



Job Specific Information

SECTION A-W

FREE
INFORMATION
CATALOGUE

August 2010

Produced by Calderdale & Kirklees Careers

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 (2009)	NA
📄 AC(4)	Registrar of births, marriages and deaths (2010)	NA
AC(5)	Trading standards and consumer protection (2009)	NA
AD(1)	Office work - Job Facts (2010)	CK ●
AD(2)	Clerical and administrative work (2010)	NA
AD(3)	Office Work - Routes @ 16-17 (2009)	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 (2008)	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 (2009)	CK ●
B(3)	Plain Guide to Employment and Skills: construction (2009)	CYH
B(4)	Outlook on.....construction (2008)	CYH
BA(1)	Architecture (2010)	NA
BB(1)	Jobs in construction (2009)	NA-CK

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CATEGORY INDEX

SOURCE

BB(2)	Building work - Job Facts (2010)	CK ●
BB(3)	Bricklaying (2009)	NA-CK
BB(4)	Plumbing (2009)	NA-CK
BB(5)	Plumbing careers in England and Wales for mature candidates (2007)	SUMMIT
BB(6)	Making things happen – (plumbing and building services) 2009	SUMMIT
BB(7)	Painting and decorating (2009)	NA-CK
BB(8)	Carpentry and joinery (2009)	NA-CK
BB(9)	Electrical installation work - Routes @ 16-17 (2009)	CK
BB(10)	Electrical installation and maintenance (2008)	NA-CK
☞ BB(11)	Plastering (2009)	NA-CK
☞ BB(12)	Carpet fitting and floorlaying (2010)	NA
☞ BB(13)	Roofing (2010)	NA
☞ BB(14)	Tiling (2009)	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 (2007)	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)	Ready to build a better world (2008)	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

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CATEGORY INDEX

SOURCE

C Catering and Hospitality

C(1) Hospitality and catering - **Routes @ 16-17** (2009) CK ●
 C(2) **Outlook on...**catering and hospitality (2009) 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) 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 (2010) CK

D(3) Information technology - **Routes @ 16-17** (2009) CK ●

D(4) **Outlook on...**IT work (2008) CYH

D(5) ICT: sales and technical support (2010) NA-CK

D(6) Software engineering (2010) NA

D(7) ICT: managing the systems (2010) NA

D(8) ICT: an introduction to the work and training (2010) NA-CK

D(9) Website design and management (2010) NA

D(10) Work in multimedia and interactive media (2010) NA-CK

D(11) Working in computer games (2010) CK

E Art and Design



E(1) Art and design - **Routes @ 16-17** (2009) CK ●

E(2) **Outlook on...**art and design (2009) CYH

E(3) Art and design: an introduction (2010) NA-CK

📄 E(4) Designer craftspeople (2010) NA

E(5) Careers with design and technology (2010) NA

📄 E(6) Making things look good (2010) NA

📄 E(7) Fine art (2010) NA

📄 E1(1) Medical illustration and photography (2010) NA

E1(2) Interior design (2010) NA-CK

E1(3) Sign making (2010) NA-CK

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CATEGORY INDEX


SOURCE

E1(4)	Graphic design (2010)	NA
E1(5)	Textile and surface design (2010)	NA-CK
E1(6)	Fashion design (2010)	NA
 E1(7)	Cartoonist (2010)	NA
 E1(8)	Display and exhibition design (2010)	NA
 E1(9)	Product design (2010)	NA
 E1(10)	Model making (2010)	NA
 E1(11)	Craft bookbinding and conservation (2010)	NA
 E1(12)	Illustration (2010)	NA



