

What's Next?



Endless possibilities

Dear Student

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

We've all been where you are now and know that it can be an overwhelming time. This is why we created this booklet. It's here to help you get a better understanding of what options are available. As you now have to stay in education or training until your 18th birthday it's important that you know about all the choices out there so you take the path that is right for you.

This booklet outlines a lot of possibilities, but it's just a snapshot of the options, so if you need further help or information don't be afraid to ask. Pick out what excites you the most and then speak to your teacher, parents, carer or career advisor for advice on how to find out more.

I hope you enjoy reading 'What's Next?' and I'd like to wish you all the very best for the future. It's an exciting time so enjoy every minute.



Cllr Mark Hawthorne
Leader of Gloucestershire County Council

Welcome to What's Next?

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Getting ready for work

It can be really tricky knowing what you want to do when you leave school, and how you can get there. This booklet is for students in school years 8 to 11 to help you think about what you enjoy, what you're good at and what you might want to do after school.

There's information about all the options at every stage, so some of it will be more relevant than others.

As you know, from September 2015 you have to stay in some form of education or training until your 18th birthday. This could be at school, but it could also be an apprenticeship, traineeship or part-time training while you work. This booklet will help you choose the right training and qualifications for you.

If you need this booklet in a plain text format, please get in contact: communications@gloucestershire.gov.uk

Making choices

There are lots of options available, and it's important to work out what's best for you.

Think about what you enjoy, what you're good at and what jobs you might want to do.

What are your strengths? What could you improve on? What do you enjoy? What qualifications and skills do you need for the jobs you're interested in?

Talk to your friends, family, teachers or anyone else who knows you well.

Make a note of people who could help.

Talk to your school or a careers adviser for more information or help picking your options.

They'll be able to talk with you in detail about the full range of options. What questions do you have?

Think about work experience in the area you're interested in.

This is a great way to find out if it's really something you want to do. What could you get work experience in/where could you get work experience?

Making Notes

You can make notes on the fold out back cover page as you read through booklet.



It can be tricky knowing what you want to do

but there are lots of options and support available to you.



Top Tip:

The National Careers Service has a useful action plan creator tool:
<https://nationalcareersservice.direct.gov.uk/tools/plans/Pages/create.aspx>

Take our Quiz!

on the next page to find out your learning style.

What's **your** style?

Different people learn in different ways, though no way is better or worse. Some people learn best in one way, and others learn by a combination of the following:

30%
of people are

Visual

Which means
you might want
to write or draw
something out.

15%
of people are

Kinaesthetic

Which means
you learn by doing.

25%
of people are

Auditory

Which means
you prefer to listen.

The other 30% of people have a **mix of learning styles**.

Which **Learning style** are you?

When you're memorising new information, do you:

- A** Draw mind maps, pictures, look at something etc.
- B** Write notes, talk it through in your head, play tapes and listen to them.
- C** Do something with the information.

When you're given directions to a strange place, do you:

- A** Prefer to be given a hand drawn map indicating landmarks.
- B** Prefer a list of written instructions.
- C** Prefer to just find your way with a little explanation.

Would you describe yourself as:

- A** Having a good imagination, creative and full of ideas.
- B** Logical, detailed, a list writer, like to discuss and chat.
- C** Warm, affectionate, caring and sensitive to others.

When you're upset about something, do you tend to:

- A** Look at your options.
- B** Need to talk it through.
- C** Express your feelings (cry, scream, shout).

When you are learning something new, do you:

- A** Prefer to be shown something visually, a picture, graph or diagram.
- B** Prefer to be told something in a step-by-step process and have the opportunity to ask questions and discuss it.
- C** Prefer to try it out after it has been explained to you?

When planning a special evening out, do you look forward to:

- A** The opportunity to get dressed up and look good.
- B** The chance to meet some interesting new people to talk to.
- C** The excitement of what might happen during the evening.

When you go for a walk, do you:

- A** Notice your surroundings (flowers, tree, buildings, people etc.).
- B** Take this opportunity to talk to yourself?
- C** Enjoy the feeling of being relaxed and exercising.

