

LIFE AFTER YEAR 11

A guide for parents
and carers in Kirklees

2012

Choices

Full-time Study

Apprenticeships

Applications

Money

Welcome to Life After Year 11

The time is fast approaching when your son or daughter will have important decisions to make about what they do after Year 11.

This booklet aims to help you to help them - it will tell you about

- the options open to your daughter or son
- the support you, and they, can get from Connexions
- how you can help them to make the right choices
- what they need to do, and when.

It cannot be over-emphasised how important it is that, at 16 to 19, they should continue in learning. Evidence shows that missing out can affect their future well-being and life chances.

Go to [page 22](#) for details of how Connexions can help your son or daughter.

Please contact your child's Personal Advisers on 01484 226700 or contact them in school at any stage of this important year.

You are also welcome to visit our Connexions Centres, see [page 25](#) and access information from our website www.workabout.org.uk

Look out for **More @** for relevant websites and QR codes. Scan these codes with your smart phone to visit relevant sections of our website. To scan the code download any QR code reader app (many are free).



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On request, we can supply careers information and extracts from Life After Year 11 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.

Making Choices 16+

When thinking about career options your son or daughter should consider

His or her...

- expected exam results
- personal likes and dislikes
- career ideas
- learning style

The options...

- what's available
- where they are offered
- how these fit in with their career plans
- money issues

The future...

- where their chosen option can lead
- where the jobs are likely to be in 2020



Scan me!

Is your son or daughter ready to think about the future?

Choices 16+

Choosing what to do is an important decision

Your son or daughter needs to find out about what they could do and how the learning routes available can help them to progress.

Taking the time to make the best decision they can now will be worthwhile in the long run. They should ask their PA for help as they need it.

The main choices at 16 are:

- **full-time study** at the same school, or at a different school 6th form or a college, see [page 10](#)
- an **apprenticeship or a job with training**, see [page 13](#)

If they do not want to study full-time, but are not ready for work or apprenticeships at level 2, they may want to try a work-based Foundation Learning programme with a training provider. These programmes are called **Venture** in Kirklees, see [page 16](#).

It's advisable to have a back-up plan so please encourage them to consider all the options.

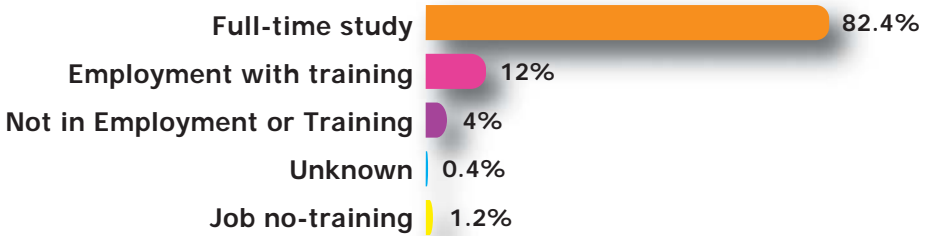
It is possible to change career direction or to get a qualification later in life, but it is much more complicated and is likely to cost more. Evidence shows that missing out on learning at the ages of 16 to 19 can seriously diminish their future prospects.

Reasons for staying in learning

- Jobs in the future will require higher level skills.
- People who carry on learning, in school, at college or at work, will have more, and better, opportunities in the future.
- On average, the better your qualifications, the more you are paid, see [page 4](#).
- At a time when the job market is very competitive, having good qualifications and being keen and interested will help your daughter or son to progress.

This is what school leavers in Kirklees did last year

In 2010, 94% of leavers stayed in learning.



But the main thing is that your son or daughter should choose to do what suits them best.

What difference do qualifications make to pay?

Average gross weekly pay of full-time employees by highest qualification gained:



Level 4 = Foundation degree or higher diploma

Level 3 = A level or BTEC Level 3 Diploma

Source: Office for National Statistics January 2011

Careers PLANNER

During Year 11 important decisions and exams are taken. This planner highlights what your son or daughter should be doing and important deadlines that they must meet if they are to reach sound decisions and make successful applications.

