

What's Next?

Your essential guide to
Choosing education and career options
2016 – 2017

There is **more**
than one route
to success



Let's get started...

Are you finding it tricky knowing what you want to do when you leave school, and how you can get there? **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?

Endless possibilities

Hi there,

You're probably starting to think about your future, what subjects and qualifications you might need and **What's Next** for you after GCSEs.

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.

The most important thing is that you don't panic when trying to decide what you want! You can 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 make your choices. 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!



Councillor Mark Hawthorne
Leader of Gloucestershire County Council

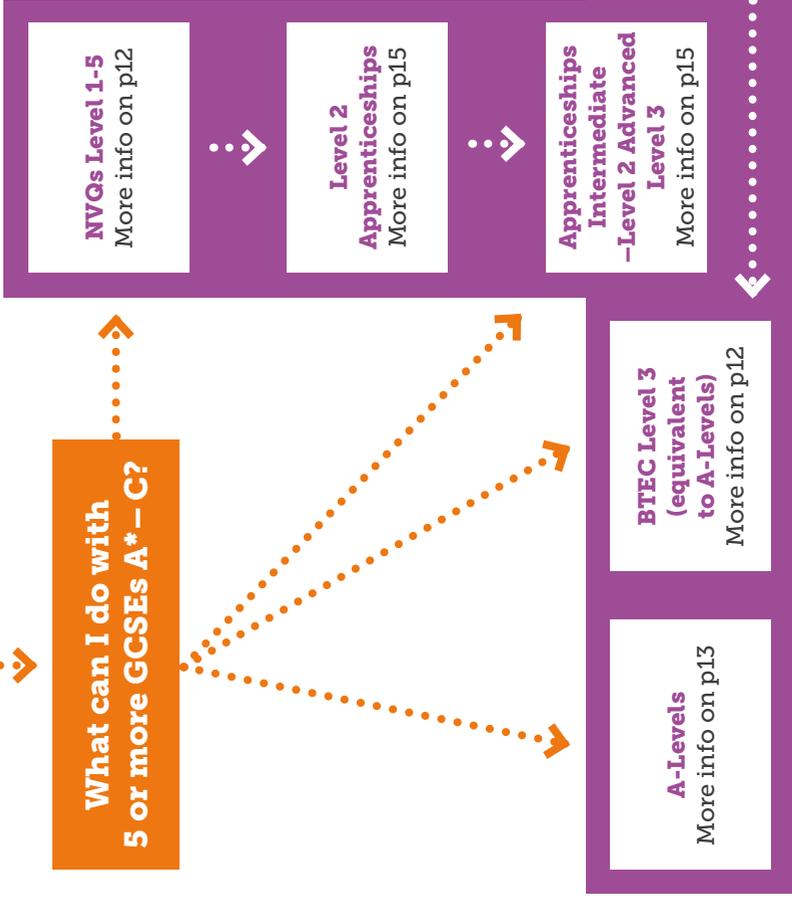
What's Next?

So, you're doing your GCSEs...

More info on p9

What can I do with
5 or more GCSEs A* – C?

What can I do with
less than 5 GCSEs A* – C?



A-Levels
More info on p13

BTEC Level 3 (equivalent to A-Levels)
More info on p12

Apprenticeships Intermediate – Level 2 Advanced Level 3
More info on p15

Level 2 Apprenticeships
More info on p15

NVQs Level 1-5
More info on p12

Traineeship
More info on p17

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 p22

Earn and learn Higher Apprenticeships
Level 4/5 HNC
Foundation Degree
Level 6 – Degree
More info on p23

Gap Year
Travel
Work (in UK or abroad)
Volunteer (UK or abroad)
Retake exams
Test a sector out
More info on p25

If you have additional needs or need support to get into work
More info on p17

Employment

More info on page 26

Making choices

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

What you need to know:

- You now stay in education or training until the age of 18.
- You pick GCSEs 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, your 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.
- 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 5)
- What do you enjoy?
- What might you want to do until you are 18? (info on pages 11-17)
- What might you want to do after you're 18? (info on pages 21-25)
- What jobs are available in your local area? (info on page 29)

There is lots of support, information and job opportunities at:
www.yes2jobs.co.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.

