

Job Specific Information Catalogue (CRCI Sections A - W)

- A** Business, administration and office work
- B** Building and construction
- C** Catering and hospitality
- D** Computers and ICT
- E** Art and design
- F** Education, work with children and training
- G** Engineering
- H** Environment, animals and plants
- I** Financial services
- J** Health care
- K** Languages, information and history
- L** Law and political services
- M** Leisure, sport and tourism
- N** Manufacturing and production
- O** Marketing and advertising
- P** Media, print and publishing
- Q** Performing arts: music, dance and drama
- R** Personal and cleaning services including hairdressing and beauty therapy
- S** Retail sales and customer services
- T** Science, mathematics and statistics
- U** Security and Armed Forces
- V** Social work, care and counselling services
- W** Transport

CATEGORY INDEX

SOURCE



| A | Business, Administration and Office Work | |
|---|--|-------|
| | AA(1) Management (2010) | NA-CK |
| | AA(3) Working in business (2010) | NA |
| ☞ | AA(4) Management services and management consultancy (2010) | NA |
| ☞ | AA(6) Company secretary (2010) | NA |
| ☞ | AA1(1) Working in health and safety (2010) | NA |
| | AA2(1) Human resources management (2010) | NA |
| ☞ | AA3(1) Employment agency work (2010) | NA |
| | AB(1) Local opportunities for administrative staff in the Civil Service (2009) | CK |
| | AB(2) Specialist careers in the Civil Service (2010) | NA |
| | AB(3) Working for the Civil Service (2010) | NA |
| ☞ | AB(4) Working for EU institutions (2010) | NA |
| | AC(2) Local government (2010) | NA |
| | AC(3) Environmental health practitioner (2010) | NA |
| ☞ | AC(4) Registrar of births, marriages and deaths (2010) | NA |
| | AC(5) Trading standards and consumer protection (2010) | NA |
| | AD(1) Office work - Job Facts (2010) | CK ● |
| | AD(2) Clerical and administrative work (2010) | NA |
| | AD(3) Office work - Routes @ 16-17 (2011) | CK ● |
| | AD(4) Office work: an introduction (2010) | NA |
| | AD(6) Medical administrative, clerical and secretarial (2010) | NA |
| ☞ | AD(7) Receptionists (2010) | NA |
| ☞ | AD(9) Farm secretary/administrator (2010) | NA |
| | AD(10) Secretaries and personal assistants (2010) | NA-CK |
| ☞ | AD(11) Desktop publishing (2009) | NA |
| | AD(12) Outlook on.....office and administration (2010) | CYH |
| | AD(13) Plain Guide to Employment and Skills: clerical and administration Work (2009) | CYH |



B Building and Construction

| | | |
|--|--|------|
| | B(1) Construction - Routes @16-17 (2011) | CK ● |
| | B(3) Plain Guide to Employment and Skills: construction (2009) | CYH |
| | B(4) Outlook on.....construction (2010) | CYH |
| | BA(1) Architecture (2010) | NA |

- Indicates a short, starter leaflet
 ☞ Online only, can print on request

CATEGORY INDEX




SOURCE

| | | |
|-----------------|---|--------|
| BB(1) | Jobs in construction (2009) | NA-CK |
| BB(2) | Building work - Job Facts (2010) | CK ● |
| BB(3) | Bricklaying (2010) | NA-CK |
| BB(4) | Plumbing (2010) | NA-CK |
| BB(6) | Making things happen – (plumbing and building services) (2011) | SUMMIT |
| BB(7) | Painting and decorating (2010) | NA-CK |
| BB(8) | Carpentry and joinery (2010) | NA-CK |
| BB(9) | Electrical installation work - Routes @ 16-17 (2011) | CK |
| BB(10) | Electrical installation and maintenance (2011) | NA-CK |
| ☞ BB(11) | Plastering (2010) | NA-CK |
| ☞ BB(12) | Carpet fitting and floorlaying (2010) | NA |
| ☞ BB(13) | Roofing (2010) | NA |
| ☞ BB(14) | Tiling (2010) | NA-CK |
| ☞ BB(15) | Steeplejack (2010) | NA |
| ☞ BB(16) | Stonemason (2010) | NA |
| ☞ BB(17) | Stone cleaning (2010) | NA |
| ☞ BB(18) | Demolition (2010) | NA |
| ☞ BB(19) | Operating and maintaining cranes and heavy plant (2010) | NA |
| BB(20) | Construction Skills Certification Scheme (CSCS) (2010) | CK |
| | | |
| BB1(1) | Construction: technical work and management (2010) | NA |
| | | |
| BB2(1) | Making a difference, career factsheets (2011) | CIBSE |
| ☞ BB2(2) | Building services engineering (2010) | NA |
| | | |
| ☞ BB3(1) | The water industry (2010) | NA |
| BB3(2) | Civil engineering (2010) | NA |
| BB3(3) | Plain Guide to Employment and Skills: jobs in road work and utilities (2010) | CYH |
| BB3(4) | Engineering your future (2011) | ICE |
| ☞ BB3(5) | Road maintenance (2010) | NA |
| ☞ BB3(6) | Engineering construction (2010) | NA |
| | | |
| BC1(2) | Working in housing (2010) | NA-CK |
| | | |
| ☞ BC2(1) | Planning (2010) | NA |
| ☞ BC2(2) | Cartography (2010) | NA |
| | | |
| BC3(1) | Surveying - an introduction to the work and training (2010) | NA |
| ☞ BC3(2) | Surveying - property (2010) | NA |
| ☞ BC3(3) | Surveying - resources (2010) | NA |
| ☞ BC3(4) | Property development (2010) | NA-CK |
| ☞ BC3(5) | Estate agency work (2010) | NA-CK |