When someone upsets or irritates you, what sets you off?

- A** Their facial expression.
- B** Their tone of voice.
- C** The feeling you get.

Answers explained

Mostly



You're probably a **visual learner**, which means you learn by seeing or visualising, rather than hearing or feeling. To you, a picture is worth a thousand words. Diagrams, pictures and demonstrations might help you learn.

Mostly



You're probably an **auditory learner** which means you learn by listening and talking about things, rather than reading or seeing. You prefer to be told instructions and talked through how to do something.

Mostly



You're probably a **kinaesthetic learner** which means you like to do something to learn it – a description or demonstration won't be enough. You prefer to have a go at something to learn it and figure it out.

Why is this important?

Different options are tested in different ways, for example GCSEs and A-Levels are generally tested through exams and coursework, and other qualifications might be tested via your tutor observing you doing a practical activity.

So how you learn best, might impact on how you like to be tested, and what kind of learning or job is best for you.

Do you agree with your quiz results? Has this helped you think about your options?

You can use the fold out back cover to make any notes.



SGS COLLEGE

Be part of our success at South Gloucestershire & Stroud's stand out college

South Gloucestershire and Stroud College (SGS) is a friendly College, where you are coached and supported by tutors who really care.

We offer a wide range of courses at SGS (both vocational and academic), superb facilities and a team of dedicated teaching professionals. Everything we do is focussed on inspiring individuals to recognise and achieve their full potential.

Course areas available include:

- Apprenticeships
- Employability courses
- Full time GCSEs
- Full time vocational courses in Art & Design, Business, Construction, Early Years, Engineering, Hair & Beauty, Health & Social Care, IT, Music, Media & Games Design, Performing Arts, Public Services or Sport

2015 Open Events

Sat 10th Oct | 10:00 - 13:00

Sat 14th Nov | 10:00 - 14:00

Thur 3rd Dec | 17:30 - 20:00

For further details visit
www.sgscol.ac.uk or call 01453 761126

Grow Gloucestershire

Showcase Awards

Case study

Award

Apprentice of the Year

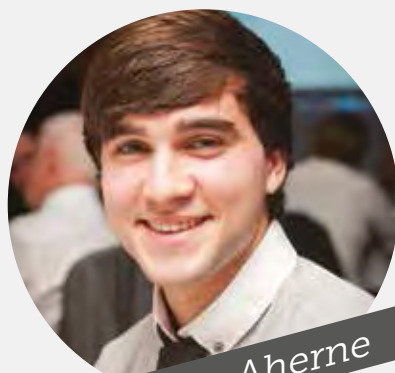
Liam, 22, advises younger people to



Look at all your options. Don't just go with the flow and go to university if it doesn't feel right, especially with the high cost and the emphasis that employers put on experience.



He has just completed a Higher Apprenticeship and Higher National Certificate in Mechanical Engineering. Liam got accepted for university after A Levels, but was concerned about getting into debt and the number of graduates struggling to get a job. He noticed that several companies in Gloucestershire were



Liam Aherne

putting apprentices through a degree and decided that gaining work experience and a salary at the same time as learning was his best option.

Liam works in the engineering department of ABB, a global company, where he designs, builds and implements machinery and test equipment. He also finds solutions to improve processes, if there are issues on the assembly line.

Apart from winning the award, his greatest achievement was working on one of the company's biggest improvement projects. It was a project that gained recognition throughout ABB and gave Liam a chance to gain a wide knowledge. For Liam, the best part of being an apprentice is the support and knowledge passed down from colleagues.

For more info about the Grow Showcase Awards visit:
www.Yes2jobs.co.uk/showcase-awards

Grow Gloucestershire
Showcase Awards
2015



You're invited



The Grow Gloucestershire Showcase Awards are back for 2015!

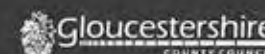
You're invited to the annual event on 20 October 2015, at Cheltenham Racecourse. Enjoy welcome drinks, exceptional catering from Gloucestershire College students and network with young successful people.

