

# **A Guide to the Calderdale & Kirklees Careers' Connexions Information Standard**

# **CIS**

# **2010/11**



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**NB For ease of use schools, colleges and training providers are referred to as 'institutions' in this document.**

## Introduction

### Connexions Information Standard 2010/2011

Young people need reliable information, in a format appropriate to them, to help them make choices at different points in their lives.

The Connexions Information Standard (CIS) recognises that you are providing a high quality information service to your school, college or training centre. It is valid for a year from the date when you were last assessed. The Standard is reviewed and amended annually in May and new criteria is sent out.

This Standard forms one part of the overarching Quality Standards for Careers Education, Information, Advice and Guidance (CEIAG) in Calderdale & Kirklees. The Quality Standards will be looking for continuous improvement, so an organisation holding, or aiming for, those Standards should be endeavouring to renew their Connexions Information Standard every year.

Before you apply, please:

- carry out a self-assessment of your resources and facilities using this guide
- carry out a walkthrough of the resources area from a user's point of view.

To apply please complete the application form which accompanied this guide. It would help us with our planning if you could return the form as soon as possible.

If you would like to discuss the Connexions Information Standard, or any of the other services offered by the Information Services Team, please contact us:

**Information Services Manager:** Julie Tree  
T: 01484 226765  
E: julie.tree@ckcareers.org.uk

**Information Specialists:** Olwen Fletcher  
T: 01484 226722  
E: olwen.fletcher@ckcareers.org.uk

Catriona Wood  
T: 01484 226722  
E: catriona.wood@ckcareers.org.uk



<b>Organisation and Display</b>			<b>Notes</b>
1.	There is a 'C&K Careers Free Catalogue' and an order pad system in place.	<b>Essential</b>	
2.	The resources are clearly divided into sections using the CRCI (Connexions Resource Centre Index) icons and/or codes. There are clear signs/labels for each section of information and a software/website poster.	<b>Essential</b>	
3.	Notice boards and displays are up to date and free of stereotypical images.	<b>Essential</b>	
4.	If some resources are in separate rooms, eg 6th form centre, there is a sign in each location to tell people where the other information is held.	<b>Essential</b>	
<b>Maintenance</b>			<b>Notes</b>
1.	There is a dedicated <b>annual budget</b> for resources. Institutions must not rely solely on materials provided by C&K Careers.	<b>Essential</b>	
2.	There is a named person with overall responsibility for the maintenance and development of the Connexions information area.	<b>Essential</b>	
3.	All staff involved have received support materials or attended a C&K Careers training event.	<b>Desirable</b>	
4.	There is an annual structured maintenance/update system in place.	<b>Essential</b>	
<b>Resource Awareness</b>			<b>Notes</b>
1.	All learners have received a planned and detailed introduction to the information area by Year 9 including ICT eg Jobs4u and Workabout. Further information sessions should be included in careers lessons in Year 10 and Year 11. This should be included in the induction programme for post-16 learners.	<b>Essential</b>	
2.	Teaching and other appropriate staff are made aware of the resources held.	<b>Essential</b>	
3.	Support is provided to help learners to find and use both paper and computer based resources.	<b>Essential</b>	
<b>Evaluation</b>			<b>Notes</b>
1.	An annual survey by feedback forms or suggestion book, for example, is carried out to get feedback on whether your resources meet students' needs. Where necessary an action plan is developed to address any issues raised.	<b>Desirable</b>	

## Meeting the Contents Criteria

Your resource area should have materials, or web links which cover issues that may affect young people 11-19. These issues have been identified by young people as ones that they may need advice and help with.

The topics with their CRCI code are:

- ⊙ A-W Occupations (in job families)
- ⊙ ZC Career choices
- ⊙ ZE Education
- ⊙ ZF Free time and volunteering
- ⊙ ZH Your health
- ⊙ ZJ Housing
- ⊙ ZL Rights and equality
- ⊙ ZM Money
- ⊙ ZR Relationships and bullying
- ⊙ ZT Travel/transport
- ⊙ ZU Where to get help
- ⊙ ZW Work and Apprenticeships
- ⊙ ZX Work/study abroad (6<sup>th</sup> forms only)

### Content

- ⊙ To help you develop your resource and meet the CIS criteria we have included a recommended contents guide (see page 5) which includes both priced and free material in a variety of formats.
- ⊙ Aim to have something to cover each topic. To cover some areas you will need more than one item.
- ⊙ The contents list is a guide that covers all providers 13-19. **The content of your Connexions resource area should reflect the learners in your institution and their needs.**
- ⊙ Alternative publications or formats are acceptable.
- ⊙ The resources provided by C&K Careers will help you to reach the Standard, but you will need to source additional information to fulfil the CIS criteria.
- ⊙ Many organisations will send you free information; check websites for contact details or to see if you can print off what you need.
- ⊙ Materials other than those listed are available - check the publishers' catalogues (see page 24 for details) **but try not to order books published before 2009.**
- ⊙ If you apply to be assessed your assessor will use this list.

## Contents Guide

The information and suggestions in the contents list which follows will help you achieve the Connexions Information Standard

Software programs and relevant websites are added in blue, see Appendix 2 for further details.

Topic/title	Source	Date of pub	Approx price	Notes
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### OCCUPATIONAL INFORMATION Codes A-W

You should have an appropriate selection of materials, including books, software and leaflets. You will find suggestions for key career areas below.