- Indicates a short, starter leaflet
 ☞ Online only, can print on request



C Catering and Hospitality

| | | |
|---|--|-------------|
| C(1) | Hospitality and catering - Routes @ 16-17 (2010) | CK ● |
| C(2) | Plain Guide to Employment and Skills: catering and hospitality (2011) | CYH |
| C(4) | Working in hospitality (2010) | NA |
| C1(1) | Catering and hospitality management (2010) | NA |
| C2(1) | Cooking and baking - Job Facts (2010) | CK ● |
| C2(2) | Hotel and catering work - Job Facts (2010) | CK ● |
| C2(3) | Cooking and food preparation (2010) | NA |
| C2(4) | Licensed retailing and the pub trade (2010) | NA |
|  C2(5) | Working in fast food (2010) | NA |
|  C2(6) | Hotels: reception and accommodation (2010) | NA |
|  C2(7) | Serving food and drink (2010) | NA |








D Computing and ICT

| | | |
|--------------|---|--------------|
| D(1) | Qualifications and skills in ICT (2008) | CK |
| D(2) | ICT opportunities (2011) | CK |
| D(3) | Information technology - Routes @ 16-17 (2011) | CK ● |
| D(4) | Outlook on....IT work (2011) | CYH |
| D(5) | ICT: sales and technical support (2011) | NA-CK |
| D(6) | Software engineering (2011) | NA |
| D(7) | ICT: managing the systems (2011) | NA |
| D(8) | ICT: an introduction to the work and training (2011) | NA-CK |
| D(9) | Website design and management (2011) | NA |
| D(10) | Work in multimedia and interactive media (2011) | NA-CK |
| D(11) | Games design (2011) | NA |



E Art and Design

| | | |
|---|---|--------------|
| E(1) | Art and design - Routes @ 16-17 (2010) | CK ● |
| E(2) | Outlook on...art and design (2009) | CYH |
| E(3) | Art and design: an introduction (2011) | NA-CK |
|  E(4) | Designer craftspeople (2011) | NA |
| E(5) | Careers with design and technology (2011) | NA |
|  E(6) | Making things look good (2011) | NA |
|  E(7) | Fine art (2011) | NA |
|  E1(1) | Medical illustration and photography (2011) | NA |
| E1(2) | Interior design (2011) | NA-CK |
| E1(3) | Sign making (2011) | NA-CK |

● Indicates a short, starter leaflet
 Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|----------|---|-------|
| E1(4) | Graphic design (2011) | NA |
| E1(5) | Textile and surface design (2011) | NA-CK |
| E1(6) | Fashion design (2011) | NA |
| 📄 E1(7) | Cartoonist (2011) | NA |
| 📄 E1(8) | Display and exhibition design (2011) | NA |
| 📄 E1(9) | Product design (2011) | NA |
| 📄 E1(10) | Model making (2011) | NA |
| 📄 E1(11) | Craft bookbinding and conservation (2011) | NA |
| 📄 E1(12) | Illustration (2011) | NA |



F Education, Work with Children and Training

| | | |
|----------|--|-------|
| F1(1) | Nursery work/childcare - Routes @ 16-17 (2011) | CK ● |
| F1(2) | Childcare – Job Facts (2010) | CK ● |
| F1(3) | Nursery and early years childcare and education (2011) | NA-CK |
| F1(4) | Teaching assistants (2011) | NA-CK |
| F1(5) | Mentoring as a career (2010) | CK |
| F1(6) | Working with children (2010) | NA-CK |
| F1(7) | Outlook on... work in childcare (2010) | CYH |
| F1(8) | Plain Guide to Employment and Skills: working in childcare (2010) | CYH |
| 📄 F1(9) | Working in residential childcare (2010) | NA-CK |
| F1(10) | Childminding and fostering (2010) | NA-CK |
| 📄 F1(11) | Nanny, parent's help and au pair (2010) | NA |
| 📄 F1(12) | Playworker (2011) | NA |
| 📄 F1(13) | Non-teaching jobs in school (2011) | NA |
| F2(3) | Teaching - an introduction to the work and training (2011) | NA |
| F2(4) | Teaching in secondary schools (2011) | NA |
| F2(5) | Local teacher training courses (2010) | CK |
| F2(6) | Address list of local institutions offering teacher training (2010) | CK |
| F2(8) | Teaching deaf children (2011) | BATOD |
| F2(9) | Teaching people with special needs (2011) | NA-CK |
| F2(10) | Teaching in nursery and primary schools (2011) | NA |
| F2(13) | A change from teaching (2009) | CK |
| F3(1) | Teaching in further and higher education (2011) | NA |
| F3(2) | Teaching English to speakers of other languages (2011) | NA-CK |
| 📄 F3(4) | Teaching overseas (2010) | NA |
| F3(5) | Training to teach in the lifelong learning sector (2011) | LSIS |
| F4(1) | Working in training (2011) | NA |