The Showcase Awards will recognise young people and businesses and celebrate all that's contributed to growing Gloucestershire.

To register your free place visit www.yes2jobs.co.uk/showcase-awards



Destination
Gold Cup Suite
Cheltenham Racecourse
Cheltenham
Gloucestershire GL50 4SH
Dress code Smart/casual



Choosing options for Years 10 and 11

Choosing options: GCSEs

Everyone carries on studying English, Maths and Science!

Whatever you do after 16 you will probably need a GCSE grade C in English and Maths – you will be able to retake them if you need to. You will also carry on studying things like Computing, PE and RE.



Examples of things you can pick include:

Art	Design & Technology	Drama
Geography	History	Music

Your school and careers adviser will tell you what options are available at GCSE and help you decide what subjects to take.

Choosing options: What if **GCSEs really aren't right** for me?

GCSEs won't be for everyone, so if you think you want to look for other options you will need to talk to your school during Year 9 to see if there are other options. However, options are limited within Gloucestershire and you would need to pay to travel to them if they aren't your nearest school:

University Technical College (UTC) which specialises in technical studies, for example Engineering – there's one in Swindon and Bristol.

Studio School which provides practical, project-based study – there's one near Bath.

14-16 Centre in a further education college offering courses in practical and technical education – which is offered by South Gloucestershire and Stroud College.



Top Tip:

Not sure what to study after 16 or what job you want? Keep your options open and try and get a balance of subjects.

**The advantage
of GCSEs is you
get to study a
mix of subjects**



Top Tip:

Ask as many questions as you need before you make your decisions – there's no such thing as a stupid question!



Tips for dealing with exam stress

Exams are a stressful time for anyone, and how you relax will be individual to you. Some of these tips might help you relax:

- Have a bath to relax
- Do exercise – it'll burn off stress and release endorphins
- Take a break from revision
- Talk to friends and family about how you're feeling
- Talk to teachers
- Don't be embarrassed to ask for help
- Try not to procrastinate – you'll just feel worse afterwards
- Read the question, try highlighting parts

I'm doing my GCSEs, What now?

Once you've finished your GCSEs you will have more decisions to make.

What now: A-Levels

If you think A-levels are for you, here are some things you should know:

- You need to get good GCSE grades before you start A Levels – most schools and colleges require As or Bs in the subjects you want to study.
- Almost all schools and colleges will require GCSE English and Maths at grade C or above, whether or not you plan to study them at A Level.
- Most schools and colleges will let you re-take Maths and English if you don't get a C.

If you have a career or higher education course in mind, check the entry requirements because you may need specific subjects and grades at A-Level.

If you don't have a particular career in mind choose subjects you are good at, enjoy and keep your options open.

Have you thought about Travel Costs?

More info is available here:
www.gloucestershire.gov.uk/applyforabuspas.



Top Tip:

If you want to carry on studying full-time, it doesn't have to be at your current school – a different school or college could be better for you?



What now? International Baccalaureate

An International Baccalaureate involves studying six subjects including languages. However, this is only offered by a limited number of schools and colleges, and isn't offered within Gloucestershire. See www.ibo.org for more information.



You can also study a range of vocational or work-related qualifications at all levels up to, and including, the equivalent of a post-graduate degree.

What now? BTECs

Give you the broad knowledge and skills to work in a range of jobs in a sector or industry. They involve more work experience and are vocational. College have the biggest range of choices.



What now? NVQs

Give you the specific skills to do a particular job. The courses focus on the skills you will need in the workplace and assessment is usually by practical tasks and assignments.

What now? Apprenticeships

Apprenticeships are about working for an employer and earning while you learn.

They combine hands-on training in the workplace with off-the-job training at a local college or specialist training provider.

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)

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. Colleges do like you to have GCSE's 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.

Key
Facts

85%
of apprentices stay
in employment.

64%
Almost two-thirds stay
with the same employer.