F Education, Work with Children and Training

F1(1)	Nursery work/childcare - Routes @ 16-17 (2009)	CK ●
F1(2)	Childcare – Job Facts (2010)	CK ●
F1(3)	Nursery and early years childcare and education (2010)	NA-CK
F1(4)	Teaching assistants (2010)	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 (2008)	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 (2010)	NA
 F1(13)	Non-teaching jobs in school (2010)	NA
F2(3)	Teaching-an introduction to the work and training (2010)	NA
F2(4)	Teaching in secondary schools (2010)	NA
F2(5)	Local teacher training courses (2008)	CK
F2(6)	Address list of local institutions offering teacher training (2008)	CK
F2(8)	Teaching deaf children (2009)	BATOD
F2(9)	Teaching people with special needs (2010)	NA-CK
F2(10)	Teaching in nursery, infant and primary schools (2010)	NA
F2(13)	A change from teaching (2009)	CK
F3(1)	Teaching in further and higher education (2010)	NA
F3(2)	Teaching English to speakers of other languages (2010)	NA-CK
F3(3)	Study English language teaching (2008)	BC
 F3(4)	Teaching overseas (2010)	NA
F4(1)	Working in training (2010)	NA

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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 (2008)	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 (2009)	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

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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 (2009)	CK ●
	GJ(4) Motor vehicle maintenance and repair (2009)	NA-CK
☞	GJ(5) Vehicle parts distribution and supply (2009)	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 (2010)	CK ●
	H(2) Land based jobs: farming and gardening - Routes @ 16/17 (2009)	CK ●
	H(3) Outlook on....working outdoors (2008)	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
	HA1(5) Get ahead in farming (2008)	YE-FFC-L
☞	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 (2010)	CK ●
	HC1(2) Work with animals - Routes @ 16-17 (2009)	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

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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 (2009)	CK ●
	I(4)	Plain Guide to Employment and Skills: working in financial Services (2009)	CYH
	IA(1)	Accountancy (2010)	NA-CK
	IA(2)	Career to take you everywhere - graduate guide to the ACA (2008)	ICAEW
	IA(3)	Career to take you everywhere - school leaver guide to the ACA (2008)	ICAEW
	IA(4)	Make a difference with a career that counts (2009)	CIPFA
	IA(5)	Success: the power of financial management in business (2007)	CIMA
	IA(6)	Your guide to the AAT accounting qualification (2010)	AAT
	IA(7)	Starting out in accounting and finance (2008)	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

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J Health and Medical Services

J(1)	A career for you in the NHS (2009)	NHS
J(2)	Health and medical careers (2009)	NA
J(4)	Outlook onhealth (2009)	CYH
J(5)	Careers in the allied health professions (2008)	NHS
J(6)	Careers in mental health (2009)	NA
 J(7)	Health promotion specialist (2009)	NA
JB(1)	Complementary medicine (2009)	NA
JB(2)	Plain Guide to Employment and Skills: complementary and alternative medicine (2009)	CYH
 JB(3)	Osteopathy and chiropractic (2009)	NA
 JB(4)	Trichology (2009)	NA
 JC(1)	Dental technology (2009)	NA
JC(2)	Dental nurse (2009)	NA-CK
JC(3)	Dental therapist and dental hygienist (2009)	NA
JC(4)	Careers in dental health (2009)	NA
JC(5)	Dentist (2009)	NA
JC(6)	Careers in dental care (2009)	NHS
JE(1)	Health service management (2009)	NA
JE(2)	Information management (2009)	NHS
 JF(1)	Medical physics and technology (2009)	NA
JF(2)	Careers in healthcare science (2009)	NHS
 JF(3)	Fitting orthotic devices and artificial limbs (2009)	NA
JF(4)	Clinical physiology (2009)	NA
JF(6)	Clinical perfusion and critical care technology (2009)	NHS
JF(12)	Operating department practitioner (2009)	NA-CK
JF(13)	Operating department practitioner (2008)	NHS
JF1(1)	Radiographer (2009)	NHS
JF1(2)	Diagnostic and therapeutic radiography (2009)	NA-CK
JG1(1)	Arts therapist (2008)	NHS
JG1(2)	Dramatherapy training in the United Kingdom (2010)	BADT
 JG1(3)	Creative therapies (2009)	NA
JG2(1)	Podiatrist (2006) (Latest)	NHS
JG2(2)	Podiatrist/chiropractist (2009)	NA-CK
JG3(1)	Dietetics (2009)	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 (2008)	NHS
JG6(2)	Occupational therapy (2009)	NA-CK
JG7(1)	Physiotherapist (2009)	NHS
JG7(2)	Physiotherapy and sport therapy (2009)	NA-CK
JG8(1)	Speech and language therapist (2009)	NHS
JG8(3)	Speech and language therapy (2009)	NA-CK
JH(1)	Careers in medicine (2008)	NHS
JH(2)	Doctor - an introduction to the work and training (2009)	NA
📄 JH(3)	Specialties in medicine and surgery (2009)	NA
JI1(1)	Ambulance service (2009)	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 (2009)	NA-CK
JI2(3)	Local nurse and midwifery training (2009)	CK
JI2(4)	Applying for a nursing or midwifery course (2009)	CK
JI2(5)	Branches of nursing (2009)	NA
JI2(6)	Nursing - Routes @ 16-17 (2009)	CK ●
JI2(7)	Midwifery (2009)	NA-CK
📄 JI2(8)	Nursing in the community (2009)	NA
📄 JI2(9)	Occupational health nursing (2009)	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 (2009)	NA-CK
JI3(3)	Assistants in the health service (2009)	NA-CK
JJ(1)	Optical work (2009)	NA
JJ(2)	Orthoptist (2006)	NHS
📄 JJ(3)	Orthoptist (2009)	NA
JK(2)	Pharmacy (2008)	NHS
JK(3)	Pharmacist (2009)	NA-CK
JK(4)	Pharmacy technician (2009)	NA-CK

