

Catalogue of Free Careers Information

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December 2011

Also available on www.workabout.org.uk

Produced by Calderdale & Kirklees Careers

Welcome!

The catalogue lists over 750 free information leaflets on work, education, training, health, housing, leisure and relationships. You can find all these leaflets at our Centres:

Halifax Connexions Centre

16 Alexandra Street

Halifax

HX1 1BS

Open Monday - Tuesday 12noon - 5pm

Open Wednesday - Friday 10am - 5pm

T: 01422 342106

Dewsbury Connexions Centre

Dewsbury Library

Railway Street

Dewsbury

WF12 8EB

Open: Monday - Friday 10am - 5pm

T: 01924 324200

Huddersfield Connexions Centre

24 High Street

Huddersfield

HD1 2LR

Open: Monday - Friday 10am - 5pm

T: 01484 226800

Online information

Leaflets produced by Calderdale & Kirklees Careers and Nord Anglia Lifetime are on our website: www.workabout.org.uk where the latest version is available to read and print out; leaflets from other organisations December be ordered online.

If you need information in other ways

we can, on request, provide careers information in different formats including:

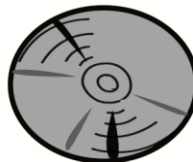
Braille



Large print



Computer disc



Audio format



To order any of these or to ask about other formats please speak to a member of staff or phone the **Learningline** on 0800 5 979 979 (free), Monday - Friday 9.00 - 5.00 pm.

About the catalogue

The catalogue is divided into four parts.

Part 1	An alphabetical index of all our leaflets	(Green Section)
Part 2	An index of job specific leaflets (A-W section of the CRCI)	(Purple Section)
Part 3	An index of information about general careers and information such as education and employment plus issues such as homelessness, health and relationships (Section Z of the CRCI)	(Purple Section)
Part 4	Glossary of Sources. Sources are shown on the right of the pages in Parts 2 and 3.	




Using the catalogue

- If you have a specific query in mind, look it up in the **alphabetical index** (part 1 of the catalogue) and make a note of the leaflet code. This usually includes letters and numbers. Use this code to find the information in a Connexions Centre **or** use it to order a free leaflet via the Learningline, 0800 5 979 979 (free from a landline).

Part 1 - Alphabetical index

	Code
A	
A Level, Advanced Level Qualifications, AS Level	
A levels the official student guide to the system	ZE4.3(2)
Choices at eighteen	ZC4(1)
Choosing advanced level courses	ZC3(7)
Employment at 18+ with advanced level qualifications	ZC4(2)
Fast guide to qualifications 16+	ZC3(3)
Subject choice 16+ and higher education	ZC3(8)
The Diploma: choosing your options for Year 12	ZC3(11)

Parts 2 and 3 - Index of leaflets in CRCI order

	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

Choosing Leaflets

Some leaflets are written with particular groups in mind.

Look to see if a leaflet is part of a series - it is written *next* to the title.

These notes will help you to decide which leaflets to use

Apprenticeships



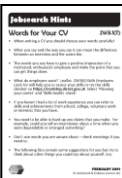
Brief information about apprenticeships in specific work areas

Job Facts



Basic information about (mainly) practical jobs and career options

Jobsearch Hints



Advice for job seekers

Outlook on



Detailed information about trends and skill shortages

Plain Guide to...



Latest information about trends in work

Routes @ 16-17



Getting into popular careers locally after Year 11

Street Facts



Information about help and advice agencies

* Although relevant to everyone these leaflets are aimed at adults and career changers

● Short, easy to read starter leaflets

📄 Online only, can print on request

Alphabetical Index

A

A Level, Advanced Level Qualifications, AS Level

A levels the official student guide to the system	ZE4.3(2)
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Subject choice 16+ and higher education	ZC3(8)

Abroad

Erasmus: you'll go far	ZX1(1)
Foreign travel	ZT(1)
Funding for study abroad 2011/12	ZM5(10)
☞ Higher education and training outside Europe	ZX1(3)
☞ Higher education and training in Europe	ZX1(4)
Overseas qualifications and their equivalence in the UK: National Academic Recognition Information Centre (NARIC)	ZE4.5(1)
☞ Teaching overseas	F3(4)
Working overseas	ZX2(2)
Voluntary work overseas	ZX3(1)
☞ Working for EU institutions	AB(4)
Working holidays and temporary jobs abroad	ZX2(3)
see also: Gap year	

Abuse and Bullying

☞ Dealing with abuse	ZR3(2)
Forced marriage - Street Facts	ZL3(3) ●
☞ Taking a stand against bullying	ZR3(1)

Academic Arts A Levels

Opportunities with advanced level arts subjects	K(1)
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Access Courses

Access to higher education courses	ZE6.3(1) *
Routes into higher education	ZE7(6)

Accountancy, Accounts

AAT - accounting qualification	IA(6)
Accounts and insurance work - Apprenticeships	ZW2.2(27) ●
Accountancy	IA(1)
Accounting technician	IA(9)

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Apprenticeships	Basic information about apprenticeships
Job Facts	Basic information about (mainly) practical jobs and career options
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CODE

How to become a chartered accountant (for graduates)	IA(2)
How to become a chartered accountant (for students)	IA(3)
Make a difference with a career that counts (CIPFA)	IA(4)
Show me the way to an awesome career in business (CIMA)	IA(5)
Starting your journey in accounting and finance (ACCA)	IA(7)
see <i>also</i> : Finance	I(1),(2)

Acting

Courses in stage management and acting	Q1(2)
Drama and acting	Q1(1)
Entertaining and show business	Q(1)

Actuaries

Actuarial work	IH(2)
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Addiction

Drinking too much? - Street Facts	ZH5(1)	●
Drugs - Street Facts	ZH5(3)	●
Smoking - Street Facts	ZH5(2)	●

Administration and Management

☞ Arts administration	K1(2)	
Human resources management	AA2(1)	
Health service management	JE(1)	
Local opportunities for administrative staff in the Civil Service	AB(1)	
Management	AA(1)	
☞ Management services and management consultancy	AA(4)	
Office and administration – Outlook on	AD(12)	
Plain Guide to Employment and Skills: clerical and administration work	AD(13)	●
Working in business	AA(3)	
see <i>also</i> : Local Government; Civil Service		

Adults and Career Change

Access to higher education courses	ZE6.3(1)	
Employment skills and career development	ZC5(1)	
English and maths for adults	ZE6.4A(2)	
Learning for adults	ZE6.2(3)	*
Lifelong learning (higher education)	ZE7(4)	
Plain Guide to Employment and Skills: redundancy	ZW7.3(2)	
Working for yourself	ZW6(3)	

Advisory Work

Advisory work	V1(2)
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	CODE	
Connexions Personal Adviser	V8(2)	
Citizens Advice Bureau worker	V1(1)	
☞ Jobs with trade unions	V1(3)	
Advertising		
Advertising	O1(1)	
☞ Aerospace Engineering	GA(1)	
Agriculture		
Agriculture	HA1(1)	
☞ Agricultural services and contracting	HA1(4)	
Farming and gardening - Apprenticeships	ZW2.2(5)	●
Farming and gardening - Job Facts	H(1)	●
Farm management	HA1(2)	
☞ Graduate-level careers in agriculture	HA1(3)	
☞ Land-based engineering	GB(1)	
Land based jobs: farming and gardening - Routes @ 16-17	H(2)	●
☞ Living off the land - small scale enterprises	H(4)	
Plain Guide to Employment and Skills: agriculture and environmental conservation	H(3)	
Air Cabin Crew	WA(2)	
Air Traffic Controller	WA(5)	
☞ Airline Pilot	WA(3)	
See also: Armed services		
Airports, Working at	WA(1)	
Alcohol		
Drinking too much? - Street Facts	ZH5(1)	●
Alternative and Complementary Therapies		
Arts therapist	JG1(1)	
Complementary medicine	JB(1)	
Plain Guide to Employment and Skills: complementary medicine	JB(2)	●
Dramatherapy training	JG1(2)	
☞ Osteopathy and chiropractic	JB(3)	
☞ Trichology	JB(4)	
Ambulance Service		
Ambulance service	JI1(1)	

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CODE

Careers in the ambulance service
Police, fire or ambulance

J11(3)
UD(3)

Animals

Animal care - **Job Facts**

HC1(1) ●

Animal care - **Apprenticeships**

ZW2.2(6) ●

🔗 Animal technician

TD(19)

Animal welfare societies

HC2(5)

🔗 Gamekeeping

HC1(9)

Pet groomer

HC1(6)

Working with animals

HC1(3)

Work with animals - **Routes @ 16-17**

HC1(2) ●

🔗 Working with birds

HC1(7)

🔗 Working with dogs

HC1(4)

Working with horses

HC1(5)

🔗 Zoos and wildlife parks

HC1(8)

see also: 🔗 Fish farming, water keeping and ornamental fish
Veterinary work

HA2(1)

HC2(1)(2)(3)

🔗 **Animal Technician**

TD(19)

🔗 **Animation**

PA(6)

🔗 **Antiques**

SB(6)

Application Forms

Application forms - **Jobsearch Hints**

ZW3.1(12) ●

Applied Science

Scientific careers - an introduction

T(2)

Applying for Jobs

A personal profile or statement - **Jobsearch Hints**

ZW3.1(12) ●

Applying for a job with a criminal record - **Jobsearch Hints**

ZW3(8) ●

Convictions and looking for a job? - **Street Facts**

ZL6(1) ●

Covering letter - **Jobsearch Hints**

ZW3.1(9)

Job and careers resources on the Internet

ZW3(3) ●

JobFAQs (job hunting for advanced level students)

ZW3(5)

Job search planner - **Jobsearch Hints**

ZW4.1(2) *

Jobseekers' checklist

ZW3(7)

Personal profile or statement – **Jobsearch Hints**

ZW3.1(4)

Plain Guide to Employment and Skills: self help for graduates

ZW3.3(4) ●

Skills employers look for - **Jobsearch Hints**

ZW3(6) ●

Skills for employment

ZW3.1(8)

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Apprenticeships

Basic information about apprenticeships

Job Facts

Basic information about (mainly) practical jobs and career options

Jobsearch Hints

Advice for job seekers

Outlook on

Information about trends and skill shortages

Plain Guide to..

Brief information about trends in work

Routes @ 16-17

Getting into popular careers locally

Street Facts

Basic information about help and advice agencies

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Short, easy to read starter leaflets

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CODE

Words for your CV - Jobsearch Hints	ZW3.1(7) ●
Writing for a job or apprenticeship - Jobsearch Hints	ZW3.1(10) ●
Writing your CV/resume	ZW3.1(6)
see also: CVs; Job advertisements; Interviews	

Applying for a University Course

Applying for higher education courses	ZE7(14)
Applying for higher education courses in art and design	ZE7(20)
Applying to Oxford or Cambridge	ZE7(19)
Big map: UK universities and colleges	ZE7(2)
Choosing your firm and insurance offers	ZE7(17)
UCAS	ZE7(15)
UCAS applications: personal statements	ZE7(16)
UCAS: confirmation, adjustment and clearing	ZE7(18)
UniFAQS	ZE7(1)
see also: Higher education courses	

Apprenticeships

Apprenticeships, and Foundation Learning - Apprenticeships	ZW2.2(1) ●
Apprenticeships and work-based Foundation Learning in Calderdale and Kirklees	ZW2.2(3) ●
Applying for apprenticeships – questions to ask	ZW2.2(4)
Accounts and insurance work - Apprenticeships	ZW2.2(27) ●
Animal care - Apprenticeships	ZW2.2(6) ●
Bricklaying - Apprenticeships	ZW2.2(19) ●
Care of the elderly or people with special needs - Apprenticeships	ZW2.2(12) ●
Catering and hospitality - Apprenticeships	ZW2.2(7) ●
Childcare - Apprenticeships	ZW2.2(13) ●
Electrical installation - Apprenticeships	ZW2.2(22) ●
Engineering - Apprenticeships	ZW2.2(26) ●
Farming and gardening - Apprenticeships	ZW2.2(5) ●
Hairdressing - Apprenticeships	ZW2.2(11) ●
IT - Apprenticeships	ZW2.2(10) ●
Joinery work - Apprenticeships	ZW2.2 (20) ●
Manufacturing - Apprenticeships	ZW2.2 (25) ●
Motor vehicle work - Apprenticeships	ZW2.2(17) ●
Office work - Apprenticeships	ZW2.2(15) ●
Painting and decorating - Apprenticeships	ZW2.2(21) ●
Plumbing, heating or ventilation work - Apprenticeships	ZW2.2(23) ●
Retail or shop work - Apprenticeships	ZW2.2(9) ●
Roofing, scaffolding, plastering, tiling, ceiling fixing, flooring etc - Apprenticeships	ZW2.2(24) ●
Sport and leisure - Apprenticeships	ZW2.2(16) ●
Textiles or sewing - Apprenticeships	ZW2.2(18) ●