32%
Almost a third get
promoted within
a year of finishing.

Free
Apprenticeships are free
and they don't give you
debt, as the employer
pays for training.



Top Tip:

Use the notepad at the back of this booklet and jot down any jobs you are interested in.
What qualifications do you need?
What options do you need to pick now?



Further info:

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.





Apprentice Case Study



Louise Taylor

What now: Traineeship

If you don't feel ready for an apprenticeship or you don't have the grades you need, a traineeship might be for you. This combines a work experience placement with training, 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. However, most traineeships are unpaid, though employers can contribute to food and travel costs.



Louise Taylor, 17, didn't have a particular career path in mind, so she felt it was important to get practical work experience and transferable skills.

Louise is currently doing an Advanced Apprenticeship in Customer Services at The Warranty Group. She knows customer services will be a useful skill, wherever her career takes her in the future.

Initially, going into the workplace straight from school at 16 was challenging. Louise said: "I was nervous about work, but the whole team was very welcoming. I've developed a lot since then. No two days are the same and I'm learning new skills every day."

Louise is already being given more responsibility at work, which she is enjoying, and is planning to move onto the higher apprenticeship. Her manager and assessor have been very impressed with her skills, and Louise won the Gloucestershire College Apprentice of the Year and Associate of the Month in her department.

Louise would recommend considering an apprenticeship.



There's a real variety of apprenticeships. The work experience you get is really valued and employers are looking for that, as well as qualifications.



Further info:

A career quiz is available at:
www.ipersonic.co./career



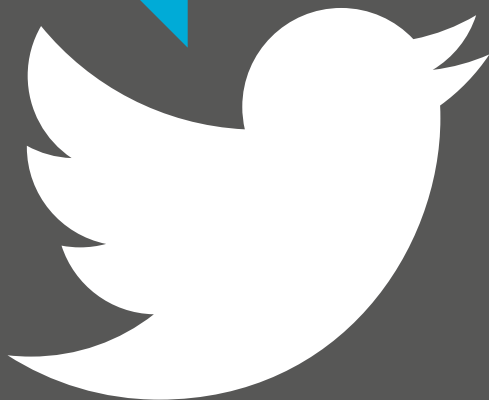
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Join the conversation

If you need help or have a burning
question, please tweet us at:

@yes2jobs

#WhatsNext



High School Sixth Form Gloucester



**A supportive, challenging and dynamic
learning environment.**

For further information and admissions please contact the school.

www.hsfg.org • Telephone: (01452) 543335 • Email: office@hsfg.org

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Open Days

Saturday 17 October
10am - 3pm

Thursday 21 January
5 - 8pm



**cirencester
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- A level • Vocational
- Apprenticeships • University level
- Business & professional courses
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www.cirencester.ac.uk

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

Key Academic Dates

ALL

Year 13

Year 12

Year 11

Year 10

Year 9

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.				
You can apply for Apprenticeships all year round.					Boom in apprentice vacancies usually from April - September.				
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.	
Attend university open days and research what grades you need for different options.						AS Exams	BTEC Results! Mid July.	AS Results day! Third Thursday in August.	
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
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.		
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.	
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.						

SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER

Looking ahead: After you are 18

Are you thinking about?

- Continuing your education to degree level or beyond
- Taking an advanced or higher level apprenticeship
- Taking a break from study or training on a gap year
- Getting a job



Top Tip:

Start looking as early as possible so don't feel rushed into a decision.



Looking ahead: Higher Education

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.

250k

Graduates can expect to make up to £250k more over their career than non-graduates. However, university can cost up to £60k, which is usually covered by a loan.



Further info:

There's a guide about what A-Levels you need to take certain subjects at university here: <http://www.russellgroup.org/InformedChoices-latest.pdf>.

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.