October - December
2011

Research time - they should:

- use **Get Organised**
- look at careers information in school
- check out:
www.kirkleesoptions.org.uk
www.workabout.org.uk
- talk to their PA, teachers and family
- attend open evenings, see [page 12](#)

January - March
2012

Decision time - they should:

- attend open days/evenings
- apply for courses and apprenticeships using the appropriate system
- interviews start for college, sixth form, apprenticeships and jobs

April - June
2012

Exams - they should:

- check out Learner Bursaries
- make a revision plan and stick to it
- attend interviews
- check plans with PA
- **29 June 2012 - official school leaving date**

July - September
2012

The next step

- have a break
- **23 August** - GCSE results out

Courses, jobs and apprenticeships start. Please keep in touch with your son's or daughter's PA until they are fixed up.

How parents can help

You might find it hard to believe, but parents have a lot of influence on what their children choose to do!

You can help by:

listening - let them tell you what they are thinking, even if at first it doesn't seem very practical. They need to explore different ideas and see what is possible.

encouraging - get them to think through their ideas by talking to their Personal Adviser and looking at the latest careers information in school or online.

being supportive - help them to work hard, do the best they can in their exams and attend school regularly. At interviews they will be asked about their school record. It isn't too late to improve it now if they need to!

checking - that they are organised and have completed applications clearly and accurately and sent them off on time. A late slap dash application will not impress.

being concerned - ask how things are going, check progress with school staff and Personal Advisers.

being positive - this is always important but even more so in difficult economic times. There are jobs, courses and training places out there!

learning - find out the pros and cons of each option. Make sure you know the options. Things have changed since you were at school!

Keeping an eye on dates, and appropriate application procedures - see the year planner on page 3.

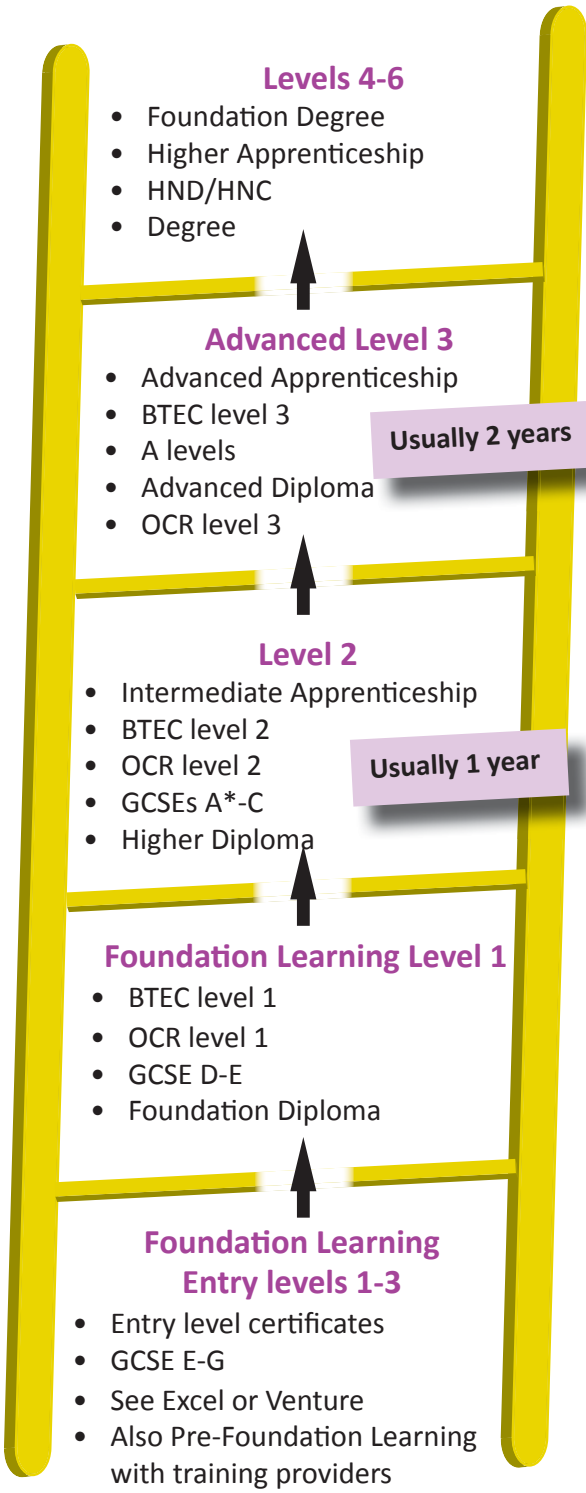
Calling into a Connexions Centre (see page 25)

asking their PA in school for help, if you, or your child, needs it.

Learning Ladder

Qualifications

Follow the arrow which matches your son or daughter's likely GCSE results to select the level they should move on to



Which Qualification?