<p><b>Sections A-W</b></p> <p><b>C&amp;K leaflets</b> These cover a wide range of occupations.  A full list is in the 'Catalogue of Free Information' you receive each year.</p>	<p>C&amp;K Careers Also available to view/print from 'Careers info' on <a href="http://www.workabout.org.uk">www.workabout.org.uk</a></p>	<p>Rolling updates</p>	<p>Free</p>	
<p><b>'Working in...' 2010 titles:</b></p> <p><b>Series 9</b> Business, administration &amp; finance Manufacturing Politics &amp; law</p> <p><b>Series 10</b> Computers &amp; IT Travel &amp; tourism Sport &amp; leisure</p>	<p>VT Lifeskills</p>	<p>4/2010</p> <p>6/2010</p>	<p>£8.50 each</p>	<p>In C&amp;K book package</p>
<p><b>'Real Life Guides' 2010 titles:</b> Beauty Hospitality &amp; event management Care, welfare and community work* Hairdressing Plumbing*</p>	<p>Trotman</p>	<p>6/2010</p>	<p>£10.99</p>	<p>*These two are in C&amp;K book package</p>
<p><b>'Careers Uncovered' 2010 titles:</b> Accountancy Teaching Engineering Nursing &amp; midwifery</p>	<p>Trotman</p>	<p>6/2010 6/2010 11/2010 10/2010</p>	<p>£15:99</p>	<p>In C&amp;K book package</p>
<p><b>The following websites have large occupational databases:</b> <a href="#">Kudos</a>, <a href="#">Careerscape</a>, <a href="#">Jobs4u</a>, <a href="#">JED</a>, <a href="#">Pathfinder</a></p>				
<p><b>Materials on jobs within the NHS</b> <a href="http://www.nhscareers.nhs.uk">www.nhscareers.nhs.uk</a> Go to 'Order/download leaflets' or phone 0345 60 60 655</p>	<p>NHS Careers</p>		<p>Free</p>	

<b>Materials on jobs in the teaching profession</b> eg 'Get into teaching', TDA; 'Working in schools and colleges', VT (see page 5). <a href="http://www.tda.gov.uk">www.tda.gov.uk</a> Order or download	Teacher Development Agency (TDA) T: 0845 6060 323		Free	
<b>Construction careers</b> <a href="http://www.bconstructive.co.uk">www.bconstructive.co.uk</a>	ConstructionSkills T: 0844 844 0046 (local office)		Free	
<b>STEM (science, technology, engineering and maths) resources</b> Futuremorph website has a catalogue of resources <a href="http://www.futuremorph.org/">www.futuremorph.org/</a>	T: 0800 688 336		Free	



### ZC CAREER CHOICES

Introduces the main decisions students will face as they progress through learning

Topic/title	Source	Date of pub	Approx price	Notes
<b>Directories of occupational information</b> (Have 2 different ones)				
'Job file 2010/11'	VT Lifeskills	04/2010	£35.50	
'Careers 2011'	Trotman	10/2010	£46.00	
'The Times A-Z of careers and jobs'	Kogan Page	03/2010	£15.99	
'What can I do with no degree?'	Trotman	08/2008	£12.99	
'Cool careers'	Harper Collins	04/2008	£8.99	
'You want to do what?!'	Trotman	12/2008	£15.99	
'Young professionals'	Trotman	09/2010	£13.99	
<b>Special needs</b>				
'On the spot' leaflets on CD-Rom (can view and print)	Highflyers	01/2009	£150/ 180	Printed copy and CD versions
'If I were plus!' Ringbinder and CD-Rom (includes speech & video clips)	Lifetime Publishing	09/09	£79.50	
'Able to succeed' (6th edition)	CASCAID	10/2008	£20.00	Latest
Children's non-fiction suitable for younger or lower level readers eg 'People at work' series: building, creative and media, working and repairing machines, treating and caring for people, using ICT	Franklin Watts	04/2007	£13.99 each	Latest
<b>Year 7/8 choices</b>				
'Moving up' leaflet	DCSF 0845 602 2260		Free	
'What's it like to be ...'.series 12 booklets focusing on the vocational route	A&C Black Ltd <a href="http://www.acblack.com">www.acblack.com</a>	2008/9	£9.99	

Topic/title	Source	Date of pub	Approx price	Notes
<b>Years 8/9 choices</b>				
'Which way now?' (annual) Can be ordered in bulk	Connexions/ DCFS 0845 602 2260	9/2010	Free	
'Directions – career choices at 13-14' One copy for each student in either Y8 or 9	C&K Careers	10/2010	Free	
'Getting started in careers' Mailed to parents	C&K Careers	12/2010	Free	Ref copy in library
A copy of your school's option choice material	School	Latest	Free	
'The Diploma - young person's guide (Year 9)'	DCSF 0845 602 2260	2009	Free	
Publicise local online prospectuses: <a href="http://www.kirkleesoptions.org.uk">www.kirkleesoptions.org.uk</a> <a href="http://www.calderdaleprospectus.co.uk">www.calderdaleprospectus.co.uk</a>				
'Choosing your GCSEs and post-14 options'	Trotman	02/2010	£13.99	
Computer software: <a href="#">Launchpad</a> , <a href="#">Kudos</a> , <a href="#">JED</a> , <a href="#">Prefinio</a>	See Appendix 2			
<b>Year 10/11 choices</b>				
'It's your choice' (annual) Can be ordered in bulk	Connexions/DCFS 0845 602 2260	Annual 09/2010	Free	
'Which A levels?'	Lifetime Publishing	09/2010	£15.99	
'Life after Year 11 – a guide for parents and carers' (Mailed home)	C&K Careers	09/2010	£13.99	Ref copy in library
'Get ahead' (annual) - foundation learning provision	C&K Careers	09/2010	Free	Ref copy in library
'Get organised!' (annual) One copy for each Y11 student	C&K Careers	09/2010	Free	Ref copy in library
'The Diploma - young person's guide (Year 12)'	DCSF 0845 602 2260	9/2009	Free	
Computer software: <a href="#">Kudos</a> , <a href="#">Pathfinder HE</a> , <a href="#">Prefinio</a>				
Publicise local online prospectuses: <a href="http://www.kirkleesoptions.org.uk">www.kirkleesoptions.org.uk</a> <a href="http://www.calderdaleprospectus.co.uk">www.calderdaleprospectus.co.uk</a>				
<b>ZC4 Post-16 choices</b>				
'Jobs and careers after A levels' (9th edition)	Lifetime Publishing	10/2008	£11.99	
JobFAQs and UniFAQS	C&K Careers	Annual	Free	Ref copies in library