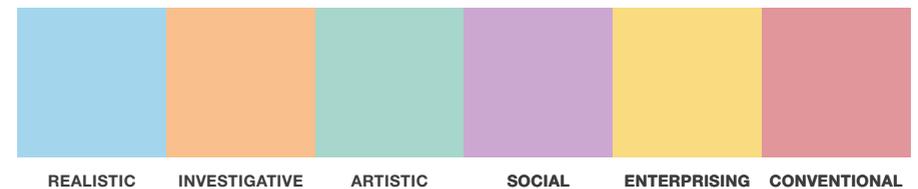
Do you like to...

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 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	Explore?	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

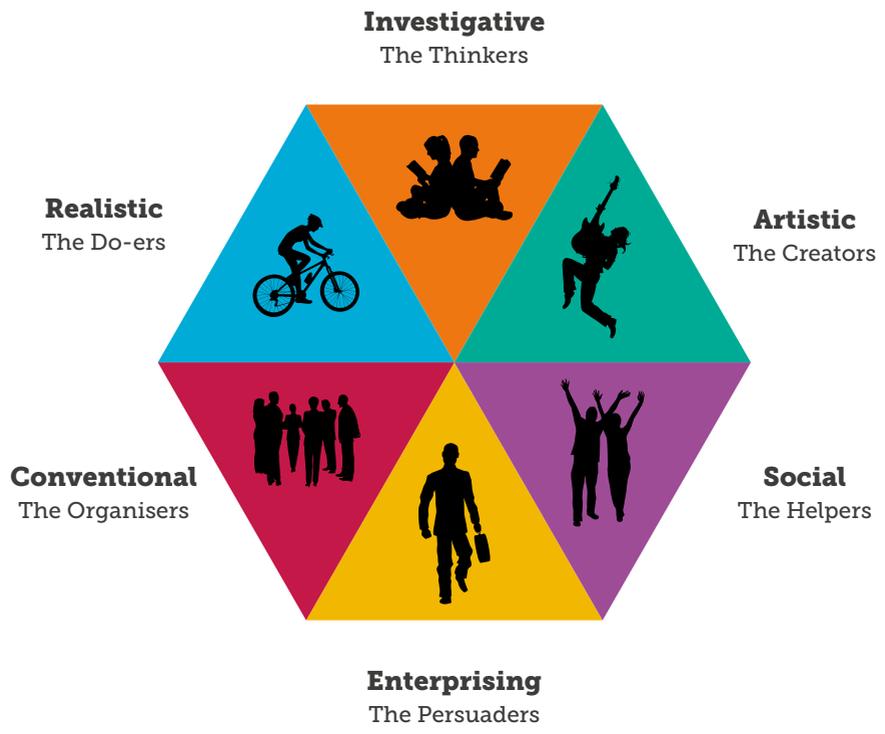
Type up homework/keep it neat?	Red	Convince people to do it your way?	Yellow
Learn about other cultures?	Purple	Suggest a better way to do a task?	Orange
Analyse, research or problem solve?	Orange	Use a microscope?	Orange
Play an instrument or sing?	Teal	Fix electronic things?	Purple
Want to start your own business?	Yellow	Lead a group?	Red
Cook?	Light Blue	Design?	Teal
Act in plays?	Teal	Keep on going till you finish?	Red
Enjoy doing 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 my work in ordered folders?	Red	Do voluntary work?	Purple
Take charge (being a leader)?	Yellow	Fix your bicycle?	Light Blue
Work outdoors?	Light Blue	Teach others?	Purple
Work in an office?	Red	Get your school work done on time?	Red
Work on Maths problems?	Orange	Have a keen interest in 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.



Investigative

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.

Artistic

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.

Social

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.

Enterprising

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.

Conventional

People who like detail and data, and are good at following instructions. They are organised, good with numbers and like structured working.

Realistic

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.

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 33.



GCSEs

GCSEs are your first opportunity to pick options and carry on studying the things you really enjoy ... as well as some things you might not!

Everyone studies English, Maths and Science. You will need a grade 4 (equivalent of current grade C) in English and Maths for most options after GCSEs.