- Indicates a short, starter leaflet
 📄 Online only, can print on request

CATEGORY INDEX

SOURCE



G Engineering

| | | | |
|---|---------------|--|--------------|
| | G(1) | Jobs in engineering at operative, craft and technical level (2009) | CK |
| | G(2) | Engineering - an introduction to the work and training (2009) | NA-CK |
| ☞ | G(3) | Design engineering (2009) | NA |
| | G(12) | Manufacturing engineering (2009) | NA |
| | G(13) | Outlook on....engineering (2010) | CYH |
| ☞ | GA(1) | Aerospace engineering (2009) | NA |
| ☞ | GB(1) | Land-based engineering (2009) | NA-CK |
| ☞ | GC(1) | Medical engineering (2009) | NA-CK |
| | GC(2) | Clinical engineering, medical, electronics and equipment design (2008) | NHS |
| ☞ | GD(1) | Chemical engineering (2009) | NA-CK |
| ☞ | GE1(1) | Electrical engineering (2009) | NA-CK |
| | GE1(2) | Computer engineering (2009) | NA |
| | GE1(3) | Communications engineering (2009) | NA |
| | GE1(4) | Electronic engineering (2009) | NA-CK |
| ☞ | GE1(5) | Electronics assembly (2009) | NA-CK |
| | GE1(6) | Sound recording (2009) | NA |
| ☞ | GE2(1) | Energy supply and technology (2009) | NA-CK |
| ☞ | GE2(2) | Working in energy generation (2009) | NA-CK |
| ☞ | GF1(1) | Domestic appliance servicing (2009) | NA-CK |
| ☞ | GF1(2) | Horology (2009) | NA |
| ☞ | GF1(3) | Security systems installation and locksmithing (2009) | NA |
| ☞ | GF1(4) | Engineering maintenance (2009) | NA-CK |
| ☞ | GF1(5) | Office equipment servicing (2009) | NA-CK |
| | GF2(1) | Mechanical engineering - Routes @ 16-17 (2010) | CK ● |
| | GF2(2) | Mechanical engineering (2009) | NA-CK |
| | GF3(1) | Welding, sheet metalwork and spray painting (2009) | NA-CK |
| ☞ | GG(1) | Shipbuilding and boatbuilding (2009) | NA |
| ☞ | GG(2) | Marine engineering (2009) | NA-CK |
| ☞ | GG(3) | Naval architecture (2009) | NA-CK |
| ☞ | GI(1) | The offshore oil and gas industry (2009) | NA |
| ☞ | GI(2) | Mining and minerals engineering (2009) | NA |
| ☞ | GI(3) | Quarrying (2009) | NA |

● Indicates a short, starter leaflet

☞ Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|---------|---|-------|
| GJ(1) | Working in the motor industry (2009) | NA-CK |
| GJ(2) | Garage work - Job Facts (2010) | CK ● |
| GJ(3) | Motor vehicle work - Routes @ 16-17 (2010) | CK ● |
| GJ(4) | Motor vehicle maintenance and repair (2009) | NA-CK |
| 🔒 GJ(5) | Vehicle parts distribution and supply (2010) | NA |
| 🔒 GJ(6) | Motorcycle and cycle maintenance (2009) | NA-CK |
| 🔒 GJ(7) | Fast fit services (2009) | NA-CK |
| 🔒 GJ(8) | Vehicle engineering and design (2009) | NA-CK |



H Environment, Animals and Plants

| | | |
|----------|--|-------|
| H(1) | Farming and gardening - Job Facts (2011) | CK ● |
| H(2) | Land based jobs: farming and gardening - Routes @ 16/17 (2010) | CK ● |
| H(3) | Plain Guide to Employment and Skills: agriculture and environmental conservation (2011) | CYH |
| 🔒 H(4) | Living off the land - small-scale enterprises (2009) | NA |
| 🔒 H(5) | Rural crafts (2009) | NA |
| HA1(1) | Agriculture (2009) | NA |
| 🔒 HA1(2) | Farm management (2009) | NA |
| 🔒 HA1(3) | Graduate level careers in agriculture (2009) | NA |
| 🔒 HA1(4) | Agricultural services and contracting (2009) | NA |
| 🔒 HA2(1) | Fish farming, water keeping and ornamental fish (2009) | NA |
| 🔒 HA2(2) | Sea fishing (2009) | NA |
| HB1(1) | Forestry, arboriculture and tree surgery (2009) | NA |
| HB2(1) | Nature conservation (2009) | NA |
| 🔒 HB2(2) | Wastes management (2009) | NA |
| HB3(1) | Plain Guide to Employment and Skills: horticulture and landscaping (2010) | CYH |
| 🔒 HB3(3) | Amenity horticulture (2009) | NA |
| HB3(4) | Horticulture (2009) | NA |
| 🔒 HB3(5) | Commercial horticulture (2009) | NA |
| 🔒 HB3(6) | Landscape architecture, management and science (2009) | NA |
| 🔒 HB3(7) | Graduate level careers in horticulture (2009) | NA |
| HC1(1) | Animal care - Job Facts (2011) | CK ● |
| HC1(2) | Work with animals - Routes @ 16-17 (2010) | CK ● |
| HC1(3) | Working with animals (2009) | NA-CK |
| 🔒 HC1(4) | Working with dogs (2009) | NA-CK |
| HC1(5) | Working with horses (2009) | NA |
| HC1(6) | Pet groomer (2010) | CK |
| 🔒 HC1(7) | Working with birds (2009) | NA |