Topic/title	Source	Date of pub	Approx price	Notes
<b>ZC6 Graduate opportunities</b> <b>For 6<sup>th</sup> forms and colleges</b> 'What do graduates do?'	HECSU	11/2009	£14.95	
'Get directory'	UCAS	2010	£15.99	
'Careers with a science degree'	UCAS	2010	£13.99	
Careers with an arts or humanities degree'	UCAS	2010	£13.99	
'Target jobs' series (Jobs relating to degree subjects)	www.gti.co.uk	2009	£10.99	
<a href="http://www.targetjobs.co.uk">www.targetjobs.co.uk</a> <a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a> <a href="http://www.graduatesyorkshire.co.uk">www.graduatesyorkshire.co.uk</a>				



## ZE EDUCATION

Helps learners choose courses at school, college and university as well as providing information about qualifications and gap years

<b>ZE4 Qualifications</b> Diploma series  Information for young people and parents on the different qualifications: VQ, GCSE, A level and AS level, Diplomas 14-19. <a href="http://www.ocr.org.uk">www.ocr.org.uk</a> <a href="http://www.aqa.org.uk">www.aqa.org.uk</a> <a href="http://www.edexcel.com">www.edexcel.com</a> <a href="http://www.ofqual.org.uk">www.ofqual.org.uk</a>	C&K Careers		Free	
'Choosing your diploma'	Trotman	10/2010	£9.99	
'GCSEs - the official student guide to the system'	Ofqual	2009	Free	
'A levels – the official student guide to the system'	Ofqual	2009	Free	
Diploma subject leaflets	Teachernet publications	2009	Free	
'Understanding the new Diplomas'	Trotman	8/2010	£11 for 5	
'Really useful compact guides' Ten booklets covering Diploma subjects	Prospects	2009/10	£1.50 each	
<b>ZE6 Further education</b>  FE and 6th form prospectuses for all local schools and colleges  <a href="#">Workabout has links to local FE colleges</a>  <a href="#">Local online prospectuses, see page 7</a>	Various	Autumn Term	Free	

Topic/title	Source	Date of pub	Approx price	Notes
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**ZE7 Higher Education** – **Note** 11-16 schools and training providers are expected to have **some** information about higher education

HE prospectuses: post-16 schools and colleges should have a full set of HE prospectuses. 11-16 schools and training providers should have at least a small selection of HE prospectuses. Visit <a href="http://www.prospectusuk.com">www.prospectusuk.com</a> to order up to 10 UK university prospectuses free.	HEIST, Hecom and focus organise free mailings:  T: 0161 786 0001 <a href="http://www.heist.co.uk">www.heist.co.uk</a>  T: 0870 750 0398 <a href="http://www.hecom.co.uk">www.hecom.co.uk</a>  T: 0870 084 2038 E: <a href="mailto:focus@edintell.co.uk">focus@edintell.co.uk</a>	April-June each year	Free	
'Unifacts for parents'(annual) (Mailed to parents)	C&K Careers	03/2010	Free	Ref copy in library
'Unifaqs' (annual) Copy for each level 3 learner.	C&K Careers	03/2010	Free	Ref copy in library
<b>Aimhigher aims to motivate young people to consider higher education as a possibility. Good for 11-16 schools</b>				
Aimhigher brochures Also ask your local Aimhigher contact.  <a href="http://www.apprentice-forward.org.uk">www.apprentice-forward.org.uk</a> Linking apprenticeships to HE	<a href="http://www.bis.gov.uk/publications">www.bis.gov.uk/publications</a>		Free	
Skill Download or flag up the factsheets available on all aspects of disability and education	<a href="http://www.skill.org.uk">www.skill.org.uk</a>		Free	
<b>Choosing courses and universities</b>				
<b>Colleges and 6th forms</b> will need a <b>selection of the latest editions</b> below, or similar, to supplement use of the UCAS website <a href="http://www.ucas.com">www.ucas.com</a>				
'Big guide 2011 - the official universities and colleges entrance guide' 11-16 schools should buy this or 'Heap 20XX: university degree course offers' (see below) every other year	UCAS	05/2010	£37.50	
'Heap 2011: university degree course offers' (41 <sup>st</sup> edition)	Trotman	05/2010	£33.99	
'Choosing your degree course and university' (latest edition)	Trotman	09/2010	£25.99	
UCAS big map	UCAS (C&K Careers)	03/2010	Free	
'Getting into' course guides - (up to date editions). <b>You may wish to keep these in A-W (occupational) sections.</b>	Trotman	02/2010	£13.99	

Topic/title	Source	Date of pub	Approx price	Notes
'The Times good university guide 2011' (or similar)	Harper Collins	06/2010	£17.99	
'UK universities 2010' (or similar)	Crimson	04/2009	£18.99	
<b>PathfinderHE</b> <a href="http://www.ucas.com">www.ucas.com</a> <a href="http://www.ukcoursefinder.com">www.ukcoursefinder.com</a>				
<b>Student life/adapting to university</b> There are books and downloads with practical advice which would be fine here.	Various			
'One stop guide: surviving your first year at university'	Trotman	03/2010	£11.00 pack of 5	
'University: a survival guide'	Need2Know	6/2009	£9.99	
'Guide to uni life'	Trotman	08/2009	£10.99	
<b>Study skills</b> 'An A-Z of exam survival' - or similar  Information from the BBC <a href="http://www.bbc.co.uk/schools/gcsebitesize">www.bbc.co.uk/schools/gcsebitesize</a>	Trotman	09/2007	£10.99	
<b>Taking a gap year</b> <b>Colleges and schools with 6th forms</b> Material from organisations such as Camp America, BUNAC... <a href="http://www.campamerica.co.uk">www.campamerica.co.uk</a> <a href="http://www.bunac.org">www.bunac.org</a>	Get on mailing lists and/or print out T: 020 7581 7373 T: 020 7251 3472	01/2008	Free	
Year Out Group booklet <a href="http://www.yearoutgroup.org">www.yearoutgroup.org</a>	Year Out Group T: 01380 816696 E: info@yearoutgroup.org	2009	Free	



**ZF FREE TIME** Putting spare time to good use: local groups, volunteering, sport and other personal development activities.