Looking ahead: Advanced and Higher Level Apprenticeships

An apprenticeship is a year of working and earning while you study. You work four days a week and you go to college one day a week to study for either a BTEC or NVQ. Apprenticeships come at different levels of difficulty and are equivalent to different qualifications:

Intermediate

= Level 2 (equivalent to 5 x GCSEs)

Advanced

= Level 3 (equivalent to 2 x A Levels)

Higher

= Level 4 (equivalent to Foundation Degree*)

*Foundation Degree's can make it easier to do a University course later on, if that's what you decide you want to do in the future.

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.



For Help

with apprentice
interviews, see:

<http://www.apprenticeeye.co.uk/2015/03/19/apprentice-interview-dos-and-donts-guest-post/>



Marling
School

shs

Stroud High
School



*Opportunity.
Ambition.
Success.*

- A unique sixth form experience
- Two successful schools, one exceptional sixth form
- Outstanding A-Level provision
- Personalised support, care and guidance
- Wide-ranging enrichment opportunities
- Purpose-built sixth form centre

Entrance requirements: 5 Bs or higher at GCSE (including A*-C in Maths and English)

Sixth Form Open Evening
Thursday 12 November 2015, 5 - 8pm

T: 01453 760156

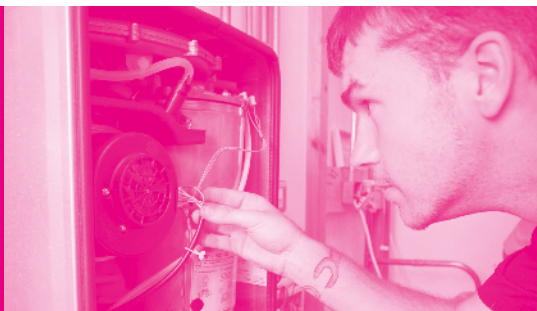
www.marling.gloucs.sch.uk

www.stroudhigh.gloucs.sch.uk



How to apply:

Visit www.apprenticeships.gov.uk/how_to_apply and find out what is available near you. You will need an up to date CV – see tips on page 32. For other useful info try www.yes2jobs.co.uk and www.notgoingtouni.co.uk



Apprenticeship Case study

**Apprenticeships
are available in
over 170 industries**

including: aerospace,
fashion, broadcast media
and finance – with 1500
job roles available.

With all of his GCSEs at grades A*-C, **Matt Sunderland, 18**, could have chosen any path for his future, and Matt is sure he's made the right choice with his apprenticeship in business administration.

Matt is in the first year of his apprenticeship at Acorn Powell in Gloucester, a multi-national company providing stainless steel sanitary ware. Since starting his apprenticeship in September 2014, he has worked across the company, getting a real grounding in the business, including sales, purchasing, customer services and general admin.

For Matt, the best part of the job is talking to customers, and his biggest achievement so far is quoting a large order to Thorpe Park.

Before becoming an apprentice, Matt spent a year at college studying electrical engineering, but found it wasn't for him. When he did some voluntary administration work for Gloucestershire Fire & Rescue Service he realised admin was what he wanted to do.

Matt would advise anyone considering an apprenticeship to give it a go.



I'm doing a job, getting paid to learn and gaining qualifications out of it. I really enjoy it, I couldn't be happier!



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Gloucestershire
COUNTY COUNCIL

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Visit www.gloucestershire.gov.uk/thinksmartapprentice

Find out more about travel in Gloucestershire at www.thinktravel.info



Gloucestershire
COUNTY COUNCIL

Looking ahead: Gap Years

Gap years give you the opportunity to see the world, to volunteer, to work to fund future studies or to gain experience in your chosen career.

The Year Out Group website www.yearoutgroup.org has information to help you decide if a gap year is right for you.

Between
200-250k people
take gap years
every year.



Looking ahead: Getting a job

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:

How can you work on your employability skills

For example, time keeping, using your initiative and working in a team.

Could you try and get some work experience

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

Put together a CV

Any work experience or volunteering looks good.



Apprenticeship Case study



Roisin McGrath
& Peter Chileshe

Having completed A Levels, Roisin McGrath, 21, and Peter Chileshe, 20, are now doing apprenticeships at GE Aviation near Cheltenham.