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

Not sure what to study after 16 or what job you want? Keep your options open and try and get a balance 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 vocational opportunities. They are more like a workplace than a school. They follow a 9-5 day and don't have the same terms as schools. Working closely with local employers, they will offer a range of academic and vocational qualifications including GCSEs in English, Maths and Science, as well as work placements linked directly to employment opportunities in the local area. They aim to prepare young people for a particular profession and give them the advantage of working with employers throughout their course of study. Currently there are no UTCs or Studio Schools in Gloucestershire but some are already open in Bristol & Bath.

For further information visit:

www.studioschoolstrust.org and www.utcolleges.org

There is a UTC opening in Berkeley in September 2017 specialising in Engineering, Manufacturing and Digital Technologies. For further information visit: www.berkeleygreenutc.org.uk/about

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 36.

GCSEs are changing

The grading of GCSEs is changing from September 2016. New GCSEs will be graded 9-1, rather than A*-G.

The new grading is roughly aligned to the current grading. So where you would have got a 'C', you'll now probably get a '4'.

Grade 5 is a good pass. Grade 9 is the highest and above the current A*.

If you're taking your GCSEs in June 2017 you'll get numbers in English and Maths. All subjects will be graded with numbers from September 2017.



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 and theory content. You can study at Level 2 (equivalent to 5 GCSEs) or Level 3 (a BTEC diploma is equivalent to two A-Levels, the extended diploma is equivalent to three A-Levels). Sometimes providers will let you mix BTEC and A-Level courses.

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. They involve more work experience and are vocational. Colleges have the widest range of choices and have good links to local employers in the sectors they offer BTECs in.

BTECs are great because...

They give you the broad knowledge and skills to work in a range of jobs in a sector or 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. There 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. Examples of BTEC courses are: Hospitality, Construction, Music and Technology.



AS and A-Levels

AS and A-Levels are the 'traditional' qualification offered by schools and colleges for students aged 16-19.

Most pupils take four AS subjects in Year 12. After AS you usually drop one subject and continue the other three subjects through Year 13.

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

- A-Levels are a lot more work than GCSEs – be prepared!
- Most schools and colleges require As* or Bs* in the subjects you want to study
- You'll need GCSE English and Maths at grade C* 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.

* GCSE grading is changing from September 2017 – more info can be found on page 9.



Not sure what to study?

Choose subjects you are good at and you enjoy. Studying a broad range of subjects and '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: 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 – When you are thinking about post 16 study, you need to think about how you will get there. The council no longer provides automatic subsidised support for mainstream learners aged 16+. <http://www.gloucestershire.gov.uk/applyforabuspass>

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.

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 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.
More info is on page 23.



Apprenticeships are great because....

- You earn while you learn
- 85% of apprentices stay in employment once their training ends.

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 as early as the spring term of Year 11.

Employers do like you to have GCSEs when you apply for apprenticeships, but if they go wrong don't panic – you can often study for a Level 2 in English, Maths and IT. You can also study an apprenticeship after BTECs or A-Levels, entering as a higher level apprentice, and going onto get a degree.



Take a look at: www.apprenticeships.org.uk for information and advice; www.careersbox.co.uk for videos of apprentices talking about their experience; www.yes2jobs.co.uk 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.

For more information and to find a traineeship, visit:
www.gov.uk/find-traineeship

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
- Speak to your education link adviser
- Many colleges have support for students with additional needs
- You should be getting a Transformation Plan to help you plan where you want to get to.

Case Study

Studying a Traineeship and making a difference to accessibility in Gloucester



Christian Drewitt

Christian, 22, successfully completed a Level 2 Intermediate Diploma in Business and Administration in 2015. He has now completed a traineeship, working with Marketing Gloucestershire to develop a Gloucester tourism guide with a difference – a wheelchair accessibility guide.

"I go to different venues and check for accessibility. Studying at Gloucestershire College I approached my head of department with my idea and they put me in touch with Marketing Gloucester.

My next step is to get an apprenticeship in business administration. I already know about business and I enjoyed studying it.

I'm most proud of doing the brochure and doing my best to make this city more accessible. I always want to make places more accessible. Some areas are really difficult for wheelchair users, such as restaurants."