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	CODE
Travel agency work - Apprenticeships	ZW2.2(8) ●
Warehouse work - Apprenticeships	ZW2.2(14) ●
see also: Foundation Learning	
Arboriculture	
Forestry, arboriculture and tree surgery	HB1(1)
Archaeology	K1(7)
🔗 Archivist	K2(2)
Architecture	BA(1)
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Armed Forces, The - Routes @ 16-17	UA(2) ●
Armed Forces - Job Facts	UA(1) ●
Nursing and medical work in the Armed Forces	UA(4)
Royal Air Force	UA2(1)
Royal Navy and Royal Marines	UA3(1)
Army	
The Army	UA1(1)
Art and Design	
Applying for higher education courses in art and design	ZE7(20)
Art and design - Outlook on	E(2)
Art and design: an introduction	E(3)
Art and design - Routes @ 16-17	E(1) ●
Careers in museums and art gallery work	K1(3)
🔗 Cartoonist	E1(7)
🔗 Conservation of works of art	K1(4)
🔗 Craft bookbinding and conservation	E1(11)
Degree ideas with art and design	ZE7(25)
🔗 Design crafts people	E(4)
🔗 Display and exhibition design	E1(8)
🔗 Fine art	E(7)
Fashion design	E1(6)
Graphic design	E1(4)
🔗 Illustration	E1(12)
Interior design	E1(2)
🔗 Making things look good	E(6)
🔗 Medical illustration and photography	E1(1)

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	CODE
☞ Model making	E1(10)
Photography	PC(1)
☞ Product design	E1(9)
Signmaking	E1(3)
Textile and surface design	E1(5)
Art Therapy	
Arts therapist (art, music and drama therapists)	JG1(1)
☞ Creative therapies	JG1(3)
Arts A Levels	
Opportunities with advanced level arts subjects	K(1)
☞ Arts Administration	K1(2)
Arts Therapies	
Arts therapist	JG1(1)
☞ Creative therapies	JG1(3)
Dramatherapy training in the UK	JG1(2)
☞ Astronomy and Space Science	TD(17)
Auctions	
☞ Working in auctions	SB(14)
Aviation - Civil	
Air cabin crew	WA(2)
Air traffic control	WA(5)
☞ Pilots	WA(3)
Working at airports	WA(1)
B	
Baking	
☞ Baking and confectionary	NC(1) ●
Cooking and baking - Job Facts	C2(1) ●
Plain Guide to Employment and Skills: food manufacturing	NC(5) ●
Bank Accounts	
Basic bank accounts	ZM1(2)

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Banking and Building Societies

Applying to banks	IE(1)	
Banks and building societies	IE(2)	
Building societies - addresses to contact for recruitment	IE(3)	
Financial services - Routes @ 16-17	I(2)	●
☞ Investment banking	IE(4)	
Working in finance	I(1)	
For information on personal finance see:		
Money sense – Street Facts	ZM(1)	●

Bar Work

Licensed retailing and the pub trade	C2(4)
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Barrister

Barristers	L1(1)
☞ Barristers' clerk	L5(2)
see also: Careers in law	L(1)

Beauty Industry

☞ Beauty consultant	RC(8)	
Beauty therapy - local information	RC(2)	
Beauty therapy and related careers	RC(1)	
Plain Guide to Employment and Skills: beauty industry	RC(3)	●
see also: Hairdressing	RC(4),(6),(7)	●
Tattooing and body piercing	RC(9)	

☞ Betting and Gaming	MA1(1)
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Biochemistry, Careers with

TD(9)

Biology

Biomedical science	TD(22)
☞ Biotechnology	TD(2)
☞ Botany/plant science	TD(5)
Careers using biological sciences	TD(1)
Careers with biochemistry	TD(9)
☞ Genetics	TD(3)
☞ Marine and freshwater biology	TD(4)
☞ Microbiology	TD(7)
☞ Zoology/animal science	TD(6)
see also: Scientific work	

Biomedical Engineering

Clinical engineering, medical, electronics and equipment design	GC(2)
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☞ Medical engineering	GC(1)
Biomedical Science	TD(22)
Body Piercing	
☞ Tattooing and body piercing	RC(9)
Book Selling	
Careers in book publishing	PD(1)
Publishing	PD(2)
Bricklayer	
Bricklayer	BB(3)
Bricklaying - Apprenticeships	ZW2.2(19) ●
☞ Stonemason	BB(16)
see also: Construction - Routes @ 16-17	B(1) ●
British Sign Language	
Training as a British Sign Language/English interpreter	K3(4)
BTEC National/Level 3	
Choosing advanced level courses	ZC3(7)
Qualifications	ZE4(1)
Building	
See Construction	
Building Services Engineering	
☞ Building services engineering	BB2(2)
Making a difference, career factsheets	BB2(1)
Building Societies	
Building societies - addresses to contact for recruitment	IE(3)
Banks and building societies	IE(2)
Financial services - Routes @ 16-17	I(2) ●
☞ Bullying	ZR3(1)
Burial and Cremation	
Funeral directing, embalming and related work	RA(1)
Business - Setting Up Your Own Business	
16-19 thinking of setting up your own business? - Street Facts	ZW6(1) ●
Drawing up a business plan	ZW6(5)

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CODE

Working for yourself **ZW6(3)**

Business Management

- ☞ Company secretary **AA(6)**
- Human resources management **AA2(1)**
- Management **AA(1)**
- ☞ Management services and management consultancy **AA(4)**
- Working in business **AA(3)**

Buying and Purchasing

- ☞ Purchasing and supply **WC(2)**
- ☞ Retail buyer **SB(15)**

C

Call Centre Work

- Call centre/contact centre work **SA(3)**
- Plain Guide to Employment and Skills:** contact centre work **SA(1)** ●

Care

- ☞ Care assistant with elderly people **V2(5)**
- Care of the elderly - **Apprenticeships** **ZW2.2(12)** ●
- Caring for the elderly and those with disabilities - **Routes @ 16-17** **V2(3)** ●
- Caring work **V(5)**
- Childcare - **Apprenticeships** **ZW2.2(13)** ●
- ☞ Community development work **V(3)**
- Have you thought about a career in social care? **V2(2)**
- Helping people **V(1)**
- Plain Guide to Employment and Skills:** childcare **F1(8)** ●
- Plain Guide to Employment and Skills:** social care work **V(9)** ●
- Social care - **Outlook on** **V(4)**
- Social care work - **Job Facts** **V2(1)** ●
- ☞ Social support work **V2(7)**
- ☞ Working with older people **V2(4)**
- Working with people with special needs **V2(6)**
- see also: Nursery work/childcare - **Routes @ 16-17** **F1(1)** ●
- Careers in social work **V6(1)**

Career Change

- A change from teaching **F2(13)**
- Choosing a job if you don't have many qualifications **ZC5(7)**

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- Apprenticeships** Basic information about apprenticeships
- Job Facts** Basic information about (mainly) practical jobs and career options
- Jobsearch Hints** Advice for job seekers
- Outlook on** Information about trends and skill shortages
- Plain Guide to..** Brief information about trends in work
- Routes @ 16-17** Getting into popular careers locally
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CODE

Career Choices in Years 8 or 9

Choosing courses for Years 10 and 11	ZC2(1)	
Directions	ZC2(2)	
☞ Getting started in careers - information for parents	ZC2(5)	
Planning your future	ZC2(3)	
Work-related programmes after Year 9	ZC2(7)	

Career Choices after Year 11

Choosing advanced level courses	ZC3(7)	
Fast guide to options at 16+	ZC3(2)	●
Fast guide to qualifications 16+	ZC3(3)	●
Foundation Learning 16+	ZC3(5)	
Get Ahead	ZC3(4)	
Get Organised (options in Kirklees)	ZC3(9)	
Jobs requiring few or no qualifications	ZC3(6)	
☞ Life after Year 11 – a guide for parents and carers (K)	ZC3(10)	
☞ Life after Year 11 – a guide for parents and carers (C)	ZC3(13)	
Options 16+ for level 2 learners	ZC3(12)	
Post 16 options in Calderdale 2012	ZC3(11)	
Year 11 careers countdown	ZC3(1)	
see also: Apprenticeships, Finance for study, Qualifications		

Career Choices after Year 13

Choices at eighteen	ZC4(1)	
JobFAQs	ZW3(5)	
Jobs with advanced level qualifications	ZC4(2)	
UniFAQs	ZE7(1)	
see also: Higher education		

Career Development Loan

ZM4.2(4)

Careers Information and Libraries

Learning and work information online	ZC7(2)	
☞ Setting up and developing a Connexions resource area	ZY8.3(1)	
☞ Sorted! The student guide to running a Connexions Access Point	ZY8.3(2)	

Careers Work

Careers guidance work	V8(1)	
Connexions personal adviser	V8(2)	

Caretaking

Caretaking and cleaning work - Job Facts	RB(3)	●
Caretakers, attendants and porters	RB(2)	
Plain Guide to Employment and Skills: cleaning work	RB(9)	●

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Apprenticeships	Basic information about apprenticeships
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Outlook on	Information about trends and skill shortages
Plain Guide to..	Brief information about trends in work
Routes @ 16-17	Getting into popular careers locally
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Carpentry

Carpentry and joinery	BB(8) ●
Construction - Routes @16-17	B(1)
Construction - Outlook on	B(2)
☞ Interested in woodwork	NL(2)
Joinery - Apprenticeships	ZW2.2(20) ●
☞ Shopfitting	NL(4)
☞ The timber trade	NL(3)
☞ Woodworking machinist	NL(6)
see also: Cabinet making, furniture making and design	NL(1)

☞ **Carpet Fitting and Floorlaying** BB(12)

☞ **Cartography** BC2(2)

☞ **Cartoonist** E1(7)

Catering and Hotel

Catering and hospitality management	C1(1)
Catering and hospitality - Apprenticeships	ZW2.2(7) ●
Cooking and food preparation	C2(3)
Cooking and baking - Job Facts	C2(1) ●
Hospitality and catering - Routes @ 16-17	C(1) ●
Hotel and catering work - Job Facts	C2(2) ●
Licensed retailing and the pub trade	C2(4)
Plain Guide to Employment and Skills: catering and hospitality	C(2)
☞ Serving food and drink	C2(7)
☞ Working in fast food	C2(5)
Working in hospitality	C(4)

Ceramics Manufacture

☞ Careers in glass, clay and ceramics ND(1)

Changing Courses of Higher Education

☞ If you leave a higher education course ZE7(10)

Charitable Trusts

Sponsorship, scholarships and charitable trusts ZM5(9)

Charities

Jobs with charities V7(1)

See also: Volunteering

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Chartered Surveying

☞ Estate agency work	BC3(5)
Surveying: an introduction to the work and training	BC3(1)
☞ Surveying: property	BC3(2)
☞ Surveying: resources	BC3(3)

Chef/Cook

Catering and hospitality - Apprenticeships	ZW2.2(7)	●
Cooking and food preparation	C2(3)	
Cooking and baking - Job Facts	C2(1)	●
☞ Fast food	C2(5)	
Hospitality and catering- Routes @ 16 - 17	C(1)	●
See also: Catering and hospitality		

☞ Chemical Engineering	GD(1)
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Chemical Industry

☞ Careers in pharmaceuticals	NA(3)
☞ Chemical industry	NA(1)
☞ Oil refineries	NG(1)
☞ Paint and coatings technology	NA(2)

Chemistry

Careers with biochemistry	TD(9)
Careers with chemistry	TD(10)
Degree ideas with chemistry	ZE7(27)
Degrees in chemistry and the chemical sciences	TD(12)
Next Step	TD(11)
see also: Scientific careers: an introduction	T(2)

Childcare Provision

Care to Learn	ZM4.1(4)
Childcare in Calderdale and Kirklees	ZR6(1)
Dependant's grant (Higher education students)	ZM5(4)

Children and Childcare

Childcare - Apprenticeships	ZW2.2(13)	●
Childcare – Job Facts	F(12)	●
Childminding and fostering	F1(10)	
☞ Nanny, parents help and au pair	F1(11)	
☞ Non-teaching jobs in schools	F1(13)	
Nursery work/childcare - Routes @ 16-17	F1(1)	●
Nursery and early years childcare and education	F1(3)	
Plain Guide to Employment and Skills: working in childcare	F1(9)	