It is vital that your son or daughter chooses a qualification to suit their ability, preferred learning style and career plans.

- Using the chart on [page 8](#), they should follow the arrows which match their likely GCSE results to select the level of course they should progress on to. Schools and colleges set entry qualifications for courses. These are included in prospectuses and on www.kirkleesoptions.org.uk.
- Which qualification will suit their plans?
For
 - a specific job look at VQs. These are taken by apprentices and are also offered by some colleges.
 - a range of subjects, look at A Levels
 - keeping their options open, look at A Levels
 - a work-related course, look at Diplomas, Applied A levels, BTECs and OCR Nationals
 - university, look at level 3 qualifications
- Learning styles. Will your son or daughter be more successful doing practical learning and assessments or do they prefer academic learning and exams?

Full-time Study

There are courses to suit all ability levels and interests. Most students benefit from doing new courses and qualifications after GCSEs. If necessary they can usually take one or two GCSE resits in important subjects such as English and maths. (From 2012, this may be compulsory.)

What young people can study

A Levels. These are good if they want to take a range of subjects, want to keep their options open, like to study and do well in exams.

Vocational or work-related courses These courses cover broad career areas such as ICT, business, music, art, health and social care. These are good if they want to specialise in a subject. Qualifications include BTECs, OCRs and 14-19 Diplomas.

Occupationally specific courses These provide skills for a specific job such as hairdressing, business administration, nursery nursing, beauty therapy, IT, construction or catering. These lead to Vocational Qualifications (VQs) at level 2 or 3. These are good if they have a clear career choice and like practical learning.

NB Most courses 16+, at levels 1 and 2, are work-related.

Encourage them to find out as much as they can so they know what they will be doing. Some courses that look similar, or have similar titles, cover very different things.

For further information

- **Get Organised** - all the options across Kirklees, see [page 22](#).
- **Get Ahead** - foundation learning (Entry and level 1) options 16+, see [page 24](#).
- **www.kirkleesoptions.org.uk** - courses available in Kirklees and how to apply, see [page 20](#).
- **College or school prospectuses.** They can get these at their school, in our Centres and by contacting the school or college.
- **Learning Bursaries** and other financial help for learning 16-19, see [page 18](#).

Points to consider

It is important that they find a course they can succeed in and enjoy. Encourage them to aim high, but to be realistic.

They should think about what this can lead on to later; asking about what previous students have gone on to do is helpful. Entry requirements for higher education are on the UCAS website **www.ucas.com** The websites for individual professional organisations will have details of their entry requirements.

Detailed advice about choosing A levels and full-time courses is in **Get Organised**, see [page 22](#).

Information about hundreds of careers is on **www.workabout.org.uk** select 'Careers info'

Foundation Level courses are offered by some schools and colleges for those not ready to work or study at level 2 (see the qualifications chart on [page 8](#)). Foundation Learners have a programme of learning designed around their needs and career plans. This usually includes English, maths and ICT, personal development and vocational learning. They will work towards qualifications at Entry level and level 1. Details of opportunities for Foundation Learning are in **Get Ahead**. Ask your PA for a copy if your son or daughter does not receive a copy of this booklet in school.

Do make sure they realise

- they need to look ahead and make sure the courses they choose now fit in with careers plans at 18+
- whatever their course, they will have to work hard and have further exams in Years 12 and 13
- they will have to take more personal responsibility for learning. They will need to organise themselves, manage their time and learn without supervision. Free periods are not just time off!
- If they have a problem or don't understand anything they should say so - be sure they know who to go to for help.

Kirklees area open evenings

Do visit open evenings with your son or daughter. You can talk to tutors and students, find out where they are and see what it is like for yourselves.

Batley Girls' High School

T: 01924 350080

Contact the school for details or see

www.batleygirls.co.uk

Batley Grammar School

T: 01924 474980

Contact the school for details or

see www.batleygrammar.co.uk

The Creative & Media Studio School

T: 01484 221892

See www.studio-school.org.uk

or Facebook page for details

Greenhead College

T: 01484 422032

5 January 2012, 6.15 - 8.45pm

10 January 2012, 6.15 - 8.45pm

16 January 2012, 6.15 - 8.45pm

Heckmondwike Grammar School Academy Trust

T: 01924 402202

23 January 2012, 7.00 - 9.00pm

Huddersfield New College

T: 01484 652341

2 November 2011

14 November 2011

19 January 2012

Contact the college for times or see

www.huddnewcoll.ac.uk

Kirklees College:

Dewsbury Centre

T: 01484 437070

23 November 2011, 5.30 - 7.30pm

See www.kirkleescollege.ac.uk for more details

Huddersfield Centre

T: 01484 437070

22 November 2011, 5.30 - 7.30pm

26 January 2012, 5.30 - 7.30pm

20 March 2012, 5.30 - 7.30 pm

See www.kirkleescollege.ac.uk for more details

The Mirfield Free Grammar and Sixth Form

T: 01924 483660

1 December 2011, 6.45pm

Shelley College

T: 01484 868777

24 November 2011, 6.30pm (provisional date)

St John Fisher Catholic High School

T: 01924 527000

18 January 2012, 7.00pm



Apprenticeships

What and where

Apprenticeships are jobs with training leading to recognised qualifications. Training is through a mix of on and off-the-job training leading to vocational qualifications at levels 2 or 3. Some young people prefer this type of practical learning to full-time study. It is a route into many practical, craft and technician level jobs.

Popular skill areas include construction, motor vehicle work, hairdressing, retailing, business administration, IT, engineering and horticulture. Apprenticeships are offered across Calderdale and Kirklees.

Most employers and training providers set entry tests or look for specific GCSE qualifications.

At 16, there are two levels of apprenticeship. **Advanced Apprentices** take a level 3 vocational qualification and **Intermediate Apprentices** take a level 2 vocational qualification. It may be possible to progress from level 2 to level 3.

Apprentices earn at least £2.60 an hour. Many employers pay more.

Although the current recession has affected recruitment during the past year, this is still a popular option at 16. As competition for places is high, it is advisable to have a 'back-up' plan and apply to college as well, see [page 10](#).

For further information

Encourage them to:

- look in **Get Organised** for details of local training providers and their open days, see [pages 22](#).
- visit **www.apprenticeships.org.uk** - the National Apprenticeship Service. This site has more information about apprenticeships and vacancies. They register and apply for these online.

Points to consider

Apprenticeships usually appeal to those who like practical learning rather than full-time study.

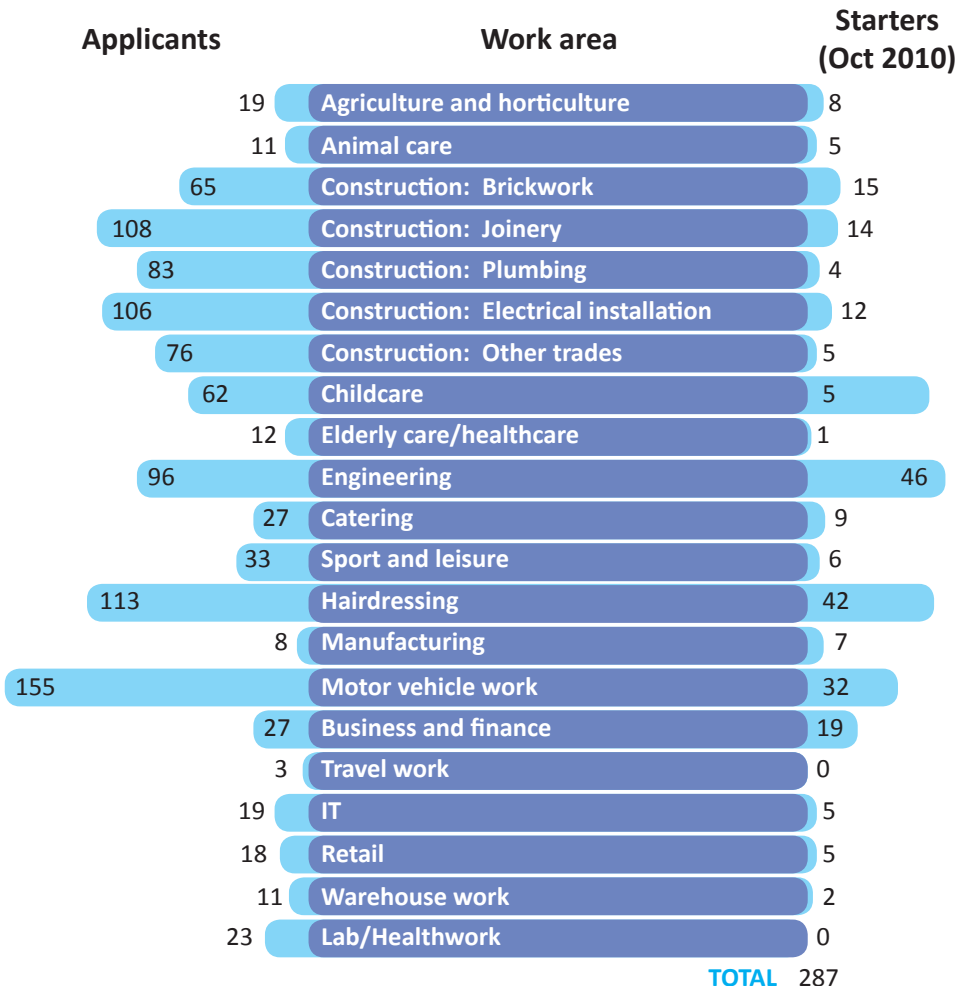
Competition for Apprenticeships is fierce. Getting an apprenticeship is not easy, young people have to be organised and start applying for these in the spring term.