K Languages, Information and History



K(1)	Opportunities with advanced level arts subject (2009)	CK
📄 K(3)	Sociology and anthropology (2009)	NA
K1(1)	Careers using history (2009)	NA

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CATEGORY INDEX

SOURCE

☞	K1(2)	Arts administration (2009)	NA
	K1(3)	Careers in museums and art galleries (2009)	NA-CK
☞	K1(4)	Conservation of works of art (2009)	NA
	K1(5)	Heritage jobs (2009)	NA
	K1(7)	Archaeology (2009)	NA-CK
	K2(1)	Working in libraries and information services (2008)	NA-CK
☞	K2(2)	Archivist (2009)	NA
☞	K2(3)	Information scientist (2009)	NA
☞	K2(4)	Information officer (2009)	NA
	K3(1)	Work with languages (2009)	NA
☞	K3(2)	Translating and interpreting (2009)	NA
	K3(3)	Learning British Sign Language locally (2009)	CK
	K3(4)	Training as a British Sign Language/English interpreter (2009)	RNID

L Law and Political Services



	L(1)	Careers in law (2010)	NA
	L(2)	Applying for law degrees (2008)	CK
	L(3)	Opportunities in law outside private practice (2010)	NA
	L1(1)	Barristers (2010)	NA
	L2(1)	Legal executives and paralegal work (2010)	NA
	L3(1)	Licensed conveyancers (2010)	NA
	L4(1)	Solicitors (2010)	NA
☞	L4(3)	The Legal Practice Course – Information from the Law Society (2008)	CK
	L4(4)	Becoming a solicitor (2008)	LS
	L5(1)	Legal support work (2010)	NA
☞	L5(2)	Barrister's clerk (2010)	NA
☞	L5(4)	Judges and magistrates (2010)	NA
☞	L5(5)	Working in court services (2010)	NA
☞	L5(6)	Coroners and coroners' officers (2010)	NA
☞	L6(1)	Patents and trade marks (2010)	NA
☞	L7(1)	Politics (2010)	NA

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CATEGORY INDEX

SOURCE



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 (2009)	CK
MA2(3)	Leisure and recreation management (2010)	NA
MB(1)	Outlook on.... sport, leisure and fitness (2008)	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 (2010)	NA
MB(8)	Sports science (2010)	NA
MC(1)	Travel and tourism - Routes @ 16-17 (2009)	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)	Outlook on.... travel and tourism (2009)	CYH
MC(12)	Working in a holiday centre (2010)	NA



N Manufacturing and Production

N(1)	Working in a factory - Job Facts (2010)	CK ●
N(2)	Manufacturing and practical jobs - Routes @ 16-17 (2009)	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