<b>Sport and leisure:</b> <b>Leisure/freetime directories and information</b>  <b>You may like to add details of school or college clubs etc</b>  <b>Council websites:</b> <a href="http://www.kirklees.gov.uk">www.kirklees.gov.uk</a> <a href="http://www.calderdale.gov.uk">www.calderdale.gov.uk</a>	Calderdale Northbridge Leisure Centre T: 01422 341527  Kirklees Active Leisure: <a href="http://www.kirkleesactive.co.uk">www.kirkleesactive.co.uk</a>			
<b>Youth clubs and sports leadership information:</b> 'Street Facts' leaflet on leisure	C&K Careers	2008	Free	
Kirklees Young People's Service	T: 01484 223348/ 01924 324558	2009	Free	
Sports leadership info (Kirklees)	T: 01924 325128		Free	

Topic/title	Source	Date of pub	Approx price	Notes
Calderdale Young People's Service:	T: 01422 392495		Free	
Duke of Edinburgh's Award	Calderdale T: 01422 392559 Kirklees T: 01484 222374		Free	
<b>Volunteering: (particularly local opportunities)</b> Post-16 institutions should have examples. 'Street Facts' leaflet on voluntary work	C&K Careers	2009	Free	
Vinspired:	T: 0800 089 9000			
Kirklees - Rathbone Calderdale -Voluntary Action Calderdale <a href="http://www.vinspired.com">www.vinspired.com</a>	T: 01484 346468 T: 01422 348777			
British Trust for Conservation Volunteers (BTCV): <a href="http://www.btcv.org.uk">www.btcv.org.uk</a>	T: 01924 299815			
Do-it ( A comprehensive website of volunteering opportunities) <a href="http://www.do-it.org.uk">www.do-it.org.uk</a>				



**ZH HEALTH Keeping healthy: healthy eating, drugs and alcohol, mental health, asthma etc.**  
Local contacts are important. PSHCE staff or school nurse may have leaflets you could add.

<b>General Health</b> 'Street Facts' leaflets covering addiction and health.	C&K Careers	2008/9	Free	
'Real Life Issues' series: eating disorders, sex and relationships, stress, addictions, confidence and self esteem, coping with life, mental health, physical health, self harm.	Trotman	2004-7	£7.99	Old but useful if you have them
Children's non-fiction to cater for younger or lower level readers, eg 'It's your health!' series.	Franklin Watts T: 020 7873 6000 <a href="http://www.franklinwatts.co.uk">www.franklinwatts.co.uk</a>		£12.99	
NSPCC/Childline: downloadable leaflets on a wide range of issues from bullying and eating disorders to racism and safe surfing.	NSPCC and Childline: <a href="http://www.nspcc.org.uk/inform">www.nspcc.org.uk/inform</a> and select 'publications'	Revised 2007		
Kirklees Public Health Resource Service: T: 01924 816186 You can order free leaflets online	<a href="http://www.phrc.kirklees.pct.nhs.uk">www.phrc.kirklees.pct.nhs.uk</a>		Free	Latest
Calderdale Public Health Improvement Resource Centre: T: 01422 397340 You can order leaflets online	<a href="http://www.calderdale-pct.nhs.uk/">www.calderdale-pct.nhs.uk/</a>		Free	

Topic/title	Source	Date of pub	Approx price	Notes
<b>Mental health</b> (including abuse, depression eating problems, self harm)				
'Street Facts' leaflet	C&K Careers	2010	Free	Latest
Young Minds leaflets	www.youngminds.org.uk/publications T: 0870 870 1721 (orderline)		Free	
NSPCC/Childline	See section above	2007	Free	
Eating disorders - 'A guide for young people'	<b>Beating eating disorders:</b> (Downloadable information) <b>www.b-eat.co.uk</b>		Free	
<b>Keeping safe</b>				
'Street Facts' leaflet on personal safety	C&K Careers	2008	Free	
Online safety <a href="http://www.chatdanger.com">www.chatdanger.com</a> <a href="http://www.suzylamplugh.org">www.suzylamplugh.org</a> Select 'Safety Tips'				
<b>Addictions and dependency</b> (alcohol, smoking, gambling, drugs etc)				
'Street Facts' leaflet	C&K Careers		Free	
NHS Stop Smoking Website and leaflets <a href="http://www.smokefree.nhs.uk">www.smokefree.nhs.uk</a>	T: 0800 022 4332		Free	
Frank booklets and website <a href="http://www.talktofrank.com">www.talktofrank.com</a>	T: 0800 77 66 00		Free	
Lifeline local drugs support and info: Calderdale (HX1) Kirklees	T: 01422 258800 T: 01484 353353 T:01924 438383		Free	



## ZJ HOUSING

Issues around leaving home and where to go if homeless.