● Indicates a short, starter leaflet

🔒 Online only, can print on request

CATEGORY INDEX

SOURCE

| | | | |
|---|---------------|---|-------|
| 📄 | HC1(8) | Zoos and wildlife parks (2009) | NA |
| 📄 | HC1(9) | Gamekeeping (2009) | NA |
| | HC2(1) | Veterinary surgeon (2009) | NA |
| | HC2(2) | Veterinary nurse (2009) | NA-CK |
| | HC2(3) | Veterinary nursing - a list of approved training practices, veterinary nursing approved centres and course providers (2008) | RCVS |
| | HC2(5) | Animal welfare societies (2009) | NA-CK |






I Financial Services


| | | | |
|---|--------------|---|-------|
| | I(1) | Working in finance (2010) | CK |
| | I(2) | Financial services - Routes @ 16-17 (2011) | CK ● |
| | I(4) | Plain Guide to Employment and Skills: working in financial Services (2009) | CYH |
| | IA(1) | Accountancy (2010) | NA-CK |
| | IA(2) | How to become a chartered accountant (for graduates) (2010) | ICAEW |
| | IA(3) | How to become a chartered accountant (for students) (2010) | ICAEW |
| | IA(4) | Make a difference with a career that counts (2011) | CIPFA |
| | IA(5) | Show me the way to an awesome career in business (2011) | CIMA |
| | IA(6) | Your guide to the AAT accounting qualification (2010) | AAT |
| | IA(7) | Start your journey in accounting and finance (2011) | ACCA |
| | IA(9) | Accounting technician (2010) | NA |
| | IE(1) | Applying to banks (2009) | CK |
| | IE(2) | Banks and building societies (2010) | NA |
| | IE(3) | Building societies - addresses to contact for recruitment (2009) | CK |
| 📄 | IE(4) | Investment banking (2010) | NA |
| 📄 | IF(1) | Financial adviser (2010) | NA |
| 📄 | IF(2) | Credit control and management (2010) | NA |
| 📄 | IF(5) | The stock market (2010) | NA |
| 📄 | IF(6) | Commodity broking (2010) | NA |
| 📄 | IF(7) | Economists (2010) | NA |
| 📄 | IF(8) | Investment analyst (2010) | NA |
| 📄 | IF(9) | Careers in pensions (2010) | NA |
| | IH(1) | Recruitment fact sheet on insurance (2009) | CK |
| | IH(2) | Actuarial work (2010) | NA |
| | IH(3) | Insurance (2010) | NA |

● Indicates a short, starter leaflet

📄 Online only, can print on request







| J | Health and Medical Services | |
|--|--|--------------|
| J(1) | A career for you in the NHS (2010) | NHS |
| J(2) | Health and medical careers (2010) | NA |
| J(4) | Outlook onhealth (2009) | CYH |
| J(5) | Careers in the allied health professions (2009) | NHS |
| J(6) | Careers in mental health (2010) | NA |
|  J(7) | Health promotion specialist (2010) | NA |
| JB(1) | Complementary medicine (2010) | NA |
| JB(2) | Plain Guide to Employment and Skills: complementary and alternative medicine (2009) | CYH |
|  JB(3) | Osteopathy and chiropractic (2010) | NA |
|  JB(4) | Trichology (2010) | NA |
|  JC(1) | Dental technology (2010) | NA |
| JC(2) | Dental nurse (2010) | NA-CK |
| JC(3) | Dental therapist and dental hygienist (2010) | NA |
| JC(4) | Careers in dental health (2010) | NA |
| JC(5) | Dentist (2010) | NA |
| JC(6) | Careers in dental care (2009) | NHS |
| JE(1) | Health service management (2010) | NA |
| JE(2) | Information management (2009) | NHS |
|  JF(1) | Medical physics (2010) | NA |
| JF(2) | Careers in healthcare science (2010) | NHS |
|  JF(3) | Fitting orthotic devices and artificial limbs (2010) | NA |
| JF(4) | Clinical physiology (2010) | NA |
| JF(6) | Clinical perfusion and critical care technology (2009) | NHS |
| JF(12) | Operating department practitioner (2010) | NA-CK |
| JF(13) | Operating department practitioner (2008) (Latest) | NHS |
| JF1(1) | Radiographer (2010) | NHS |
| JF1(2) | Diagnostic and therapeutic radiography (2009) | NA-CK |
| JG1(1) | Arts therapist (2009) | NHS |
| JG1(2) | Dramatherapy training in the United Kingdom (2010) | BADT |
|  JG1(3) | Creative therapies (2010) | NA |
| JG2(1) | Podiatrist (2006) (Latest) | NHS |
| JG2(2) | Podiatrist (2010) | NA-CK |
| JG3(1) | Dietetics (2010) | NA-CK |
| JG3(2) | Dietitian (2009) | NHS |