They should

- create an account on **www.apprenticeships.org.uk** and check vacancies regularly
- make sure their PA has their correct contact details so that Recruitline (the vacancy matching service offered by Calderdale & Kirklees Careers) can inform them of any suitable vacancies
- start applying for vacancies early in the spring term
- contact their PA for help with applications if they need it
- write a CV to send with a letter to firms they want to apply to.
Get Organised has advice about this. Use local directories to find suitable firms.
- have a back-up plan and also apply for suitable courses. Their PA will help with this.

Apprenticeships 2010

Some types of work are more popular than others. This chart shows the number of applicants and starters for apprenticeships in Kirklees last year.



More @ www.workabout.org.uk
Click on 'focus on'

Venture

If your son or daughter is not ready to go into full-time work, or an Apprenticeship at level 2 straightaway, work-based **Foundation Learning** (FL) with a training provider can help them to gain skills and qualifications that will lead to success and progression. In Kirklees, you may see this called **Venture**. See [page 11](#) for information about Foundation Learning courses in schools and colleges.

Foundation learners have a learning programme based around their needs and career aims. They may do work experience as well as developing vocational skills and improving, literacy, numeracy, ICT and personal skills. They will gain qualifications for their achievements at Entry level and level 1. If this seems an appropriate option for your son or daughter they should:

- talk to their school PA to find out more
- ask their PA for a copy of **Get Ahead**. This booklet details all the Foundation Learning options offered locally.

Foundation Learners can apply for a Learner Bursary, see [page 18](#).

A PA will continue to work with them and when they are ready the PA will help them to progress to other options.

Not in Employment, Education or Training (NEET)

A range of work-based courses and activities are available to help young people 16-18 who have dropped out of employment, education and training. Sometimes these young people are referred to as NEET. Lots of different programmes are offered. You may see them called 'Positive Futures'.

After leaving school your son or daughter should stay in contact with their PA until they are fixed up. If Venture or Positive Futures is appropriate for your son or daughter then a PA in one of our Centres will refer them to a suitable option.

Other options they can consider include short skill courses and voluntary work.

Details of opportunities with Positive Futures or Venture are on www.workabout.org.uk. Select 'Jobs and Training' and then 'Don't know - try it out'.

Help! My Son or Daughter Has No Idea What To Do

- Don't let them drift on and do nothing.
- Young people can get help from their PA with deciding what they want to do and how to do it at any time throughout the year and beyond.
- Encourage them to:

- check out careers information in school or online
- attend open days or evenings
- try a computerised career matching program such as Kudos. School will provide login details or they can use Kudos in one of our Centres, see [page 25](#)
- think about their likes, dislikes, strengths and weaknesses
- think about how they learn best Do they like written work and exams or prefer practical learning?
- see their PA, soon!

They can apply for more than one option and leave their final choice until later. They can 'play safe' by applying for full-time courses AND for jobs or apprenticeships.

After Year 11 you can help by:

- getting them to keep in touch with their PA and Connexions, if they are not in a job or learning.
- not letting your son or daughter just drift into unemployment or a 'dead end' job.
- encouraging them to do something positive such as looking on www.workabout.org.uk to check out local learning, training and work opportunities. Venture or Positive Futures can help them to get back into learning, improve their basic skills and confidence, and start to plan what to do next.