Roisin is working towards her Higher Business Leadership Apprenticeship and, said: "I considered going straight to university, however this course gives me paid work and experience for one of the biggest companies in the world and I still end up with a degree. It's better than three years at university as I'm getting work experience and no debt."

This feeling's echoed by Peter, who is doing the Advanced Manufacturing Apprenticeship. Peter said: "Instead of the university route of learning and theory, I'm in the workplace, getting hands-on experience and working towards a degree and qualifications. We're three years ahead of people coming out of university."

Apprentices at GE Aviation rotate departments every four months, which means they know the whole

company and learn new skills, jobs and how to work with different people. They are responsible for their own actions and regularly suggest ways to improve the business as they move placements.

One of the most important aspects for Peter is learning to work in an adult environment. He said: "It's very character-building; you learn how to act in certain situations and to work with a range of people."

Both Peter and Roisin would recommend an apprenticeship to young people.

Roisin said: "I think an apprenticeship is the best option. You need experience as well as theory in this industry and there's no other way to get them both at the same time. You can work your way up the company as soon as you've finished your apprenticeship; you're not starting at the bottom!"



Fact:

The next few pages give you more advice on getting a job and getting ready for work.



Getting ready for work

The UK economy is slowly improving, but youth unemployment is still high. It's more important than ever to develop the skills employers are looking for.

Whether full-time work, part-time work, work experience or volunteering, employers want to see certain work-related skills:

Communicate effectively **Work well in a team**

Solve problems **Be confident with IT**

Be interested in your job **Turn up!**

Motivate yourself **Stick with tasks**

Dress appropriately **Be on time**

The more of these you can demonstrate, the better your chances of getting a job.

Getting ready for work: Jobs in Gloucestershire

The largest employers in Gloucestershire are:

Health
+ 12.3%

Manufacturing
11.7%

**Science, Technology,
Engineering and Maths
(STEM) industries**

1,000s

Public sector
1,000s

In the future:

Skilled workers
49%

of jobs in Gloucestershire will need workers with higher level skills.

**Health, business
administration,
construction, STEM and
leisure and tourism are the
biggest growing industries.**

Top tip:

How many of these skills do you have already? Which ones do you need to work on?



i

Further info:

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



Getting ready for work:

Work experience

Work experience is a great way to:

- Sample a career or job and decide if you enjoy it
- Practice the skills you need when you're at work
- Get a good idea of what work is all about
- Learn more about your own strengths and weaknesses
- Show future employers that you have relevant experience

Almost all schools and colleges offer you the chance to take part in an organised work experience opportunity.

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

By doing work experience, you're showing that you've thought about what you want to do and have a realistic idea of what working life is like.



Test it out

Work experience can be a great way to test out if a job is for you or not.

Why not volunteer, do work experience or work part time?

Develop the skills employers are looking for.



Top Tip:

There's no reason why work experience should just be one week organised through school or college – you could do it for longer during the school holidays.



Grow Gloucestershire

Showcase Awards

Case study

Award

Exceptional Achievement

Glenn, 25, completed his Level 2 Business and Administration Apprenticeship earlier this year, working at Gloucestershire County Council. He did so well that he stayed on in the same team, Strategic Needs Analysis, where he gathers data and plots where council services will be needed in the future.

Glenn, who has Asperger's syndrome, had struggled to find a job. It was while he was doing work experience at the county council that he was offered the chance to do the apprenticeship – and it turned out to be really great.



Glenn Browne

Glenn said: "Sometimes learning new skills could be very daunting, but eventually I was able to overcome that and became confident. Working with other people really helped."

Winning the award last year was fantastic, and Glenn feels his biggest achievement was completing the apprenticeship and getting a job.

For more info about the Grow Showcase Awards visit: www.Yes2jobs.co.uk/showcase-awards

“It was a great experience and a good way to get used to the working environment, learn new skills and meet new people.”

Getting ready for work: Volunteering

Why Volunteer?

You may not be making money, but you will be helping yourself to:

- 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!