● Indicates a short, starter leaflet
 Online only, can print on request

CATEGORY INDEX

SOURCE


| | | |
|---|--|--------------|
| JG6(1) | Occupational therapist (2009) | NHS |
| JG6(2) | Occupational therapy (2010) | NA-CK |
| JG7(1) | Physiotherapist (2009) | NHS |
| JG7(2) | Physiotherapy and sport therapy (2010) | NA-CK |
| JG8(1) | Speech and language therapist (2009) | NHS |
| JG8(3) | Speech and language therapy (2010) | NA-CK |
| JH(1) | Careers in medicine (2010) | NHS |
| JH(2) | Doctor - an introduction to the work and training (2010) | NA |
|  JH(3) | Specialties in medicine and surgery (2010) | NA |
| JI1(1) | Ambulance service (2010) | NA-CK |
| JI1(3) | Careers in the ambulance service (2009) | NHS |
| JI2(1) | Careers in nursing (2009) | NHS |
| JI2(2) | Nursing - an introduction to the work and training (2011) | NA-CK |
| JI2(3) | Local nurse and midwifery training (2011) | CK |
| JI2(5) | Branches of nursing (2010) | NA |
| JI2(7) | Midwifery (2011) | NA-CK |
|  JI2(8) | Nursing in the community (2010) | NA |
|  JI2(9) | Occupational nursing (2010) | NA |
| JI2(10) | Careers in midwifery (2009) | NHS |
| JI2(11) | Plain Guide to Employment and Skills: nursing and healthcare (2010) | CYH |
| JI3(1) | Clinical support worker (2009) | NHS |
| JI3(2) | Healthcare assistant (2010) | NA-CK |
| JI3(3) | Assistants in the health service (2010) | NA-CK |
| JJ(1) | Optical work (2010) | NA |
| JJ(2) | Orthoptist (2009) | NHS |
|  JJ(3) | Orthoptist (2010) | NA |
| JK(2) | Pharmacy (2009) | NHS |
| JK(3) | Pharmacist (2010) | NA-CK |
| JK(4) | Pharmacy technician (2011) | NA-CK |

K Languages, Information and History



| | | |
|---|---|-----------|
| K(1) | Opportunities with advanced level arts subject (2009) | CK |
|  K(3) | Sociology and anthropology (2010) | NA |
| K1(1) | Careers using history (2010) | NA |
|  K1(2) | Arts administration (2010) | NA |
| K1(3) | Careers in museums and art galleries (2010) | NA |

● Indicates a short, starter leaflet

 Online only, can print on request

CATEGORY INDEX

SOURCE

| | | | |
|---|--------------|--|-------|
| 📄 | K1(4) | Conservation of works of art (2010) | NA |
| | K1(5) | Heritage jobs (2010) | NA |
| | K1(7) | Archaeology (2010) | NA-CK |
| | K2(1) | Working in libraries and information services (2010) | NA-CK |
| 📄 | K2(2) | Archivist (2010) | NA |
| 📄 | K2(3) | Information science and related work (2010) | NA |
| 📄 | K2(4) | Information officer (2009) | NA |
| | K3(1) | Work with languages (2010) | NA |
| 📄 | K3(2) | Translating and interpreting (2010) | NA |
| | K3(3) | Learning British Sign Language locally (2011) | CK |
| | K3(4) | Training as a British Sign Language/English interpreter (2009) | RNID |

L Law and Political Services



| | | | |
|---|--------------|--|----|
| | L(1) | Careers in law (2011) | NA |
| | L(3) | Opportunities in law outside private practice (2011) | NA |
| | L1(1) | Barristers (2011) | NA |
| | L2(1) | Legal executives and paralegal work (2011) | NA |
| | L3(1) | Licensed conveyancers (2011) | NA |
| | L4(1) | Solicitors (2011) | NA |
| | L4(4) | Becoming a solicitor (2008) (Latest) | LS |
| | L5(1) | Legal support work (2011) | NA |
| 📄 | L5(2) | Barrister's clerk (2011) | NA |
| 📄 | L5(4) | Judges and magistrates (2011) | NA |
| 📄 | L5(5) | Working in court services (2011) | NA |
| 📄 | L5(6) | Coroners and coroners' officers (2011) | NA |
| 📄 | L6(1) | Patents and trade marks (2011) | NA |
| 📄 | L7(1) | Politics (2011) | NA |

M Leisure, Sport and Tourism



| | | | |
|---|---------------|---|------|
| 📄 | MA1(1) | Betting and gaming (2010) | NA |
| | MA2(1) | Sports centre assistant - Job Facts (2010) | CK ● |
| | MA2(2) | Sport and leisure - Routes @ 16-17 (2010) | CK |

- Indicates a short, starter leaflet
 📄 Online only, can print on request

CATEGORY INDEX

SOURCE


| | | |
|---|--|-------|
| MA2(3) | Leisure and recreation management (2010) | NA |
| MB(1) | Outlook on....sport, leisure and fitness (2010) | CYH |
|  MB(2) | Sport and leisure centre assistants (2010) | NA |
| MB(3) | Careers related to sport (2010) | NA |
| MB(4) | Careers in outdoor pursuits (2010) | NA-CK |
| MB(5) | Professional sport (2010) | NA-CK |
| MB(6) | Commercial leisure industry (2010) | NA |
| MB(7) | Fitness instructor (2011) | NA-CK |
| MB(8) | Sports and exercise science (2010) | NA |
| MB (9) | Sports development work (2010) | NA |
| MC(1) | Travel and tourism - Routes @ 16-17 (2010) | CK ● |
| MC(2) | Careers in travel, tourism and leisure (2009) | CK |
| MC(3) | Useful contacts: travel, tourism and leisure (2009) | CK |
| MC(4) | Working in a travel agency (2010) | NA |
| MC(5) | Travel and tourism: representatives and guides (2009) | CK |
|  MC(6) | Working for a tour operator (2010) | NA |
| MC(7) | Travel and tourism (2010) | NA |
| MC(9) | Travel and tourism: tourism development officers and tourist information centre staff (2009) | CK |
| MC(10) | Plain Guide to Employment and Skills: travel and tourism (2011) | CYH |
|  MC(12) | Working in a holiday centre (2010) | NA |