'Street Facts' leaflet	C&K Careers	2010	Free	Latest
NSPCC/Childline	See page 11	2007	Free	
'Know your rights: information about housing and homelessness 16-25 year olds'	Shelter T: 0845 458 4590 www.shelter.org.uk	2010	55p	
<b>Post-16 institutions should have local council booklets</b>				

Topic/title	Source	Date of pub	Approx price	Notes
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## ZL RIGHTS and EQUALITY

All kinds of information about the law, including rights as a consumer as well as a citizen.

<b>You and the law</b>				
Citizens Advice <a href="http://www.adviceguide.org.uk">www.adviceguide.org.uk</a>	Printable factsheets, eg 'Buying on internet auction sites'		Free	
Consumer Direct leaflets <a href="http://www.consumerdirect.gov.uk">www.consumerdirect.gov.uk</a>	<a href="http://www.bis.gov.uk/publications">www.bis.gov.uk/publications</a>		Free	
Free leaflets on wide range of legal issues <a href="http://www.communitylegaladvice.org.uk">www.communitylegaladvice.org.uk</a>	Community Legal Advice Download order form	2008	Free	
'At what age can I?' <a href="http://www.lawstuff.org.uk">www.lawstuff.org.uk</a>	The Children's Legal Centre <a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a> Download order form	06/2009	£8.50	
'Young Citizens Passport (YCP14)' <a href="http://www.citizenshipfoundation.org.uk">www.citizenshipfoundation.org.uk</a>	Hodder Education	2010	£5.99	
'Personal Information Toolkit' booklet Website has info about social networking and identity theft and data protection <a href="http://www.ico.gov.uk/youth.aspx">www.ico.gov.uk/youth.aspx</a>	Information Commissioner's Office <a href="http://www.ico.gov.uk">www.ico.gov.uk</a>		Free	
<b>Equality and discrimination: Age, Religion and belief, Disability, Race, Gender, Sexual orientation</b>				
'Street Facts' leaflets	C&K Careers	2010	Free	
'Who we are and what we do' <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a>  <a href="http://www.isthatdiscrimination.org.uk">www.isthatdiscrimination.org.uk</a> Advice Now website has online advice for young people	Equality and Human Rights Commission T: 0845 604 6610	2009	Free	
<b>ZM Money</b>				
<b>Benefits</b> - young people (JSA and Income Support)  <a href="http://www.direct.gov.uk/benefits">www.direct.gov.uk/benefits</a> <a href="http://www.direct.gov.uk/jobseekers">www.direct.gov.uk/jobseekers</a> <a href="http://www.direct.gov.uk/jobsearch">www.direct.gov.uk/jobsearch</a>	Jobcentre Plus leaflets. Collect from local Jobcentre	Latest	Free	
<b>Managing money</b>				
'Street Facts' leaflet	C&K Careers		Free	

Topic/title	Source	Date of pub	Approx price	Notes
Banks, building societies, Post Office leaflets			Free	
'The teenager's guide to money'	Quercus	2008	£8.99	
'Money doesn't grow on trees'	Wayland	09/2010	£12.99	
'Just the facts about basic bank accounts'	FSA	2009	Free	
<a href="http://www.whataboutmoney.info/">www.whataboutmoney.info/</a> Impartial financial information for young people.	www.moneymade clear.fsa.gov.uk Download or order			
<b>Money for learning (FE and HE) Learning 16-19</b> 'My EMA, my choice 2010/11' Packs, leaflets and posters	YPLA T: 0845 602 2260	04/2010	Free	
'Care to Learn'	As above	2010	Free	
'Residential support'	As above	2010	Free	
<a href="http://www.direct.gov.uk/moneytolearn">www.direct.gov.uk/moneytolearn</a>				
<b>HE</b> 'A guide to financial support for higher education students 2010/2011'	Student Finance Publications T: 0800 731 9133	01/2010	Free	
'Bridging the gap - guide to disabled student allowances 2010-11'	Student Finance Publications As above	2010	Free	
'Dance and drama awards' <a href="http://www.direct.gov.uk/danceanddrama">www.direct.gov.uk/danceanddrama</a>		2009	Free	
Social work bursaries (undergraduate/postgraduate) <a href="http://www.nhsbsa.nhs.uk">www.nhsbsa.nhs.uk</a>	Downloadable information and application forms	Annual	Free	
NHS healthcare bursaries	As social work above			
'The Daily Telegraph Guide to student money 2010'	Daily Telegraph	07/2010	£17.99	
'University scholarships, awards & bursaries'	Trotman	10/2009	£23.99	
<a href="http://www.direct.gov.uk/studentfinance">www.direct.gov.uk/studentfinance</a>				



## ZR RELATIONSHIPS Building and maintaining good relationships with friends, family and others

<b>General</b>				
'Real Life Issues' series: Bullying, Family Break-ups, Bereavement	Trotman	2004-2007	£7.99	Old but useful if you have them
NSPCC/ChildLine information sheets <a href="http://www.childline.org">www.childline.org</a>	See page 11	2007	Free	Latest
<b>Bereavement</b> NSPCC/ChildLine Information sheets	See page 11	Revised 2007	Free	

Topic/title	Source	Date of pub	Approx price	Notes
<b>Bullying and abuse</b> Bullying UK online <a href="http://www.bullying.co.uk">www.bullying.co.uk</a> Kidscape leaflets <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> 'Worried? Need to talk?' NSPCC/ChildLine information sheets Teenage relationships posters	Various leaflets Childline/NSPCC See page 11 Home Office; <a href="http://www.crimereduction.homeoffice.gov.uk/publicity">www.crimereduction.homeoffice.gov.uk/publicity</a>	Revised 2007 2010	Free/10p 35p Free Free	
<b>Families/step families</b> NSPCC/ChildLine Information sheet	See page 11	Revised 2007	Free	
<b>Support for gay people</b> Gay and Lesbian Youth in Calderdale (GALYIC) <a href="http://www.galyic.org.uk">www.galyic.org.uk</a> Have information sheets and flyer Yorkshire Mixtures Youth (YMY)	T: 01422 320099 E: <a href="mailto:getintouch@galyic.org.uk">getintouch@galyic.org.uk</a> Kirklees LGBT13-19 Group Contact Kerrie Clark T: 01924 326324 (Kirklees YPS)		Free Free	
<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a>				