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☞ Playworker	F1(12)
Teaching assistants	F1(4)
Teaching in nursery, infant and primary schools	F2(10)
Work in childcare - Outlook on	F1(7)
Working with children	F1(6)
☞ Working in residential childcare	F1(9)

Chiropody/Podiatry

Podiatrist	JG2(1)
Podiatry	JG2(2)

Choosing an Advanced Level Course

Choosing advanced level courses	ZC3(7)
Jobs with advanced level qualifications	ZC4(2)
Subject choice 16+ and higher education	ZC3(8)
The Diploma: choosing your options for Year 12	ZC3(11)
See <i>also</i> : Diplomas, Qualifications, Career choices after Year 13	

Circus Work

Entertaining and show business	Q(1)
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Citizens Advice Bureau Worker

V1(1)

Civil Engineering and Structural Engineering

Civil engineering	BB3(2)
Construction - Outlook on	B(4)
☞ Engineering construction	BB3(6)
Engineering your future	BB3(4)
☞ see <i>also</i> : Careers in the water industry	BB3(1)

Civil Service

Local opportunities for administrative staff in the Civil Service	AB(1)
Specialist careers in the Civil Service	AB(2)
Working for the Civil Service	AB(3)
☞ Working for EU institutions	AB(4)

Cleaning

Cleaners	RB(1)
Caretakers, attendants and porters	RB(2)
Plain Guide to Employment and Skills: cleaning work	RB(9)
☞ Refuse collection and street cleaning	RB(7)
☞ Specialist cleaning services	RB(5)
☞ Working in private households	RB(8)

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Clerical and Office Work

Clerical and administration work	AD(2)	
☞ Desk top publishing	AD(11)	
☞ Farm secretary	AD(9)	
Medical administrative, clerical and secretarial	AD(6)	
Office and administration – Outlook on	AD(12)	
Office work: an introduction	AD(4)	
Office work - Job Facts	AD(1)	●
Office work - Routes @ 16-17	AD(3)	●
Office work - Apprenticeships	ZW2.2(15)	●
Plain Guide to Employment and Skills: contact centre work	SA(1)	●
Plain Guide to Employment and Skills: clerical and administration work	AD(13)	●
☞ Receptionists	AD(7)	
Secretaries and personal assistants including bilingual secretary	AD(10)	
see also: Working in a call or contact centre	SA(1)	●

Clinical Engineer

Clinical engineering, medical electronics and equipment design	GC(2)
☞ Medical engineering	GC(1)

Clinical Perfusion and Critical Care Technology

JF(6)

Clinical Physiology

JF(4)

Clinical Psychology

Clinical psychologist	V4(3)
see also: Psychology	V4(4)

Clothing Manufacture

☞ Jobs and careers in textiles	NB(4)
☞ Sewing machinist	NB(5)
Textiles or sewing - Apprenticeships	ZW2.2(18) ●
Working in the clothing industry	NB(1)

☞ **Coastguard and Coastal Services**

UB(6)

Community and Youth Work

☞ Community development work	V(3)
Social care - Outlook on	V(4)
Voluntary and community sector - Outlook on	V(2)
Youth work	V9(1)
For details of youth clubs see Leisure	

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	CODE
☞ Company Secretary	AA(6)
Complementary Medicine	
Complementary medicine	JB(1)
Plain Guide to Employment and Skills: complementary therapy	JB(2) ●
☞ Osteopathy and chiropractic	JB(3)
☞ Trichology	JB(4)
Computer Engineering	GE1(2)
Computer Software and Internet Sites for Careers Information and Guidance	
Jobs and careers resources on the Internet	ZW3(3)
Learning and career information online	ZC7(2)
see also: Internet	
Computing and IT	
Games design	D(11)
ICT: an introduction to the work and training	D(8)
ICT opportunities	D(2)
Work in multimedia and interactive media	D(10)
ICT: managing the systems	D(7)
ICT: sales and technical support	D(5)
Information technology - Routes @ 16-17	D(3) ●
IT - Apprenticeships	ZW2.2(10) ●
IT - Outlook on	D(4)
Qualifications and skills in ICT	D(1)
Software engineering	D(6)
Web design and management	D(9)
☞ Commodity Broking	IF(6)
Conference and Event Management	
☞ Conference and exhibition organising	O3(2)
Events management	O3(1)
Connexions	
Connexions personal adviser	V8(2)
☞ Sorted! The student guide to running a Connexions Access Point	ZY8.3(2)
see also: Careers information and libraries	
Conservation (Arts)	
☞ Arts administration	K1(2)
Careers in museums and art galleries	K1(3)
Conservation of works of art	K1(4)

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- ☞ Craft bookbinding and conservation
Heritage jobs
see also: History

E1(11)
K1(5)
K1(1)

Conservation (Environmental)

- Nature conservation
- ☞ Wastes management

HB2(1)
HB2(2)

Construction

- Architecture
- Bricklaying - **Apprenticeships**
- Bricklaying
- ☞ Building services engineering
- Building work - **Job Facts**
- Carpentry and joinery
- Construction: technical work and management
- Construction - **Routes @ 16-17**
- Construction - **Outlook on**
- Construction Skills Certification Scheme (CSCS)
- Electrical installation and maintenance
- Electrical installation work
- Making a difference, career factsheets
- Making things happen (plumbing)
- Jobs in construction
- Joinery - **Apprenticeships**
- ☞ Operating and maintaining cranes
- Painting and decorating
- Painting and decorating - **Apprenticeships**
- Plain Guide to Employment and Skills:** construction
- Plain Guide to Employment and Skills:** jobs in road work and utilities
- ☞ Plastering
- Plumbing
- ☞ Road maintenance
- ☞ Roofing
- Plumbing, heating and ventilation - **Apprenticeships**
- Roofing, scaffolding, plastering, tiling, ceiling fixing, flooring - **Apprenticeships**
- ☞ Steeplejack
- ☞ Stone cleaning
- ☞ Stonemason
- ☞ Tiling
- see also: Civil engineering
Electrician

BA(1)
ZW2.2(19) ●
BB(3) ●
BB2(2)
BB(2) ●
BB(8) ●
BB1(1)
B(1) ●
B(4)
BB(20)
BB(10)
BB(9)
BB2(1)
BB(6)
BB(1)
ZW2.2(20) ●
BB(19)
BB(7)
ZW2.2(21) ●
B(3) ●
BB3(3) ●
BB(11)
BB(4), BB(6)
BB3(5)
BB(13)
ZW2.2(23) ●
ZW2.2(24) ●
BB(15)
BB(17)
BB(16)
BB(14)

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Consumer Protection

Trading standards and consumer protection	AC(5)	
see also: Environmental health officer	AC(3)	
☞ Working in health and safety	AA1(1)	
Money sense - looking after your money - Street Facts	ZM(1)	●
Shopping - your rights - Street Facts	ZL5(2)	●

Conveyancer

Licensed conveyancer	L3(1)	
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Cook/Chef

Catering and hospitality - Apprenticeships	ZW2.2(7)	●
Catering and hospitality – Outlook on	C(2)	
Cooking and food preparation	C2(3)	
Cooking and baking - Job Facts	C2(1)	●
☞ Fast food	C2(5)	
Hospitality and catering - Routes @ 16-17	C(1)	●
Hotel and catering work - Job Facts	C2(2)	●

☞ Coroners and Coroners' Officer	L5(6)	
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Correspondence Courses/Colleges

Distance and open learning	ZE6.4I(2)	
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Costume Design and Wardrobe Work

Behind the scenes in theatre and television	PA(4)	
see also: Fashion design	E1(6)	

Counselling

Counselling - Outlook on	V3(2)	
☞ Counselling careers	V3(3)	
See also: Mentoring as a career	F1(5)	

Counselling Services

Bereavement	ZR2(1)	
Counselling and support services	ZR1(1)	
☞ Dealing with abuse	ZR3(2)	
Stressed - feeling down? - Street Facts	ZH1(2)	●

Courts

☞ Coroners and coroners' officer	L5(6)	
☞ Judges and magistrates	L5(4)	
Legal support work	L5(1)	

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	CODE
☞ Working in court services	L5(5)
Covering Letter - Jobsearch Hints	ZW3.1(9) ●
Crafts	
☞ Design crafts people	E(4)
☞ Rural crafts	H(5)
Creative Therapies	
Arts therapists	JG1(1)
Creative therapies	JG1(3)
Dramatherapy training in the UK	JG1(2)
☞ Credit Control and Management	IF(2)
Cruise Ships	
Jobs on cruise ships	WF(4)
Curriculum Vitae (CV)	
A personal profile or statement – Jobsearch Hints	ZW3.1(12)
Skills for employment	ZW3.1(8)
Words for your CV - Jobsearch Hints	ZW3.1(7) ●
Writing your own CV/resumé	ZW3.1(6) *
Your CV - Jobsearch Hints	ZW3.1(5)
Customer Services	
Customer service work	SA(2)
Plain Guide to Employment and Skills: contact centre work	SA(1)
Customs and Excise	
Specialist careers in the Civil Service	AB(2)
D	
Dance	
Dance and dance teaching	Q2(2)
Dance training courses accredited by the Council for Dance Education and Training (CDET)	Q2(1)
Dance and Drama Awards	ZM4.1(5)
Deaf People	
Teaching deaf children	F2(8)

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Deaf or hard of hearing and in work or looking for work
Information for people with disabilities

ZL3.3(3)
ZL3.3(2)

Degree Courses

Big map: UK universities and colleges ZE7(2)
Degree ideas with art and design ZE7(25)
Degree ideas with biology ZE7(24)
Degree ideas with chemistry ZE7(27)
Degree ideas with English ZE7(22)
Degree ideas with geography ZE7(23)
Degree ideas with history ZE7(30)
Degree ideas with languages ZE7(26)
Degree ideas with maths ZE7(28)
Degree ideas with physics ZE7(29)
Higher education ideas after a BTEC level 3 in Applied Science ZE7(35)
Higher education ideas after BTEC level 3 in Business ZE7(34)
Higher education ideas after BTEC level 3 in Children's Care,
Learning and Development ZE7(31)
Higher education ideas after BTEC level 3 in
Health and Social Care ZE7(37)
Higher education ideas after BTEC level 3 in IT ZE7(33)
Higher education ideas after BTEC level 3 in Sport ZE7(32)
Higher education ideas after BTEC level 3 in Performing Arts ZE7(36)
Opportunities to study for a degree part-time whilst working
after an A level or equivalent course ZE7(4)
Routes into higher education ZE7(6)
UniFAQs ZE7(1)
see also: Higher education; UCAS

Delivery Work

🔗 Delivery and courier work WE(2)
Driving delivery and warehouse work – **Job Facts** WB(1) ●
🔗 Furniture removals WB(8)
Plain Guide to Employment and Skills: driving jobs WE(3) ●
Postal work - **Job Facts** WB(3) ●
Warehouse and distribution work – **Routes @ 16-17** WB(2)
see also: Logistics

🔗 **Demolition** BB(18)

Dental Support Staff

Careers in dental care JC(6)

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Careers in dental health	JC(4)	
Dental nurse	JC(2)	
☞ Dental technology	JC(1)	
Dental therapist and dental hygienist	JC(3)	

Dentist JC(5)

Design

Art and design - Outlook on	E(2)	
Art and design - Routes @ 16-17	E(1)	●
Art and design: an introduction	E(3)	
☞ Design crafts people	E(4)	
☞ Display and exhibition design	E1(8)	
Fashion design	E1(6)	
Graphic design	E1(4)	
Interior design	E1(2)	
☞ Product design	E1(9)	
Textile and surface design	E1(5)	

Design and Technology, Careers with E(5)

Dietetics/Dietitian

Dietitian	JG3(1),(2)	
see also: Good health - Street Facts	ZH1(1)	●
for information about diet and food issues		

Diplomatic Service

Specialist careers in the Civil Service	AB(2)	
Working for the Civil Service	AB(3)	
see also: Working for EU institutions	AB(4)	

Directions - Choices at 13-14 ZC2(2)

Disability

Caring for the elderly and those with disabilities - Routes @ 16-17	V2(3)	●
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Disabled People

Information for people with disabilities	ZL3.3(2)	
Deaf or hard of hearing and in work or looking for work	ZL3.3(3)	
Disabled Student Allowances	ZM5(5)	

