

# Getting Started in Careers

Decisions at 13-14 -  
information for parents and carers

Kirklees

Updated  
12 December 2011

# 2012

# Welcome

Choosing subjects for Key Stage 4 (Years 10 and 11) is the first decision your son or daughter will take that may affect career choices in the future.

Key Stage 4 is when students study for national qualifications such as GCSEs. Most students will take these in Year 10 and 11 but in some schools students may start these in Year 9.

Different courses and qualifications 14-16 are designed to ensure all students can participate fully, develop skills required for the future and gain qualifications.

This booklet is designed to help you to help them to make sound choices. Your school's options booklet will have full details of the courses, subjects and qualifications your child can choose.

You may be aware that from 2013, young people will be expected to stay in learning until they are age 17 and that from 2015 this will rise to 18. Try to encourage your son or daughter to begin planning now to stay in training or education until they are 17 or beyond. See pages 10-11 for further details about career and learning choices at 16 and why these changes have been introduced.

Do contact your child's Personal Adviser on 01484 226700 if you need help and advice at any stage.

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On request, we can supply careers information and extracts from Getting Started in Careers in other formats such as:



Braille



Large print



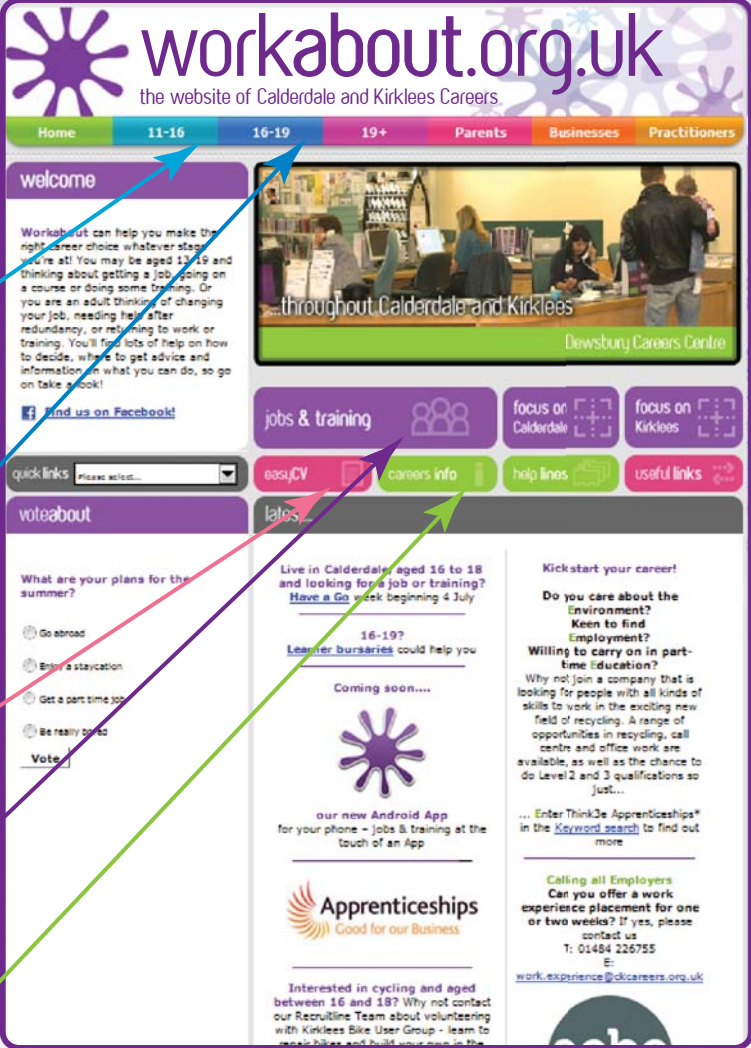
Computer disc



Audio format

Ring the **Learningline** for details 0800 5 979 979 (free from a landline)

This guide is compiled and published in good faith. Changes may have occurred since going to press, so always check with providers.



