

2002/3



small guide:great prospects



Calderdale & Kirklees Careers



If you are in Year 11 or have just left school, this guide is for you. Whether you are thinking of staying at school, going to college, finding training or a job, **factfile** has the information to help you make the right choice.

This is your copy – you'll not need the information right now, but...

keep it safe – use it when you need it.

Calderdale & Kirklees Careers

The factfile is available in other formats, e.g. braille, large print, on disk, on tape.

Ring the **learningline** (free) for details **0800 5 979 979**



enter the guide

Contents

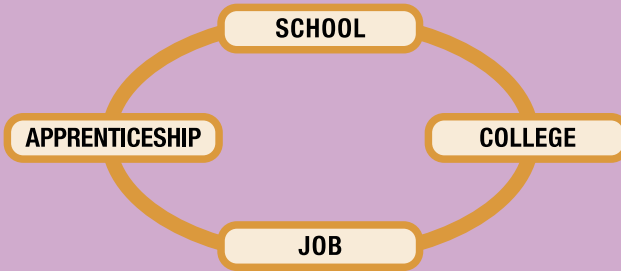
	Page
Decisions places, people, help	2 – 8
Options what, where, which	10 – 23
Education opportunities in Calderdale and Kirklees	24 – 41
Training opportunities in Calderdale and Kirklees	42 – 58
Work job hunting, CVs, applications, vacancies	59 – 70
Money issues	72 – 73
Contacts links	74 – 81

The **factfile** is compiled and published in good faith.
Remember that since going to press changes may
have occurred. Always check with providers.

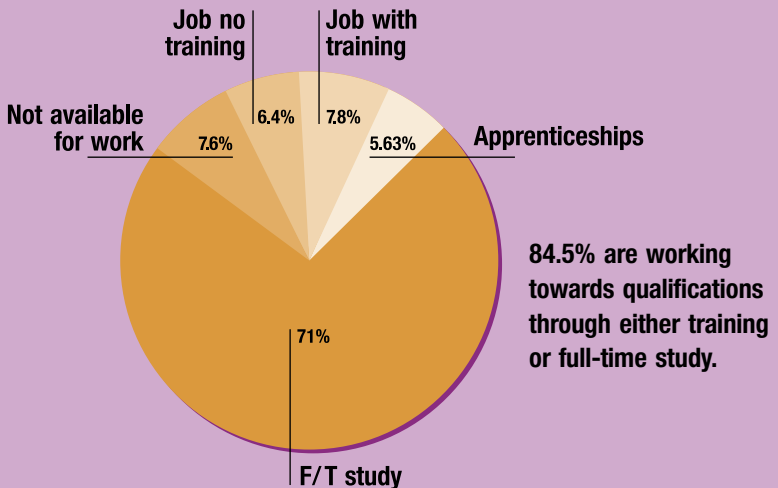
Decisions...

Important decisions have to be made in Year 11...

The options:



In 2001 Year 11 students in Calderdale and Kirklees chose:



Learn more and you'll earn more

Better qualifications mean better job prospects and more pay

start planning **NOW**



Making the right decision...

- use this **factfile**
- talk to a careers adviser or teacher
- look in a careers library – in school or in a careers centre
- ask to try **Kudos**, a computerised careers ideas generator
- visit **www.workabout.org.uk** for post-16 options, a careers library, job vacancies and links to other sites
- search **wytap.com** for West Yorkshire courses or call the **learningline** (free) – 0800 5 979 979
- visit 6th forms, colleges and training providers

connexions

- Connexions will help 13–19s have the best start in life, with information, advice and support
- Find out more on:
www.connexions.westyorkshire.co.uk
www.connexionscard.gov.uk

Decisions...

Visit a centre...

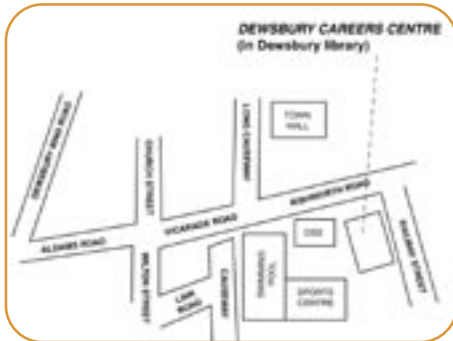


Huddersfield Connexions Centre

24 High Street
Huddersfield
HD1 2LR

01484 226800

Monday – Friday
10.00 am – 5.00 pm



Dewsbury Careers Centre

Railway Street
Dewsbury
WF12 8EQ

01924 324200

Monday – Friday
10.00 am – 5.00 pm



Halifax Careers Centre

16 Alexandra Street
Halifax
HX1 1BS

01422 342106

Monday – Friday
10.00 am – 5.00 pm



Services available:

Drop in – brief advice available.
10.00am to 5.00pm,
Monday to Friday.
No need to book.

For help:

- finding information on lots of subjects: careers, jobs, courses, training, CVs, interviews plus information on housing, health, drugs, alcohol, voluntary work and leisure activities
- using the Internet and computer programs for careers information
- finding suitable employment, training or courses, and checking out our vacancies
- making any claims for benefits and advice on how the benefits system works
- finding the right people to help you

Appointments

Private interviews with an adviser lasting for an hour, from 2.00pm onwards. You need to book these in advance; please ring the centre.



WARNING!
our busiest
time is usually
12 noon
to 2.00pm

We will listen to you and do our best to help you. If we can't help we will find someone who can.

Decisions...

Careers countdown

October – December 2002

Research Time

- use the **factfile**
- look in school's careers/Connexions library
- check out **www.workabout.org.uk**
- talk to careers advisers, teachers and family
- attend open days/evenings (look in **events** on the workabout website)

January – March 2003

Decision Time

- attend open days/evenings
- apply for courses and apprenticeships
- interviews start for college, sixth form, training and employment

April – June 2003

Exams – Good Luck!

- complete your Progress File and CV
- interviews continue
- check your plans with your careers adviser
- **27 June 2003** – official school leaving date

July – September 2003

The Next Step

- have a break
- exam results out
- courses, jobs, apprenticeships start



Any problems, unsure, need more advice?

Call in to your nearest Careers/Connexions centre or call the **learningline** on **0800 5 979 979** (free)



Extra help may be available if you:

- find reading or writing difficult
- struggle with maths
- have a physical disability
- miss a lot of school
- live in care
- have a child or are pregnant
- attend a special school
- have a police record
- feel unsure about what training you want to do



Extra help can be:

- at a local school or college
- in training
- at a residential college
- at a day centre or social education centre



To find out about any of these ask your careers adviser

Look out for 'The Link' in school for more information on courses and training at foundation level.

Decisions...



The CONNEXIONS CARD is coming...

An extra reason to keep learning.

The Connexions Card is a secure smartcard, which allows 16–19s to collect reward points for learning, work-based training and voluntary work. These can be exchanged for discounted and free goods and services and other rewards.

It can also be used for on-the-spot discounts and special offers from stores and businesses displaying the Connexions Card window sticker.



Reward Points are awarded for attendance in learning or training and some voluntary activities. Increasingly more schools, colleges, training providers and other organisations are becoming involved in the rewards. Your school, college or training provider will be able to tell you if they are registered.

To find out more about the Connexions Card have a look at:
www.connexionscard.com

or ring freephone

0808 172 3333



Your choice to be individual

Options...

Whatever your qualifications or chosen career, there are several career routes

The Options:

An apprenticeship or job with training

- practical, job specific training and work placement leading to NVQs at level 1–3, e.g. bricklayer, office worker
- available with employers or via training providers

A full-time course

- offered by colleges, 6th form colleges and schools
- there are 3 types of course:
 - * job specific for those who want to get a qualification for the job they have chosen, e.g. nursery nursing, hairdressing, catering, ICT
 - * vocational for those who want to do a course that relates to the career area chosen, e.g. ICT, health and social care, business
 - * academic for those wanting to take a broad range of subjects

A job without training

- usually routine jobs with limited prospects
- find out on page 60 if you have the right to time off for study and training



Think about:

- expected exam results (be realistic!)
- personal likes and dislikes
- how does this fit in with my career choice – what do I need to do?
- do I want to focus on a particular career or leave my options more open?
- what can this lead to in the future?
- how do I learn best – am I better in a practical situation?
- finance
- places offering study and training which will suit me – see pages 24–58

Remember:

Everyone is different – what is best for your best friend is not necessarily best for you.

Make a positive choice – don't just drift on.

Ask for help and advice when you need it.

Options... Where to study






Choosing where to study isn't easy.

Here are some points to consider:

	School Sixth Form	FE College	6th Form College
<p>For</p> <p>Pro</p>	<p>Familiar surroundings, teachers and friends – you won't waste time settling in</p> <p>Teachers know your strengths and weaknesses</p> <p>Likely to be nearer home</p>	<p>Usually offers a wider range of courses than school – both vocational and academic</p> <p>Learning with adults and young people</p> <p>Tutors can concentrate on post-16 subjects</p>	<p>Specialist college for 16–18 year olds</p> <p>Wide range of subjects</p> <p>Teachers can concentrate on post-16 subjects</p>
<p>Against</p> <p>Cons</p>	<p>Size</p> <p>Number of courses may be limited</p> <p>More of the same</p> <p>No wage</p>	<p>Size</p> <p>May have further to travel</p> <p>Need to take more responsibility for own learning, time needed to settle in</p> <p>New tutors and friends</p> <p>No wage</p>	<p>Size</p> <p>Time needed to make new friends</p> <p>New tutors</p> <p>May have further to travel</p> <p>Expected to take more responsibility for own learning</p> <p>No wage</p>

Thinking about work or apprenticeships?

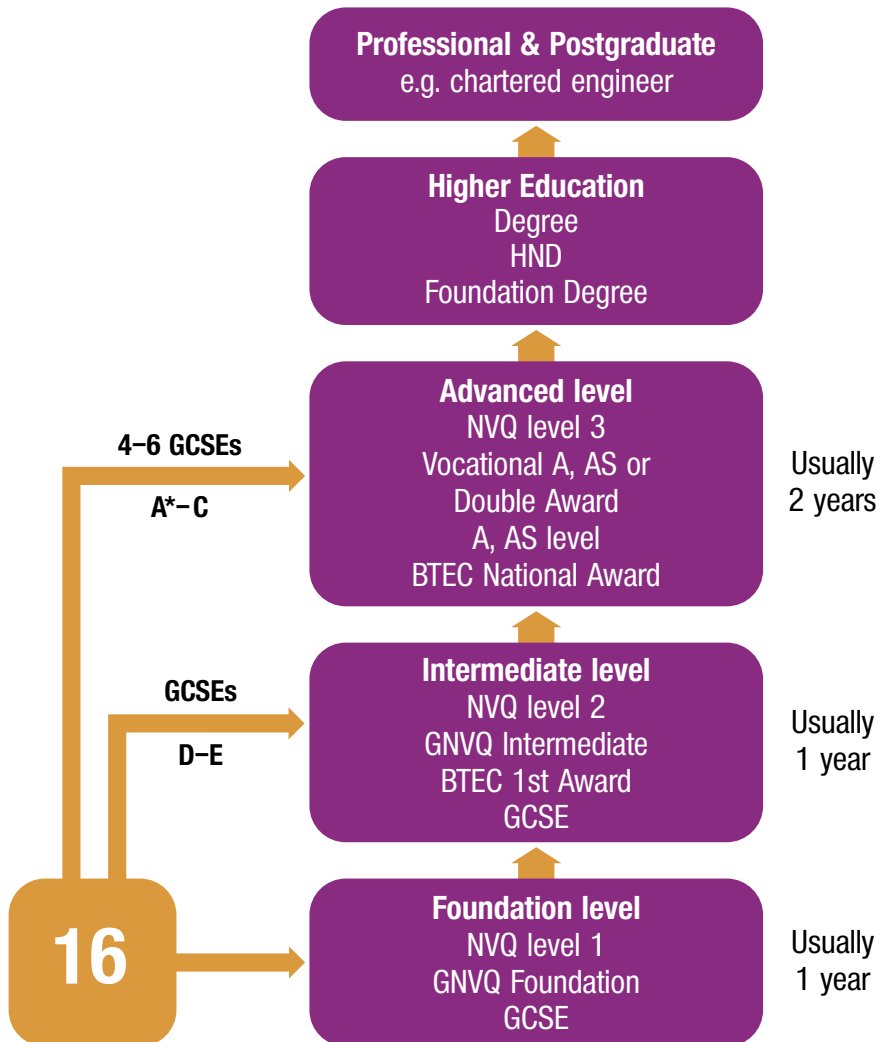
Check out the options.