### ZT TRAVEL

How to get about: local maps, bus/train information, learning to drive

<b>Maps and travel</b> Maps of training providers in Calderdale and Kirklees Metroline for travel information and concessions for students <a href="http://www.wymetro.com">www.wymetro.com</a> <a href="http://www.generationm.co.uk">www.generationm.co.uk</a> Driving licences <a href="http://www.dsa.gov.uk">www.dsa.gov.uk</a> <a href="http://www.direct.gov.uk/drivingtest">www.direct.gov.uk/drivingtest</a>	C&K Careers T: 0113 245 7676 Collect from bus/train stations	2009 Latest	Free Free	
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### ZU Where U can get help

Directories of general and national contact information as well as organisations which do not fit elsewhere.

<b>National helplines and organisations</b>	Any sources you feel appropriate			
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Topic/title	Source	Date of pub	Approx price	Notes
<b>Local helplines and organisations</b>				
Local Connexions Centre leaflets	C&K Careers	2010	Free	
Learningline flyers	C&K Careers	2010	Free	
Helplines Online Directory: Local and national sources of help and advice, compiled by C&K Careers <a href="http://www.workabout.org.uk">www.workabout.org.uk</a>	Updated regularly on website			
'Youthfax' booklet You may be able to order in bulk	Kirklees T: 01484 344274 Calderdale T: 01422 392495	02/2010	Free	Ref copy in library
Connexions Direct- Posters/flyers	Prolog T: 0845 602 2260	2009	Free	



### ZW WORK AND TRAINING

Work issues, apprenticeships and training: provision, job hunting, CV writing, self employment.

<b>Work experience</b>				
'Street Facts' leaflet	C&K Careers	2009	Free	
Please add school/college's booklet		Latest	Free	
<b>Employment under school leaving age/getting a part-time job</b>				
Local regulations and application forms: Education Welfare Calderdale	Calderdale: T: 01422 392534		Free	
Education Access Kirklees	T: 01924 326004 <a href="http://www.kirklees.gov.uk">www.kirklees.gov.uk</a> Put 'Work permit' in search box		Free	
<b>Apprenticeships and Foundation Learning</b>				
'Apprenticeship' leaflets	C&K Careers	01/2010	Free	
'Apprenticeships key facts' 'Your guide to applying for apprenticeship vacancies' 'Interested in earning while learning'	National Apprenticeship Service: <a href="http://www.ypla.gov.uk/campaign.resources">www.ypla.gov.uk/ campaign.resources</a>	01/2010	Free	
<b>All institutions need information about local Training Providers-</b> contact details are in 'Get organised'	C&K Careers			
C&K Maps of Apprenticeship providers		2010	Free	
'Understanding apprenticeships'	Trotman	8/2010	£11 per pack of 5	

Topic/title	Source	Date of pub	Approx price	Notes
<p>'The apprenticeship guide 2011'</p> <p><a href="http://www.apprenticeships.org">www.apprenticeships.org</a> National Database of vacancies <a href="http://www.workabout.org.uk">www.workabout.org.uk</a> Local vacancies for apprenticeships, Foundation Learning and pre-training activities/programmes.</p>	Barker Brooks Media T: 01423 851151	9/2010	£29.95	
<p><b>CVs, applications and interviews</b> Material on this topic is less likely to change but try to buy 2009 onwards. There are many titles to choose from and also videos/DVDs (see page 23).</p> <p>'Winning CVs for first time job hunters'</p> <p>'Winning interview answers for first time job hunters'</p> <p>Worksheets are also acceptable.</p> <p>'JobFAQs' (annual for Year 13)</p> <p><a href="#">Easy CV builder on Workabout</a></p> <p><a href="http://www.direct.gov.uk/jobseekers">www.direct.gov.uk/jobseekers</a> <a href="http://www.direct.gov.uk/jobsearch">www.direct.gov.uk/jobsearch</a></p>	<p>Trotman</p> <p>Trotman</p> <p>C&amp;K Careers</p>	<p>05/2008</p> <p>05/2009</p> <p>02/2009 then 02/2010</p>	<p>£13.99</p> <p>Free</p>	<p>Ref copy in library</p>
<p><b>Ways of working</b> 'Career Extra' Leaflets</p>	C&K Careers	2009	Free	
<p><b>Setting up own business</b> 'Street Facts' leaflet</p> <p>'How to start a business when you're young'</p> <p>Shell LiveWIRE (16-30) Website and leaflets <a href="http://www.shell-livewire.org">www.shell-livewire.org</a></p> <p>The Prince's Trust (18-30) <a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a> Downloadable guides</p> <p>BusinessLink Yorkshire <a href="http://www.businesslinkyorkshire.co.uk">www.businesslinkyorkshire.co.uk</a></p>	<p>C&amp;K Careers</p> <p>A&amp;C Black Ltd T: 0845 757 3252</p> <p>T: 0800 842 842</p>	<p>09/2009</p> <p>9/2009</p>	<p>Free</p> <p>£10.99</p> <p>Free</p> <p>Free</p>	
<p><b>Health and safety at work</b> Be safe!</p>	An introductory guide to health and safety from LSC	2005	Free	Still current

