilities, your likes and dislikes. It also challenges you to develop your personal qualities and employability skills. It can also be a great way to learn more about the world of work. Volunteering essentially gives you the information you need to help you make informed decisions. Here are some ideas and opportunities that you could get involved in this year.



The National Citizenship Scheme Team will be coming in to school to talk to you about some great volunteering opportunities to get involved with once your exams have finished in July. This might help you make some final decisions about your next step.

do-it.org is the UK's biggest online data base of volunteering opportunities. Use the website to find volunteering opportunities near you at www.do-it.org.uk



FAQs

Q: How do I apply?

A: You usually find application forms in the prospectuses which are given out at careers fairs and open events. Alternatively, see Ms Grenaghan or go onto the college/sixthform/training provider website and you may be able to apply online. After you have sent off your application wait to get an acknowledgement that they have received it. If you don't receive an acknowledgement please call the college/sixth form/training provider and you may be able to complete one over the phone. Most people start to apply in October once they have attended open events and career fairs.

Q: Can I apply to more than one college/sixth form/training provider?

A: Yes – it's advisable to apply to 1-3 places with different entry requirements, so you have a back-up plan if you don't get the grades you need for your first choice

Q: What’s the difference between a college, sixthform and training provider?

A: Sixthforms are usually attached to a school although not always; they usually specialise in A Levels and tend to be small when compared with colleges. Colleges tend to offer a wider range of courses including BTECs and apprenticeships; they tend to be bigger than sixthforms, offering great facilities. Training providers specialise in apprenticeships and traineeships; they all have links with different employers so when applying for apprenticeships it’s a good idea to apply to as many as possible.

Q: Should I check up on times and dates of open evenings / days before going to any of them?

A: Yes – the dates in this booklet were compiled in July so organisations can sometimes change dates and times. Always ring up or check the website beforehand.

Q: Do I need a Record of Achievement/Progress File?

A: Yes, tutors like to see things like attendance certificates, effort grades in reports, estimated grades etc when you attend interview so create a folder where you can keep all these documents safe.

Q: Do you have to be Catholic to go to St. Mary’s College?

A: No.

Q: When should I apply for college/sixth form?

A: October/November onwards- early applicants get the most choice.

Q: When should I apply for an apprenticeship?

A: Apply to colleges and training providers October to November 2016, however, they won’t start contacting you about interviews with employers until after the Christmas break. From January you should start to look for your own apprenticeship job vacancies. This web link is a good place to start looking www.getingofar.gov.uk

Q: What colleges/sixth forms/training providers can I apply to?

A: This booklet only gives the main ones that our pupils have chosen in the past but there are plenty more that you can apply to should you wish.

Q: How can I book a careers interview for unbiased information and guidance?

A: See Ms Grenaghan at lunchtime or ask your tutor to arrange a careers interview for you.

Open Events and Contact Information 18/19

Do check websites or call establishment a few days before the event as times and dates do occasionally change!

College	Open Event Dates	Offer
Accrington Academy Sixth Form	Tuesday 9th October 2018: 6pm-8pm	A Levels
Accrington and Rossendale College	Tuesday September 25th Monday October 15th Wednesday November 14th All will be from 6pm to 8pm Apprenticeship Advice Session on Wednesday 3rd October, 6-8pm.	All post-16 options
Accrington Stanley Trust	Please visit their website for more details www.stanleytrust.co.uk/football-education-scholarships/	Vocational courses in sport
Alder Grange Sixth Form	Thursday 15 November 2018: 6:30pm	A Levels and Vocational Courses