	Worked based learning – an apprenticeship or job with training	Job – no training
  For Pro 	<p>Main route for practical craft and technician level jobs in industries such as engineering, motor vehicle work, construction, admin, finance and IT</p> <p>Best of both worlds – learning and earning – either a wage or training allowance</p> <p>Available with lots of different organisations</p> <p>Commitment from an employer</p> <p>Help to get NVQs and qualifications for work</p> <p>Most opportunities are for 16 year olds</p>	<p>Usually have a good starting wage</p> <p>Routine tasks easy to pick up</p>
  Cons	<p>Longer hours than school and shorter holidays</p> <p>Commits you to a specific job</p> <p>Travel – likely to be further than school</p> <p>Still have homework, assessments, etc</p>	<p>Poor prospects for the future</p> <p>Poor job security</p> <p>It may soon be BORING</p> <p>Lower wages in the long term</p>

Options... Qualifications

Which qualification?

Follow the arrow which matches your likely GCSE results.



What sort of course or qualification? ...Options

"I want to get a qualification for the work I've chosen"	NVQs	See page 17
"I want to do a course that relates to the career area I've chosen"	BTEC National GNVQs Vocational A/AS level BTEC 1st Award	See page 18 See page 16 See pages 18, 19
"I want to take a range of subjects"	A and AS levels	See pages 18, 19

Remember:

- You can get qualifications from either full-time study or through a job/apprenticeship and part-time study.
- You can mix and match subjects/qualifications to select a course that's ideal for you.
- To check out a particular subject schedule or syllabus, look on the Examining Boards' websites:

OCR – www.ocr.org.uk

AQA – www.aqa.org.uk

Edexcel Foundation – www.edexcel.org.uk

All 3 offer NVQs, GNVQs, A/AS levels and vocational A levels. Edexcel also offer BTEC qualifications.

Options... GNVQ Foundation and Intermediate Level

They are available in:

- art and design
- business
- manufacturing
- science
- health and social care
- construction and the built environment
- engineering
- ICT
- hospitality and catering
- retail and distributive services
- leisure and tourism
- land and environment
- performing arts
- media

There are 2 levels of GNVQ available:

■ GNVQ Foundation

is broadly equal to 4 GCSEs grade D–G. It is normally a one year course and you don't need to have any previous qualifications. One or two GCSEs can also be taken alongside this GNVQ which can lead to further study, training or a job.

■ GNVQ Intermediate

is broadly equal to 4 GCSEs grade A–C. It is normally a one year course and you don't need to have any previous qualifications. One or two GCSEs can be taken alongside this qualification which can lead to training, further study or employment. You will be tested through a mixture of course work and written tests.

■ **GNVQs** develop the knowledge, skills and understanding of a vocational area rather than job specific skills (these are assessed by NVQs).

■ Look for codes Q1 and Q2 on the education charts, pages 24–39.

NVQs (National Vocational Qualifications) ...Options

- NVQs are qualifications about work and show that you can do a specific job. They are available in: childcare, ICT, engineering, hospitality and catering, leisure and recreation, business administration, office work, motor vehicle work, hairdressing, beauty therapy, animal care and construction crafts.

■ They are available at 5 levels:

Level 1 – foundation level skills

Level 2 – craft level skills

Level 3 – technician level skills

Level 4 and 5 management level

- At 16 you can usually take a course leading to NVQ level 1, 2 or 3 on a course lasting 1 or 2 years. These qualifications are also taken by apprentices and those in work but there is no time limit
- Entry qualifications vary
- Assessment is through practical tests

Look for code 1, 2 and 3 on the grids.

What is the difference between GNVQs and NVQs?

1. GNVQs provide knowledge and skills about a broad area of work; NVQs show competence (“can do”) in a specific job.
2. NVQs provide a training and qualification framework for most jobs and are taken by apprentices, adults in work or by full-time college students.
3. GNVQs are primarily aimed at students 16–19.
4. Assessment of NVQs is very practical and based upon evidence that you can complete tasks competently and consistently.

Options... Advanced level qualifications – A, AS, AVCE, BTEC National

Entry:

Most schools and colleges ask for 5–6 GCSEs at grade A–C; many ask for high grades.

Qualifications	Content & Description	Assessment & Grades
Vocational A level AS/Double Award or Advanced Vocational Certificate of Education (AVCE)	<p>Available in 14 subjects: art and design, *business, *construction and the built environment, *engineering, *health and social care, *ICT, hospitality and catering, media, manufacturing, performing arts, retail and distributive services, science, travel and tourism, and leisure and recreation.</p> <p>2 levels available: A level – 6 units Double Award – 12 units <i>*also available at AS – 3 units</i></p>	<p>Graded A-E like A levels. The Double Award is equivalent to 2 A levels and it is graded as 2 A levels, e.g., AA, AB, BB, BC, etc.</p>
A/AS level	<p>In subjects you know from GCSE. An A level is made up of 6 units. The first 3 are taken in Year 12 and lead to an AS level. This is set at a standard between GCSE and A2 level. In Year 13 you study 3 further, more demanding, units known as A2 to complete A level.</p>	<p>Graded on a scale A-E. A maximum of 30% assessed coursework is allowed in most subjects.</p> <p>Units are graded separately and may be re-taken once.</p>
BTEC National	<p>Covers more specific occupational areas than vocational A level, e.g., automotive engineering, fashion & clothing, graphic design.</p> <p>BTEC Nationals comprise 18 units and are equivalent to 3 A levels.</p>	<p>Graded at Pass, Merit or Distinction. Assessed by course work and tests set by the exam board.</p>

How are Vocational A levels and A levels different?

1. Vocational A levels are more work related; you would spend more time on practical work related assignments.
2. You have more assessed coursework and fewer exams than you do with A levels.
3. You may be able to choose your optional subjects and so study areas that really interest you.

Things to consider:

Career choice – A levels are not an end in themselves. You need to check out your options in 2 years time. If you have a particular career in mind or are thinking of university check it out now.

For information about university try: www.ucas.org.uk

Supporting subjects – some subjects are easier to understand if taken together, such as chemistry with biology or maths with physics.

Work balance – some courses have a large practical element, e.g., art or drama which can be very time consuming and affect other subjects. Be careful not to take too many subjects like these.

What you will study – research the content of each subject so there are no surprises! Details are on the exam board websites, addresses on page 15.

How many subjects? – Most study 3–4 AS levels or their equivalent in year 12 and 2–3 subjects to full A level in year 13.

Choosing is a complicated business

Options... Getting in

Applying for full-time courses

- Contact the college or 6th form for more information and an application form (addresses on page 31–41).
- Visit on open days to talk to tutors and students. Find out where they are and see what it is like for yourself. Check out the **events** section on the workabout website.
- Fill out the application form and return it to the college – watch out for closing dates especially for popular courses like nursery nursing and childcare.
- Do you need some work experience, to prepare for an audition or produce an art portfolio?

Questions to ask:

About the course

- How will I be assessed/examined?
- How many students are in the class?
- Is there a lot of practical work or assignments to be completed?
- What happened to last year's leavers?

General

- Do I have to wear a uniform?
- Do I have to attend all day, everyday?
- What extra curricular activities or clubs are available?
- Do I need any special equipment/materials for the course, e.g. cooks' knives, tools, art materials?

Stand out from the crowd...



...get in and get on

Options... Work based learning

Work Based Learning is a job or a work placement that involves taking a qualification (NVQ) with a recognised Training Provider. A grid of the Training Providers and the skill areas they offer starts on page 42.

Modern Apprenticeships

As an Advanced Modern Apprentice (AMA) you would:

- be employed by a company
- do NVQ level 3 and technical certificates
- need to be able to cope with high levels of study.

As a Foundation Modern Apprentice (FMA) you would:

- very likely be employed
- do NVQ level 2
- need to be capable in maths and English and willing to study.

NVQ Training

This will be called E2E –
Entry to Employment from September 2003.

As an NVQ Trainee you would:

- often start out on a work placement
or you might go to a training centre first
- do NVQ level 1 or 2
- need to be OK at maths and English
and willing to work at improving skills.

Remember, many trainees become employed during training.

Lifeskills

If you and your careers adviser feel you will need extra support in getting into work or training, Lifeskills can offer extra help. It can help young people sort out problems such as health, housing, confidence building and improve their basic skills. You can also do work experience on Lifeskills and you can progress on to NVQs and modern apprenticeships. See pages 42 to 58.

- tell your careers adviser that you are looking for an apprenticeship – they will help you apply and tell you about vacancies
- if you can find an employer who will give you a job, this is a big advantage but Training Providers (see page 42) will help too
- look on **www.wytap.com** for details of opportunities in West Yorkshire
- training providers sometimes have open days or give talks in schools. Check out the **events** section on the workabout website.
- apply from March onwards
- don't miss tests/interview dates – ring and re-arrange if you cannot make it.

Questions to ask:

1. Am I likely to be employed and earn a wage?
2. Training – is it on the job, day release or block release?
3. What happened to last year's apprentices?
 - How many got jobs?
 - How many got NVQ level 2/3?
4. How will I be paid? Weekly, monthly, in arrears?
5. Will I do Key Skills?

Ask your careers adviser

Grid guide...

Coming up are grids showing you **where** and **what** you can do, whether you choose to stay on, go to college or go for an apprenticeship.

The grids are packed with info so have a practice on these mini grids!

Where can I study?

Study in Kirklees cont

Want to know what the symbols on the grid mean? See the flap on the back cover. See pages 40–41 for list of addresses.

	Engineering	English Language	English Language and Literature combined	English Literature	Environmental Studies/Science	Film Studies
All Saints' RC High School		A G		A		
Batley Grammar School				A		

Look **down** the subject column and **across** to the schools or colleges which offer that subject

Where can I do an apprenticeship?

Work Based Learning in Calder

BEFORE you decide you'll need more info. See pages 46–58 for full details.

1 = NVQ level 1
2 = NVQ level 2
3 = NVQ level 3
✓ = Other training

	A & R Training	Age Concern Training	Askham Bryan College	Babington Business College
Accounts/Finance/Insurance				2 3
Agriculture/Horticulture/Forestry			1 2 3	
Animal Care	1 2		2	
Brickwork				
Business Admin/Use of IT				
Care – children	1 2 3			

Look **across** the subject row and **up** to find the providers which offer that apprenticeship

Now crack the code – look below to find out what all the letters and numbers on the grids mean.

VG GCSE Double Award (vocational)	VA Advanced VCE (6 units)	BN BTEC National
G GCSE	V2 Advanced VCE (double award) (12 units)	CG City & Guilds
A–S AS level (3 units)	1 NVQ level 1	C1 Cache Foundation Award
A A level (6 units)	2 NVQ level 2	C2 Cache Level 2 Certificate (CCE)
Q1 GNVQ Foundation	3 NVQ level 3	C3 Cache Level 3 Diploma (DCE)
Q2 GNVQ Intermediate	B1 BTEC First	✓ Other course(s) available
VS Advanced Subsidiary VCE (3 units)		

You don't need to remember all these codes – just fold out the flap on the back page.

Study in Calderdale

Want to know what the symbols on the grid mean? See the flap on the back cover.

See pages 31–33 for list of addresses.

	Accountancy	Administration/Secretarial	Archaeology	Art/Art & Design	Audio Visual Communications	Beauty Therapy	Biology	Biology – Human	Business/Business Studies	Business and Economics	Chemistry
Brighouse High School				A			A		A V2 VA		A
The Brooksbank School				A			A		A V2 Q2		A
Calderdale College	A 2 3	1 2 3 ✓		A CG BN VA V2 Q1 Q2 ✓	✓	1 2 3	A G	A	A Q1 Q2 V2 VA VS ✓		A
Calder High School				A			A		VA VS Q1 Q2 ✓		A
The Crossley Heath School				A			A			A	A
Hipperholme & Lightcliffe High School				A Q2			A		A V2 VA VS Q2		A
Hipperholme Grammar School				A G			A G			G	A G
Holy Trinity C of E Senior School			A	A			A	A	A VA Q2		A
The North Halifax Grammar School				A			A		A		A
Rastrick High School				A			A	A	V2 VA VS Q2	A	A
The Ridings School				A					VA VS Q2		
Rishworth School				A			A		A		A
Ryburn Valley High School		✓		A			A		A VA Q2		A
Sowerby Bridge High School				A			A		A V2 VA Q2		A
St. Catherine's Catholic High School			A	A			A		A VA Q1 Q2		A
Todmorden High School				A			A		VG		

Study in Calderdale cont

Want to know what the symbols on the grid mean?
See the flap on the back cover.