Topic/title	Source	Date of pub	Approx price	Notes
<p><b>Your rights in work and training</b></p> <p>'Pay and work rights' leaflet  <a href="http://www.direct.gov.uk/employment">www.direct.gov.uk/employment</a></p> <p>Pay and Employment Rights Service (PERS)  Leaflets:  Tax, national insurance, wages, regulations regarding employment of young people (downloadable leaflets)</p> <p>Employment rights  <a href="http://www.advicenow.org.uk/youngworkers">www.advicenow.org.uk/youngworkers</a></p>	www.pers.org.uk	2009  Revised annually each year	Free	
<p><b>Understanding the job market</b></p> <p>'Plain guides' and 'Outlook On' leaflets (filed in job areas – Sections A-W))</p> <p>Destinations reports - you may wish to add your institution's here</p> <p>'<b>Workabout</b>' has labour market information which you may want to print off. See the 'Focus on' buttons</p>	C&K Careers  www.workabout.org.uk	2009-10	Free	
<p><b>ZX Working abroad</b> <i>Optional</i></p> <p>'Summer jobs worldwide 2010'</p> <p>'Working abroad'</p> <p><b>Exodus software</b>  and/or Eurofacts/Global facts leaflets</p>	Vacation work  Kogan Page  Careers Europe T: 01274 829600 for price	10/2009  07/2009	£15.99  £13.99	
<p><b>ZX Studying abroad</b> <i>Optional</i>  <b>You may like to add this to the HE section ZE7</b></p> <p>The Fulbright Commission - for study at a university in the USA  <a href="http://www.fulbright.co.uk">www.fulbright.co.uk</a></p> <p>Erasmus - for study abroad as part of an HE course  <a href="http://www.britishcouncil.org.uk/erasmus">www.britishcouncil.org.uk/erasmus</a></p>	T: 020 7404 6880 Download, or flag up this website	Annual	Free  Free	

## Connexions Information Book Package 2010/11

**\*You will receive the books listed in the main package. In addition, please *select one of the two options and note this on the green reply form.* We cannot send you any materials unless you reply.**

### **Option A:**

Big Guide 2011 (05/2010)

Careers with a Science Degree (06/2010)

**or**

### **Option B:**

Heap Degree Course Offers 2011 (05/2010)

Daily Telegraph Guide to Student Money 2011 (07/2010)

### **Main package**

	<b>Approx pub date</b>
Job File & CD ROM	04/2010
Working in Business, Administration & Finance	04/2010
Working in Manufacturing	04/2010
Working in Politics & the Law	04/2010
Working in Computers & IT	07/2010
Working in Sport & Leisure	07/2010
Working in Travel & Tourism	07/2010
*Real Life Guide Care, Welfare & Community Work	06/2010
Real Life Guide Plumbing	06/2010
Careers Uncovered Accountancy	06/2010
Careers Uncovered Engineering	11/2010
Careers Uncovered Nursing & Midwifery	10/2010
Careers Uncovered Teaching	06/2010
Which A levels?	09/2010
*Getting into Art & Design 2011	06/2010
One Stop Guide: Understanding Apprenticeships	08/2010

\* There are more 2010 titles you may wish to buy in these series.

**► You will also receive a full range of leaflets from C&K Careers and the additional CII information resources overleaf.**

**\* Eligible institutions only were invited to sign up for the book package in May 2010.**

**Additional CII information resources. One copy provided by C&K Careers to schools and colleges.**

<b>CRCI</b>	<b>Title</b>	<b>Source</b>
ZC2	Which way now Functional skills	DCSF
ZC3	It's your choice Don't stop doing what love	DCSF Aimhigher
ZE4 ZE7 ZE9	6 Key info sheets in colour UCAS Big Map Open University Student Survival guide	DCSF UCAS OU HO
ZH	Truth about drugs	PCT
(HX only)	Calderdale YP health leaflet HX1 leaflets	YP Shop Lifeline HX
ZJ	Know your rights: information about housing and homelessness 16-25 year olds	Shelter
ZL	Data protection toolkit Who we are and what we do	OIC EHRC
ZM	Jobseeker's allowance EMA leaflet, poster Care to learn Dance & drama awards Student finance	DWP Ypla
ZT	Local bus concessions for students and under 22s	Metro
ZU	Youthfax – Kirklees Youthfax – Calderdale Website addresses	Kirklees HPS Calderdale C&KC
ZW2	Your guide to applying for apprenticeship vacancies Key facts Foundation learning/e2e	LSC LSC
ZW7	Your rights at work	CLS
A-W IH T	Job Facts leaflets (in colour) Actuarial profession Degrees in chemistry Experience physics at uni Next step Wake up to a future with biochemistry science and maths 6 NHS leaflets	C&K RSC  IOP RSC Futuremorph

## ICT – DVDs - VIDEOS - POSTERS

**COMPUTER SOFTWARE/ ICT**

The Internet is a vital source of information. Many organisations only publish careers information on the web and in many instances this is the best way to access data.

Kudos and JED have hotlinks to websites. Addresses for relevant websites are on all C&K Careers leaflets.

**You should have:**

- a poster of useful, sites and software applications available
- a printer, with paper for students' use
- a designated person responsible for updating/maintaining the hard and software
- latest versions running and working
- a link to [www.workabout.org.uk](http://www.workabout.org.uk) (the C&K Careers website)
- the C&K Careers 'Useful websites and contacts' A4 sheets filed (ZE-ZX) or displayed.

If possible, computer applications should be networked, so that class-sized groups can be shown how to use them and discriminate between websites. Yes  No

Some licences include software that lets you integrate an application into your VLE.