The advice Christian would give students is:



My advice would be keep at it and keep searching or you won't find anything! I didn't know what I was doing two years ago. I was thinking what to do and couldn't find any suitable areas. It's a difficult job trying to find a job – it's a job in itself.



Planning ahead

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

Top Tip
You can remove this chart and use throughout the year

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	
ALL	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.					
Year 13	You can apply for apprenticeships all year round.							Lots of apprenticeships vacancies, usually April – September.						
Year 12	Attend University Open Days. Apply for university – write personal statement – see www.ucas.com 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 1st Monday in July. BTEC Results Mid July.		A2 Results Day! 3rd Thursday in August. University clearing process for some.	
Year 11	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! Third Thursday in August.		
Year 10	Register and search for apprenticeships on the National Apprenticeship Vacancy Matching Service (NAVMS) at www.apprenticeships.org.uk .								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.			
Year 9	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.				
Year 8	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.		
Year 7	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

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



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?

- You need to apply to student finance for your loan
- You apply via UCAS
- To apply you write a personal statement
- You may have to go to an interview
- Consider visiting the university at an open day before applying.

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. If you want to know more about student finance and applications visit 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. 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 A* to C*
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 the you
- Only in a classroom one day a week!
- Gain practical, hands-on experience.



* GCSE grading is changing from September 2017 – more info on page 9.

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.

Grow Gloucestershire

Apprentice of the Year 2015

Case study



Shannon Phillips

Shannon is a Level 3 Business Administration apprentice at Keyway, a transport and nationwide hire plant hire firm company based in Gloucester and Bristol.

Shannon got 9 GCSEs A-C but wasn't sure what she wanted to do when she left school. "It's really hard knowing what you want to do. I found it useful to talk to lots of people and look at all of my options."

Shannon went to college to study a Health and Social Care BTEC. She passed it, but found that it really wasn't right for her. "At college I had a mentor who helped me work through all my options. At first I was thinking of just changing course. But I decided I wanted to get work experience whilst getting a qualification – which is why an apprenticeship is great for me."

"I'd definitely recommend an apprenticeship. You get so much experience from working. It's important to manage your time to ensure you get the most from the qualification."

"My proudest moment on the apprenticeship was definitely winning the Grow Award. I'm also really proud to have mastered the finance system we use at Keyway – I'm now in charge of running contracts and invoices for a whole section of the business!"



My advice to anyone figuring out what to do is to talk to as many people as possible, go through all your available options, and find what's right for you.



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 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 32.

Get some work experience

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

Put together a CV

Any work experience or volunteering looks good.
Go to page 31 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'll do work experience with most schools and colleges. You can also arrange your own experience during school holidays or at weekends.

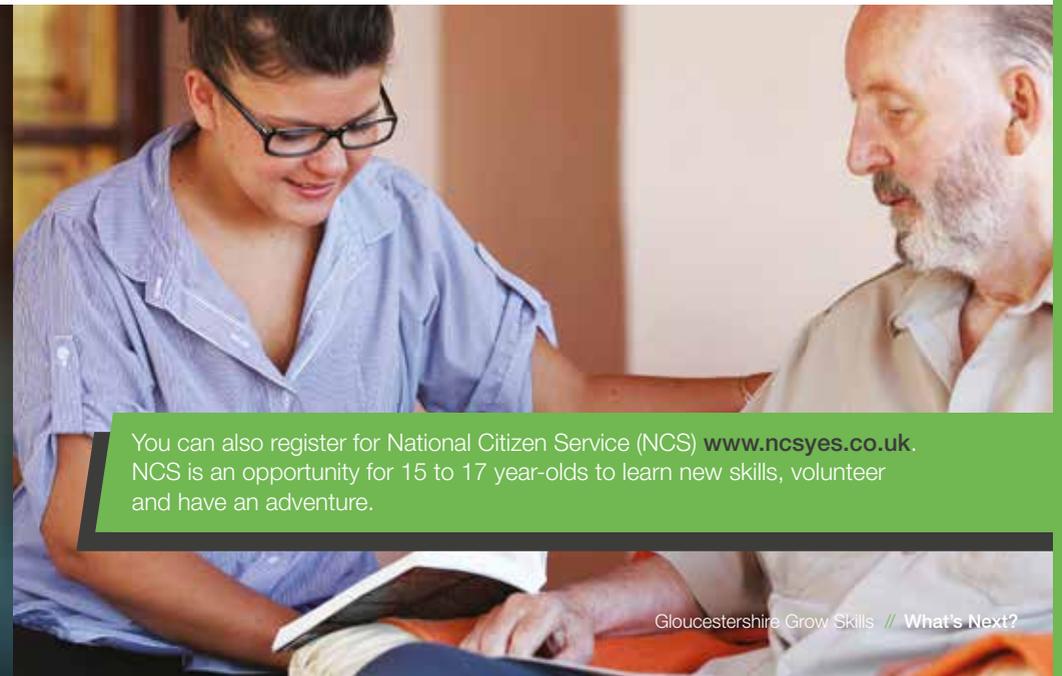
Part-time work while you study is also a great way to get experience and learn skills – as long as it doesn't affect your studies.