See pages 31–33 for list of addresses.

	Child Development/ Nursery Nursing	Citizenship	Classical Studies/Civilisation	Computer Aided Design	Computing	Construction/Built Environment	Critical Thinking	Dance	Design & Technology	Design & Technology: Product Design	Design – Fashion & Fabric/Textiles	Design – Interior/Spatial
Brighouse High School							A-S			A		
The Brooksbank School			A						A		A	
Calderdale College	BN C1 C2 C3 1 2 3	A-S			A ✓	1 2 3	A-S	A A-S BN			BN	BN
Calder High School				G				A		A		
The Crossley Heath School										A		
Hipperholme & Lightcliffe High School			A		VA VS							
Hipperholme Grammar School			A G							A G		
Holy Trinity C of E Senior School										A		
The North Halifax Grammar School							A-S			A	A	
Rastrick High School					A		A-S	A		A		
The Ridings School												
Rishworth School										A		
Ryburn Valley High School										A		
Sowerby Bridge High School					A					A		
St. Catherine's Catholic High School										A		
Todmorden High School										A		

Study in Calderdale cont

Drama & Theatre (also see Performing Arts)	Economics	Electronics	Electrical/Electronic Engineering	English Language	English Language and Literature Combined	English Literature	Environmental Studies/Science	Film Studies	Foundation (also see Vocational Access)	French	General Studies	Geography	Geology	German
				A G		A				A	A	A		
✓	A			A G		A				A	A	A		A
A-S BN		✓	2 3 CG	A G	A	A		✓	✓		A G			
A				A G ✓		A				A	A	A		A
				A		A		A		A	A	A	A	A
				A G		A G		A		A	A	A	A	A
	A			G	A	G				A G		A G		A G
				A G	A	A				A ✓	A	A		A
	A	A		A		A				A	A	A	A	A
		A-S		A G	A	A G	A			A	A	A		A
					A			A						
A				A G		A				A	A	A		A
				A G		A		A	✓	A	A	A		A
A				A G	A G						A	A		
				A G	A	A				A	A	A		A
				A G		A				A	A	A		

Study in Calderdale cont

Want to know what the symbols on the grid mean?
See the flap on the back cover.

See pages 31–33 for list of addresses.

	Government and Politics/Politics	Graphic Design	Hairdressing	Health and Social Care	History	Home Economics	Hospitality and Catering	Information & Communication Technology (ICT)	Islamic Studies	Latin	Law	Leisure and Recreation
Brighouse High School				V2 VA	A			A			A G	
The Brooksbank School		A		V2 VA Q2	A	A		A Q2			A	VA Q2
Calderdale College	A	BN	1 2 3 CG	V2 VA Q1 Q2 2	A			1 2 A VA VS V2 Q1 Q2	A-S G		A G ✓	
Calder High School				VA Q1 Q2 ✓ VS	A		VA Q2	A ✓ VA VS Q1 Q2			A	VA
The Crossley Heath School					A			A				
Hipperholme & Lightcliffe High School		A		VA VS	A							
Hipperholme Grammar School					A G			A G				
Holy Trinity C of E Senior School				VA VS Q2	A			VA VS Q2				
The North Halifax Grammar School	A-S	A			A					A		
Rastrick High School		A		VA VS Q2	A			V2 VA VS				VA VS
The Ridings School	A			Q1 Q2		A	Q2	VA Q1 Q2				
Rishworth School					A			A				
Ryburn Valley High School		A		V2 VA Q2	A			A G			A-S G	V2 VA Q2
Sowerby Bridge High School				V2 VA Q2	A			A				
St. Catherine's Catholic High School				V2 VS Q2	A			VA				
Todmorden High School				V2 VA VS VG	A			VA VS VG				

Study in Calderdale cont

Leisure and Tourism	Manufacturing	Maths	Maths – Further	Maths – Mechanics	Maths – Modular	Maths – Pure & Applied	Maths – Pure & Mechanics	Maths – Pure/Applied and Statistics	Media Studies	Music	Music Technology	Performing Arts/ Performance Studies	Photography	Physical Education (also see Sport and P.E.)
					A G							A	A	A
Q2		A G	A							A	A	A	G	
Q1 Q2		A G							A V2 VA Q1 Q2 2			B1 BN Q1	BN CG	
✓ Q1 Q2	VA VS Q1 Q2	A G ✓							A-S	A				A
		A	A-S							A				A
		A G												
		G					A	A		A G				
		G	A			A	A	A	VA	A		A		
			A			A	A	A	A	A				
	VA VS Q2	A	A		A				A	A		A		A
												A		
		G	A	A	A		A	A		A		A		A
		A G	A						A	A		A		A
		A G										A		
		G					A	A	VA			A		
VG		A G							A			A		

Study in Calderdale cont

Want to know what the symbols on the grid mean?
See the flap on the back cover.

See pages 31–33 for list of addresses.

	Physics	Psychology	Public Services	Religious Studies/Theology	Science – General	Sociology/Social Policy	Spanish	Sport & P.E. (also see Physical Education)	Statistics	Travel and Tourism	Urdu	Vocational Access (also see Foundation)
Brighouse High School	A	A		A		A		A				
The Brooksbank School	A	A		A			G	A ✓				
Calderdale College	A	A	BN			A		BN ✓		V2 VA	A A-S G	✓
Calder High School	A	A			VA	A	G	A		VA		
The Crossley Heath School	A	A		A								
Hipperholme & Lightcliffe High School	A					A		A				
Hipperholme Grammar School	A G			A G				A G				
Holy Trinity C of E Senior School	A	A		A			A G	A				
The North Halifax Grammar School	A	A				A						
Rastrick High School	A	A		A		A	G		G	VA VS		
The Ridings School		A-S				A		1				
Rishworth School	A						A	A				
Ryburn Valley High School	A	A				A	✓	✓		V2 VA Q2		✓
Sowerby Bridge High School	A					A		A				
St. Catherine's Catholic High School	A	A		A			G	A				
Todmorden High School	A	A				A-S		A				

Study in Calderdale – addresses

A wide range of part-time courses are also available through the Adult and Community Education Programme.

Details available at your Careers Centre.

BRIGHOUSE HIGH SCHOOL

Finkil Street
Brighouse
HD6 2NY

T 01484 710408

F 01484 400638

CONTACT Mr P Vollans, Mrs S Thompson

OPEN EVENING 29-01-03 from 7.00pm

LOCATION Sixth Form Centre, Halifax Road,
Brighouse, HD6 1AY

THE BROOKSBANK SCHOOL

Victoria Road
Elland
HX5 0QG

T 01422 374791

F 01422 310945

E brooksbank-edu@msn.com

CONTACT Mr Peter Colyer

OPEN EVENING 05-11-02

CALDERDALE COLLEGE

Francis Street
Halifax
HX1 3UZ

T 01422 399399

F 01422 399320

I www.calderdale.ac.uk

CONTACT Course Helpline

OPEN EVENINGS First Wednesday of every month, 5–7.00pm and at Halifax New College 13-11-02 and 05-03-03, 5.00–7.00pm

CALDER HIGH SCHOOL

Brier Hey Lane
Mytholmroyd
Hebden Bridge
HX7 5QN

T 01422 883213

F 01422 882684

E admin@calderhigh.org.uk

I www.calderhigh.org.uk

CONTACT Mr M Moorhouse

OPEN EVENING 19-11-02

THE CROSSLEY HEATH SCHOOL

Savile Park
Halifax
HX3 0HG

T 01422 360272

F 01422 349099

E crossheath@aol.com

I www.crossleyheath.org.uk

CONTACT Miss Celine Brown

OPEN EVENING 18-11-02, 6.30 for 7.00pm start

Study in Calderdale – addresses

HIPPERHOLME & LIGHTCLIFFE HIGH SCHOOL

Stoney Lane
Lightcliffe
Halifax
HX3 8TL

T 01422 201028

F 01422 204615

E hiplight@rmplc.co.uk

CONTACT Mr Colin Grunstein

OPEN EVENING 25-02-03 from 7.00–9.00pm

HIPPERHOLME GRAMMAR SCHOOL

Bramley Lane
Hipperholme
Halifax
HX3 8JE

T 01422 202256

F 01422 204592

CONTACT Mr R J Griffiths

OPEN EVENING 11.10.02 from 7.00–9.00pm

OPEN MORNING (Whole School) 12.10.02 from 10.00am – 12.00pm

HOLY TRINITY C OF E AIDED SENIOR SCHOOL (GM)

Holdsworth Road
Holmfield
Halifax
HX2 9TD

T 01422 244890

F 01422 240033

E info@holytrinitysenior.calderdale.sch.uk

CONTACT Mr I Macmillan

OPEN EVENING 04-02-03 at 7.00pm

THE NORTH HALIFAX GRAMMAR SCHOOL

Moorbottom Road
Illingworth
Halifax
HX2 9SU

T 01422 244625

F 01422 245237

E mail@nhgs.co.uk

I www.nhgs.co.uk

CONTACT Mr J R Saul

OPEN EVENING 12-11-02 from 6.00–8.00pm

RASTRICK HIGH SCHOOL

Field Top Road
Rastrick
Brighouse
HD6 3XB

T 01484 710235

F 01484 720043

CONTACT S Boullier

OPEN EVENING 28-11-02 at 7.00pm

RAVENSCLIFFE HIGH SCHOOL

Skircoat Green
Halifax
HX3 0RZ

T 01422 358621

F 01422 329621

CONTACT Mrs Lynne Robinson

SUBJECTS OFFERED IT Initial Skills (OCR), CLAIT (OCR), GNVQ Foundation Tourism and Leisure, Towards Independence (ASDAN), Youth Award (ASDAN), Wordpower (AQA), Numberpower (AQA), National Skills Profile (OCR), Accreditation of Life and Living (OCR)

TO VISIT Contact Mrs Robinson

Study in Calderdale – addresses

THE RIDINGS SCHOOL

Nursery Lane
Halifax
HX3 5SX

T 01422 352836

F 01422 363421

E vanessahailes@theridingschool.co.uk

CONTACT Ms Vanessa Hailes

OPEN EVENING (Whole School) 03-10-02 from
7:00–9:00pm

ALSO OFFERED Units from ASDAN

RISHWORTH SCHOOL

Oldham Road
Rishworth
HX6 4QA

T 01422 822217

F 01422 820911

I www.rishworth-school.co.uk

CONTACT Mrs S Stamp

OPEN EVENING (Whole School)
11-11-02 from 6:30–9:00pm

OPEN EVENING (Sixth Form)
20-11-02 from 6:30–9:00pm

OPEN MORNING (Whole School)
09-11-02 from 9:30–12:00 noon

RYBURN VALLEY HIGH SCHOOL

St Peter's Avenue
Sowerby Bridge
HX6 1DF

T 01422 832070

F 01422 833386

I www.rvhs.org.uk

CONTACT Mrs H Byford

OPEN EVENING 29-01-03 at 7:00pm

SOWERBY BRIDGE HIGH SCHOOL

Albert Road
Sowerby Bridge
HX6 2NW

T 01422 831011

F 01422 835962

E sowerby-bhs@aol.com

CONTACT Ms Jan Edge

OPEN EVENING 06-03-03 at 6.30pm

ST CATHERINE'S CATHOLIC HIGH SCHOOL

Holdsworth Road
Holmfild
Halifax
HX2 9TH

T 01422 245411

F 01422 240008

CONTACT Mr A Long

OPEN EVENING 04-02-03 at 7:00pm (to be
held at Holy Trinity)

TODMORDEN HIGH SCHOOL

Ewood Lane
Todmorden
Lancashire
OL14 7DG

T 01706 813558

F 01706 814821

CONTACT Mr M Kershaw

OPEN EVENING 10-10-02 at 7:00pm

Study in Kirklees

Want to know what the symbols on the grid mean?

See the flap on the back cover.

See pages 40–41 for list of addresses.