Further info:

If you want to know more about the benefits of volunteering or the range of opportunities available, look at: www.vinspired.com, www.do-it.org.uk or the local site www.volunteerglos.org.uk.



Tips for getting ready for work: Writing a CV and covering letter

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



CV

- If there's a job description, read it to see what skills they are looking for
- Write 3 sentences about your skills and personality
- List your education and qualifications or what you are studying
- List any work experience and volunteering, and the main things you did

Covering letters

- 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

Top Tip:

A CV should be eye-catching and no more than two sides of A4 – don't forget to add your contact details! Covering letters should follow a formal letter format and be one page only!



Tips for getting ready for work: How to impress at interview

Interviews and meetings can be nerve-wracking. For some top tips, do's and don'ts and questions that you might get asked, visit:

<https://nationalcareersservice.direct.gov.uk/advice/getajob/interviews>



Top Tip:

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>



Contacts

Schools with Sixth Forms / Sixth Form Centres

All Saints' Academy
01242 711200
www.allsaintsacademyhelt.org

Archway School
01453 763242
www.archwayschool.net

Balcarras School
01242 515881
www.balcarras.gloucs.sch.uk

**Beaufort Co-operative
Academy**
01452 301381
www.beaufortcs.com

**Cheltenham Bournside School
& 6th Form Centre**
01242 235555
www2.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.cleeve.gloucs.sch.uk

The Cotswold School
01451 820554
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.gloucs.sch.uk

**Katharine Lady Berkeley's
School**
01453 842227
www.klbschool.org.uk

Marling School
01453 762251
www.marling.gloucs.sch.uk

Millbrook Academy
01452 863372
www.millbrookacademy.org

**Newent Community School
& 6th Form**
01531 820550
www.newent.gloucs.sch.uk

Pate's Grammar School
01242 523169
www.pates.gloucs.sch.uk

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.stpetershigh.gloucs.sch.uk

Stroud High School
01453 764441
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 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 331500
www.prospect-training.org.uk

Military Preparation College (MPCT)
08442 438438
enquiries@mpct.co.uk



Youth Support Team

prospects

The Youth Support Team work with young people aged 10-19 (up to 25 if you have a special educational need or disability). We work with all kinds of young people, when they most need us, whatever their background.

Drop in at any of our centres or we can talk to you at home or at school. We also provide a wide range of fun activities after school in our centres.

To find out more about what we do:

- ▶ Telephone: 01452 426900
- ▶ Email: info.glos@prospects.co.uk
- ▶ Web: www.youthsupportteam.co.uk

Follow us on:



<https://www.facebook.com/gloucestershiroyouthsupport>



@GlosYouth

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

**Think about what
you enjoy and what
you are good at.**

Make the right choice.

Notepad

As you work through this booklet, use this space to make notes and create a list of *What's Next*.

Websites giving information and inspiration for your learning and career choices

Yes2Jobs www.yes2jobs.co.uk

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

I Could www.icould.com / www.careersbox.co.uk

Videos featuring real people talking about careers, Apprenticeships and the world of work. *I Could* also features careers matching quiz The Buzz Test.

National Apprenticeship site www.apprenticeships.org.uk

For detailed information and vacancy searching.

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

for everyone over the age of 13.

Plotr www.plotr.co.uk

Careers online for 11-24 year olds.

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.

What Now Glos? www.whatnowglos.co.uk

Information and advice about careers and a wide range of other information from the Youth Support Team.

Linking business, education and young people together

In secondary school?



Register with Yes2Jobs today.
It's never too soon to start thinking about your future!

You will gain access to:

Career and education resources

News and events in the county

Information on local employers and the opportunities they offer, including:

Work Placements

Full and part-time job opportunities

Traineeships

Internships

Apprenticeships

Volunteering



Register to enter a free prize draw to win a 7" android tablet *

Twitter: @GlosYes2Jobs

Facebook: www.facebook.com/GlosYes2Jobs

www.yes2jobs.co.uk

***Terms and conditions apply**