Money Matters

Full-time learners in schools, colleges and on Venture (Foundation Learning with training providers)

- There are **no fees** for students under 19 in full-time education.
- **Child Benefit** and other child-related benefits will usually continue until the student reaches the age of 20.
- **Learner Bursaries** (are new). Your son or daughter can apply to schools, colleges and training providers for a Learner Bursary Fund.

Those in most need will be able to apply for a guaranteed bursary of £1,200 a year. This group includes young people in care, care leavers, young people receiving income support and disabled young people receiving Employment Support Allowance and Disability Living Allowance.

Other students facing financial difficulties may be able to claim a bursary to help with the cost of transport, food or other course-related costs.

They will have to apply directly to their school, college or training provider for this. For more details ask in school or college or go to **www.direct.gov.uk/16-19** bursary

NB: The following schemes are currently being reviewed by the Government.

- **Care to Learn** can help with childcare and travel costs for young parents under 20. **For an application pack call 0800 121 8989.** Further details are on **www.direct.gov.uk/moneytolearn**
- **Dance and Drama Awards** Students who are accepted for courses in dance (at 16+) and in drama (at 18+) at certain private schools can apply for a Dance and Drama Award. Go to **www.direct.gov.uk/moneytolearn** Click on 'Dance and Drama'.

- **Residential bursaries** for students wanting to study at a specialist college are available. These colleges mainly offer courses in agriculture, horticulture and art and design. Places are only available if similar courses are not available locally. A list of colleges is online at www.direct.gov.uk/money to learn
- **Residential Support Scheme.** If they cannot find a suitable course near home and if a Residential Bursary is not available they should apply for the Residential Support Scheme.
www.direct.gov.uk/moneytolearn

Apprentices

- Apprentices are employed and earn a wage of at least £2.60 an hour; many are paid more. This includes time they spend working plus time they spend training both on and off-the-job, such as time at college.

In work

- From 1 October 2011, the National Minimum Wage (Development Rate) for a 16 or 17 year old over the legal school leaving age will be £3.68 an hour. This rate does not apply to apprentices (see above).

Not in Employment, Education or Training (NEET)

- Child Benefit may continue but Jobseekers Allowance (JSA) is rarely payable to school leavers. Your son or daughter should go to one of our Connexions Centres if they are unemployed and want to make a claim.

Benefits

W: www.direct.gov.uk/benefits

Child Benefit T: 0845 302 1444

Child Tax Credit T: 0845 3003 900

Kirklees Benefits Advice:

North Kirklees T: 01924 326010

South Kirklees T: 01484 223950

Applications

Online? Paper application form? Speculative letter?

How and when applications are made will depend upon what your son or daughter wants to do. Some courses have deadlines. They should ask their PA if they are unsure or need help.

Full-time courses

Applications to a sixth form or college in Kirklees are made from the online prospectus, www.kirkleesoptions.org.uk

Details of local opportunities are on this website and there are also links to area prospectuses across West Yorkshire.

- To start an application they will need a username and login from school.
- Many schools are planning to help students start their application in the autumn term.
- They can work on and save their application until it is ready to send off. Their PA can help them.
- Students can apply for more than one option.
- Applications are confidential.
- They will need to check and reply to messages and letters with offers and invitations to attend interviews.
- It may be possible to apply to courses in other areas from the online prospectus. If not, ask for an application form.

Apprenticeships

Apprenticeships are more difficult to get. They need to start applying early in 2012. They should

- tell their PA that they are looking for an apprenticeship
- send a CV with a 'speculative' letter to local firms they would like to work for. The booklet 'Get Organised' has detailed advice about applications and interviews, see [page 22](#)
- apply to vacancies on these websites:

www.apprenticeships.org.uk - The National Apprenticeship Service
www.workabout.org.uk - Click on 'Jobs and Training'

**Don't know
where to start?
Do you need
info on...?**

...careers...

...volunteering...

...applying for HE...

...choosing your options...

...leisure...

...gap year...

...health...

...work and study abroad...

...part-time study...

...courses...

 **learningline**
0800 5 979 979

9:00am - 5:00pm, Monday to Friday
Answerphone service at other times

Text: 0778 620 2804 start your message with Learn
Email: learningline@ckcareers.org.uk
or contact through our website www.workabout.org.uk

How can Connexions help?