	Accounting	Administration/Secretarial	Agriculture/Horticulture	Animal Care	Art/Art & Design	Art History	Beauty Therapy	Biology	Biology – Human	Business/Business Studies	Business and Economics	Chemistry
All Saints' RC High School					A			A		V2 Q2 B1	A	A
Batley Grammar School					A			A		A		A
Dewsbury College	2 3	2 3 ✓			V2 Q1 Q2				A-S	A Q1 Q2 BN	A	
Greenhead College					A			A	A	A V2 VA VS		A
Heckmondwike Grammar School					A			A		A		A
Howden Clough Girls' High School & Sixth Form Centre					A			A		V2 VA VS		A
Huddersfield New College					A G			A G	A	A G Q1 Q2 V2 VA VS		A G
Huddersfield Technical College	A-S	2	1 2 3	1 2 BN B1 ✓	Q2 BN G ✓		BN 1 2	A G	A G	A Q1 Q2 V2 VA VS ✓		A G
The Mirfield Free Grammar & Sixth Form					A			A	A	A VA VS Q2		A
St. John Fisher RC High School					A	A		A		A Q2 V2 VA VS		A
Shelley High School & Sixth Form Centre					A V2 VA			A		Q1 Q2 V2 VA VS	A	A
Whitcliffe Mount School					A VA			A		V2 VA VS Q2	A	A

Study in Kirklees cont

Child Development/ Nursery Nursing	Citizenship	Classical Studies	Computing	Construction/Built Environment	Customer Care	Design & Technology	Design & Technology: Food Technology	Design & Technology: Product Design	Design & Technology: Systems & Control	Design – Fashion & Fabric/Textiles	Design – Interior/Spatial	Drama & Theatre (also see Performing Arts)	Economics	Electronics	Electrical Engineering
						A			A						
		A											A		
BN C2 C3					2 3	2 3				BN	BN				
			A									A	A		
			A			A				A			A		
	A-S					A				A		A			
	A-S	A-S	A			A		A	A	G		A	A G		
C2 C3 ✓			A	B1 BN Q1 Q2 1 2 3						CG				A-S CG	Q2 CG
						A	A		A						
								A	A				A		
								A		A		A			
								A							

Study in Kirklees cont

Want to know what the symbols on the grid mean?

See the flap on the back cover.

See pages 40–41 for list of addresses.

	Engineering	English Language	English Language and Literature combined	English Literature	Environmental Studies/Science	Film Studies	Foreign Languages at Work	Foundation (also see Vocational Access)	French	General Studies	Geography	Geology
All Saints' RC High School		A G		A					A	A G	A	
Batley Grammar School			A						A	A	A	
Dewsbury College		G		A					G ✓	A		
Greenhead College		A G	A	A					A	A	A	A
Heckmondwike Grammar School		A		A					A	A	A	
Howden Clough Girls' High School & Sixth Form Centre		G		A				Q1 ✓		A-S	A	
Huddersfield New College	VS VA V2	A	A G	A	A	✓	Q1 Q2		A	A G	A	
Huddersfield Technical College	Q1 Q2 ✓	✓	A G		V2	A		Q1 ✓ 1	A-S G ✓			
The Mirfield Free Grammar & Sixth Form		A G		A					A	A	A	
St. John Fisher RC High School		A G		A					A	A	A	
Shelley High School & Sixth Form Centre		G	A	A					A	A	A	A
Whitcliffe Mount School		A G		A					A	A	A	

Study in Kirklees cont

German	Government and Politics/Politics	Graphic Design	Hairdressing	Health and Social Care	History	Home Economics	Horse Care	Hospitality and Catering	Information & Communication Technology (ICT)	Italian	Law	Leisure and Recreation	Leisure and Tourism	Manufacturing	Maths
				V2 Q1 Q2	A				A				Q1 Q2		A G
A					A				A						A
✓		BN		Q2 V2	A			1 2 3	Q1 Q2 V2 VA VS ✓	✓	A	BN	Q2		A G
A	A			V2 VA VS	A				A		A				G
A	A				A	A			A						A
				V2 VA VS Q1 Q2	A				VA VS						A G
A	A	A		Q2 V2 VA VS	A			VA	A VA VS Q2 V2		A	V2 VA	Q2		A G
A-S G ✓		BN	1 2 3 CG	BN B1 Q1	A G		B1 BN	1 2 3 V2 Q1 Q2 BN	V2 VA VS Q1 Q2 ✓	A-S G ✓		BN ✓	Q1 Q2	B1 BN	A G ✓
A				V2 VA Q2	A	A			A VA VS Q2			VA VS			A G
				V2 VA VS Q2	A				VA VS				Q2		A G
A	A	A			A				A		A	VA	Q2		A
A					A				A-S		A	V2 VA			A G

Study in Kirklees cont

Want to know what the symbols on the grid mean?
See the flap on the back cover.

See pages 40–41 for list of addresses.

	Maths – Further	Maths – Further/Decision	Maths – Mechanics	Maths – Modular	Maths – Pure & Applied	Maths – Pure & Mechanics	Maths – Pure/Applied and Statistics	Media Studies	Motor Vehicle	Multi Media	Music	Music Technology
All Saints' RC High School												
Batley Grammar School		A	A	A	A	A	A				A	
Dewsbury College	A	A	A	A				A	1 2 3	BN	✓	
Greenhead College	A					A	A				A	
Heckmondwike Grammar School	A					A	A	A			A	A
Howden Clough Girls' High School & Sixth Form Centre				A			A					
Huddersfield New College	A		A	A				A G			A	A
Huddersfield Technical College							A-S	BN G	1 2 3 BN CG B1		A G B1 BN	A-S BN
The Mirfield Free Grammar & Sixth Form	A		A			A	A	A			A	A
St. John Fisher RC High School	A						A				A	
Shelley High School & Sixth Form Centre	A			G				A			A	
Whitcliffe Mount School											A	

Study in Kirklees cont

Performing Arts/ Performance Studies	Philosophy	Photography	Physical Education (also see Sport and P.E.)	Physics	Psychology	Public Services	Religious Studies/Theology	Science – General	Sociology/Social Policy	Spanish	Sport & P.E. (also see Physical Education)	Statistics	Travel and Tourism	Urdu	Vocational Access (also see Foundation)
				A	A-S		A		A	A	A	A-S			
			A	A			A				A				
		A	1 2 3		A	BN		G	A	✓	1 2 3	A	2 V2 VA	A ✓	CG
			A	A	A		A		A	A					
			A	A	A		A		A						
A				A			A	G	A				VA VS	A	
A	A-S		A B1 BN	A G	A G		G	V2 VA Q2	A G	A G	A B1 BN	G	V2 VA	A-S	
BN B1			BN ✓	A G	A G	BN B1 1		Q2 V2 VS	A G	G	B1 BN		Q2 BN		1 Q1 ✓
A			A	A	A				A	✓	✓		VA VS	A	
A			A	A	A			Q2		A	BN		V2 VA		
			A	A	A				A			G			
			A	A	A		A		A				VA		

Study in Kirklees – addresses

ALL SAINTS' RC HIGH SCHOOL

Bradley Road
Huddersfield
HD2 2JT

T 01484 426466

F 01484 456452

E all-saints-hs@geo2.poptel.org.uk

CONTACT Mr David Shields

OPEN EVENING 05-12-02 at 7.00pm

BATLEY GRAMMAR SCHOOL

Carlinghow Hill
Batley
WF17 0AD

T 01924 474980

F 01924 471960

E info@batleygrammar.co.uk

I www.batleygrammar.co.uk

CONTACT Mr P D Wilby

OPEN EVENINGS 11-10-02, 23-01-03 at 7.15pm

DEWSBURY COLLEGE

Halifax Road
Dewsbury
WF13 2AS

T 01924 465916

INFORMATION OFFICE

T 01924 436221

F 01924 457047

E info@dewsbury.ac.uk

CONTACT Information Office

OPEN AFTERNOONS 13-11-02, 04-02-03,
15-05-03, from 3.30–8.00pm. Contact
college for specialist open evenings in March

GREENHEAD COLLEGE

Greenhead Road
Huddersfield
HD1 4ES

T 01484 422032

F 01484 518025

E college@greenhead.ac.uk

CONTACT Mrs Jeannine King

OPEN EVENINGS 09-01-03, 14-01-03,
20-01-03 at 6.30pm

HECKMONDWIKE GRAMMAR SCHOOL

High Street
Heckmondwike
WF16 0AH

T 01924 402202

F 01924 411345

E office@heckgrammar.co.uk

I www.heckgrammar.kirklees.sch.uk

CONTACT Dr S Gregson

OPEN EVENING 28-01-03 at 7.00pm

HOWDEN CLOUGH GIRLS' HIGH SCHOOL AND SIXTH FORM CENTRE

Windmill Lane, Batley
WF17 0LD

T 01924 326352

F 01924 326357

E howden.clough@geo2.poptel.org.uk

CONTACT Mrs S Smith

POST-16 AFTERNOON To be arranged

Study in Kirklees – addresses

HUDDERSFIELD NEW COLLEGE

New Hey Road, Huddersfield
HD3 4GL

T 01484 652341

F 01484 649923

E info@huddnewcoll.ac.uk

I www.huddnewcoll.ac.uk

CONTACT Steve Wetton

OPEN EVENINGS 12-11-02, 13-01-03, 16-01-03,
22-01-03 from 6.30–9.00pm

HUDDERSFIELD TECHNICAL COLLEGE

New North Road, Huddersfield
HD1 5NN

T 01484 536521

F 01484 437057

E info@huddcoll.ac.uk

CONTACT Sonia Wappett/Linda Curran

OPEN EVENINGS 15-01-03, 21-01-03,
30-01-03 from 6:00 – 8:00pm

THE MIRFIELD FREE GRAMMAR AND SIXTH FORM

Kitson Hill Road
Mirfield
WF14 9EZ

T 01924 483660

F 01924 483661

E mirfieldfree@lineone.net

CONTACT Ms Michelle Gannon

OPEN EVENING 31-10-02 at 6:30pm and
another to be arranged

SHELLEY HIGH SCHOOL SIXTH FORM CENTRE

Huddersfield Road
Shelley
Huddersfield
HD8 8NL

T 01484 222940

F 01484 222945

E shelley-hs@geo2.poptel.org.uk

CONTACT Mr Richard Knott

OPEN EVENING 28-01-03 at 7:00pm

ST JOHN FISHER HIGH SCHOOL

Oxford Road
Dewsbury
WF13 4LL

T 01924 527000

F 01924 527004

CONTACT Mrs M Goodfellow

OPEN EVENING 06-02-03

WHITCLIFFE MOUNT SCHOOL

Turnsteads Avenue
Cleckheaton
BD19 3AQ

T 01274 335182

F 01274 335187

E office.whitcliffemt@kirklees-schools.org.uk

CONTACT Mrs Emma Taylor

OPEN EVENING 22-01-03 at 7:00pm

Work Based Learning in Calderdale & Kirklees

BEFORE you decide you'll need more info.

See pages 46–58 for full details.

- 1 = NVQ level 1**
- 2 = NVQ level 2**
- 3 = NVQ level 3**
- ✓ = Other training**

	A & R Training	Age Concern Training	Askham Bryan College	Babington Business College	BEST	BK International Recruitment Services	Blacup Training Group	BMF Training & Development	Calderdale Training
Accounts/Finance/Insurance				2 3					2 3
Agriculture/Horticulture/Forestry			1 2 3				1 2 3		1 2
Animal Care	1 2		2				1 2 3		
Brickwork									1 2 3
Business Admin/Use of IT								2 3	1 2 3
Care – children	1 2 3								2 3
Care – other groups	1 2 3	1 2 3							2 3
Carpentry & Joinery									1 2 3
Catering & Hospitality	1 2								1 2 3
Construction Other – Plastering, Roofing, Flooring									1 2 3
Construction – Technical								2	
Customer Service/Call Centre/Telesales	2 3			2 3		3		2 3	
Dental Nursing									
Electrical Installation									2 3
Engineering – Other Technical									
Engineering – Fabrication & Welding					2 3				
Engineering – Mechanical			2						
Hairdressing & Beauty									1 2 3
IT Technical Support									
Manufacturing: food, furniture, glass, print									
Motor Vehicle						3			
Plumbing									1 2 3
Retail including Floristry	1 2 3		2 3			3			1 2 3
Sport & Leisure									1 2 3
Textile & Clothing Manufacture									
Travel & Tourism									
Warehousing/Distribution	1 2 3							2	
Additional Needs	✓	✓					✓		✓
Life Skills	✓								✓

Work Based Learning in Calderdale & Kirklees

City Training Services	CMS Vocational Training Ltd	Construction Industry Training Board (CITB)	Dewsbury College Training Unit	Direct Training Ltd	Dixon Motors plc	GP (UK) Ltd	Grace Landscapes Ltd	Hospitality Plus	Hotel & Catering Training Company	HTC Training	JHP	J T Ellis & Co Ltd	JTL
2 3			2 3							3			
							2						
1 2 3		2 3								2 3			
1 2 3	1 2 3		2 3	2 3	2 3	2 3				2 3	2 3		
3			3			2 3							
						2 3				2 3			
2 3		2 3								2 3			
			2 3			1		2 3	2 3	2 3			
		2 3											
3		2 3											3
2 3	1 2 3		2 3	2 3		2 3		2 3	2		2 3		
3													
2 3													3
2 3										2 3			
2													
1 2 3										2 3			
2 3												3	
2 3					2 3					2 3			
2 3		2								2 3			3
	1 2 3					2 3					2 3		
			2 3					2 3					
	1 2 3					2 3					2 3		
✓	✓												
	✓					✓				✓			

Work Based Learning in Calderdale & Kirklees

BEFORE you decide you'll need more info.