Volunteering

Why Volunteer?

- Gain skills that employers are looking for
- Develop confidence
- Find out more about what you're good at
- Feel valuable
- Get work experience for your CV
- 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



You can also register for National Citizen Service (NCS) 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>

Moose Marketing and PR Case study



Mark Owen

“Young people are great for business; they bring fresh ideas, real energy and an ability to approach problems in a different way.

When I’m employing a young person I want to see determination, a strong work ethic and a sense of humour. In practice, this means arriving on time, having a great attention to detail, and always going an extra mile for clients, the company, and your colleagues.

On an application form I look for something ‘extra’; do they have a part time job, do sports out of school hours, visit or help grandma on the weekend, or climb mountains for fun? I want to get a sense of who they are and how much effort they put into other things.

Managing young people makes me more focused and open minded as a manager. They have different needs and may need more training but it’s fantastic to watch them develop their skills and confidence.

“My advice to any young person looking for work is what you put in is what you get out. If you work hard, you’ll reap the benefits.”

Moose Marketing and PR are a small, local dynamic and award winning marketing and communications agency based in Gloucester. They currently offer 15 work placements to young people over the year.

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 or what you are studying
- List any work experience and volunteering, and what 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/advice/getajob/cvs>

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.
- 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 IT
- Turn up on time
- Motivate yourself
- Stick with tasks

What are you like at these? Employers often say that it is your willingness to work (your attitude) that 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://nationalcareersservices.direct.gov.uk/advice/getajob/interviews>

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

Finally:

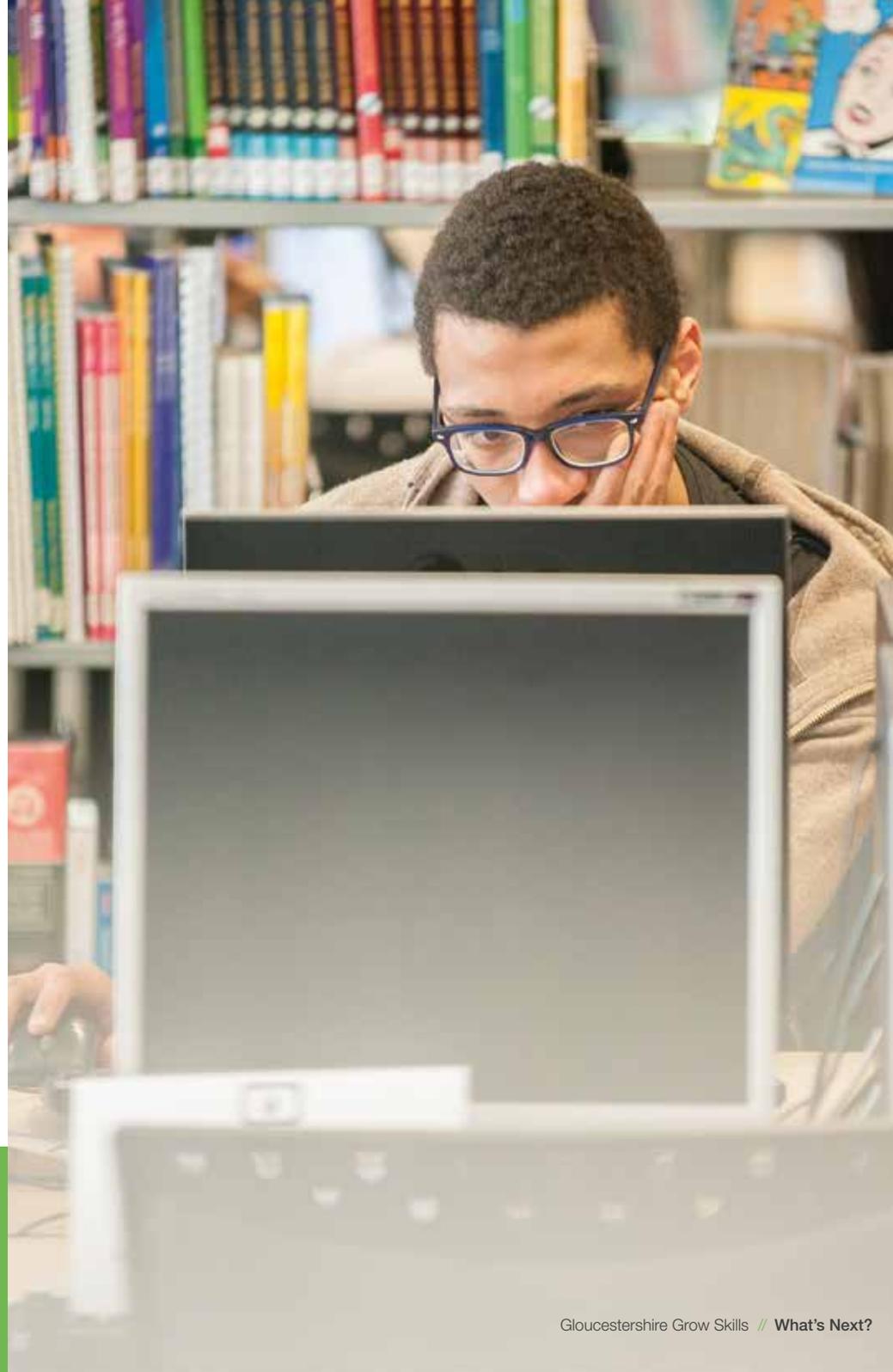
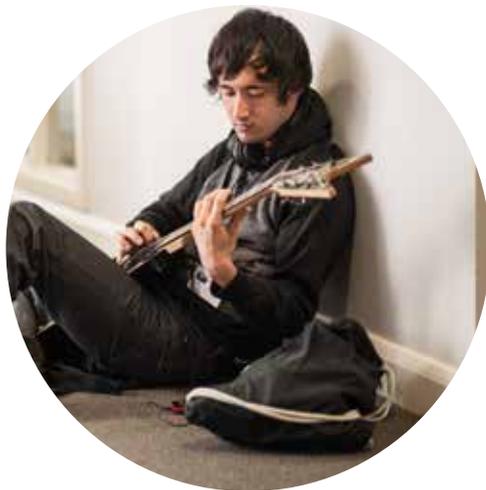
Remember it's okay to not know what you want to do.

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

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



There's a new website for young people in Gloucestershire to find out about mental health and wellbeing:
www.onyourmindglos.nhs.uk

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 235555
www.bournside.gloucs.sch.uk

Chipping Campden School

01386 840216
www.chippingcampden.gloucs.sch.uk

Chosen Hill School

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

Churchdown School Academy

01452 713340
www.churchdown.gloucs.sch.uk

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.hsfg.org

Katharine Lady Berkeley's School

01453 842227
www.klbschool.org.uk

Newent Community School & 6th Form

01531 820550
www.newent.gloucs.sch.uk

Pate's Grammar School

01242 523169
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 & 6th Form

01452 520594
www.stpetershighschool.org.uk

Stroud and Marling Sixth Form

01453 760156
www.stroudhigh.gloucs.sch.uk

Tewkesbury School

01684 292152
www.tewkesburyschool.org

Wyedean School & 6th Form Centre

01291 625340
www.wyedean.gloucs.sch.uk

Colleges in Gloucestershire

Cirencester 6th Form College

01285 640994
www.cirencester.ac.uk

Gloucestershire College

0845 1552020
www.gloscol.ac.uk

Hartpury College

01452 702345
www.hartpury.ac.uk

South Gloucestershire and Stroud College

01453 763424
www.sgscol.ac.uk

Training Providers in Gloucestershire

Bridge Training

Gloucester. 01452 411112
www.bridgetrainingltd.co.uk

Prospect Training

Gloucester. 01452 886888
www.prospect-training.org.uk

Military Preparation College (MPCT)