N Manufacturing and Production



| | | |
|---|---|------|
| N(1) | Working in a factory - Job Facts (2011) | CK ● |
| N(2) | Manufacturing and practical jobs - Routes @ 16-17 (2010) | CK ● |
|  N(3) | Working in a factory (2010) | NA |
| N(4) | Working in industry (2010) | NA |
|  N(5) | Quality assurance (2010) | NA |
|  NA(1) | The chemical industry (2010) | NA |
|  NA(2) | Paint and coatings technology (2010) | NA |
|  NA(3) | Careers in pharmaceuticals (2010) | NA |
| NB(1) | Working in the clothing industry (2010) | NA |
|  NB(4) | Jobs and careers in textiles (2010) | NA |
|  NB(5) | Sewing machinist (2010) | NA |
|  NC(1) | Baking and confectionery (2010) | NA |
| NC(2) | Jobs in the food and drink industries (2010) | NA |
|  NC(3) | Brewing (2010) | NA |
|  NC(4) | The meat industry (2010) | NA |
| NC(5) | Plain Guide to Employment and Skills: food and drink manufacturing | CYH |

● Indicates a short, starter leaflet

 Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|----------------|--|----|
| ☞ ND(1) | Careers in glass, clay and ceramics (2010) | NA |
| ☞ NE(1) | The foundry industry (2010) | NA |
| ☞ NF(1) | Leather manufacture (2010) | NA |
| ☞ NG(1) | Oil refineries (2010) | NA |
| ☞ NH(1) | Paper and board manufacturing (2010) | NA |
| ☞ NH(2) | Packaging (2010) | NA |
| ☞ NI(1) | The plastics and rubber industry (2010) | NA |
| NL(1) | Cabinet making, furniture making and design (2010) | NA |
| ☞ NL(2) | Interested in woodworking? (2010) | NA |
| ☞ NL(3) | The timber trade (2010) | NA |
| ☞ NL(4) | Shop fitting (2010) | NA |
| ☞ NL(5) | Upholstery (2010) | NA |
| ☞ NL(6) | Woodworking machinist (2010) | NA |

O Marketing and Advertising



| | | |
|----------------|---|----|
| O1(1) | Advertising (2010) | NA |
| O2(1) | Marketing (2010) | NA |
| ☞ O2(2) | Market research (2010) | NA |
| O3(1) | Events management (2010) | NA |
| ☞ O3(2) | Conference and exhibition organising (2010) | NA |
| ☞ O3(3) | Public relations (2010) | NA |
| O4(1) | Sales representative (2010) | NA |
| O4(2) | Modelling (2010) | NA |
| ☞ O4(4) | Direct selling (2010) | NA |

P Media, Print and Publishing



| | | |
|----------------|--|----|
| P(1) | Working in the media (2009) | NA |
| PA(1) | Broadcasting - production and presentation (2009) | NA |
| ☞ PA(2) | Technical and engineering careers in radio and television (2009) | NA |
| ☞ PA(3) | Film making (2009) | NA |
| PA(4) | Behind the scenes in theatre and television (2010) | NA |
| ☞ PA(5) | Special effects work (2009) | NA |

● Indicates a short, starter leaflet

☞ Online only, can print on request

CATEGORY INDEX

SOURCE

| | | | |
|---|--------------|--|-------|
| 📄 | PA(6) | Animation (2009) | NA |
| | PB(2) | So you want to be a journalist? (2010) | NCTJ |
| | PB(4) | Journalism (2009) | NA-CK |
| | PB(5) | Good at English? (2009) | NA |
| | PB(6) | Writing for a living (2009) | NA-CK |
| 📄 | PB(7) | Technical writing (2009) | NA |
| | PC(1) | Photography (2009) | NA |
| 📄 | PC(2) | Press photographer (2009) | NA |
| | PD(1) | Careers in book publishing (2009) | PA |
| | PD(2) | Publishing (2009) | NA |
| 📄 | PD(3) | Printing (2009) | NA |

Q Performing Arts: Music, Dance and Drama



| | | | |
|---|--------------|---|-------|
| | Q(1) | Entertaining and show business (2010) | NA |
| | Q1(1) | Drama and acting (2010) | NA-CK |
| | Q1(2) | Courses in stage management and acting (2009) | CK |
| | Q2(1) | Dance training courses accredited by the Council for Dance Education and Training (CDET) (2009) | CK |
| | Q2(2) | Dance and dance teaching (2010) | NA-CK |
| | Q3(1) | Careers for musicians (2010) | NA |
| | Q3(2) | Developing a career with music (2010) | CK |
| 📄 | Q3(3) | Interested in music? (2010) | NA |

R Personal and Cleaning Services including Hairdressing and Beauty Therapy



| | | | |
|---|--------------|---|-----|
| | RA(1) | Funeral directing, embalming and related work (2009) | NA |
| | RB(1) | Cleaners (2009) | NA |
| | RB(2) | Caretakers, attendants and porters (2009) | NA |
| 📄 | RB(4) | Laundries and dry cleaning services (2009) | NA |
| 📄 | RB(5) | Specialist cleaning services (2009) | NA |
| 📄 | RB(6) | Pest control (2009) | NA |
| 📄 | RB(7) | Refuse collection and street cleaning (2009) | NA |
| 📄 | RB(8) | Working in private households (2009) | NA |
| | RB(9) | Plain Guide to Employment and Skills: cleaning work (2009) | CYH |
| | RC(1) | Beauty therapy and related careers (2009) | NA |