See pages 46–58 for full details.

- 1 = NVQ level 1
- 2 = NVQ level 2
- 3 = NVQ level 3
- ✓ = Other training

	Kirkdale Industrial Training Services (KITS)	Kirklees Active Leisure	Kirklees Metropolitan Council	Kirklees Youth Training Key Training Halifax	Leeds College of Building	Lunn Poly	Mark Betts Training	Mid Yorkshire Chamber of Commerce & Industry	National Business College
Accounts/Finance/Insurance								1 2	2
Agriculture/Horticulture/Forestry									
Animal Care									
Brickwork					1 2 3				
Business Admin/Use of IT	2 3		2 3					1 2 3	1 2 3
Care – children									
Care – other groups									
Carpentry & Joinery					1 2 3				
Catering & Hospitality									
Construction Other – Plastering, Roofing, Flooring					1 2 3				
Construction – Technical									
Customer Service/Call Centre/Telesales	2 3							1 2 3	
Dental Nursing									
Electrical Installation	2 3								
Engineering – Other Technical	2 3								
Engineering – Fabrication & Welding	2 3								
Engineering – Mechanical	2 3								
Hairdressing & Beauty							2 3		
IT Technical Support									
Manufacturing: food, furniture, glass, print	2 3			1 2				1 2	
Motor Vehicle	2 3			1					
Plumbing					1 2 3				
Retail including Floristry								1 2 3	
Sport & Leisure		2 3							
Textile & Clothing Manufacture									
Travel & Tourism						2 3			
Warehousing/Distribution								1 2	
Additional Needs				✓	✓		✓	✓	✓
Life Skills				✓				✓	

Work Based Learning in Calderdale & Kirklees

North Lancs Training Group Ltd	Northern Racing College	Project Challenge	Protocol Skills	Rathbone	Retail Motor Industry Training (REMIT)	S & S Training Services Ltd	Stonham Lifeskills	Taylor's Hairdressing Training Group	Textile Centre of Excellence	TTC Training	Y H Training
											2 3
	1 2 3										
2 3			2 3		2 3	1 2 3			2 3	2 3	2 3
				1 2 3 ✓							
2 3 2 3			2 3								
2 3			2 3		2 3	2 3			2 3	2 3	2 3
									2 3		
									2 3		
			2 3					2 3			
2 3 2 3						2 3			2 3 1 2 3		2 3
					1 2 3						
			2 3							2 3 2 3	2 3
2 3									1 2 3		
2 3										2 3	
	✓		✓	✓					✓		
		✓		✓							

Work Based Learning

The jobs listed are examples of those covered by the training and work placements they offer.

Most organizations accept speculative enquiries in the recruitment period given.

A & R TRAINING SERVICES LTD

13-15 Lion Chambers
John William Street
Huddersfield
HD1 1ES

T 01484 429359

F 01484 429359

CONTACT Sue Killoran

JOBS care workers with children and the elderly; catering, retail, animal care and kennel assistants, warehouse, distribution and customer service workers

ADDITIONAL NEEDS Extra help and support offered

OTHER TRAINING Lifeskills (Kirklees)

OPEN DAYS May

RECRUIT All year. Speculative enquiries welcomed. Placements offered include Bradford. You may be asked to take a test.

PAY/ALLOWANCE At least £40 per week

The grids on pages 42-45 show the NVQs available

AGE CONCERN TRAINING

3rd Floor Elba House
37 Bolton Road
Bradford
BD1 4DR

T 01274 740593

F 01274 740857

E trainingwv@ace.org.uk

CONTACT Susan Agar

JOBS care workers with the elderly

RECRUIT June to September. Placements offered in Calderdale, Kirklees, Bradford and Wakefield. Speculative enquiries welcomed. You may be asked to take a test.

PAY/ALLOWANCE £40 per week

ASKHAM BRYAN COLLEGE

Askham Bryan
York
YO23 3FR

T 01904 772277

F 01904 772288

E cma@askham-bryan.ac.uk

CONTACT Mrs Christine Appleyard

JOBS work in agriculture, horticulture, greenkeeping, agriculture engineering, horticulture engineering, retail floristry, forestry

TASTER DAYS Monthly, November to May. Ring College for details

RECRUIT July to October. Placement found to suit applicant. Speculative enquiries welcomed. You may be asked to take a test (basic skills).

PAY/ALLOWANCE £60-£139 per week, depending on status and age

Work Based Learning - more info

BABINGTON BUSINESS COLLEGE

Field House
Wellington Street
Dewsbury
WF13 1HF

T 01924 457917

F 01924 457959

E general@babingtondew.freemove.co.uk

I www.babington.co.uk

CONTACT Kath Knott, Sarah Collinson

JOBS accounts clerk, accounting technician in accountancy practice or industry, insurance clerk in brokers and insurance companies

RECRUIT All year. Speculative enquiries welcomed. Employed positions in West Yorkshire. Must be expecting Grade C minimum in GCSE English and maths. You will be asked to take literacy and numeracy tests

PAY/ALLOWANCE £80-£100 to start

BK INTERNATIONAL RECRUITMENT SERVICES

PO Box 5006
Nottingham
NG11 6GS

T 0870 6061936

F 0870 6061937

E info@bkrecruit.co.uk

I www.bkrecruit.co.uk

CONTACT Terry Simms

JOBS with local dealerships and retailers, Aston Martin, Central Tyre, Citroën, Fiat Auto, Jaguar, Land Rover, MG Rover, Nissan, Peugeot, Renault, Renault Trucks, Suzuki, Toyota, Vauxhall and Volvo as service, diagnostic, body & paint repair technicians,

parts consultants, service advisers (office/retail). Only level 2 training is as tyre and exhaust fitter

RECRUIT January onwards. Speculative enquiries welcomed. Placements in West Yorkshire and East Lancashire. You will be asked to take a test. It would be a good idea to visit: **www.motor-careers.co.uk**

PAY/ALLOWANCE Approx £85 per week to start at 16

THE BLACUP TRAINING GROUP

Church View
Coley Road
Northowram
Halifax
HX3 7SA

T 01422 203615

F 01422 200799

E steveplace@talk21.com

CONTACT Mr Place

JOBS grooms in general stable work, riding school work, livery work, stud grooms, work in competition stables, kennel hand, veterinary nurse, pet shop assistant, dog groomer, greenkeeping, landscaping, gardening, crop production and jobs in cemetery and graveyard maintenance

ADDITIONAL NEEDS Extra help and support offered

OPEN DAYS Ring for details

RECRUIT All year. Speculative enquiries welcomed. Placements in Yorkshire (East Lancs can be arranged).

PAY/ALLOWANCE Training allowance £45 per week plus travel and accommodation if required, employed minimum £70 per week

Work Based Learning – more info

BMF TRAINING & DEVELOPMENT

Parnall House
5 Parnall Road
Staple Tye
Harlow
Essex
CM18 7PP

T 0870 9013380
F 01279 430127
E training@bmf.org.uk
I www.bmf.org.uk

CONTACT Robin Mursell

JOBS tool hire counter technician, tool hire/plant maintenance technician, counter assistant in builders merchants, warehouse assistant in builders merchants

RECRUIT Only member companies in Leeds and Bradford recruit, however speculative enquiries are welcomed

BUILDING ENGINEERING SERVICES TRAINING LTD (BEST)

140 Halifax Road
Keighley
BD21 5HH

T 01535 690020
F 01535 669423
E heatherparrish@btconnect.com

CONTACT Heather Parrish

JOBS heating, ventilation and refrigeration engineering, building services engineering, fitting and welding (related to building services). Note all trades are related to building services

RECRUIT Closing date for applications 1st March. Speculative enquiries before then welcomed. You will be asked to take a test

PAY/ALLOWANCE AMA £3.77 per hour

CALDERDALE TRAINING

Westgrove House
3 Clare Road
Halifax
HX1 2HX

T 01422 330604
F 01422 350430

CONTACT Jane Hendy

JOBS childcare assistant, care assistant, careworker with the elderly, cook, chef, business administration clerk, joiner, painter and decorator, plumber, bricklayer, electrician, hairdresser, gardener, sales assistant, sports centre attendant, receptionist, accounts technician

ADDITIONAL NEEDS Extra help and support offered

OTHER TRAINING Lifeskills (Calderdale)

RECRUIT All year, except accounting (before September). Speculative enquiries are welcomed. You will be asked to take a test

PAY/ALLOWANCE £40–£72 per week and £40 on Lifeskills

CITY TRAINING SERVICES

39/41 Chapel Street
Bradford
BD1 5BY

T 01274 728316
F 01274 308798

CONTACT Philip Clay/David Ambrose

JOBS architectural technician, civil engineering technician, engineer/fabricator and welder, motor vehicle mechanic, child care worker, dental nurse, hairdresser, accountancy technician, business administrator, electrician, plumber, furniture maker and other jobs working with wood

ADDITIONAL NEEDS Extra help and support offered

Work Based Learning – more info

RECRUIT Easter – September and January – February (Year 12). Placements across West Yorkshire, apart from Wakefield. Speculative enquires welcomed. You will be asked to take a test

PAY/ALLOWANCE Training allowance £50 per week, employed minimum £76

CMS VOCATIONAL TRAINING LTD

Melrose House
14 Highfields Road
Huddersfield
HD1 5LP

T 01484 425890

F 01484 430164

E info@cmsvoc.co.uk

CONTACT Jackie Shaw

or

Parr House
26 Station Road
Batley
WF17 5SU

T 01924 470477

F 01924 420839

E cms.batley@virgin.net

CONTACT Linda Seddon

JOBS clerical worker, VDU input clerk, typist, word processing operator, receptionist, all types of retail sales and warehousing, eg butchery, DIY, fashion, pet shops, furniture, motor spares, cash and carry

ADDITIONAL NEEDS Extra help and support offered

OTHER TRAINING Lifeskills

OPEN DAYS Ring for details

RECRUIT All year for employed and training vacancies. Speculative enquiries are welcomed. You may be asked to take a test

PAY/ALLOWANCE Approx £100 per week when employed. £40 on Lifeskills

CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)

Milton House
Queen Street
Morley
Leeds
LS27 9EL

T 0113 252 1966

F 0113 253 1117

I www.citb.org.uk

CONTACT Christine Lawton, Andrew Thompson, Carol Ripley

JOBS building technician, joiner, painter and decorator, plasterer, wood machinist, shopfitter, floorlayer, bricklayer, roofer, plant mechanic and most construction related occupations. A small number of plumbing opportunities arise with general building companies with training to level 2

RECRUIT For employers across West Yorkshire. You will be asked to take a test

PAY/ALLOWANCE Depends on employer

DEWSBURY COLLEGE TRAINING UNIT

Halifax Road
Dewsbury
WF13 2AS

T 01924 436218

F 01924 457047

E ckilpat@dewsbury.ac.uk

CONTACT Claire Kilpatrick, Jane Blakeley

JOBS clerical assistant, chef, receptionist, waiter, accountancy assistant, nursery nurse, office junior, administrator, leisure centre assistant

OPEN DAYS 13.11.02, 04.02.03, 15.05.03.

Ring for details

RECRUIT All year. Speculative enquiries are welcomed. You may be asked to take a test. Placements available in Kirklees and Wakefield

PAY/ALLOWANCE At least £40 per week

Work Based Learning – more info

DIRECT TRAINING LTD

Huddersfield:

Riverside House
Aspley Marina
Huddersfield
HD1 3AQ

Batley:

Textile Chambers
Hick Lane
Batley
WF17 5HW

T 01924 420476

F 01924 284466

E maire@directtraining.ltd.uk

CONTACT Maire Windle

JOBS all types of office admin work including: receptionist, word processor operator, typist, clerk – any job which includes service to the customer other than retail

RECRUIT All year for for approx 13 employed positions in Kirklees. Speculative enquiries are welcomed. You will be given an initial assessment

PAY/ALLOWANCE Depends on employer

DIXON MOTORS PLC

Omega Boulevard
Capital Park
Thorne
Doncaster
DN8 5TX

T 01405 744300

F 01405 744667

CONTACT Jackie Stevenson

JOBS work in business administration and customer services; mechanical and electronic systems (light vehicle) repairer, parts person, vehicle body repairer

RECRUIT Spring/Summer. Speculative enquiries are welcomed. Placements in Calderdale, Bradford, Leeds and Wakefield. You will be asked to take a test.