Dispensing Optician

Optical work	JJ(1)	
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Display and Interior Design

- ☞ Display and exhibition design
- Interior design

E1(8)
E1(2)

Distance Learning

- Distance and open learning
- The Open University

ZE6.4I(2)
ZE6.4H(1)

District Nursing

- Careers in nursing
- ☞ Nursing in the community

JI2(1)
JI2(8)

☞ **Diving**

UA(5)

Doctor

- Careers in medicine
- Doctor - an introduction to the work and training
- ☞ Specialties in medicine and surgery

JH(1)
JH(2)
JH(3)

☞ **Dogs**

- Pet groomer
- ☞ Working with dogs

HC1(6)
HC1(4)

Drama

- Courses in stage management and acting
- Dance and drama awards
- Drama and acting

Q1(2)
ZM4.1(5)
Q1(1)

Dramatherapy

- ☞ Creative therapies
- Dramatherapy training in the UK

JG1(3)
JG1(2)

Drink and Food Manufacture

- ☞ Baking and confectionary
- ☞ Brewing
- Food science and technology
- Jobs in the food and drink industries
- ☞ Meat industry

NC(1)
NC(3)
TA(1)
NC(2)
NC(4)
NC(5)

Plain Guide to Employment and Skills: food manufacturing
see also: Hotel and catering work

Driving

- ☞ Delivery and courier work

WE(2)

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- Job Facts** Basic information about (mainly) practical jobs and career options
- Jobsearch Hints** Advice for job seekers
- Outlook on** Information about trends and skill shortages
- Plain Guide to..** Brief information about trends in work
- Routes @ 16-17** Getting into popular careers locally
- Street Facts** Basic information about help and advice agencies
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Driving jobs - Job Facts	WB(1)	●
Driving instruction and examining	WE(4)	
Driving jobs (including taxis, LGV, bus and coach driving)	WE(1)	
☞ Furniture removals	WB(8)	
Plain Guide to Employment and Skills: driving jobs	WE(3)	●
Postal delivery	WB(7)	
Transport and distribution - Outlook on	W(1)	
Warehouse and distribution work – Routes @ 16-17	WB(2)	●

Drugs - Street Facts ZH5(3) ●

Dry Cleaning

☞ Laundries and dry cleaning services	RB(4)	
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E

EC

see: Abroad

☞ Economist	IF(7)	
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Education

English and maths for adults	ZE6.4A(2)	
Learning and career information online	ZC7(2)	
Learning for adults	ZE6.2(3)	
Reading, writing and numbers - Street Facts	ZE6.4A(1)	●
see also: Higher education		
Mature students		

Elderly People

☞ Accommodation warden	V2(8)	
☞ Care assistant with elderly people	V2(5)	
Caring for the elderly and those with disabilities - Routes @ 16-17	V2(3)	●
Care of the elderly or people with special needs - Apprenticeships	ZW2.2(12)	●
Have you thought about a career in social care?	V2(2)	
Plain Guide to Employment and Skills: social care work	V2(9)	●
☞ Working with elderly people	V2(4)	

Electrical and Electronic Engineering, Electrician

Communications engineering	GE1(3)	
Computer engineering	GE1(2)	
☞ Electrical engineering	GE1(1)	

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Apprenticeships	Basic information about apprenticeships
Job Facts	Basic information about (mainly) practical jobs and career options
Jobsearch Hints	Advice for job seekers
Outlook on	Information about trends and skill shortages
Plain Guide to..	Brief information about trends in work
Routes @ 16-17	Getting into popular careers locally
Street Facts	Basic information about help and advice agencies
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Electrical installation work - Routes @ 16-17	BB(9) ●
☞ Electronics assembly	GE1(5)
Electronics engineering	GE1(4)
Engineering - Outlook on	G(13)
Electrical installation - Apprenticeships	ZW2.2(22) ●
Electrical installation and maintenance	BB(10)

Emergency Services

Ambulance service	JI1(1)
Careers in the ambulance service	JI1(3)
Civilian jobs with the police	UD(2)
☞ Coastguard and coastal services	UB(6)
Disaster management and relief	UB(5)
Fire and rescue service	UB(2)
Fire and rescue services in the UK	UB(3)
Police community support officers	UD(5)
Police work	UD(1)
West Yorkshire Fire and Rescue Authority firefighter recruitment information	UB(1)

Employment after advanced level study

Jobs with advanced level qualifications	ZC4(2)
JobFAQs	ZW3(5)
Options at 18+	ZC4(1)

Employment

Opportunities with a degree in any subject	ZE7(7)
Plain Guide to Employment and Skills: self help for graduates	ZW3.3(4) ●
Starting work	ZW5(1)
<i>see also:</i> Self employment, Ways of working, Employment trends, Job hunting	

Employment Agencies

Local employment agencies	ZW4.3(1)
Recruitment agencies/consultancies specialising in management and professional vacancies	ZW4.3(2)

☞ Employment Agency Work	AA3(1)
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Employment Rights/Legislation

Contracts of employment, hours, pay rates, tax and National Insurance - Street Facts	ZW7.2B(1) ●
Convictions and looking for a job - Street Facts	ZL6(1) ●

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Health and safety at work - **Street Facts** ZW7.4(1) ●
 Payslips - **Street Facts** ZW7.2B(3)
Plain Guide to Employment and Skills: redundancy ZW7.3(2) ●
 Deaf or hard of hearing people in work or looking for work ZL3.3(3)
 Working hours for young workers 16-18 - **Street Facts** ZW7.2B(4) ●
 see also: Equality

Employment Trends

Job market trends ZW8(2)
 See also: '**Outlook on**' and '**Plain Guide to**' leaflets

☞ **Energy Supply and Technology** GE2(1)

Engineering

☞ Aerospace engineering GA(1)
 ☞ Chemical engineering GD(1)
 Civil engineering BB3(2)
 Clinical engineering, medical electronics and equipment design GC(2)
 Communications engineering GE1(3)
 Computer engineering GE1(2)
 ☞ Design engineering G(3)
 ☞ Domestic appliance servicing GF1(1)
 Electrical installation work - **Routes @ 16-17** BB(9) ●
 Electrical installation and maintenance BB(10)
 ☞ Electrical engineering GE1(1)
 Electronic engineering GE1(4)
 ☞ Electronics assembly GE1(5)
 Engineering - **Apprenticeships** ZW2.2(26) ●
 Engineering - **Outlook on** G(13)
 Engineering - an introduction to the work and training G(2)
 ☞ Engineering construction BB3(6)
 ☞ Engineering maintenance GF1(4)
 Engineering your future (civil engineer) BB3(4)
 ☞ Foundry industry NE(1)
 Garage work - **Job Facts** GJ(2) ●
 Jobs in engineering at operative, craft and technical level G(1)
 ☞ Land-based engineering GB(1)
 Manufacturing engineering G(12)
 ☞ Marine engineering GG(2)
 Mechanical engineering - **Routes @ 16-17** GF2(1) ●
 ☞ Mechanical engineering GF2(2)
 ☞ Medical engineering GC(1)
 ☞ Office equipment servicing GF1(5)
 Sound recording GE1(6)

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- Welding, sheetmetal work and spray painting
 - ☞ The offshore oil and gas industry
 - ☞ Working in energy generation
 - ☞ Working in energy supply and technology
- see also: Motor vehicle work, Maintenance and repair work

GF3(1)
GI(1)
GE2(2)
GE2(1)

Engineering Technicians

Engineering - an introduction to the work and training
Jobs in engineering at operative, craft and technical level
Mechanical engineering - **Routes @ 16-17**

G(2)
G(1) ●
GF2(1)

English - Skills

English and maths for adults
Reading, writing and numbers - **Street Facts**
Teaching English to speakers of other languages

ZE6.4A(2)
ZE6.4A(1) ●
F3(2)

English

Degree ideas with English
Good at English?
Writing for a living
see also: Journalism, Publishing, Media

ZE7(22)
PB(5)
PB(6)

Entertainment Industry

Q(1)

Environmental Health

Environmental health practitioner
see also: Trading standards and consumer protection
☞ Working in health and safety

AC(3)
AC(5)
AA1(1)

Environmental Science

Working for the environment
see also: ☞ Careers using geography
☞ Wastes management
Nature conservation

TD(14)
TB(2)
HB2(2)
HB2(1)

Equality

Age discrimination: your rights
Equality – **Street Facts**
Gender and sexual orientation: your rights
Information for people with disabilities

ZL3.4(1)
ZL3(2) ●
ZL3.1(1)
ZL3.3(2)

Race, religion and belief: your rights
see also: Employment rights

Equity

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	CODE
Drama and acting	Q1(1)
Erasmus	
Erasmus – you'll go far	ZX1(1)
Estate Agency	
☞ Estate agency work	BC3(5)
see also: Surveying	BC3(1),(2)
Ethical careers	ZC7(1)
Europe	
Erasmus – you'll go far	ZX1(1)
☞ Higher education and training in Europe	ZX1(3)
☞ Working for EU institutions	AB(4)
Working holidays and temporary jobs abroad	ZX2(3)
Working overseas	ZX2(2)
see also: Abroad	
Event Management	
☞ Conference and exhibition organising	O3(2)
Events management	O3(1)
Examinations, Exam Strategies	
Exam wise - Street Facts	ZE9.1(1) ●
Qualifications	ZE4(1)
see also: Career choices	
☞ Exporting and Importing	WC(1)
Eye Care	
Optical work	JJ(1)
Orthoptics	JJ(2), (3)
F	
Factories, HM Inspectors of	
☞ Working in health and safety	AA1(1)
see also: Health and safety at work - Street Facts	ZW7.4(1) ●
Factory Work	
Manufacturing - Apprenticeships	ZW2.2(25) ●
Manufacturing and practical jobs - Routes @ 16-17	N(2) ●
☞ Quality assurance	N(5)

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- Working in a factory - **Job Facts** N(1) ●
- ☞ Working in a factory N(3)
- Working in industry N(4)
- see also: Working in the clothing industry NB(1)
- Textiles or sewing - **Apprenticeships** ZW2.2(18) ●

Farming

- Agriculture HA1(1)
- ☞ Agricultural services and contracting HA1(4)
- Farming and gardening - **Apprenticeships** ZW2.2(5) ●
- Farming and gardening - **Job Facts** H(1) ●
- ☞ Farm secretary/administrator AD(9)
- ☞ Farm management HA1(2)
- ☞ Graduate level careers in agriculture HA1(3)
- Land based jobs: farming and gardening - **Routes @ 16-17** H(2) ●
- Plain Guide to Employment and Skills:** agriculture and environmental conservation H(3)

- ☞ **Fast Food** C2(5)

Fashion Design

E1(6)

Film, TV and Video

- ☞ Animation PA(6)
- Broadcasting - production and presentation PA(1)
- ☞ Film making PA(3)
- ☞ Technical and engineering careers in radio and TV PA(2)
- Working in the media P(1)
- see also: Behind the scenes in theatre and television PA(4)
- ☞ Special effects work PA(5)

Finance Based Careers

- Accounts and insurance work - **Apprenticeships** ZW2.2(27) ●
- ☞ Careers in pensions IF(9)
- ☞ Financial adviser IF(1)
- Financial services - **Routes @ 16-17** I(2) ●
- ☞ Investment analyst IF(8)
- Plain Guide to Employment and Skills:** working in financial services I(4) ●

Working in finance

see also: Accountancy; Banking; Building societies; Insurance; Taxation, Actuaries I(1)

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Outlook on	Information about trends and skill shortages
Plain Guide to..	Brief information about trends in work
Routes @ 16-17	Getting into popular careers locally
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	CODE
Fire Service	
Fire and rescue service	UB(2)
Fire and rescue services in the UK	UB(3)
West Yorkshire Fire and Rescue Authority - firefighter recruitment information	UB(1)
Fish Farming, Fishing	
🔗 Fish farming, water keeping and ornamental fish	HA2(1)
🔗 Sea fishing	HA2(2)
Flight Attendant	
Air cabin crew	WA(2)
🔗 Florist	SB(9)
Forced Marriage – Street Facts	ZL3(3)
Food Manufacture	
🔗 Baking and confectionery	NC(1)
🔗 Brewing	NC(3)
Jobs in the food and drink industries	NC(2)
Plain Guide to Employment and Skills: food and drink manufacturing	NC(5) ●
🔗 The meat industry	NC(4)
Food Science and Technology	TA(1)
Forensic Science	TD(18)
Forestry/Arboriculture	
Forestry, arboriculture and tree surgery	HB1(1)
Forklift Truck Training (local)	WB(4)
Foundation Learning 16+	ZC3(5)
🔗 Foundry Industry	NE(1)
Funeral Directing, Embalming and Related Work	RA(1)
🔗 Furniture Removals	WB(8)
Furniture and Wood Crafts	
Carpentry, and joinery	BB(8)