Help in Years 7-11

Help beyond Year 11

easyCV - online help with CVs & job applications

Latest job and training vacancies

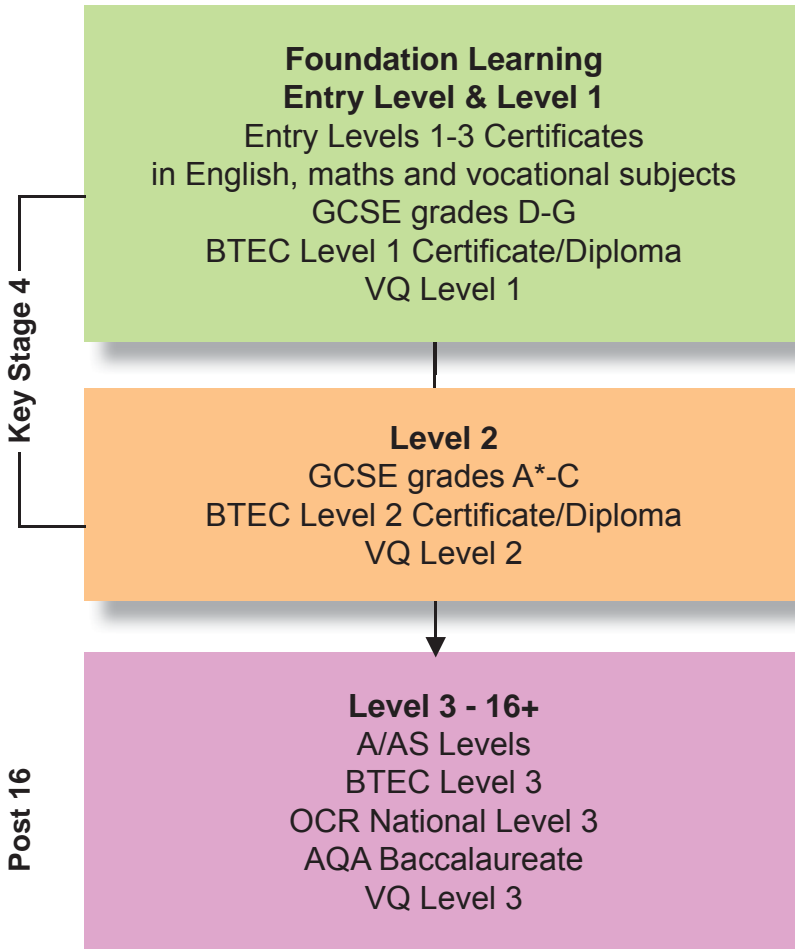
Information on hundreds of different careers

# Choosing Courses at Keystage 4

## Points to consider

- **How your child learns best.** Does your child like practical tasks and assignments or do they prefer exams? Vocational courses are usually more practical and examined through assessments, projects and tests.
- **How choosing or dropping a subject will affect future education choices.** Some subjects such as maths, languages and science build on prior learning and cannot be taken up at advanced level without relevant study at GCSE level but others such as business, economics or geography can be taken up later.
- **Future career options.** Specific subjects at GCSE level are required for some careers. If they have a career in mind your child should check it out by going to the Connexions resource area in school, looking on the Workabout website or by contacting the Learningline, see page 20.
- That taking a **broad range of subjects will keep more careers open.**
- Having a **good spread of subjects, including maths, English and science at grades A\*-C** will help them to progress onto advanced level options and university.
- That they need to be **choosing subjects at the right level**, see page 4.

# Qualifications 13-18



- Most students work for **qualifications** at level 1 or 2 at age 14-16. Your child’s school will help your son or daughter to choose qualifications at the right level for them.

More information about qualifications is on [www.workabout.org.uk](http://www.workabout.org.uk)  
Click on ‘11-16’ and select ‘Qualifications explained’.

# The Key Stage 4 Curriculum

## Compulsory subjects

Some subjects are so important that all students must study them:

- English, maths, science (most students take GCSEs in these subjects), ICT, PE, Citizenship and RE. Compulsory areas of learning, include sex education and work-related learning.

## Science

Students have an entitlement to have access to a course leading to two science GCSEs.

## Entitlement subjects

Most students have the opportunity to do at least one course from any or all of the following curriculum areas:

- the arts eg dance, music, art and design
- modern foreign languages
- humanities eg history or geography
- design and technology eg food technology.

**Optional subjects** are the ones your son or daughter can choose. Your school may offer a range of **academic or work-related subjects**. Details of the courses and qualifications offered in your school will be in the school's options booklet.

Having a good spread of subjects including maths, English and science at grades A\*-C will help them to progress onto advanced level options and university.