PAY/ALLOWANCE In first year of training £2.15 per hour

GP (UK) LTD

2 Legrams Terrace
Bradford
BD7 1LN

T 01274 730577

E uktraininginfo@genphysics.com

I www.gpworldwide.com

CONTACT Sue Alson

JOBS care assistant, nursery assistant, clerical assistant, secretary, administrator, retail sales assistant, warehouse assistant, storekeeper, accounts clerk, computer operator, IT worker, telesales clerk, receptionist, customer service adviser

RECRUIT All year, but mainly through employers. Do **not** accept speculative enquiries

LIFESKILLS See below

PAY/ALLOWANCE Depends on employer

GP (UK) LTD

Causeway House
Causeway
Halifax
HX1 1QL

T 01422 252111

F 01422 252101

CONTACT Lynda Potts, Carl Popp

TRAINING Lifeskills (Calderdale)

RECRUIT Via careers adviser/personal adviser

PAY/ALLOWANCE £40 per week

Work Based Learning – more info

GRACE LANDSCAPES LTD

Nunbrook Farm
Leeds Road
Mirfield
WF14 0BY

T 01924 481200

F 01924 491180

E info@gracelandscapes.com

CONTACT Ian Fearnley

JOBS work in all aspects of landscape construction and maintenance

RECRUIT January – September. Speculative enquiries are welcomed. Placements in Kirklees for up to 12 trainees per year. You may be asked to take a test

PAY/ALLOWANCE New structure will provide a £75 per week training allowance for first 6 months

HOSPITALITY PLUS

33 Station Road
Batley
WF17 5SU

T 01924 422095

F 01924 443880

I www.hospitalityplus.co.uk

CONTACT Emma Marlor

JOBS chef, bar person, food and drink assistant, fast food worker, conference and banqueting worker, housekeeper, receptionist, leisure assistant and supervisory positions in hospitality and leisure

RECRUIT All year. Speculative enquiries are welcomed. You will be given an initial assessment. Placements in West Yorkshire

PAY/ALLOWANCE At employer's discretion. Usually start on minimum wage

HOTEL & CATERING TRAINING COMPANY

Suite 2, Phase 3
Brooklands Court
Tunstall Road
Leeds
LS11 5HL

T 0113 270 3232

CONTACT Nick Hill

JOBS chef, hotel receptionist, housekeeper, room attendant, waiter/waitress, bar person, food and drink assistant, food-related retail work

RECRUIT All year. Speculative enquiries are welcomed. Placements in West Yorkshire and East Lancs. You may be asked to take a test

PAY/ALLOWANCE At least £80 per week

HTC TRAINING

Huddersfield Technical College
New North Road
Huddersfield
HD1 5NN

T 01484 437077

F 01484 437077

E training@huddcoll.ac.uk

I www.huddcoll.ac.uk

CONTACT Mark Connolly

JOBS chef, waiter/waitress, office worker, secretary, account technician, light vehicle mechanic, heavy goods mechanic, vehicle paint sprayer/refinisher, care worker, joiner, plumber, bricklayer, fabricator/welder, hairdresser

OTHER TRAINING Lifeskills (Kirklees)

OPEN DAYS Ring for details

RECRUIT All year for majority of places. Speculative enquiries are welcomed. You will be asked to take a test. Placements in Calderdale and Kirklees

PAY/ALLOWANCE Minimum of £75 per week, average £100. £40 on Lifeskills

Work Based Learning - more info

JHP TRAINING

12 Kestrel House
Lower Brunswick Street
Leeds
LS2 7PU

T 0113 244 6614

F 0113 245 0183

E salesleedscentre@jhp-group.com

I www.jhp-group.com

CONTACT Sian Wilson, Jon-Paul Rimmington,
David Taylor

JOBS administration clerk, retail sales,
secretary, receptionist, IT user

RECRUIT All year. Placements in Leeds only.
Speculative enquiries are welcomed. You will
be given an initial assessment

PAY/ALLOWANCE £6,000+ per year

J. T. ELLIS & CO LTD (ELLIS FURNITURE)

Silver Street
Huddersfield
HD5 9BA

T 01484 514212

F 01484 456433

E indulis@ellisfurniture.co.uk

I www.ellisfurniture.co.uk

CONTACT Mr Indulis L Svikis

JOBS wood machinist, cabinet maker

OPEN DAYS May, June. Ring for details

RECRUIT 4 apprentices a year, December to
June for August intake. Day release to Leeds
College of Art & Design and Leeds College
of Building. Speculative enquiries welcomed.
You will be asked to take a test.

PAY/ALLOWANCE £97 approximately, plus
college travel expenses

JTL

Electrical applicants:

35 Woodroyd
Golcar
Huddersfield
HD7 4PG

T 01484 640907

F 01689 878967

E robertlucas@jtlimited.co.uk

I www.jtlimited.co.uk

CONTACT Robert Lucas

JOBS building services electrician, leading to:
estimating engineer, project/design engineer,
site supervisor, project manager

RECRUIT All year. Placements in West Yorkshire
and East Lancashire. Speculative enquiries
welcomed. You will be asked to take a test

PAY/ALLOWANCE Year 1 £120 to Year 4 £280
per week approx

**Plumbing and Mechanical Engineering
Services applicants:**

Route One
Unit C14
Aven Business Park
Tickhill Road
Maltby
Rotherham
S66 7QR

T 01709 819818

F 01709 817044

CONTACT Steve Muscroft, Kevan Holmes

JOBS heating and ventilation engineer, plumber

RECRUITMENT See above

PAY/ALLOWANCE Apprentice rates start at
£3.55 per hour in first year

**Many organizations accept
speculative enquiries in the
recruitment period given.**

Work Based Learning – more info

KIRKDALE INDUSTRIAL TRAINING SERVICES LTD (KITS)

Kirkdale House
Armytage Road
Brighthouse
HD6 1QF

T 01484 711462

F 01484 400611

CONTACT Mr B Mills

JOBS assembly fitter, machinist, maintenance fitter, welder, maintenance electrician, electronic engineer, pattern maker, moulder/core maker, sheet metal worker, draughtsperson, production and assembly worker, light vehicle mechanic, heavy vehicle mechanic, receptionist, office worker, secretary

RECRUIT January – July. Placements in Calderdale, Kirklees and Wakefield. Speculative enquiries welcomed. You will be asked to take an aptitude test

PAY/ALLOWANCE £40–£55 per week

KIRKLEES ACTIVE LEISURE

Stadium Business & Leisure Complex
Stadium Way
Huddersfield
HD1 6PG

T 01484 234039

F 01484 234111

E antony.lee@kirklees.gov.uk

CONTACT Antony Lee

JOBS leisure attendants, supervisors, duty managers

RECRUIT March – October approx. Placements in Kirklees only. Do **not** accept speculative enquiries. Look in the local press. You will be asked to take a test

PAY/ALLOWANCE £5 per hour approx (£9,000+ per year)

KIRKLEES METROPOLITAN COUNCIL

Kirklees NVQ Centre
3rd Floor
High Street Buildings
Huddersfield
HD1 2NQ

T 01484 223313

F 01484 223301

CONTACT Ms Linda Hardcastle

JOBS administration

RECRUIT June. Placements in Kirklees only. Do **not** accept speculative enquiries. Look in the local press. You will be asked to take a test

PAY/ALLOWANCE £90 per week initially

KIRKLEES YOUTH TRAINING (INCORPORATING KEY TRAINING, HALIFAX)

Carlton Mill
Hirst Road
Dewsbury
WF13 2AD

T 01924 468016

F 01924 430342

CONTACT Peter Cherry

or

Key Training
Brassey Street
Halifax
HX1 2EA

T 01422 368428

F 01422 342714

CONTACT Robert Greenwood

JOBS all types of manufacturing and assembly work, including welder, fabricator, joiner, window assembler; motor vehicle servicing and valeting

ADDITIONAL NEEDS Extra help and support offered

OTHER TRAINING Lifeskills

OPEN DAY Ring for details

RECRUIT All year. Speculative enquiries welcomed

PAY/ALLOWANCE Training allowance £40–£55, employed minimum £85 per week

Work Based Learning – more info

LEEDS COLLEGE OF BUILDING

North Street
Leeds
LS2 7QT

T 0113 222 6023

F 0113 222 6001

E mail@lcb.ac.uk

CONTACT Vic Ozupak

JOBS plasterer, painter and decorator, bricklayer, joiner, woodmachinist, roofer, wall and floor tiler, heating and ventilation engineer, plumber, building technician, surveying and architectural technician and other construction related occupations

RECRUIT June – September. Placements across West Yorkshire. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE Level 1 training allowance £40 per week. £70–£100 per week in first year for levels 2 and 3

LUNN POLY LTD

Lunn Poly House
Clarendon Avenue
Royal Leamington Spa
CV32 5PS

T 01926 452245

F 01926 312723

CONTACT Funded Schemes Department

JOBS retail travel sales consultant

RECRUIT February – September and speculative enquiries welcomed at that time. You will take an initial assessment test

PAY/ALLOWANCE Depends on employer

MARK BETTS TRAINING

Mark Betts Hairdressing
8 Corporation Street
Dewsbury
WF13 1QL

T 01924 485868

F 01924 485956

E mark.betts@whsmithnet.co.uk

CONTACT Sharon Elstub, Mark Betts

JOBS Ladies and gentlemen's hairstylist

ADDITIONAL NEEDS Extra help and support offered

RECRUIT All year. Speculative enquiries welcomed. Placements in North Kirklees only. You will do a basic skills assessment

PAY/ALLOWANCE £55+ per week

MID YORKSHIRE CHAMBER OF COMMERCE & INDUSTRY (TRAINING) LTD

St Thomas' Road
Longroyd Bridge
Huddersfield
HD1 3LG

T 01484 516533

CONTACT Samantha Wilson

or

44–46 Bradford Road
Dewsbury
WF13 2DR

T 01924 457681

CONTACT Robert Waterhouse

or

Croftmyl
West Parade
Halifax
HX1 2HQ

T 01422 365356

CONTACT Elizabeth Smith

Work Based Learning - more info

JOBS secretary, administration assistant, accounts clerk, wages clerk, computer operator, receptionist, office junior, shop assistant, store/warehouse assistant, machine operative, general assembly (wood and metal)

ADDITIONAL NEEDS Extra help and support offered (Dewsbury)

OTHER TRAINING Lifeskills (Huddersfield)

RECRUIT All year. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE Variable depends on employer. £40 per week on Lifeskills

NATIONAL BUSINESS COLLEGE

1 Greenhead Road
Huddersfield
HD1 4EN

T 01484 430433

F 01484 430435

E nationalbusinesscollege@hotmail.com

CONTACT Jennifer Stringer, Christine Hoyland

JOBS all aspects of administration, for example, computer operator, receptionist, accounts assistant and a wide range of office junior posts

ADDITIONAL NEEDS Extra help and support offered

OPEN DAY May. Ring for details

RECRUIT All year. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE Training allowance £40-£50 per week, employed £75-£150

NORTHERN RACING COLLEGE

The Stables
Rossington Hall
Great North Road
Doncaster
DN11 0HN

T 01302 861000

F 01302 864151

E info@nrcdonc.demon.co.uk

I www.northernracingcollege.co.uk

CONTACT Kevin Frost, Amanda Dobson

JOBS stable staff

ADDITIONAL NEEDS Extra help and support offered

TASTER DAYS Last Friday of the month except December

RECRUIT All year. Placements nationwide. Speculative enquiries welcomed

PAY/ALLOWANCE 10 weeks residential training £3 per day and then rate paid by employer

NORTH LANCASHIRE TRAINING GROUP

Recruitment & Conference Centre
7 Infant Street
Accrington
BB5 1DZ

T 01254 395355

F 01254 395385

E info@nlitg.co.uk

I www.nlitg.co.uk

FREEPHONE 0800 7312455

CONTACT Collette Humphreys

JOBS carpenter and joiner, administrator, glazier, wood machinist, polisher/finisher, door and window fabricator, door and window installer, furniture assembler, upholsterer, food and drink manufacturer, textile worker, warehouse worker, upholstery cutter and sewer, customer service, manufacturer, forklift truck driver, IT worker, chef, bar person, waiter/waitress and other jobs in hospitality such as hotel receptionist, porter and housekeeper