● Indicates a short, starter leaflet

📄 Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|---------|--|-------|
| RC(2) | Beauty therapy - local information (2011) | CK |
| RC(3) | Plain Guide to Employment and Skills: working in the beauty industry (2009) | CYH |
| RC(4) | Hairdressing - Job Facts (2010) | CK ● |
| RC(6) | Hairdressing and beauty therapy - Routes @ 16-17 (2011) | CK ● |
| RC(7) | Hairdressing (2009) | NA-CK |
| ☞ RC(8) | Beauty consultant (2009) | NA |
| RC(9) | Tattooing and body piercing (2009) | NA |

S Retail Sales and Customer Services



| | | |
|----------|---|-------|
| SA(1) | Plain Guide to Employment and Skills: contact centre work (2009) | CYH |
| SA(2) | Customer service work (2010) | NA |
| SA(3) | Contact/call centre work (2010) | NA-CK |
| ☞ SB(1) | Retail management (2010) | NA |
| SB(2) | Sales - Routes @ 16-17 (2011) | CK ● |
| SB(4) | Shopwork - Job Facts (2010) | CK ● |
| SB(5) | Retail work (2010) | NA |
| ☞ SB(6) | Careers in antiques (2010) | NA |
| SB(7) | Plain Guide to Employment and Skills: sales and retail work (2009) | CYH |
| ☞ SB(8) | Working in a supermarket (2010) | NA |
| ☞ SB(9) | Floristry (2010) | NA |
| ☞ SB(10) | Running your own shop (2010) | NA |
| ☞ SB(11) | Sales demonstrating (2010) | NA |
| ☞ SB(12) | Hire services (2010) | NA |
| ☞ SB(13) | Shoe repairer (2010) | NA |
| ☞ SB(14) | Working in auctions (2010) | NA |
| ☞ SB(15) | Retail buyer (2010) | NA |
| ☞ SD(1) | Wholesaling (2010) | NA |

T Science, Maths and Statistics



| | | |
|---------|--|-------|
| T(2) | Scientific careers: an introduction (2009) | NA-CK |
| T(3) | Science and laboratory work - Routes @ 16-17 (2011) | CK ● |
| T(5) | Laboratory work (2009) | NA |
| TA(1) | Food science and technology (2009) | NA |
| ☞ TA(2) | Home economist/consumer scientist (2009) | NA |
| TB(2) | Careers using geography (2009) | NA |
| ☞ TB(3) | Meteorology (2009) | NA |

- Indicates a short, starter leaflet
- ☞ Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|-----------------|---|-------|
| 📄 TB(4) | Oceanography (2009) | NA |
| TB(5) | Careers with geology/geoscience (2009) | NA |
| TC(1) | Careers with mathematics (2009) | NA |
| 📄 TC(2) | Statistics (2009) | NA |
| 📄 TC(3) | Operational research (2009) | NA |
| TD(1) | Careers using biological sciences (2009) | NA |
| 📄 TD(2) | Biotechnology (2009) | NA |
| 📄 TD(3) | Genetics (2009) | NA |
| 📄 TD(4) | Marine and freshwater biology (2009) | NA |
| 📄 TD(5) | Botany/plant science (2009) | NA |
| 📄 TD(6) | Zoology/animal science (2009) | NA |
| 📄 TD(7) | Microbiology (2009) | NA |
| 📄 TD(8) | Public analyst (2009) | NA |
| TD(9) | Careers with biochemistry (2009) | NA |
| TD(10) | Careers with chemistry (2009) | NA-CK |
| TD(11) | Next step (2010) | RSC |
| TD(12) | Degrees in chemistry and the chemical sciences (2010) | RSC |
| TD(14) | Working for the environment (2009) | NA-CK |
| TD(15) | Careers with physics (2009) | NA |
| TD(16) | Physics at A-level the logical choice (2008) | IoP |
| 📄 TD(17) | Astronomy and space science (2009) | NA |
| TD(18) | Forensic science (2009) | NA |
| 📄 TD(19) | Animal technician (2009) | NA |
| 📄 TD(20) | Material sciences (2009) | NA |
| 📄 TD(21) | Pharmacology (2010) | NA |
| TD(22) | Biomedical science (2009) | NA |

U Security and Armed Services




| | | |
|----------------|--|-------|
| UA(1) | The Armed Forces - Job Facts (2010) | CK ● |
| UA(2) | The Armed Forces - Routes @ 16-17 (2010) | CK ● |
| UA(3) | The Armed Forces (2010) | NA-CK |
| UA(4) | Nursing and medical work in the Armed Forces (2009) | NA |
| 📄 UA(5) | Diving (2010) | NA |
| UA1(1) | The Army (2010) | NA-CK |
| UA2(1) | The Royal Air Force (2010) | NA-CK |
| UA3(1) | Royal Navy and Royal Marines (2010) | NA-CK |
| UB(1) | West Yorkshire Fire and Rescue Service: firefighter recruitment information (2009) | WYFS |
| UB(2) | Fire and rescue service (2010) | NA-CK |
| UB(3) | Fire and rescue services in the UK (2009) | CK |