Bacup and Rawtenstall Grammar School Sixth Form	Thursday 8 November 2018 6-8pm	A Levels
BAE Systems	Please visit their website for more details www.baesystems.com/en/careers/careers-in-the-uk/apprenticeships	Apprenticeships
Blackburn College	06/09/18 – 16:30-19:30 04/10/18 – 16:30-19:30 16/10/18 – 16:30-19:30 13/02/19 – 16:30-19:30	All post-16 options
Bolton College	Wednesday 17 October, Thursday 22 November, Tuesday 5 February: 4:30-7pm	All post-16 options
Burnley College	Main Open Events Wednesday 26th September 5:30pm – 8:00pm Tuesday 9th October 5:30pm – 8:00pm Thursday 8th November 5:30pm – 8:00pm Themis Careers Event Wednesday 30th January 5:30pm – 8:00pm	All post-16 options
Bury College	Wednesday 10 October, Tuesday 16 October 2018: 5:30-7:30pm	All post-16 options
Clitheroe Grammar School	Wednesday 7 November: 5:30 pm - 8:00 pm	A Levels
Craven College	15 October, 27 November, 28 January, 19 March, 24 June: 5:30pm-7:30pm	All post-16 options
Croft End Equestrian Centre	Croft End Equestrian Centre, Knott Lanes, Oldham, Lancashire, OL8 3JD TEL NUM 0161 624 2849	Vocational courses in horse care
Haslingden High Sixth Form	Thursday 18 October 2018: 6pm-8pm	A Levels
Holy Cross	Monday 8th October, Thursday 18 October: 5.30-8.00pm	A Levels
Hopwood Hall College	Saturday 13 October 2018: 10am-2pm Thursday 15 November 2018: 4pm-7pm Saturday 2 February 2019: 10am-2pm Thursday 4 April 2019: 4pm-7pm	Vocational courses and apprenticeships
Manchester College	Saturday 29 September 2018: 9:30am - 1pm A Level Open Evening, Thursday 4 October 2018: 5pm - 8pm	All post-16 options
Mantra Learning	Please see their website for more details www.mantralearning.co.uk	Apprenticeships
Myerscough College of Further Education	Saturday 6 October: 10am-12:30pm (Preston and Witton Park Campuses) Saturday 10 November: 10am-12:30pm (Preston and Witton Park Campuses) Saturday 8 December: 10am-12:30pm (Preston and Witton Park Campuses) Saturday 9 February: 10am-12:30pm (Preston and Witton Park Campuses) Saturday 30 March: 10am-12:30pm (Preston and Witton Park	Vocational courses and apprenticeships

	Campuses) Saturday 22 June: 10am-12:30pm (Preston and Witton Park Campuses)	
National Citizenship Challenge (NCS)	http://www.ncsthechallenge.org/	Volunteering opportunities
North Lancs Training Group	Please see their website for more details www.nltg.co.uk/age-16-18/	Apprenticeships
Oldham College	Saturday 6 October, 17 November, 26 January: 11am	All post-16 options
Oldham Sixth Form	Saturday 6 October 9-12pm, Monday 13 October 5-8pm	A Levels and Vocational Courses
Preston College	Tuesday 16th October, 4 – 7.30pm	All post-16 options
Rochdale Sixth Form College	Saturday 13 October 2018: 10am-2pm Thursday 15 November 2018: 4pm-7pm	A Levels
Rochdale Training	Please visit their website for more information www.rochdaletraining.co.uk/Leaving-School-College	Apprenticeships
Royal Air Force	Please visit the most local recruitment office using their website www.raf.mod.uk	Apprenticeships
Royal Navy	Please visit the most local recruitment office using their website www.royalnavy.mod.uk	Apprenticeships
Shockout, Manchester Dance and Theatre Specialist College	Please visit their website for more details www.weareshockout.com/academy	Vocational courses in dance and performing arts
The British Army	Please visit the most local recruitment office using their website www.army.mod.uk	Apprenticeships
The Growth Company Education and Skills, Rochdale	Please visit their website for more information www.gceducationandskills.ac.uk/apprenticeships/	Apprenticeships
Thomas Whitham Sixth Form	Please visit their website for further details www.twsf.lancs.sch.uk	A Levels
Training 2000 (Apprenticeship Training Provider)	Please visit their website for more information www.training2000.co.uk/information-advice-and-guidance/	Apprenticeships

Useful Websites

- General Careers Advice

<https://nationalcareersservice.direct.gov.uk/youngpeople/Pages/Youngpeople.aspx>