RECRUIT All year. Placements in many areas, including East Lancs. Speculative enquiries welcomed

PAY/ALLOWANCE Minimum £75 per week

Work Based Learning – more info

PROJECT CHALLENGE

Unit GY3
G Mill Yard
Dean Clough
Halifax
HX3 5AX

T 01422 363644

E mail@projectchallenge.org.uk

CONTACT Mr John Greenwood

TRAINING Lifeskills (Calderdale)

RECRUIT Via careers adviser/personal adviser

PAY/ALLOWANCE £40 per week

PROTOCOL SKILLS

Merchants House
19 Peckover Street
Little Germany
Bradford
BD1 5BD

T 01274 700530

F 01274 700531

E manager_bradford@protocol-skills.co.uk

I www.protocol-skills.co.uk

CONTACT Angie Watson (Manager),
Judith Brimicombe, Lisa Atkinson-Brown

JOBS chef, bar service, retail sales assistant,
administration clerk, customer service
adviser, quick service (food) worker,
hairdresser (Bradford only)

ADDITIONAL NEEDS Extra help and support offered

OPEN DAY To be arranged. Ring for details

RECRUIT All year. Placements across West
Yorkshire. Speculative enquiries welcomed.
You will be given an initial assessment.
Interviews held in Huddersfield

PAY/ALLOWANCE £40–£75 per week while
training

RATHBONE

Dewsbury:

4th Floor
Empire House
Wakefield Old Road
Dewsbury
WF12 8DJ

Huddersfield:

10 Highfields Road
Huddersfield
HD1 5LP

T 01924 485677

F 01924 464036

CONTACT Vicky Meehan, Jacqui Jackson

JOBS nursery assistant, non-teaching
assistant, nanny, creche worker, play worker,
play leader, care assistant for the elderly

ADDITIONAL NEEDS Extra help and support offered

OTHER TRAINING Lifeskills

OPEN DAY Ring for details

RECRUIT All year but mainly August –
September. Placements in Kirklees, Bradford,
Leeds and Wakefield. Speculative enquiries
welcomed. You may be given an initial
assessment

PAY/ALLOWANCE At least £40 per week

Many organizations accept
speculative enquiries in the
recruitment period given.

The grids on pages 42–45
show the NVQs available

Work Based Learning - more info

RETAIL MOTOR INDUSTRY TRAINING (REMIT)

Link Business Park
Link Road
Osbalwick
York
YO10 3JB

T 01904 427444

F 01904 427388

CONTACT Eric Smith (local 01924 381312)

JOBS all work areas in the motor vehicle sector

RECRUIT All year as vacancies arise. Employed status placements across West Yorkshire. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE £40 if level 1 learner; level 2/3 £50-£100 depending on employer

S & S TRAINING SERVICES LTD

1st Floor
Britannic Buildings
3 Upperhead Row
Huddersfield
HD1 2JL

T 01484 423391

F 01484 451448

E sns@netcomuk.co.uk

CONTACT Sue Broadhead

JOBS computer user, data input clerk, computer support worker, IT administrator, customer service adviser, clerical and administrative assistant, receptionist, office junior, call handler

RECRUIT All year. Speculative enquiries welcomed. You may be asked to take a test

PAY/ALLOWANCE All apprentices are employed at £100-£140 per week

STONHAM LIFESKILLS

Calderdale:

YMCA
Crossley Street
Halifax
HX1 1UG

T 01422 355584 (Clare Road office)

F 01422 358340

E heather-potter@stonhamvgt.fsnet.co.uk

CONTACT Heather Potter

Kirklees:

35 St John's Road
Birkby
Huddersfield
HD1 5DX

T 01484 353427

F 01484 341776

CONTACT Bev Allport, Darren Widdop

TRAINING Lifeskills (independent living, basic skills, career preparation)

RECRUIT Young people in housing need or at risk and those in vulnerable positions. See your careers adviser/personal adviser

PAY/ALLOWANCE £40 per week plus Metrocard

TAYLOR'S HAIRDRESSING TRAINING GROUP

29 Bradford Road
Brighouse
HD6 1RW

T 01484 400711

CONTACT Arthur Oddy

JOBS ladies and gentlemens hairdresser

RECRUIT All year. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE At least £75 per week

Work Based Learning – more info

TEXTILE CENTRE OF EXCELLENCE

Textile House
Red Doles Lane
Huddersfield
HD2 1YF

T 01484 346500

F 01484 346501

E hdt@textile-training.com

I www.textile-training.com

CONTACT Sue Taylor, Angela Keenan

JOBS textile technician, engineer, electrician, administration assistant, customer service adviser, warehouse/wholesale worker and stores person, sewing machinist, production worker, multi-skilled operative (manufacturing), textile printer

ADDITIONAL NEEDS Extra help and support offered

OPEN EVENINGS To be arranged

RECRUIT All year. Placements across West Yorkshire. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE £40–£200 per week

TTC TRAINING

The Cornerstone
The Broadway
Woking
Surrey
GU21 5AR

T 01483 727321

F 01483 756698

E info@ttctraining.co.uk

I www.ttctraining.co.uk

CONTACT Samantha Cripps

JOBS travel agency clerk, business administrator/manager, sales assistant, retail assistant, warehouse worker, telesales, call

centre worker, customer service adviser, residential estate agency worker

RECRUIT All year. Placements include East Lancashire. Speculative enquiries welcomed

PAY/ALLOWANCE Learners are employed; depends on employer

YH TRAINING SERVICES

1st Floor
Pearl Assurance House
John William Street
Huddersfield
HD1 1BA

T 01484 515156

F 01484 480334

E huddersfield@yh-group.co.uk

I www.yh-group.co.uk

CONTACT Keely Carleton, Deborah Neary

JOBS retail sales assistant, administration clerk, administrator, accountancy clerk, accountancy technician, buyer, warehousing clerk, IT assistant, customer service management

OPEN DAY Ring for details

RECRUIT All year. Placements in West Yorkshire. Speculative enquiries welcomed. You will be asked to take a test

PAY/ALLOWANCE At least £70 per week

Many organizations accept speculative enquiries in the recruitment period given.

The grids on pages 42–45 show the NVQs available

Job hunting...

Looking for a job? We can help.

Did you know...

Last year we helped 734 young people get jobs, most with training.

Whilst at school tell your careers adviser that you are looking for a job. She or he will then advise you about any suitable vacancies we receive. Our vacancies are updated daily on our website: www.workabout.org.uk and in our centres (see back cover).

After school keep in touch with your adviser, check the web or call in to a centre until you find a suitable job.

Don't forget a lot of apprentices are employed. Check out the details on page 22.

...about work

Pay

You'll be paid weekly or monthly. You should receive a payslip showing the deductions from your wage (Tax and National Insurance). You will receive your National Insurance number around your 16th birthday. If you haven't, contact the Contributions Agency on 0113 205 8825.

Contracts of Employment

You should receive one within 8 weeks. It will set out the hours, pay, holidays etc. If you don't, ask.

what if... I don't like the job?

Don't just walk out, ring your careers adviser. If you need to look for another job, she or he will help. You'll find it's easier to get another job when you are in work.

Time off for study or training...

Last year there were 7,370 students in Year 11 in Calderdale and Kirklees.

1,017 got a job; of these 554 had a job with training but 442 didn't.

It's important to get a job with training.

If you take a job with very little training you'll probably find that:

- the job is very routine and you are doing the same thing over and over
- it offers little in the way of pay, promotion and prospects for the future.

On the other hand a job with training can lead to:

- a better job and promotion
- higher pay
- better job security

If you take a job without training you may be entitled to 'Time off for study or training'.

time off for study or training

You are entitled to paid time off for study or training if you:

- are 16–17
- are in a job
- have few or no qualifications.

If you are offered a job without training and would like to find out more, contact your personal adviser, Connexions/ careers centre. Ring the **learningline** on 0800 5 979 979.

Job hunting skills...

Applications and interviews

A quick guide to help you snap up that job, apprenticeship or course.

- Applying for a job or a course and going for interviews isn't easy. If you need help ask your careers adviser or look on our website: **www.workabout.org.uk**

Applications can be made in several ways:

- CV (curriculum vitae)
- Application form
- Speculative letter
- Telephone

A CV is a short, factual document that sets out information about you, your education and work experience. It is a good idea to have a CV – you can use it to help you fill in application forms or as a prompt when you phone; see page 64.

Selection and interviews

As this is often the first contact you have with an organisation, it is worth spending time to make sure you present yourself well and create the right impressions.

Apart from an interview, you may have to take a selection test.

GOOD LUCK!

Job hunting skills...

CV notes

Your CV should be:

- **clear** – use headings and spaces to divide the information
- **short** – 1 or 2 sides only
- **truthful** – or you may get caught out later
- **positive** – it's a sales document and the product is you!

A CV should outline your career and education to date. Include:

A personal statement:

1 or 2 sentences to sum up your skills and abilities.

Your education details:

In date order, most recent first. List those you are due to take or are awaiting results for. If you haven't taken exams in some subjects write 'subjects studied' as a heading and list them.

Any work/work experience:

Don't forget part-time and holiday jobs.

Try to include details about the sort of work you did.

Your interests:

Especially those that show your motivation, initiative and commitment.

Two referees:

One should be your headteacher and the other someone who knows you well – not a relative or friend. Do ASK first.

Referees will be asked to write a reference or letter which says what he or she thinks about your ability, skills and character.

If possible get a teacher or careers adviser to check your CV with you before you send it out.

Curriculum Vitae...

CURRICULUM VITAE

Anna Stevens

9 New Street, New Town, West Yorkshire, OR3 1JD

Telephone: 0169 400411

Date of birth: 30.6.87

Personal Statement

Member of New Town Youth Club. Helps to organise events. Enjoys making posters and using creative skills. Would like to develop skills in graphic design further. Reliable, hard worker who usually completes tasks on time.

Education

1998 – 2003 New Town High School

Qualifications

GCSE	May/June 2003	
	English language	Mathematics
	Dual science	French
	ICT	Art
	Geography	Design Technology
	(Awaiting Results)	

Work Experience

October 2002 to present day.

Working Saturdays and holidays at Bloggs Supermarket. This involves helping customers, shelf filling and stock taking. Also completed 2 weeks work experience with New Line Graphics in New Town helping to prepare a presentation.

Interests and hobbies

All types of sport. Plays netball for school and the County.

Referees:

Mrs V Smith	Mrs J Old
Headteacher	Manager
New Town High School	Bloggs Supermarket
New Town	High Street
OR7 1JD	New Town
	OR6 1BD

Application forms...

Before filling in a form it's a good idea to:

- find a black pen
- photocopy the form and practice filling it in or do it in pencil first
- check your handwriting – sometimes space is limited

Once it is filled in:

- keep a copy
- keep the form clean
- try not to fold it up

The form

The numbers refer to the application form opposite

- 1 This means use CAPITAL LETTERS
- 2 Job title and number: these should be on the vacancy details
- 3 Fill in all the sections
- 4 If you don't know your grades yet, still fill in the other details
- 5 Previous employment – don't forget part-time jobs
- 6 Your reasons for applying – this is important. Look at the job specification, vacancy or course details and try to match your interests and skills to it
- 7 Be honest
- 8 Referees – these should be your headteacher and someone who knows you well (not a friend or relative) and can speak positively about your skills, abilities and character.

DO ASK FIRST!

Application form...

APPLICATION FORM

Please use BLOCK CAPITALS **1**

Job Title: **2**

Job No:

Your details **3**

Name:

Date of Birth:

Address:

NI Number:

Postcode:

Tel No:

School/College:

Address:

Education **4**

Date	Quals	Subject	Grade

Previous Employment Details **5**

Job:

Company:

Date:

Reason for leaving:

Your reasons for applying for this job **6**

Health **7**

Do you have any health problems that may affect you at work?

Yes No

If yes, please give details

References: **8**

Signed:

Speculative letters...

These are used when you want to work for a company that hasn't advertised any vacancies. It's a good idea to use a 'spec' letter if there are companies you would really like to work for, or if the sort of work you want is popular.

You should send your CV with the letter.