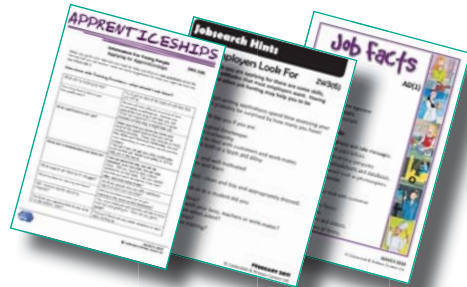
Connexions is a service that helps young people aged 13 to 19. Calderdale & Kirklees Careers is part of Connexions.

A **Connexions Personal Adviser (PA)** attached to your child's school will

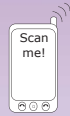
- provide information, advice and guidance to students, one-to-one or in groups
- help with finding and applying for courses, jobs or apprenticeships
- help with CVs, letters and interviews
- be at parents' evenings and careers events
- support your son or daughter until they are settled in further education, work, or training.

We also provide...

Free Careers Information Leaflets that can be ordered from the Learningline, their PA or printed from Workabout.



Get Organised (GO), a booklet given to every student in the autumn term of Year 11 – have a look at your daughter's or son's copy. It is full of information, including lists of local course and training providers. If they don't receive a copy, please contact the Learningline. We also provide **Get Ahead** - foundation learning options 16+, see page 24.



workabout.org.uk
the website of Calderdale and Kirklees Careers

Home 11-16 16-19 19+ Parents Businesses Practitioners

welcome

Workabout can help you make the right career choice whatever stage you're at! You may be aged 11-19 and thinking about getting a job, going on a course or doing some training. Or you are an adult thinking of changing your job, needing help after redundancy, or returning to work or training. You'll find lots of help on how to decide, where to get advice and information on what you can do, so go on take a look!

Find us on Facebook!

quick links:

voteabout

What are your plans for the summer?

- Go abroad
- Enter a staycation
- Get a part time job
- Be really busy

Vote

jobs & training

focus on Calderdale focus on Kirklees

easyCV careers info help lines useful links

latest

Live in Calderdale aged 16 to 18 and looking for a job or training? [Have a Go week beginning 4 July](#)

16-19? [Leaver bursaries](#) could help you

Coming soon....

our new Android App for your phone - jobs & training at the touch of an app

Apprenticeships
Good for our Business

Interested in cycling and aged between 16 and 18? Why not contact our Recruitline Team about volunteering with Kirklees Bike User Group - learn to repair bikes and build your own in the

Kickstart your career!

Do you care about the Environment? **Keen to find Employment? Willing to carry on in part-time education?**

Why not join a company that is looking for people with all kinds of skills to work in the exciting new field of recycling. A range of opportunities in recycling, call centre and office work are available, as well as the chance to do Level 2 and 3 qualifications so just...

... Enter Think2e Apprenticeships* in the [Keywork search](#) to find out more.

Calling all Employers
Can you offer a work experience placement for one or two weeks? If yes, please contact us
T: 01484 226755
E: work.experience@ckcareers.org.uk

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

Get Ahead

Looking for options at level 1?
ASK for Get Ahead



And finally...

Life after Year 11 should have helped you to help your son or daughter but if you want to:

- change or choose jobs
- find out about courses and training
- put together a CV...

you can get information and advice too. For information about our services for adults ring the Learningline on 0800 5 979 979

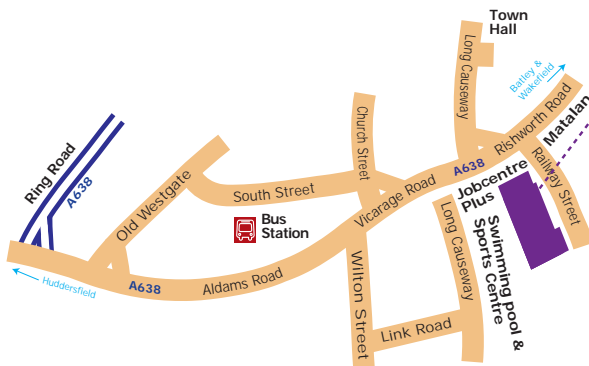
Visit one of our Centres for advice, information and help

Huddersfield Connexions Centre

24 High Street
Huddersfield
HD1 2LR

01484 226800

Monday to Friday
10.00am - 5.00pm



Dewsbury Connexions Centre

(in Dewsbury Library)
Railway Street
Dewsbury
WF12 8EB

01924 324200

Monday to Friday
10.00am - 5.00pm

Connexions Centres are full of careers resources - free information leaflets, prospectuses, computer programs and Internet access to relevant websites.