## NB The Curriculum

The Government is currently looking at the curriculum for Key Stage 4. In future, some schools may have greater freedom over the curriculum they offer. Please check with your school or at the Department of Education website, [www.education.gov.uk](http://www.education.gov.uk)

# The Main Qualifications 13-16

## GCSEs

- **Most students will take some GCSEs.** They are in subjects your child has already studied such as maths, science and English.
- There are over 40 subjects.
- GCSEs are assessed through exams and controlled assessments (class work) and are graded A\*, A, B, C, D, E, F and G.
- Applied GCSEs in subjects such as health and social care, engineering or leisure and tourism take the same amount of study as two GCSEs and are graded as two GCSEs.
- Having grades A\*- C will improve their career options at 16.
- **From September 2012** all external examinations in two-year GCSE courses will have to be taken at the end of the course (summer 2014). Students will not be able to take exams for individual modules before the end of the course. In addition, marks will be awarded for spelling, punctuation and grammar in some subjects.
- In some schools, students may take GCSE exams in Year 10. Do make sure taking exams early does not jeopardise the grades they can achieve. Students applying for popular courses in the future will need very high GCSE grades.
- If your son or daughter does complete a GCSE in Year 10 they will be able to do an additional GCSE or AS level in Year 11. At AS level it is advisable to take subjects that they do not wish to pursue to full A level, especially if they are thinking of applying to another school or college at 16.
- The **English Baccalaureate Certificate** (E Bacc)  
The Certificate is awarded to students who achieve 6 GCSEs at grade A\*-C in the following subjects: English, maths, either history or geography, an ancient or modern language and two science subjects. These can be either Science and Additional Science or they must enter three single sciences - physics, biology and chemistry and achieve grade A-C in two.

## Foundation Learning

- New qualifications and learning programmes are being introduced to help learners who are not ready to work at level 2 (GCSEs at grade A-C, or their equivalent) to:
  - progress towards agreed career options
  - gain qualifications
  - gain confidence.
- Foundation learners have a learning programme to suit their needs and future plans. It includes:
  - functional (everyday) skills in maths, English and ICT
  - personal and social development skills
  - subject or vocational knowledge, skills and understanding. They will work towards units and qualifications at Entry levels 1-3 or Level 1.
- Advice and guidance will help them to progress to suitable courses or work-based learning.

## Work-Related Qualifications

- With work-related qualifications teaching includes practical work situations.
- These qualifications are designed to develop knowledge and skills in a broad work-related context. These may engage the interest of students who have lost interest in traditional subjects.
- Subjects offered include childcare, catering, motor vehicle work, construction, hairdressing and IT.
- Work-related qualifications include Applied GCSEs, BTECs and OCR Nationals.

Ask in school if you think these courses will help your child.

NB: Following a review of vocational qualifications, information on which vocational qualifications can be offered from September 2012 will be issued in spring 2012.

# How You Can Help

- Attend parents and options evenings.
- Talk through all the options carefully. Evidence shows that young people do value what their parents or carers think - so you have an important role in helping them to choose wisely.

## Encourage them to:

find out as much as possible about the subjects they want to do

think for themselves - not to choose subjects to stay with their friends

ask teachers and their PA for help as they need it

look ahead and check out any career ideas they have now to make sure it fits in with any courses they may want to do 16+

work hard and gain good grades, especially in maths and English!

ask in school about activities to provide personal development

look for courses and careers that match their interests and not be held back by old fashioned ideas. Support them if they decide to break with traditional views of some subjects being for boys and others for girls

use their leisure time wisely

think carefully before getting a part-time job. These can provide useful experience and money but they need to ensure they have time for school work. They also need to get a Work Permit from their local Council. Details are in Directions

make sure they have a good record of attendance and behaviour from school

# Raising the Participation Age (RPA) 2013 and 2015

## What's this all about?

Learning and gaining higher level skills, knowledge and qualifications.

From 2013, all young people will be expected to continue in training or education until the end of the academic year in which they turn 17. This affects young people in Year 10.

From 2015, all young people will be expected to continue in training or education until age 18. This affects young people in Year 9. This means those leaving Year 11 from 2014 onwards will be expected to stay in learning until their 18<sup>th</sup> birthday.

In 2010, 94% of Year 11 students stayed in learning.

## Why is this being introduced?

- To help all young people be successful and have the skills required by jobs in the future.
- To prevent young people at 16 drifting into unskilled, dead-end jobs or unemployment. Evidence shows that missing out on learning at 16-19 can affect their whole future well-being and life chances.
- At a time when the job market is very competitive having good qualifications and being keen and interested will help your son or daughter to progress.
- Statistics show that having higher qualifications leads to higher levels of pay and greater job security.

# Options 16+

The main learning options are:

## Apprenticeship or Job with Training

- There are lots of options - from IT to retail, construction to hairdressing.
- On and off-the-job training leading to qualifications at levels 2 or 3.
- Working and learning - apprentices are paid at least £2.60 an hour, most earn more.
- Go to **[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)** for further details.