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CATEGORY INDEX

SOURCE

☞	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
☞	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 woodwork? (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 (2009)	NA
	O2(1)	Marketing (2009)	NA
☞	O2(2)	Market research (2009)	NA
	O3(1)	Events management (2009)	NA
☞	O3(2)	Conference and exhibition organising (2009)	NA
☞	O3(3)	Public relations (2009)	NA
	O4(1)	Sales representative (2009)	NA
	O4(2)	Modelling (2009)	NA
☞	O4(4)	Direct selling (2009)	NA





P Media, Print and Publishing

	P(1)	Working in the media (2009)	NA
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CATEGORY INDEX

SOURCE

	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
☞	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(3)	Caretaking and cleaning work - Job Facts (2009)	CK ●
☞	RB(4)	Laundries and dry cleaning services (2009)	NA
☞	RB(5)	Specialist cleaning services (2009)	NA

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CATEGORY INDEX

SOURCE

🔗 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
RC(2)	Beauty therapy - local information (2007)	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 (2009)	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 (2009)	NA
SA(3)	Contact/call centre work (2009)	NA-CK
🔗 SB(1)	Retail management (2009)	NA
SB(2)	Sales - Routes @ 16-17 (2009)	CK ●
SB(4)	Shopwork - Job Facts (2010)	CK ●
SB(5)	Retail work (2009)	NA
🔗 SB(6)	Careers in antiques (2009)	NA
SB(7)	Plain Guide to Employment and Skills: sales and retail work (2009)	CYH
🔗 SB(8)	Working in a supermarket (2009)	NA
🔗 SB(9)	Floristry (2009)	NA
🔗 SB(10)	Running your own shop (2009)	NA
🔗 SB(11)	Shop demonstrating (2009)	NA
🔗 SB(12)	Hire services (2009)	NA
🔗 SB(13)	Shoe repairer (2009)	NA
🔗 SB(14)	Working in auctions (2010)	NA
🔗 SB(15)	Retail buyer (2009)	NA
🔗 SD(1)	Wholesaling (2009)	NA
🔗 SD(2)	Agricultural supply (2007)	NA

T Science, Maths and Statistics



T(2)	Scientific careers: an introduction (2009)	NA-CK
T(3)	Science and laboratory work - Routes @ 16-17 (2009)	CK ●
T(5)	Laboratory work (2009)	NA

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CATEGORY INDEX

SOURCE

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
☞ 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 (2008)	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)	Wake up to your future with science and maths (2009)	RSC
TD(13)	From chemical science to.... (2006)	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 (2009)	NA
TD(22)	Biomedical science (2009)	NA

UA Security and Armed Services




UA(1)	The Armed Forces - Job Facts (2010)	CK ●
UA(2)	The Armed Forces - Routes @ 16-17 (2009)	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

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CATEGORY INDEX

SOURCE


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 (2009)	NA-CK
UB(3)	Fire and rescue services in the UK (2009)	CK
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 officers (2010)	NA
UE(1)	Working in prisons (2010)	NA-CK
UF(1)	Security work - Job Facts (2010)	CK ●
☞ UF(2)	Security work (2009)	NA
☞ 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 (2008)	CYH
V(3)	Community development work (2010)	NA-CK
V(4)	Outlook on.... social care work (2008)	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)	Thinking about a career in social care (2010)	SCC
V2(3)	Caring for the elderly and those with disabilities - Routes @ 16-17 (2009)	
☞ V2(4)	Working with older people (2010)	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

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CATEGORY INDEX

SOURCE




V3(2)	Outlook on....counselling (2008)	CYH
V3(3)	Counselling careers (2010)	NA-CK
V4(1)	Psychotherapist (2009)	NHS
V4(3)	Clinical psychologist (2008)	NHS
V4(4)	Psychology (2010)	NA-CK
V5(1)	Probation service and community justice (2010)	NA-CK
V6(1)	Careers in social work (2010)	SCC
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)	Outlook on....transport and distribution (2009)	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 (2009)	CK ●
WB(3)	Postal work - Job Facts (2010)	CK ●
WB(4)	Local forklift truck training (2008)	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


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CATEGORY INDEX

SOURCE

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
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

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