3 Park Road
Market Town
West Yorkshire
M61 3JF
16 May 2003

Mr Green
Greens Travel Agency
High Street
Wigton
W133 FWR

Dear Mr Green

In today's Courier I read about your success and that you will soon be opening a new branch in Market Town. I am writing to ask you to consider me if you need new staff. I am very interested in travel agency work and would like to become a travel consultant.

I am 16 years old and currently completing my GCSEs. I will be available for work from July 2003.

My CV is enclosed and I can attend for interview at any time. I look forward to hearing from you.

Yours sincerely

Omar Murtarza

Always try to address your letter to the person responsible for recruitment. If you can't find it, address your letter to the manager and start off Dear Sir or Dear Madam and because you don't know their name, finish with Yours faithfully.

Use good quality paper.

Be positive.

Print or type your name below your signature.

Covering letters...

A covering letter is usually sent with a CV or completed application form. It should be brief and clear.

3 Park Road
Market Town
West Yorkshire
M61 3JF
1 May 2003

Mr Green
Greens Travel Agency
High Street
Wigton
W133 FWR

Dear Mr Green

Trainee Travel Consultant (TTCI)

In reply to your advertisement in the Careers Centre,
please find enclosed my completed application form.

I can attend for interview at any time.

I look forward to hearing from you.

Yours sincerely

Omar Murtarza

Put full address and date

Put the job title and reference clearly

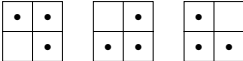



Be brief, say what you are enclosing

Print or type your name below your signature

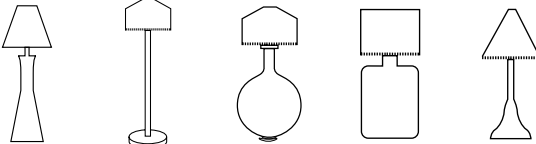
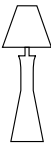


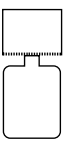
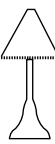
Selection tests...

Selection or assessment tests are used to identify people who are most likely to be good at a job or course. Some are pencil and paper tests, others are on computer. You can't really prepare for this kind of test, so try to relax and work through the questions.

Try these:

- Which comes next?  a  b  c 
- 2 is to 4 as 6 is to... a 9 b 12 c 14
- 49 is to 7 as 25 is to... a 3 b 5 c 9
- 2266559 (???) Which number comes next? a 2 b 6 c 9 d 99
- $700530 - 303536 =$
- Which is the odd one out? fast rapid slow quick swift
- Which is the odd one out? prank trick treat joke hoax
- Arrange these words in alphabetical order:

First	1
Fifth	2
Feather	3
Fish	4
Fabric	5
Foreign	6

- Which of these lamps is most stable?  a  b  c  d  e 

1 c 2 b 3 b 4 c 5 396994 6 Slow 7 Treat 8 Fabric Feather Fifth First Fish Foreign 9 d

ANSWERS



Interviews...

Don't panic – follow these tips. Remember, they have already seen your CV or application form and think you may be suitable.

Do

- be on time – check bus/train times and allow a bit of extra time
- be polite when you arrive, make sure you know the name of the person you are going to see
- be neat, tidy and clean
- smile and try to look confident – **first impressions** mean a lot
- listen to questions carefully – ask if they are not clear.
Look on the next page for sample questions
- ask questions – ones about training or the job may impress
- look at the interviewer, not the floor!

Don't

- be late
- mumble
- make things up
- smoke or chew gum
- slouch in the chair and look at the floor

When you leave thank the interviewer and if necessary, ask when they will let you know if you have been successful.

Questions...



The following questions are often asked at interviews. Try to think how you would answer them:

- Tell me about yourself

TIP: Don't give them your life history!
Pick out information that is relevant to work and this job

- Why have you applied for this job/course/apprenticeship?

TIP: Link to your interests and skills

- What is your best school subject?
- When can you start?
- What do you know about us?
- Have you anything to ask me?

TIP: If you feel the interviewer has covered everything say so

“No, I think you have covered everything – but when will you let me know if I have got it?”

Other questions to ask should be positive and show you are really interested in the job, for example, you could ask for more information about the training you will have to do.

Do thank the interviewer when you leave.

GOOD LUCK



Be in the know

Money...

Apprenticeships

Employed apprentices and those on placement with an employer are paid a wage. The minimum pay is £40 a week but most employers pay a lot more than this.

Trainees in centre get £40 per week and travel expenses over £3.

A job

You'll be paid weekly or monthly, depending on company policy. Don't forget that your wage will be paid 'in arrears', that is, for weeks you have already worked.

Working part-time while studying

Finding a job while you're studying provides useful experience as well as cash – but don't forget you'll need to find enough time to complete your course work!

Unemployed

Your parent or guardian may continue to receive Child Benefit. You can only claim Jobseeker's Allowance in exceptional circumstances; ask at your nearest Connexions/careers centre. They will also be able to tell you about Bridging Allowance.

There is a free telephone enquiry line about benefits;
call: 0800 882200
voice and minicom: 0800 243355

You can also contact JobcentrePlus:

Huddersfield – 01484 228000

Halifax – 01422 424600

Dewsbury – 01924 328200

And ask for the under eighteen adviser.

website: www.jobcentreplus.gov.uk

Money matters...

Sixth form or college

- If you are under 18 then your course is free.
- Your family can claim Child Benefit until your 19th birthday or you finish your course, whichever comes first.

Maintenance awards are available to families on low incomes.

If you live in Kirklees and you or your family have a Priority Passport you may be entitled to a maintenance award. Ask for a minor award form at school or contact:

**Kirklees MC, Students Grants (Awards) Service,
Upperhead Row, Huddersfield, HD1 2JL**

Tel: 01484 221694

If you are applying to a college outside Kirklees contact that college for details.

If you live in Calderdale contact your chosen college for details. If you are applying to a school and your family is on Jobseekers Allowance or Income Support you may be entitled to help. If you are living independently of your parents/guardians you may also be eligible. Forms are available from school or contact:

**Pupil and Student Services,
Northgate House, Halifax, HX1 1UN**

Tel: 01422 392531

Contacts

Huge amounts of useful information are available on the Internet. Try using it in school, at home, in libraries and in cyber cafés.

General information and support

www.workabout.org.uk Contains links to all the following sites plus many more. Also try the Helplines Directory in the workabout **about you** section

www.helplines.org.uk A directory of telephone helplines

www.vinet.org.uk A range of info...
www.youthinformation.com health, education, finance,
www.thesite.org.uk travel, work, housing,
www.bbc.co.uk/radioone/onelife relationships, legal etc.

Find more info in the **Youthfax** – available from schools, colleges or in Connexions/careers Centres. Coming soon... **www.youthfax.org**

Calderdale:

Contact the Youth Service for details of activities in your area

T: 01422 392579 or 01422 392557

www.calderdale.gov.uk

Kirklees:

Contact Kirklees Information

T: 01484 221963

www.kirklees.gov.uk/community

www.youthinformation.com/sportsleisuretravel

Volunteering

www.volunteering.org.uk

www.do-it.org.uk

www.millenniumvolunteers.gov.uk/

T: 01484 518457

T: 01422 348777

Voluntary Action Kirklees

Voluntary Action Calderdale

Learning

www.wytap.com

T: 0800 5 979 979

Courses in West Yorkshire

Freephone **learning**line for

Calderdale and Kirklees

www.learndirect.gov.uk

www.workabout.org.uk

Links to education providers

in Calderdale and Kirklees

Travel

www.multimap.com

www.ukbus.co.uk

www.gobycoach.com

www.nationalrail.co.uk

www.thetrainline.com

www.railtrack.co.uk

Health and relationships

www.mindbodysoul.gov.uk Health issues for young people

www.teenagehealthfreak.com

www.doctorann.org A virtual surgery for teenagers

www.at-ease.nsf.org.uk Young people and mental health

www.edauk.com Eating disorders
T: 01603 621414 Eating Disorders Helpline

www.samaritans.org.uk Samaritans
T: 08457 909090 Someone to talk to if you're desperate

www.wrecked.co.uk Think about drink

www.trashed.org.uk Drug information
T: 0800 776600 National Drugs Helpline

Family planning and sexual health

T: 01422 305553 Laura Mitchell Health Centre, Halifax
T: 01484 344260 Princess Royal Health Centre, Huddersfield
T: 01274 242002 Cleckheaton Health Centre

www.dwp.gov.uk

Benefits for 16/17 year olds

www.yhlpu.org.uk

Yorkshire & Humberside Low Pay Unit

Freecall 0800 591 342

Your rights

Citizens Advice Bureaux

www.nacab.org.uk

www.adviceguide.org.uk

T: 01924 326066

T: 01274 877607

T: 01422 321010

T: 01484 425240

T: 01206 873820

T: 0800 1111

T: 0800 800500

www.eoc.org.uk

www.drc-gb.org

T: 0845 762 2633

www.cre.gov.uk

www.britkid.org

Online CAB info

Batley

Cleckheaton

Halifax

Huddersfield

Children's Legal Advice Line

Childline

NSPCC Child Protection Line

Equal Opportunities Commission

Disability Rights Commission

Disability discrimination helpline

Commission for Racial Equality

Young people and race/racism

Notes

A large, empty rounded rectangular box with a thin black border, intended for taking notes. The box is centered on the page and occupies most of the vertical space below the title.

Shoutabout

Every year we try to improve the **factfile** by asking you how we could do it better.

Last year you said:

Make the booklet smaller (A5)	We have
Include tips on college interviews	We have
Use bright colours, but keep white space around the sections	We have
Clearer headings	We have tried
Lots of websites	A lot more this time
Have a prize to encourage us to send in our comments	There is one!

Comments from last year's students made a difference.

Now it is your turn...

Tell us what you think by filling in the page overleaf and sending it to us.

Prizes...

All comments received by 31 March 2003 will go into a prize draw so don't forget to include your name and address if you want to enter.

5 lucky winners will receive a music voucher.

You can also use the SHOUTABOUT section on our website at www.workabout.org.uk/messabout to tell us what you think about the **factfile** or anything else that we do.

factfile feedback

Please tick

Easy to understand?



Useful



Design



What did you like best?

What is missing?

What could we do better?

If you want to be entered in the prize draw,
please add your name and address:

RETURN TO:

Information Team, Calderdale & Kirklees Careers,
78 John William Street, Huddersfield, HD1 1EH.

Further afield...

Need information about opportunities outside Calderdale or Kirklees?

Your careers adviser can help you and details of Connexions/careers centres and services are available from:

CONNEXIONS WEST YORKSHIRE

www.connexionswestyorkshire.co.uk

Bradford

Careers Bradford

T: 01274 829400

W: www.careersb.co.uk

Leeds

Leeds Careers Guidance

T: 0113 225 9000

W: www.wyzup.net

Wakefield

Wakefield District
Guidance Services

T: 01977 690600

W: www.guidance-enterprises.co.uk

CONNEXIONS SOUTH YORKSHIRE

www.connexionssy.org.uk

Sheffield

Freephone: 0800 652 9900

Barnsley, Rotherham, Doncaster

Freephone: 0800 169 9338

CONNEXIONS GREATER MANCHESTER

Bolton, Bury, Rochdale

Lifetime Careers

T: 01204 840 789

W: www.lifetime-careers.co.uk

CONNEXIONS LANCASHIRE

www.yourfuture.org.uk

Burnley Connexions Centre

T: 01282 478600

Rochdale Connexions Centre

T: 01706 213014

All Connexions and Careers Services across the country are listed on www.connexions.gov.uk and www.careers-uk.com

Have you visited one of our centres yet?

Huddersfield Connexions Centre

24 High Street
Huddersfield
HD1 2LR
01484 226800
Monday to Friday
10.00 am to 5.00 pm

Dewsbury Careers Centre

Railway Street
Dewsbury
WF12 8EQ
01924 324200
Monday to Friday
10.00 am to 5.00 pm

Halifax Careers Centre

16 Alexandra Street
Halifax
HX1 1BS
01422 342106
Monday to Friday
10.00 am to 5.00 pm

The place to go for help, information and advice 13–19

Or call the **learningline** on **0800 5 979 979** (free)
E: **learningline@ckcareers.org.uk**

Visit our website: **www.workabout.org.uk**
and switch on to careers in Calderdale & Kirklees

Calderdale & Kirklees Careers Ltd
Extending opportunity and equality of opportunity



Awarded for excellence



INVESTOR IN PEOPLE



Head Office: 78 John William Street, Huddersfield, HD1 1EH
T: 01484 226700 F: 01484 226725 Minicom: 01484 226802

© Calderdale & Kirklees Careers Ltd