## Full-Time Study

- One or two year courses.
- There are courses to suit all ability levels.
- These could be:
  - work-related such as health and social care, business or art and design
  - occupationally specific such as beauty therapy, nursery nursing or hospitality and catering
  - A levels.
- Offered by schools, FE colleges and 6th form colleges.
- Students 16-18 may be able to apply for a Learner Bursary. Family benefits such as Child Benefit or Child Tax Credit can still be claimed. For further details go to **[www.direct.gov.uk/moneytolearn](http://www.direct.gov.uk/moneytolearn)**

## Work-Based Foundation Learning (FL)

- School leavers not ready for level 2 options can also move on to work-based learning and training at 16-18. (Foundation Learning courses are also offered by some schools and colleges).
- In Kirklees, this is called Venture.
- Foundation learners can apply for a Learner Bursary, see above.
- Progression can be to an apprenticeship, full-time course or job with training.

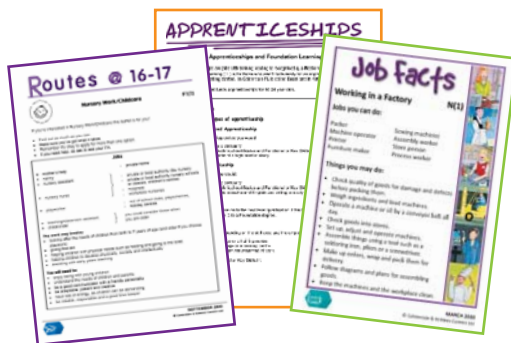
# Help from Connexions

Connexions is a service that helps young people aged 13-19. Calderdale & Kirklees Careers is part of Connexions.

A Connexions Personal Adviser (PA) who works in your child's school will:

- provide information, advice and guidance to students in groups or one-to-one
- be at parents' evenings and events
- help, in the future, with finding and applying to courses, Apprenticeships and jobs with training
- support them until they are settled in further study, work or training.

Other help from Calderdale & Kirklees Careers includes:



Free **careers information leaflets** that can be ordered from the Learningline or their PA, or printed from Workabout.



## [www.workabout.org.uk](http://www.workabout.org.uk)

For lots of information about career choices at 13, 16, 18 and beyond, plus vacancies and useful links. Click on '11-16' and select 'In Y8 & 9' for further information, advice and activities around subject choice.

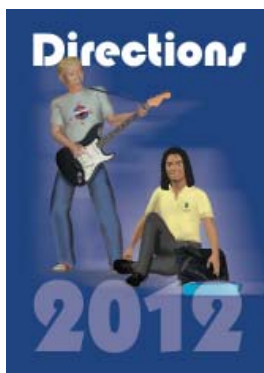


Careers advice and information.

Phone: 0800 5 979 979

Text: 0778 620 2804 start your message **learn**.

Open Monday to Friday 9.00am - 5.00pm



In Year 8 or 9, your child will be given a copy of Directions, a booklet all about choosing options for Key Stage 4. It is distributed through schools to students across Calderdale and Kirklees.

The booklet follows two students, Olly and Nina making their course choices.

Directions has

- advice about choices in Year 8 or Year 9
- quizzes and activities
- an introduction to choices after Year 11
- information and contact details for other services to help young people

You may find it helpful to look through Directions with your son or daughter.



In Year 11 your son or daughter will receive a copy of Get Organised. A booklet all about options 16-19. It is distributed to students in school.

**Dewsbury  
Connexions Centre  
Dewsbury Library  
Railway Street  
Dewsbury  
WF12 8EB  
T: 01924 324200**

**Halifax  
Connexions Centre  
16 Alexandra Street  
Halifax  
HX1 1BS  
T: 01422 342106**

**Huddersfield  
Connexions Centre  
24 High Street  
Huddersfield  
HD1 2LR  
T: 01484 226800**

**Open  
Monday to Friday  
10.00am to 5.00pm**

**Open  
Monday to Tuesday  
12 noon - 5.00 pm  
Wednesday to Friday  
10.00am - 5.00pm**

**Open  
Monday to Friday  
10.00am to 5.00pm**

**You can also contact us for careers and  
course information on the Learningline  
(free from a UK landline) on 0800 5 979 979**

**Email: [learningline@ckcareers.org.uk](mailto:learningline@ckcareers.org.uk)**

**Text: learn to 0778 620 2804  
followed by your message**

**Website: [www.workabout.org.uk](http://www.workabout.org.uk)**

**On request we can provide  
information in other formats such as  
Braille, on tape, on CD. Please contact  
the Learningline to ask about this.**