<http://icould.com/>

<https://www.startprofile.com>

<https://www.prospects.ac.uk/>

- Apprenticeships and developing employability skills

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

<https://www.barclayslifeskills.com/>

<https://www.allaboutschooleavers.co.uk/>

- University Advice

<https://www.notgoingtouni.co.uk>

<http://search.ucas.com/>

- Volunteering

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

<http://www.ncsthechallenge.org/>





Applying Advice

- Apply early, this gives a good first impression and gets interviews underway early.
- Applying commits you to nothing. Remember, all you're doing at this stage is getting well informed. You make your final decision after you pick up your GCSE results.
- If you can't apply online, it is good practice for you to photocopy your application form and write out a rough copy first so that your final written application is neat. Make sure you read the instructions carefully. If you are asked to use a black pen make sure you use a black pen! A scruffy application form with errors and crossings out does not give a good impression. Check your spelling and grammar before you copy it out in clear handwriting on the original application form.
- If applying online, collect all information you need in advance, such as your estimated grades. If you have to write a personal statement you might find it easier to type into a word document. Get friends, families and teachers to check this for you. When ready you can copy and paste your answers into the online application form and be assured that your spelling and content are good.

Interview Tips

First Impressions last

Greet your interviewer with a smile, firm handshake and eye contact.

Be prepared

Take a folder to all your interviews with your certificates and evidence of all your achievements.

Use this evidence in your interview to back up what you are saying about yourself and to help remind you of the things you can talk about when asked questions about your skills and qualities.

Research the establishment you are visiting so you are as informed as possible.

Think about why you are interested in this opportunity and what skills and qualities you might be asked about in the interview. For example, if you are being interviewed for a care course the tutor will want you to discuss and evidence your caring skills and qualities and why you are passionate about caring for people.

Be confident

Listen carefully to the questions and answer as fully as you can. Don't waffle – take your time to gather your thoughts. It's better to say you need a minute to think about your answer rather than speak instantly and regret it afterwards.

Why should you be on the course/in the job?

All interviewers look for the right person for the course/job. Be ready to talk about your knowledge, experience, abilities and skills.

Be positive

Your interviewer will be thinking about what it would be like to have you on their course/as an employee, so won't want to hear negative comments/ lack of enthusiasm. Interviewers like to see someone who enjoys a challenge and is enthusiastic.

Body Language

It's not what you say but how you say it. During the interview don't slouch, lean back, fold your arms or look down. Sit upright, make eye contact, use your hands and lean forward when making a point.

Develop rapport

Show energy, a sense of humour and **smile**. 😊

Clarify anything you are unsure of

If you are not certain what is meant by a particular question, say so. This shows confidence.

Remember your manners

Be polite at the interview, this will be noted and remembered. "Please" and "Thank you!"

Questions you may be asked at interview

What are your predicted grades?

Take your predicted grades, last school report, estimated grades, mock exam results or already achieved grades to your interview. The interviewer will wish to see if you meet the entry requirements.

Why do you want to do this course/job?

Interviewers use this question to see if you have done your homework and thought about your future. Do you really want to do it?

What are your strengths?

This is your chance to say what makes you stand out from the next person and why they should pick you over anybody else.

What work experience do you have?

You may have a part-time job, taken part in work experience either organised by yourself or through school, volunteered etc. Discuss areas of this experience that you enjoyed and how much you learned. This will demonstrate to the interviewer that you have a good work ethic.

Describe a problem you have faced and how you solved it.

This is a tough question that is common in interviews. Interviewers are looking for your critical thinking skills and to see if you can find solutions.

Tell me about yourself

The interviewer is trying to figure you out professionally. Pick a couple of points about yourself in relation to what you want to do in the future. The interviewer will **not** wish to know which games console you use and that you hang around with your mates!



Questions YOU may wish to ask at interview

“What enhancement courses are available?”

(e.g. volunteering projects, first aid, Duke of Edinburgh)

This tells the interviewer that you are interested in extra courses within the college/sixth form and want to have the opportunity to explore different activities.

“What is the dress code?”

Different colleges and training providers will have different views on appropriate dress wear. Different courses may require overalls or uniforms: for example motor vehicle engineering, hair dressing, catering.

“Is there a full induction onto the course and the college?”

Inductions onto courses are always important, making sure health and safety issues are covered to ensure that your time spent at college is safe and enjoyable.

“What can this course lead to?”

It is important to know what options are available to you after the course so you may know your progression route to reach your career goals.

“How am I assessed?”

Will there be exams? When are the exams? Is the course work assessed during the year or assessed at the end?

“May I contact you if I have further questions?”

It's always good to end an interview with this question. It keeps the door open for future communication.

Money Matters

There have been many recent changes in funding for people studying. The latest links we have are below: keep an eye on the national press for updates.

<https://www.gov.uk/browse/education/find-course>