08442 438438
enquiries@mpct.co.uk

UTCs and Studio Schools (from page 10)

SGS Berkeley Green UTC

in Gloucestershire,
opens 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

Gloucestershire Open Evenings

Sixth Form / College	Open Days / Evenings
All Saints	Check with the school
Archway	Check with the school
Balcarras	January 2017 – Check time with school
Beaufort	Thursday 24 November 2016, 6.30pm – 8.30pm
Bournside	Check with the school
Chipping Campden	Check with the school
Chosen Hill	Tuesday 8 November 2016 – Check time with school
Churchdown	Check with the school
Cirencester 6th Form College	Saturday 15 October 2016, 10am – 3pm Thursday 19 January 2017, 5pm – 8pm
Cleeve	Monday 23 January 2017 from 6.30pm
The Cotswold	Thursday 10 November 2016 – Check time with school
The Crypt School	Wednesday 9 November 2016, 6pm – 8pm
Farmors	Check with the school
Gloucester Academy	Check with the school
Gloucestershire College	Check with the school
Hartpury College	Saturday 17 September 2016, 8am – 3pm Saturday 15 October 2016, 8am – 3pm Saturday 26 November 2016, 8am – 3pm Saturday 14 January 2017, 8am – 3pm Saturday 25 February 2017, 8am – 3pm Saturday 25 March 2017, 8am – 3pm

Please turn the page to reveal more open evenings

Sixth Form / College	Open Days / Evenings
The High School for Girls	Wed 30 November 2016 – Check time with school
Katherine Lady Berkeley's	Wednesday 16th November 2016, 7pm – 9pm
Marling & Stroud High School Sixth Form	Thursday 10 November 2016, 5pm – 8pm
Newent	Thursday 17 November 2016, 6pm – 8pm
Pates Grammar	Tuesday 24 January 2017 – Check time with school
Rednock	Thursday 17 November 2016, 6pm – 8pm
Ribston Hall	Check with the school
Sir Thomas Rich's	Tuesday 31 January 2017, 6pm – 9pm
South Gloucestershire & Stroud College Stroud/Filton	Saturday 1 October 2016, 10am – 1pm Saturday 5 November 2016, 10am – 2pm Thursday 1 December 2016, 5.30pm – 8pm Saturday 28 January 2017, 10am – 1pm Thursday 9 March 2017, 5.30pm – 8pm Thursday 27 April 2017, 5.30pm – 8pm Thursday 8 June 2017, 5.30pm – 8pm
St Peter's	Wed 30 November 2016 – Check time with school
Tewkesbury	Thursday 17 November 2016, 6.30pm – 8.30pm
Wyedean	Thursday 1 December 2016, from 6pm

Please note, these dates may change so it's best to check directly with the school or college.

For career information and inspiration:

Yes2Jobs www.yes2jobs.co.uk

Careers support and listing of employment opportunities for young people in Gloucestershire.

Plotr www.plotr.co.uk

Careers advice website including career videos, quizzes and advice.

National Apprenticeship site 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

For a local flavour of apprenticeships, including vacancy searching.

UCAS www.ucas.com

Is the starting point for all research about higher education.

UCAS Progress www.ucasprogress.com

Lists hundreds of courses in Gloucestershire.

On Your Mind www.onyourmindglos.nhs.uk

For advice and support on mental health and wellbeing.

traveline www.traveline.info

Plan your journey when considering your post-16 options.

Gloucestershire Youth Support Team www.youthsupportteam.co.uk

For additional support.

Care to learn 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

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

Notepad

As you work through this booklet, use this space to make notes about *What's Next* for you.

If you require a plain formatted version, please contact:
communications@gloucestershire.gov.uk



**This is an exciting
time in your life**

**Think about what you
enjoy and make the
right choice**