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Cabinet making, furniture making and design	NL(1)
☞ Interested in woodwork	NL(2)
☞ Shopfitting	NL(4)
☞ Timber trade	NL(3)
☞ Upholstery	NL(5)
☞ Woodworking machinist	NL(6)

G

☞ Gamekeeping	HC1(9)
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Gap Year

Planning a year out	ZE9.5(2)
Taking a year out	ZE9.5(1)
Working holidays and temporary jobs abroad	ZX2(3)

Garages and Vehicle Repair

☞ Fast fit services	GJ(7)	
Garage work - Job Facts	GJ(2)	●
☞ Motorcycle and cycle maintenance	GJ(6)	
Motor vehicle maintenance	GJ(4)	
Motor vehicle work - Routes @ 16-17	GJ(3)	●
Motor vehicle work - Apprenticeships	ZW2.2(17)	●
Working in the motor industry	GJ(1)	
☞ Vehicle parts and distribution	GJ(5)	

Gardening

☞ Amenity horticulture	HB3(3)	
☞ Commercial horticulture	HB3(5)	
Farming and gardening - Job Facts	H(1)	●
Farming and gardening - Apprenticeships	ZW2.2(5)	●
☞ Graduate careers in horticulture	HB3(7)	
Horticulture	HB3(4)	
Land based jobs: farming and gardening - Routes @ 16-17	H(2)	●
Plain Guide to Employment and Skills: horticulture and landscaping	HB3(1)	●
see also: Landscape		

GCSEs and other Options 13-14

Choosing courses for Years 10 and 11	ZC2(1)	
Directions – career choices at 13-14	ZC2(2)	
Exam wise - Street Facts	ZE9.1(1)	●

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	CODE
Planning your future	ZC2(3)
Qualifications	ZE4(1)
Work-related programmes after Year 9	ZC2(7)
Genetics	TD(3)
Geography	
Careers using geography	TB(2)
Degree ideas with geography	ZE7(23)
<i>see also:</i> Careers in meteorology	TB(3)
Working for the environment	TB(14)
Geology	
Careers with geology/geoscience	TB(5)
Get Organised	ZC3(9)
Glass Manufacture	
Careers in glass, clay and ceramics	ND(1)
<i>see also:</i> Design crafts people	E(4)
Graphic Design	E1(4)
H	
Hairdressing	
Hairdressing	RC(7)
Hairdressing - Job Facts	RC(4) ●
Hairdressing - Apprenticeships	ZW2.2(11) ●
Hairdressing and beauty therapy - Routes @ 16-17	RC(6) ●
Healthcare Science	JF2
Health Education/Promotion	
Health – Outlook on	J(4)
Health promotion specialist	J(7)
Working in health and safety	AA1(1)
Health Professionals	
A career for you in the NHS	J(1)
Careers in mental health	J(6)
Careers in the allied health profession	J(5)
Health and medical careers	J(2)
<i>see also:</i> specific job titles	

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🔗 Health Promotion Specialist

J(7)

Health and Safety

Environmental health practitioner

AC(3)

Health and safety at work - **Street Facts**

ZW7.4(1) ●

🔗 Working in health and safety

AA1(1)

see also: Trading standards and consumer protection

AC(5)

Stay safe - **Street Facts**

ZH8(1) ●

Health and Well-Being

Drinking too much? - **Street Facts**

ZH5(1) ●

Drugs - **Street Facts**

ZH5(3) ●

Good health - **Street Facts**

ZH1(1) ●

Personal safety - **Street Facts**

ZH8(1) ●

Relationships and safe sex - **Street Facts**

ZH4(1) ●

Smoking - **Street Facts**

ZH5(2) ●

Stressed - feeling down? - **Street Facts**

ZH1(2) ●

Wise up to mental health

ZH6(1)

Health Service Administration

Health service management

JE(1)

Information management

JE(2)

Medical, administrative, clerical and secretarial

AD(6)

Health Service Support Staff

Assistants in the health service (includes hospital porter, sterile supplies assistant, therapy assistant, plaster room assistant and technician, operating department orderly, medical laboratory assistant, ambulance service assistants, anatomical pathology technicians)

J13(3)

Clinical support worker (medical laboratory assistant, phlebotomist, cardiographer, assistant, radiography assistant, speech and language assistant, podiatry assistant, physiotherapy assistant)

J13(1)

Healthcare assistant

J13(2)

Plain Guide to Employment and Skills: nursing and healthcare

J12(11) ●

see also: 🔗 Fitting orthotic devices and artificial limbs

JF(3)

Heritage

Heritage jobs

K1(5)

see also: Museums and art galleries

Higher Education Courses

Access to higher education courses

ZE6.3(1)

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Apprenticeships

Basic information about apprenticeships

Job Facts

Basic information about (mainly) practical jobs and career options

Jobsearch Hints

Advice for job seekers

Outlook on

Information about trends and skill shortages

Plain Guide to..

Brief information about trends in work

Routes @ 16-17

Getting into popular careers locally

Street Facts

Basic information about help and advice agencies

*

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Applying for higher education courses	ZE7(14)
Applying for higher education courses in art and design	ZE7(20)
Applying to Oxford and Cambridge	ZE7(19)
Big map: UK universities and colleges	ZE7(2)
Choosing your higher education	ZE7(11)
Erasmus: you'll go far	ZX1(1)
Higher education: is it for me?	ZE7(8)
☞ If you leave a higher education course	ZE7(10)
Open University	ZE6.4H(1)
Opportunities with a degree in any subject	ZE7(7)
Parent guide (higher education)	ZE7(21)
Routes into higher education	ZE7(6)
UCAS	ZE7(15)
UCAS applications: personal statements	ZE7(16)
UCAS: confirmation, adjustment and clearing	ZE7(18)
UniFAQS	ZE7(1)
see also: Degree courses; Distance learning; Applying for a university course; Money for learning; Abroad	

History

Careers using history	K1(1)
Degree ideas with history	ZE7(30)
Heritage jobs	K1(5)

☞ Home Economics

TA(2)

Homelessness

Are you 16-17, homeless or looking for accommodation in Kirklees?

- **Street Facts** ZJ1(1) ●

Are you 16-17, homeless or looking for accommodation in Calderdale? - **Street Facts** ZJ1(2) ●

Home Working

Plain Guide to Employment and Skills: homeworking ZW5.3(4) ●

Working from home ZW5.3(3)

☞ Horology

GF1(2)

Horses

Animal care - **Apprenticeships** ZW2.2(6) ●

Working with horses HC1(5)

Horticulture

☞ Amenity horticulture HB3(3)

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📄 Commercial horticulture	HB3(5)	
Farming and gardening - Job Facts	H(1)	●
Farming and gardening - Apprenticeships	ZW2.2(5)	●
📄 Graduate careers in horticulture	HB3(7)	
Horticulture	HB3(4)	
Land based jobs: farming and gardening - Routes @ 16-17	H(2)	●
Plain Guide to Employment and Skills: horticulture and landscaping	HB3(1)	●
Plain Guide to Employment and Skills: agriculture and environment conservation	H(3)	

Hospital Porter

Assistants in the health service	Jl3(3)	
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Hospital Work

see: Health service support staff

Hotel and Catering

Catering and hospitality - Apprenticeships	ZW2.2(7)	●
Catering and hospitality management	C1(1)	
Cooking and food preparation	C2(3)	
📄 Fast food	C2(5)	
Hospitality and catering work - Routes @ 16-17	C(1)	●
Hotel and catering work - Job Facts	C2(2)	●
📄 Hotels: reception and accommodation	C2(6)	
Licensed retailing and the pub trade	C2(4)	
Plain Guide to Employment and Skills: catering and hospitality	C(2)	
📄 Serving food and drink	C2(7)	
Working in hospitality	C(4)	

Hours

Contracts of employment, hours, pay rates, tax and National Insurance - Street Facts	ZW7.2B(1)	●
Working hours for young workers 16-18 - Street Facts	ZW7.2B(4)	●

Housing, Working in

BC1(2)

Human Resources Management

AA2(1)

I

📄 Illustration	E1(12)	
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Importing and Exporting

☞ Exporting and importing

WC(1)

Industry

Working in industry
See also: Manufacturing

N(4)

Information and Library Work

☞ Information officer
☞ Information science and related work
Working in libraries and information services

K2(4)
K2(3)
K2(1)

Information Technology

☞ Desk top publishing
Games Design
ICT: an introduction to the work and training
ICT: managing the systems
ICT opportunities
ICT: sales and technical support
Information technology - **Routes @ 16-17**
Information technology - **Outlook on**
IT - Apprenticeships
Qualifications and skills in ICT
Software engineering
Web design and management
Work in multimedia and interactive media

AD(11)
D(11)
D(8)
D(7)
D(2)
D(5)
D(3) ●
D(4)
ZW2.2(10) ●
D(1)
D(6)
D(9)
D(10)

Insurance

Accounts and insurance work – **Apprenticeships**
Actuarial work
Financial services - **Routes @ 16-17**
Insurance
Recruitment fact sheet on insurance
Working in finance

ZW2.2(27)
IH(2)
I(2) ●
IH(3)
IH(1)
I(1)

Interior Design

E1(2)

International

see: Abroad

Internet

Job and careers resources on the Internet
Learning and work information online

ZW3(3)
ZC7(2)

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see also: Information technology

Interviews and Selection Tests

Help with job interviews	ZW3.2(5)	
Interviews - Jobsearch Hints	ZW3.2(2)	
Plain Guide to Employment and Skills: self help for graduates	ZW3.3(4)	●
Psychometric testing and selection tests - Jobsearch Hints	ZW3.3(2)	●
see also: JobFAQs - Job hunting for advanced level students	ZW3(5)	

J

Job Market Trends

See also: '**Outlook on...**' and '**Plain Guide to**' leaflets

Jobs

Jobs requiring few or no qualifications	ZC3(6)	
Jobs with advanced level qualifications	ZC4(2)	
Starting work	ZW5(1)	
see also: CVs; Employment; Interviews		

Job Search

Finding a job – where to look	ZW4.1(5)	*
Job search - what's advertised in the national papers	ZW4.1(6)	
Jobs and careers resources on the Internet	ZW3(3)	
Jobsearch planner - Jobsearch Hints	ZW4.1(2)	●
Jobseekers' checklist	ZW3(7)	
Where to look for job vacancies: journals and newspapers and their websites	ZW4.1(7)	
Where to look for job vacancies: local papers	ZW4.2(1)	
see also: Employment agencies		

Joiner/Carpenter

Carpentry and joinery	BB(8)	
Joinery - Apprenticeships	ZW2.2(20)	●
see also: Construction - Routes @ 16-17	B(1)	●

Journalism

Good at English?	PB(5)	
Journalism	PB(4)	
So you want to be a journalist	PB(2)	
Writing for a living	PB(6)	

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☞ Judges and Magistrates	L5(4)
L	
Laboratory Work	
Careers in healthcare science	JF(2)
Laboratory work	T(5)
Science and laboratory work - Routes @ 16-17	T(3) ●
Landscaping	
☞ Landscape architecture, management and science	HB3(6)
Plain Guide to Employment and Skills: horticulture and landscaping	HB3(1) ●
Languages	
Degree ideas with languages	ZE7(26)
☞ Translating and interpreting	K3(2)
Work with languages	K3(1)
See also: Training as a BSL/English interpreter	K3(4)
Learning British Sign Language locally	K3(3)
Large Goods Vehicle Driver	
Driving jobs	WE(1)
Law	
Barristers	L1(1)
☞ Barrister's clerk	L5(2)
Becoming a solicitor	L4(4)
Careers in law	L(1)
☞ Coroners and coroners' officers	L5(6)
☞ Judges and magistrates	L5(4)
Legal executives and paralegal work	L2(1)
Legal support work	L5(1)
Licensed conveyancer	L3(1)
Opportunities in law outside private practice	L(3)
☞ Patents and trade marks	L6(1)
Solicitors	L4(1)
☞ Working in court services	L5(5)
☞ Leather Industry	NF(1)

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Legal Executive

Legal executive and paralegal work
Legal support work

L2(1)
L5(1)

Legal Issues

- Forced marriage - **Street Facts**
- ☞ If you break the law
- ☞ Information for offenders and ex-offenders