● Indicates a short, starter leaflet

📄 Online only, can print on request

CATEGORY INDEX

SOURCE


| | | |
|----------|--|---|
| UB(5) | Disaster management and relief (2010) | NA |
| ☞ UB(6) | Coastguard and coastal services (2010) | NA |
| UD(1) | Police work (2010) | NA-CK |
| UD(2) | Civilian jobs with the police (2010) | NA-CK |
| UD(3) | Police, fire or ambulance? (2010) | NA |
| ☞ UD(4) | Parking attendant (2010) | NA |
| UD(5) | Police community support officer (2010) | NA |
| UE(1) | Working in prisons (2010) | NA-CK |
| UF(1) | Security work - Job Facts (2011) | CK ● |
| UF(2) | Security work (2010) | NA-CK |
| ☞ UF(3) | Private investigator (2010) | NA |
| UF(4) | Plain Guide to Employment and Skills: working in the security industry (2009) | CYH |
| V | Social Work, Care and Counselling Work |  |
| V(1) | Helping people (2009) | CK |
| V(2) | Outlook on ... Voluntary & community sector (2010) | CYH |
| V(3) | Community development work (2010) | NA-CK |
| V(4) | Outlook on....social care work (2010) | CYH |
| V(5) | Caring work (2010) | NA-CK |
| V1(1) | Citizens Advice Bureau worker (2009) | CK |
| V1(2) | Advisory work (2010) | NA |
| ☞ V1(3) | Jobs with trade unions (2010) | NA |
| V2(1) | Social care work - Job Facts (2010) | CK ● |
| V2(2) | Have you thought about a career in social care? (2010) | SCC |
| V2(3) | Caring for the elderly and those with disabilities - Routes @ 16-17 (2011) | CK ● |
| ☞ V2(4) | Working with older people (2010) | NA-CK |
| ☞ V2(5) | Care assistant with older people (2010) | NA-CK |
| V2(6) | Working with people with special needs (2010) | NA |
| ☞ V2(7) | Social support work (2010) | NA-CK |
| ☞ V2(8) | Accommodation warden (2010) | NA |
| V2(9) | Plain Guide to Employment and Skills: social care work (2009) | CYH |
| V3(2) | Outlook on....counselling (2010) | CYH |
| V3(3) | Counselling careers (2010) | NA-CK |
| V4(1) | Psychotherapist (2009) | NHS |
| V4(2) | Non-clinical psychologist (2009) | NHS |
| V4(3) | Clinical psychologist (2009) | NHS |

● Indicates a short, starter leaflet

☞ Online only, can print on request

CATEGORY INDEX

SOURCE



| | | |
|----------|--|---|
| V4(4) | Psychology (2010) | NA |
| V5(1) | Probation service and community justice (2011) | NA-CK |
| V6(3) | Social work (2010) | NA-CK |
| ☞ V6(4) | Education welfare officer (2010) | NA |
| V7(1) | Jobs with charities (2010) | NA |
| V8(1) | Careers guidance work (2010) | NA-CK |
| V8(2) | Connexions personal adviser (2010) | NA-CK |
| V9(1) | Youth work (2010) | NA |
| ☞ V10(1) | Religious work (2010) | NA |
| V10(2) | Religious studies and careers (2010) | NA |
| W | Transport | |
| | |  |
| W(1) | Plain Guide to Employment and Skills: transport and distribution (2011) | CYH |
| W(2) | Want to travel? (2009) | NA |
| WA(1) | Working at airports (2009) | NA-CK |
| WA(2) | Air cabin crew (2009) | NA-CK |
| ☞ WA(3) | Pilots (2009) | NA |
| WA(5) | Air traffic controller (2009) | NA |
| WB(1) | Warehouse work - Job Facts (2010) | CK ● |
| WB(2) | Warehouse and distribution work - Routes @ 16-17 (2010) | CK ● |
| WB(3) | Postal work - Job Facts (2010) | CK ● |
| WB(4) | Local forklift truck training (2011) | CK |
| WB(5) | Warehouse work (2009) | NA-CK |
| ☞ WB(6) | Logistics and freight transport (2009) | NA |
| ☞ WB(7) | Postal delivery (2009) | NA |
| ☞ WB(8) | Furniture removals (2009) | NA |
| WB(9) | Plain Guide to Employment and Skills: warehouse work (2009) | CYH |
| WB(10) | Driving Jobs – Job Facts (2010) | CK ● |
| ☞ WC(1) | Exporting and importing (2009) | NA |
| ☞ WC(2) | Purchasing and supply (2009) | NA |
| WD(1) | The railway industry (2009) | NA-CK |
| WE(1) | Driving jobs (2009) | NA-CK |
| ☞ WE(2) | Delivery and courier work (2009) | NA |
| WE(3) | Plain Guide to Employment and Skills: driving jobs (2009) | CYH |


● Indicates a short, starter leaflet

☞ Online only, can print on request

CATEGORY INDEX

SOURCE

| | | |
|---|--|-----------|
| WE(4) | Driving instruction and examining (2009) | NA |
| WF(1) | The Merchant Navy (2009) | NA |
|  WF(3) | The Royal Fleet Auxiliary (2009) | NA |
| WF(4) | Jobs on cruise ships (2010) | NA |
|  WF(6) | Port and inland waterways (2009) | NA |

-
- Indicates a short, starter leaflet
 -  Online only, can print on request