ZL3(3) ●
ZL4(1)
ZL6(2)

Leisure

Leisure time ideas and options in Calderdale - **Street Facts**
Leisure time ideas and options in Kirklees - **Street Facts**
see *also*: Voluntary work

ZF1(2) ●
ZF1(1) ●

Leisure and Recreation

- Careers related to sport
- Careers in outdoor pursuits
- Fitness instructor
- Leisure and recreation management
- Sport and leisure - **Apprenticeships**
- Sport and leisure - **Routes @ 16-17**
- ☞ Sport and leisure centre assistants
- Sport, leisure and fitness - **Outlook on**
- Sports centre attendant - **Job Facts**
- The commercial leisure industry

MB(3)
MB(4)
MB(7)
MA2(3)
ZW2.2(16) ●
MA2(2) ●
MB(2)
MB(1)
MA2(1) ●
MB(6)

Letters

Covering letter – **Jobsearch Hints**
Writing for a job or apprenticeship – **Jobsearch Hints**

ZW3.1(9) ●
ZW3.1(10) ●

Library and Information Work

- ☞ Archivist
- ☞ Information officer
- ☞ Information scientist
- Working in libraries and information services

K2(2)
K2(4)
K2(3)
K2(1)

Licensed Conveyancing

L3(1)

Licensed Retail Trade

Licensed retailing and the pub trade

C2(4)

Local Government

Environmental health practitioner
Local government

AC(3)
AC(2)

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- ☞ Registrar of births, marriages and deaths **AC(4)**
- Trading standards and consumer protection **AC(5)**

Locksmith

- ☞ Security systems installation and locksmithing **GF1(3)**

Logistics

- ☞ Logistics and freight transport **WB(6)**
- Plain Guide to Employment and Skills:** transport and distribution **W(1)**

M

Maintenance and Repair Work

- ☞ Domestic appliance servicing **GF1(1)**
- ☞ Engineering maintenance **GF1(4)**
- ☞ Horology **GF1(2)**
- ☞ Office equipment servicing **GF1(5)**

Make-Up Artist (Film and TV)

- Behind the scenes in theatre and television **PA(4)**

Management

- ☞ Company secretary **AA(6)**
- Health service management **JE(1)**
- Human resources management **AA2(1)**
- Management **AA(1)**
- ☞ Management services and management consultancy **AA(4)**
- Working in business **AA(3)**

Manufacturing

- Manufacturing - **Apprenticeships** **ZW2.2(25)** ●
- Manufacturing and practical jobs - **Routes @ 16-17** **N(2)** ●
- Plain Guide to Employment and Skills:** food and drink manufacturing **NC(5)** ●
- ☞ Quality assurance **N(5)**
- Working in a factory - **Job Facts** **N(1)** ●
- ☞ Working in a factory **N(3)**
- Working in industry **N(4)**

Manufacturing Engineering

G(12)

Market Gardening

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- ☞ Commercial horticulture **HB3(5)**
- ☞ Living off the land - small-scale enterprises **H(4)**

Marketing

- Marketing **O2(1)**
- ☞ Market research **O2(2)**

Maths Skills

- English and maths for adults **ZE6.4A(2) ***
- Reading, writing and numbers - **Street Facts** **ZE6.4A(1) ●**

Mathematics and Statistics

- Careers with mathematics **TC(1)**
- Degree ideas with maths **ZE7(28)**
- ☞ Statistics **TC(2)**
- see also: Actuarial work **IH(2)**

Mature Students

- Access courses to higher education **ZE6.3(1) ***
- Coping with life as a mature student **ZE6.2(5) ***
- Finance for students: higher education **ZM5(1)**
- Learning for adults **ZE6.2(3)**
- Professional and Career Development Loans **ZM4.2(4)**
- see also: Adults; Open and distance learning

Mechanical Engineering

- Engineering - **Apprenticeships** **ZW2.2(26) ●**
- Mechanical engineering - **Routes @ 16-17** **GF2(1) ●**
- Mechanical engineering **GF2(2)**

Media

- Working in the media **P(1)**
- see also: Journalism, TV, Radio, Broadcasting

- ☞ **Medical Illustrator** **E1(1)**

- ☞ **Medical Physics** **JF(1)**

Medical Secretary

- Medical administrative, clerical and secretarial **AD(6)**

Medicine and Surgery

- Careers in medicine **JH(1)**

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	CODE
Doctor - an introduction to the work and training Specialties in medicine and surgery	JH(2) JH(3)
Mental Health, Careers in Branches of nursing Careers in mental health Careers in nursing	JI2(5) J(6) JI2(1)
Mental Health, Wise up to	ZH6(1)
Mentoring Mentoring as a career	F1(5)
Merchant Navy ☞ The Royal Fleet Auxiliary The Merchant Navy see also: Jobs on cruise ships	WF(3) WF(1) WF(4)
☞ Meteorology	TB(3)
☞ Microbiology	TD(7)
Midwifery Applying for a nursing or midwifery course Midwifery Midwifery	JI2(4) JI2(7) JI2(10)
Mining ☞ Mining and mineral engineering ☞ Quarrying	GI(2) GI(3)
Minimum Wage Regulations Contracts of employment, hours, pay rates, tax and National Insurance - Street Facts Pay slips - Street Facts	ZW7.2B(1) ● ZW7.2B(3) ●
Modelling Modelling (fashion) ☞ Model making	O4(2) E1(10)
Money Issues Money sense: looking after your money - Street Facts	ZM(1)

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Money for Learning 16-18 (Study, Foundation Learners)

Dance and drama awards - information for students	ZM4.1(5)
Money matters	ZM4.1(1)

Money for Learning

Disabled Students' Allowances (DSAs)	ZM5(5)
Dependants' grants	ZM5(4)
Dance and drama awards - information for students	ZM4.1(5)
Financial help: postgraduate study	ZM6(1)
Funding for study abroad 2012/13	ZM5(10)
Guide to financial support for new full-time HE students 2011/12	ZM5(2)
Initial teacher training information 2012	ZM5(8)
NHS factsheet (bursaries)	ZM5(3)
Professional and Career Development Loans	ZM4.2(4)
Social work factsheet (bursaries)	ZM5(7)
Sponsorship, scholarships and charitable trusts	ZM5(9)

Motor Vehicle Work

Fast fit services	GJ(7)	
Garage work - Job Facts	GJ(2)	●
☞ Motorcycle and cycle maintenance	GJ(6)	
Motor vehicle work- Apprenticeships	ZW2.2(17)	●
Motor vehicle work - Routes @ 16-17	GJ(3)	●
Motor vehicle maintenance	GJ(4)	
☞ Vehicle engineering and design	GJ(8)	
☞ Vehicle parts distribution and supply	GJ(5)	
Working in the motor industry	GJ(1)	

Multimedia and Interactive Media, Working in

D(10)

Museums and Art Galleries

☞ Arts administration	K1(2)
Careers in museums and art galleries	K1(3)
☞ Conservation of works of art	K1(4)
☞ Craft bookbinding and conservation	E1(11)
Heritage jobs	K1(5)

Music

Careers for musicians	Q3(1)
Developing a career with music...	Q3(2)
☞ Interested in music?	Q3(3)
Sound recording	GE1(6)

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Music Therapy	
Arts therapist	JG1(1)
☞ Creative therapies	JG1(3)
N	
NARIC	ZE4.5(1)
National Minimum Wage	
Contracts of employment, hours, pay rates, tax and National Insurance - Street Facts	ZW7.2B(1) ●
Nature Conservation	HB2(1)
Newspaper Journalism	
Journalism	PB(4)
So you want to be a journalist	PB(2)
NHS	
see: Health service support staff or search by job titles	
Non-Teaching Assistant	
Teaching assistants	F1(4)
Nursing	
Branches of nursing	J12(5)
Careers in nursing	J12(1)
Local nurse and midwifery training	J12(3)
Midwifery	J12(10)
Nursing – an introduction to the work and training	J12(2)
Nursing and medical work in the Armed Forces	UA(4)
☞ Nursing in the community	J12(8)
☞ Occupational nursing	J12(9)
Plain Guide to Employment and Skills: nursing and healthcare	J12(11)
see also: Nursing auxiliary/health care assistant	J13(1),(2),(3)
Nursery Nursing	
Childcare – Job Facts	F1(2) ●
Childcare - Apprenticeships	ZW2.2(13) ●
Childcare - Outlook on	F1(7)
Childminding and fostering	F1(10)
☞ Nanny, parents help and au pair	F1(11)

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Nursery and early years childcare and education	F1(3)	
Nursery work/childcare - Routes @ 16-17	F1(1)	●
Plain Guide to Employment and Skills: childcare	F1(8)	●
☞ Playworker	F1(12)	
Working with children	F1(6)	
☞ Working in residential childcare	F1(9)	

O

☞ Oceanography	TB(4)
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Occupational Health Nursing

☞ Occupational nursing	J12(9)
☞ Working in health and safety	AA1(1)

Occupational Hygienist

☞ Working in health and safety	AA1(1)
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Occupational Therapy

Occupational therapist	JG6(1)
Occupational therapy	JG6(2)

Office Work

Clerical and administration work	AD(2)
☞ Desk top publishing	AD(11)
☞ Farm secretary/administrator	AD(9)
Local opportunities for administrative staff in the Civil Service	AB(1)
Medical administrative, clerical and secretarial	AD(6)
Office and administration – Outlook on	AD(12)
Office work - Apprenticeships	ZW2.2(15) ●
Office work - an introduction	AD(4) ●
Office work - Routes @ 16-17	AD(3) ●
Office work - Job Facts	AD(1) ●
Plain Guide to Employment and Skills: clerical and administration work	AD(13) ●
☞ Receptionists	AD(7)
Secretaries and personal assistants (including bilingual secretary)	AD10
see also: Working in a call or contact centre	SA(1), (2)

Oil and Gas

☞ Oil refineries	NG(1)
☞ The offshore oil and gas industry	GI(1)
☞ Working in energy generation	GE2(2)
☞ Working in energy supply and technology	GE2(1)

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Older People, - Work withCare of the elderly or people with special needs - **Apprenticeships** ZW2.2(12) ●

☞ Care assistant with older people V2(5)

Caring for the elderly and those with special needs
- **Routes @ 16-17** V2(3) ●Social care work - **Outlook on** V(4)

☞ Working with elderly people V2(4)

Open and Distance Learning

Distance and open learning ZE6.4I(2)

The Open University ZE6.4H(1)

☞ **Operational Research** TC(3)**Operating Department Practitioner** JF(12),(13)**Ophthalmics, Optician, Optometry, Orthoptics**

Orthoptist JJ(2), JJ(3)

Optical work JJ(1)

☞ **Orthotics** JF(3)

Osteopaths and chiropractic JB(3)

Osteopathy and Chiropractic JB(3)**Outdoor Pursuits**

Careers in outdoor pursuits MB(4)

see also: Sport, leisure and fitness - **Outlook on** MB(1) ●**Outdoors**

Outdoor work ZC7(7)

Plain Guide to Employment and Skills: agriculture and
environment conservation H(3)**Overseas**

see: Abroad

P**Painting and Decorating**Construction - **Routes @ 16-17** B(1) ●

Painting and decorating BB(7) ●

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Painting and decorating - Apprenticeships	ZW2.2(21) ●
Paper Industry	
☞ Packaging	NH(2)
☞ Paper and board manufacturing	NH(1)
Paramedic	JI1(3)
Paramedical Careers	
A career for you in the NHS	J(1)
Careers in an allied health profession	J(5)
Health and medical careers	J(2)
Parents and Carers	
☞ Getting started in careers (Yr 8/9 choices)	ZC2(5)
☞ Life after Year 11 – a guide for parents and carers (Kirklees)	ZC3(10)
☞ Life after Year 11 – a guide for parents and carers (Calderdale)	ZC3(13)
Parent guide 2012 (higher education)	ZE7(21)
Unifacts for parents: higher education entry 2012	ZE7(13)
☞ Parking Attendant	UD(4)
Part-Time	
Opportunities to study for a degree part-time whilst working after an A level or equivalent course	ZE7(4)
Part-time work?	ZW5.1(1)
Part-time jobs for students 13+ - Street Facts	ZW1.1(1) ●
Passenger Transport	
Driving jobs	WE(1)
Plain Guide to Employment and Skills: driving jobs	WE(3)
Plain Guide to Employment and Skills: transport and distribution	W(1)
<i>see also:</i> The railway industry	WD(1)
Patent Work	
☞ Patents and trade marks	L6(1)
Pay	
Pay slips - Street Facts	ZW7.2B(3) ●
<i>see also:</i> National Minimum Wage	
☞ Pensions, Careers in	IF(9)
<i>see :</i> Planning your retirement	

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People-Based Careers		
Helping people		V(1)
Working with people		ZC7(6)
Performing Arts		
see: Music; Dance, Drama		
Personal Safety - Street Facts		ZH8(1) ●
Personnel Work and Industrial Relations		
Human resource management		AA2(1)
☞ Jobs with trade unions		V1(3)
☞ Pest Control		RB(6)
Pet Groomer		HC1(6)
Pharmacy Work		
Pharmacist		JK(3)
Pharmacy		JK(2)
Pharmacy technician		JK(4)
☞ see also: Careers in pharmaceuticals		NA(3)
☞ Pharmacology		TD(21)
Phlebotomist		JI3(1)
Photography		
Photography		PC(1)
☞ Press photography		PC(2)
Physics		
Careers with physics		TD(15)
Degree ideas with physics		ZE7(29)
Physics at A level the logical choice		TD(16)
☞ Medical physics and technology		JF(1)
Scientific careers - an introduction		T(2)
see also: Science		
Physiotherapy		
Physiotherapist		JG7(1)
Physiotherapy and sports therapy		JG7(2)

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Pilot - Airline

- ☞ Pilots
- see also: Careers in the Royal Air Force

WA(3)
UA2(1)

☞ **Planning**

BC2(1)

☞ **Plastering**

BB(11)

☞ **Plastics and Rubber Industry**

NI(1)

Plumbing

- ☞ Building services engineering
- Construction - **Routes @ 16-17**
- Making things happen (plumbing)
- Plumbing
- Plumbing and heating/ventilation work - **Apprenticeships**

BB2(2)
B(1) ●
BB(6)
BB(4) ●
ZW2.2(23) ●

Podiatry

- Podiatrist
- Podiatrist/Chiropodist

JG2(1)
JG2(2)

Police

- Civilian jobs with the police
- Police community support officers
- Police, fire or ambulance?
- Police work

UD(2)
UD(5)
UD(3)
UD(1)

☞ **Politics**

L7(1)

☞ **Port and Inland Waterways**

WF(6)

Postgraduate

- Thinking of postgraduate study?

ZE7.3(1)

Post Office Work

- ☞ Postal delivery
- Postal work - **Job Facts**

WB(7)
WB(3) ●

PR

- ☞ Public relations

O3(3)

Practical Jobs

- Jobs requiring few or no qualifications
- Outdoor work

ZC3(6)
ZC7(7)

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Manufacturing - Apprenticeships	ZW2.2(25) ●
Manufacturing and practical jobs - Routes @ 16-17	N(2) ●
Practical work	ZC7(8)
Working in a factory - Job Facts	N(1) ●
☞ Working in a factory see also: Manufacturing	N(3)
Printing and Publishing	
Careers in book publishing	PD(1)
☞ Printing	PD(3)
Publishing	PD(2)
Prison Service	UE(1)
Probation Service and Community Justice	V5(1)
☞ Product Design	E1(9)
Production Engineering	
Manufacturing engineering	G(12)
Professional and Careers Development Loans	ZM4.2(4)
Property	
☞ Estate agency work	BC3(5)
☞ Property	BC3(4)
see also: Surveying	BC3(1),(2)
Psychology and Psychotherapy	
Clinical psychologist	V4(3)
Non-clinical psychologist	V4(2)
Psychology	V4(4)
Psychotherapist	V4(1)
Psychometric Testing and Selection Tests – Jobsearch Hints	ZW3.3(2)
☞ Public Analyst	TD(8)
Public Relations	
☞ Conference and exhibition organising	O3(2)
Events management	O3(1)
☞ Public relations	O3(3)

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Apprenticeships	Basic information about apprenticeships
Job Facts	Basic information about (mainly) practical jobs and career options
Jobsearch Hints	Advice for job seekers
Outlook on	Information about trends and skill shortages
Plain Guide to..	Brief information about trends in work
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Publishing

Careers in book publishing	PD(1)
Publishing	PD(2)
Technical writing	PB(7)
Writing for a living	PB(6)

Purchasing and Supply

☞ Purchasing and supply	WC(2)
Transport and distribution - Outlook on	W(1)

Q

Qualifications

A levels: the official student guide to the system	ZE4.3(2)
Choosing advanced level courses	ZC3(7)
Fast guide to qualifications 16+	ZC3(3)
Overseas qualifications and their equivalence in the UK: National Academic Recognition Information Centre (NARIC) Qualifications	ZE4.6(1)
Subject choice 16+ and higher education	ZE4(1)
see <i>also</i> : Choosing courses for Years 10 and 11	ZC3(8)
Fast guide to career options at 16	ZC2(1)
	ZC3(2)

☞ Quarrying

G1(3)

R

Radio, TV and Film

☞ Animation	PA(6)
Behind the scenes in theatre and television	PA(4)
Broadcasting - production and presentation	PA(1)
☞ Film making	PA(3)
☞ Special effects work	PA(5)
☞ Technical and engineering careers in radio and TV	PA(2)
Working in the media	P(1)

Radiography

Diagnostic and therapeutic radiography	JF1(2)
Radiographer	JF1(1)

Railway Industry

WD(1)

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	CODE	
Recording Industry		
Sound recording	GE1(6)	
Recreation and Leisure Management		
Leisure and recreation management	MA2(3)	
Sport and leisure - Routes @ 16-17	MA2(2)	●
Sport, leisure and fitness - Outlook on	MB(1)	
The commercial leisure industry	MB(6)	
Recruitment Agencies		
☞ Employment agency work	AA3(1)	
see also: Employment agencies		
Redundancy		
Plain Guide to Employment and Skills: redundancy	ZW7.3(2)	
☞ Refuse Collection and Street Cleaning	RB(7)	
☞ Registrar of Births, Marriages and Deaths	AC(4)	
Rehabilitation of Offenders		
Convictions and looking for a job? - Street Facts	ZL6(1)	●
☞ Information for offenders and ex-offenders	ZL6(2)	
Relationships		
Relationships and safe sex - Street Facts	ZH4(1)	●
Value of being confident and assertive	ZR1(2)	
Wondering about your sexuality?	ZR7(1)	
Religion		
Religious studies and careers	V10(2)	
☞ Religious work	V10(1)	
Residential Care		
☞ Accommodation warden	V2(8)	
☞ Care assistant with older people	V2(5)	
Care of the elderly and those with special needs		
- Apprenticeships	ZW2.2(12)	●
Care work - Job Facts	V2(1)	●
Caring for the elderly and those with disabilities – Routes @ 16-17	V2(3)	
Plain Guide to Employment and Skills: social carework	V2(9)	●
Social care - Outlook on	V(4)	
☞ Working with older people	V2(4)	

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Retailing

☞ Careers in antiques	SB(6)	
Customer service work	SA(2)	
☞ Floristry	SB(9)	
☞ Hire services	SB(12)	
Plain Guide to Employment and Skills: sales and retail work	SB(7)	●
Retail and shop work - Apprenticeships	ZW2.2(9)	●
☞ Retail management	SB(1)	
Retail work	SB(5)	
☞ Running your own shop	SB(10)	
Sales - Routes @ 16-17	SB(2)	●
☞ Shop demonstrating	SB(11)	
Shopwork - Job Facts	SB(4)	●
☞ Working in a supermarket	SB(8)	
☞ Working in auctions	SB(14)	

Retirement

The Third Age Trust and University of the Third Age	ZE6.4E(1)	*
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Rights

☞ If you break the law	ZL4(1)	
Shopping - your rights - Street Facts	ZL5(2)	●
Your rights 13-21 - Street Facts	ZL3(1)	●
see also: Equality		

Rights at Work

Contracts of employment, hours, pay rates, tax and National Insurance		
- Street Facts	ZW7.2B(1)	●
Health and safety at work - Street Facts	ZW7.4(1)	●
Pay slips - Street Facts	ZW7.2B(3)	●
Deaf or hard of hearing and in work or looking for work	ZL3.3(3)	
Working hours for young workers 16-18 - Street Facts	ZW7.2B(4)	●
see also: Redundancy; Equality		

Road Safety Practitioner

☞ Working in health and safety	AA1(1)	
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Road Transport

☞ Delivery and courier work	WE(2)	
Driving instruction and examining	WE(4)	
Driving jobs - Job Facts	WB(10)	●
Driving jobs	WE(1)	
☞ Logistics and freight transport	WB(6)	
Plain Guide to Employment and Skills: driving jobs	WE(3)	●

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Plain Guide to Employment and Skills: transport and distribution

W(1)

Roads

Plain Guide to Employment and Skills: road work and utilities
Road maintenance

BB3(3) ●
BB3(5)

Royal Air Force

UA2(1)

Royal Navy and Royal Marines

UA3(1)

S

Safety

Stay safe - **Street Facts**
See also: Health and safety

ZH8(1) ●

Sales

See: Retail

Sales Representative

☞ Direct selling
Sales representative

O4(4)
O4(1)

Scientific Work

☞ Animal technician
☞ Astronomy and space science
Biomedical science
☞ Biotechnology
☞ Botany plant science
Careers with biochemistry
Careers with chemistry
Careers with physics
Careers with science - an introduction
Careers using biological sciences
Degree ideas with biology
Degree ideas with chemistry
Degree ideas with physics
Degrees in chemistry and the chemical sciences
Food science and technology
Forensic science
☞ Genetics
Laboratory work

TD(19)
TD(17)
TD(22)
TD(2)
TD(5)
TD(9)
TD(10)
TD(15)
T(2)
TD(1)
ZE7(24)
ZE7(27)
ZE7(29)
TD(12)
TA(1)
TD(18)
TD(3)
T(5)

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	CODE	
☞ Marine and freshwater biology	TD(4)	
☞ Materials science	TD(20)	
☞ Meteorology	TB(3)	
☞ Microbiology	TD(7)	
Next step (chemistry)	TD(11)	
☞ Oceanography	TB(4)	
☞ Pharmacologist	TD(21)	
Physics at A level the logical choice	TD(16)	
☞ Public analyst	TD(8)	
Science and laboratory work - Routes @ 16-17	T(3)	●
Working for the environment	TD(14)	
☞ Zoology/animal science	TD(6)	
see also: Medical laboratory work		

Sea Fishing HA2(2)

Secretarial Work

☞ Farm secretary/administrator	AD(9)	
Medical administrative, clerical and secretarial	AD(6)	
Office work - Apprenticeships	ZW2.2(15)	●
Office work: an introduction	AD(4)	
Office work - Routes @ 16-17	AD(3)	●
Office work - Job Facts	AD(1)	●
Secretaries and personal assistants (including bilingual secretary)	AD(10)	

Security Work

Plain Guide to Employment and Skills: working in the security industry	UF(4)	●
☞ Private investigator	UF(3)	
Security work - Job Facts	UF(1)	●
Security work	UF(2)	
☞ Security systems installation and locksmithing	GF1(3)	

Selection Tests

Psychometric testing and selection tests – Jobsearch Hints	ZW3.2(2)	●
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Self Employment

Drawing up a business plan	ZW6(5)	
16-19? Thinking of setting up your own business? - Street Facts	ZW6(1)	●
☞ Living off the land - small-scale enterprises	H(4)	
☞ Running your own shop	SB(10)	
Working for yourself	ZW6(3)	

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Sewing

- ☞ Sewing machinist
Textiles or sewing - **Apprenticeships**
Working in the clothing industry

NB(5)
ZW2.2(18) ●
NB(1)

Shipbuilding

- ☞ Marine engineering
- ☞ Naval architecture
- ☞ Shipbuilding and boatbuilding

GG(2)
GG(3)
GG(1)

☞ Shoe Repairer

SB(13)

Shop Work

- Customer services
- ☞ Hire services
Plain Guide to Employment and Skills: sales and retail work
Retail Buyer
Retail and shop work - **Apprenticeships**
Retail management
Retail work
- ☞ Running your own shop
Sales - **Routes @ 16-17**
Shopwork - **Job Facts**
- ☞ Working in a supermarket
see also: Sales

SA(2)
SB(12)
SB(7) ●
SB(15)
ZW2.2(9) ●
SB(1)
SB(5)
SB(10)
SB(2) ●
SB(4) ●
SB(8)

Sign Language

- Learning British Sign Language locally
- Training as a BSL/English interpreter

K3(3)
K3(4)

Signmaker

E1(3)

Skills for Employment

ZW3.1(8)

Smoking - Street Facts

ZH5(2) ●

Social Care

- ☞ Accommodation warden
- Care work – **Job Facts**
- Caring work
- Have you thought about a career in social care?
- Helping people
- Plain Guide to Employment and Skills:** social and care work
- Social care - **Outlook on**

V2(8)
V2(1) ●
V(5)
V2(2)
V(1)
V2(9) ●
V(4)

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	CODE
☞ Social support work Working with people with special needs see <i>also</i> : Work with the elderly	V2(7) V2(6)
Social Work	
☞ Education welfare officer Social care - Outlook on Social work Social work: fact sheet (bursaries) see <i>also</i> : Probation work, Children, Care	V6(4) V(4) V6(3) ZM5(7)
☞ Sociology and Anthropology	K(3)
Solicitor	
Becoming a solicitor Solicitors see <i>also</i> : Careers in law	L4(4) L4(1) L(1)
Sound Recording	GE1(6)
Space	
☞ Astronomy and space science	TD(17)
☞ Special Effects Work	PA(5)
Special Needs Work	
Teaching people with special needs Teaching deaf children Working with people with special needs	F2(9) F2(8) V2(6)
Speculative Letter	
Writing for a job or apprenticeship - Jobsearch Hints	ZW3.1(10) ●
Speech and Language Therapy	
Speech and language therapist Speech and language therapy	JG8(1) JG8(3)
Sponsorship, scholarships and charitable trusts	ZM5(9)
see <i>also</i> : Money for learning	
Sport and Leisure	
☞ Betting and gaming Careers in outdoor pursuits	MA1(1) MB(4)

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Job Facts	Basic information about (mainly) practical jobs and career options
Jobsearch Hints	Advice for job seekers
Outlook on	Information about trends and skill shortages
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Careers related to sport	MB(3)	
Fitness instructor	MB(7)	
Leisure and recreation management	MA2(3)	
Professional sport	MB(5)	
Sport and leisure - Apprenticeships	ZW2.2(16)	●
☞ Sport and leisure centre assistant	MB(2)	
Sports centre attendant - Job Facts	MA2(1)	●
Sport and leisure - Routes @ 16-17	MA2(2)	●
Sport, leisure and fitness - Outlook on	MB(1)	
Sports development work	MB(9)	
The commercial leisure industry	MB(6)	
Useful contacts - travel, tourism and leisure	MC(2)	
<i>For ideas about using your spare time see:</i>		
Leisure time ideas and options in Kirklees - Street Facts	ZF1(1)	●
Leisure time ideas and options in Calderdale - Street Facts	ZF1(2)	●

Sport and Exercise Science

MB(8)

Statistics, Careers in

Careers with mathematics	TC(1)	
☞ Statistics	TC(2)	
see also: Economics	IF(7)	

Stock Exchange, Commodity Broking

☞ Commodity broking	IF(6)	
☞ Investment analyst	IF(8)	
☞ Stock market	IF(5)	

☞ Stonemason

BB(16)

Store Detective

☞ Security work	UF(2)	
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Stress

Stressed - feeling down? - Street Facts	ZH1(2)	●
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Structural and Civil Engineering

☞ Careers in the water industry	BB3(1)	
Civil engineering	BB3(2)	
Ready to build a better world	BB3(4)	
☞ Road maintenance	BC3(5)	

Student Finance

See: Money for learning

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Study Skills

Coping with life as a mature student
Exam wise - **Street Facts**

ZE6.2(5) *
ZE9.1(1) ●

Subject Choice 13-14

Choosing courses for Years 10 and 11
Directions
Planning your future
Work-related programmes after Year 9
See *also*: Qualifications, Diplomas

ZC2(1)
ZC2(2)
ZC2(3)
ZC2(7)

Surveying

- 📄 Surveying: property
- Surveying: an introduction
- 📄 Surveying: resources

BC3(2)
BC3(1)
BC3(3)

T

Tattooing and Body Piercing

RC(9)

Taxi Driver

Driving jobs

WE(1)

Teaching

- Address list of local institutions offering teacher training
- Initial teacher training funding information 2012/13
- Local teacher training courses
- Teaching in secondary schools
- Teaching in further and higher education
- Teaching deaf children
- Teaching in nursery and primary schools
- Teaching English to speakers of other languages
- 📄 Teaching overseas
- Teaching people with special needs
- Training to teach in the lifelong learning sector
- see *also*: Teaching assistants

F2(6)
ZM5(8)
F2(5)
F2(4)
F3(1)
F2(8)
F2(10)
F3(2)
F3(4)
F2(9)
F3(5)
F1(4)

Teaching Assistants

- 📄 Non-teaching jobs in schools
- Teaching assistants

F1(13)
F1(4)

Teaching English as a Foreign Language

Teaching English to speakers of other languages
see *also*: Languages

F3(2)
K3(1)

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📄 Technical Writing	PB(7)
Television Work	
Behind the scenes in theatre and television	PA(4)
Broadcasting - production and presentation	PA(1)
📄 Technical and engineering careers in radio and TV	PA(2)
<i>see also:</i> Working in the media	P(1)
Temporary Work	ZW5.2(2)
Textile Manufacture	
📄 Jobs and careers in textiles	NB(5)
Textiles or sewing - Apprenticeships	ZW2.2(18) ●
Theatre Work	
Behind the scenes in theatre and television	PA(4)
Courses in stage management and acting	Q1(2)
Dance and drama awards	ZM4.1(5)
Drama and acting	Q1(1)
Entertaining and show business	Q(1)
Theme Park and Holiday Centre Work	
📄 Working in a holiday centre	MC(12)
Third Age Trust	
Third Age Trust and the University of the Third Age	ZE6.4E(1)
📄 Tiling	BB(14)
Tourism	
<i>see:</i> Travel and tourism	
Town Planning	
📄 Planning	BC2(1)
Trade Unions	
📄 Jobs with trade unions	V1(3)
Trading Standards	
Trading standards and consumer protection	AC(5)
<i>See also:</i> 📄 Working in health and safety	AA1(1)
Traditional Crafts	
📄 Design crafts people	E(4)
📄 Rural crafts	H(5)

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Train Driver		
The railway industry		WD(1)
Training, Working in		F4(1)
Training	see: Apprenticeships and Foundation Learning	
Transferring HE Courses		
☞ If you leave a higher education course		ZE7(10)
Transport		
☞ Logistics and freight transport		WB(6)
Plain Guide to Employment and Skills: transport and distribution		W(1)
see: Driving, Airports, Railway industry, Merchant Navy		
Travel and Tourism		
Careers in travel, tourism and leisure		MC(2)
Plain Guide to Employment and Skills: travel and tourism		MC(10)
Travel agency work - Apprenticeships		ZW2.2(8) ●
Travel and tourism development workers and tourist information centre staff		MC(9)
Travel and tourism: representatives and guides		MC(5)
Travel and tourism - Routes @ 16-17		MC(1) ●
☞ Travel and tourism		MC(7)
Useful contacts in travel, tourism and leisure		MC(3)
☞ Working for a tour operator		MC(6)
☞ Working in a holiday centre		MC(12)
Working in a travel agency		MC(4)
Travel to Interview Scheme		
Help with job interviews		ZW3.2(5)
☞ Trichology		JB(4)

U

UCAS

Applying for courses in art and design	ZE7(20)
Choosing your firm and insurance offers	ZE7(17)
Applying for higher education courses	ZE7(14)
UCAS applications: personal statements	ZE7(16)

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UCAS: confirmation, adjustment and clearing
UCAS
see also: Applying to higher education

ZE7(18)
ZE7(15)

Undertaker

Funeral directing, embalming and related work

RA(1)

Unemployed

Not in employment, education or training 16-17? – **Street Facts**
Plain Guide to Employment and Skills: redundancy

ZW3(1) ●
ZW7.3(2) ●

UniFAQs

ZE7(1)

University

Big map: UK universities and colleges checklist
UniFAQs
see also: Applying for a university course
Higher education courses
Money for learning
UCAS

ZE7(2)
ZE7(1)

University of the Third Age

The Third Age Trust and the University of the Third Age

ZE6.4E(1)

Upholstery

NL(5)

Utilities

Plain Guide to Employment and Skills: jobs in road work and utilities

BB3(3) ●

V

Vacancies

see: Job advertisements, Employment agencies, Job applications

Vehicle Work

Fast fit services
Garage work - **Job Facts**
Motorcycle and cycle maintenance
Motor vehicle maintenance
Motor vehicle work - **Routes @ 16-17**
Motor vehicle work - **Apprenticeships**
Operating and maintaining cranes and heavy plant

GJ(7)
GJ(2) ●
GJ(6)
GJ(4)
GJ(3) ●
ZW2.2(17) ●
BB(19)

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🔗 Vehicle engineering and design	GJ(8)
🔗 Vehicle parts distribution and supply	GJ(5)
Working in the motor industry	GJ(1)

Veterinary Work

🔗 Animal technician	TD(19)
Animal welfare societies	HC2(5)
Veterinary nurse	HC2(2)
Veterinary nursing scheme, a list of course providers and training centres	HC2(3)
Veterinary surgeon	HC2(1)
Working with animals	HC1(1),(2),(3)

Voluntary and Community Sector - Outlook on

V(2)

Voluntary Work

Plain Guide to Employment and Skills: voluntary work	ZF3(3)	●
Voluntary work	ZF2(2)	
Voluntary work for young people - Street Facts	ZF2(1)	●
Voluntary work in the UK	ZF3(2)	
Voluntary work overseas	ZX3(1)	

W

Waiter/waitress

🔗 Serving food and drink	C2(7)
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Warehouse Work

Warehouse work – Job Facts	WB(1)	●
Plain Guide to Employment and Skills: warehouse work	WB(9)	●
Warehouse work - Apprenticeships	ZW2.2(14)	●
Warehouse and distribution work - Routes @ 16-17	WB(2)	●
Warehouse work	WB(5)	
<i>see also:</i> Delivery work, Driving		

Water Supply and Sewerage

🔗 Careers in the water industry	BB3(1)
<i>see also:</i> Civil engineering	BB3(2)

Website Design and Management

D(9)

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Apprenticeships	Basic information about apprenticeships
Job Facts	Basic information about (mainly) practical jobs and career options
Jobsearch Hints	Advice for job seekers
Outlook on	Information about trends and skill shortages
Plain Guide to..	Brief information about trends in work
Routes @ 16-17	Getting into popular careers locally
Street Facts	Basic information about help and advice agencies
*	Although relevant to all these leaflets are aimed at adults and career changers
●	Short, easy to read starter leaflets
🔗	Online only, at www.workabout.org.uk Can print on request

CODE

Websites

Jobs and careers resources on the Internet
 Learning and work information online
see also: Computing/IT
note: Relevant websites are listed on all the leaflets

ZW3(3)
 ZC7(2)

Welding, Sheet Metal Work and Spray Painting

GF3(1)

Welfare Rights Work

☞ Advisory work
 Citizens Advice Bureau worker

V1(2)
 V1(1)

Wildlife Trust Work

see: Nature conservation

HB2(1)

Wholesaling

☞ Wholesaling

SD(1)

Woodwork

Cabinet making, furniture making and design
 Carpentry and joinery
 Joinery - **Apprenticeships**
 ☞ Interested in woodwork?
 ☞ The timber trade
 ☞ Woodworking machinist

NL(1)
 BB(8)
 ZW2.2(20) ●
 NL(2)
 NL(3)
 NL(6)

Working Time Regulations

Contracts of employment, hours, pay rates, tax and
 National Insurance - **Street Facts**
 Working hours for young workers 16-18 - **Street Facts**

ZW7.2B(1) ●
 ZW7.2B(4) ●

Wool Textiles see Textiles

Work

Starting work

ZW5(1)

Working from Home

Plain Guide to Employment and Skills: homeworking
 Working from home

ZW5.3(3)
 ZW5.3(4) ●
 ZW5.3(3)

Work Permits

Part-time jobs for students 13+ - **Street Facts**

ZW1.1(1) ●

Writing

Degree ideas with English

ZE7(22)

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Good at English?	PB(5)
Journalism	PB(4)
Publishing	PD(2)
🔗 Technical writing	PB(7)
Writing for a living	PB(6)

Y**Year Out**

Planning your year out!	ZE9.5(2)
Taking a year out	ZE9.5(1)

Youth Work**V9(1)****Z**🔗 **Zoology/Animal Science** **TD(6)**🔗 **Zoos and Wildlife Parks** **HC1(8)**

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