Topic/title	Source	Date of Pub	Approx price	Notes
<b>ONLINE and COMPUTER APPLICATIONS</b> You should have a career matching program and other software to meet your students needs.				
<b>Guidance and occupational databases</b>				
Kudos Online (careers matching program for 13-20 year olds)	CASCAiD <a href="http://www.cascaid.co.uk">www.cascaid.co.uk</a>	Annual	£285 direct from CASCAID or less through C&K Careers	
Adult Directions (if appropriate)	CASCAiD <a href="http://www.cascaid.co.uk">www.cascaid.co.uk</a>	Annual	£285 if direct from CASCAiD or less through C&K Careers	
JED Job Explorer Database includes First JED, a lower level version.	Careersoft T: 0845 862 0201 <a href="http://www.careersoft.co.uk">www.careersoft.co.uk</a>	Annual	£170 + vat (Video, text to speech, use at home packs @ £20 each)	Online demo
Pathfinder/Pathfinder Live Career/job matching program for 13-20 year olds	VT Lifeskills <a href="http://www.vtlifeskills.co.uk">www.vtlifeskills.co.uk</a>	Annual	£285	Online demo
Prefinio Careers and HE course matching program	Prospects <a href="http://www.prospects-sales.co.uk">www.prospects-sales.co.uk</a>	Annual	£275	

Topic/title	Source	Date of Pub	Approx price	Notes
<b>Occupational/general databases</b>  Careerscape Multimedia (Job, education and training information <b>including HE</b> , plus lifestyle articles - for ages 13+) Includes online version. Careerscape has short videos.	CASCAiD www.cascaid.co.uk	Annual	£210 direct from CASCAID or £115 when bought with Kudos or Adult Directions. Less through C&K Careers	
If I were plus!  (Explore 140 jobs that require few or no qualifications. Includes speech and video clips).	Lifetime Publishing	10/2008	£99.00	
<b>Careers and option choices 13-14</b>  Online only Launchpad	CASCAID www.cascaid.co.uk	Annual	£160 direct	
<b>FE and HE course matching</b>  Course Discover (includes tariff search)	UCAS Books www.ucasbooks.co.uk T: 0870 160 2008	Annual	From £155	Arrange a free trial
Higher Ideas Use at home option @ £20	Careersoft T: 0845 862 0201	Annual	From £140	Online demo
Pathfinder+ HE or Pathfinder Live	VT Lifeskills www.vtlifeskills.co.uk	Annual	£285	Online demo
<b>DVDS/VIDEOS</b> There is very little up to date material. Here are some suggestions. Let us know if you discover others.				
<b>Occupational information</b>  Careerscape Multimedia (see above) has short videos which can be played as a carousel.  Talking Jobs  How to become (40 CDs covering a wide range of jobs)  Enjoying work - each DVD has short interviews/films with 7 people working in the sector.  Looking ahead series - covers 14 Diploma subjects	CASCAiD www.cascaid.co.uk  Prospects  How2become  Careers4u.tv www.fvs.com/careers4u.htm  Careers4u.tv	Annual  Annual  2009  2009/10  2009/10	See above  £150  £11.97  £49.00 each  £39.50 each	
<b>Work Experience</b> 'Experiencing work experience'	Jumpcut	2009	£49.00	

Topic/title	Source	Date of Pub	Approx price	Notes
<b>Interviews/applications</b>				
The interview	Classroom Video Ltd T: 0117 929 1924 www.classroomvideo.co.uk	2010	£49:00	
The application form			£49:00	
The interview - how to make the most of it (seven short films)	Team Video Productions T: 020 8960/5536 www.team-video.co.uk	2008	£29.99	
Succeed @ interviews DVD and support pack	Lifetime Publishing T: 01225 716023 www.lifetime-publishing.co.uk	2008	£59.95/ £19.95	
Jumpcut videos and DVDs cover job search skills, eg: Game for a job; Say it again Sam; Interview basics; The interview doctor	Jumpcut Ltd T: 01943 465 475 www.jumpcutuk.com	Various	£40-£44	Full descriptions on website
<b>POSTERS</b> Here are some suggestions; you may well find others.				
<b>Connexions/ careers topics</b>				
	Prospects T: 01229 814840 (Catalogue has a good range from various suppliers)			
	Jaguar Educational T: 0870 240 5879 www.jaguared.co.uk (Motivational)			
	Lifetime Publishing T: 01225 716023 www.lifetime-publishing.co.uk (Careers)			
	First JED poster Careersoft T: 01422 400151 www.careersoft.co.uk		£5.00	

**BOOK, SOFTWARE, VIDEO AND DVD PUBLISHERS AND SUPPLIERS**  
 Publishers are very willing to send catalogues detailing their latest titles or  
 you can often download catalogues

### Publishers:

#### A&C Black

T: 020 7758 0200  
 W: www.acblack.com

#### Careersoft

T: 01422 400151  
 E: info@careersoft.co.uk  
 W: www.careersoft.co.uk

#### CASCAiD

T: 01509 226868  
 W: www.cascaid.co.uk  
 E: enquiry@cascaid.co.uk

#### Classroom Video Ltd

T: 0117 929 1924  
 W: www.classroom.video.co.uk

#### Connexions Publications

T: 0845 602 2260 (Prolog)

#### Highflyers Publishing

T: 01785 257744  
 E: mike@highflyerspublishing.co.uk  
 W: www.highflyerspublishing.co.uk

#### Jumpcut (videos/DVDs)

T: 01943 465475  
 W: www.jumpcutuk.com

#### Lifetime Publishing

T: 01225 716023  
 W: www.lifetime-publishing.co.uk

#### Team Video Productions

T: 020 8960 5536  
 W: www.team-video.co.uk

#### UCAS

W: www.ucasbooks.co.uk  
 T: 01242 544610

#### UCAS Multi Media Ltd

T: 0870 160 2008

#### Target Books

T: 01491 826262  
 W: www.gti.co.uk

#### Trotman Publishing

T: 0870 900 2665  
 W: www.trotman.co.uk

#### VT Lifeskills

T: 01329 229 138  
 E: sales@vtlifeskills.co.uk  
 W: www.vtlifeskills.co.uk

### Suppliers:

#### Hecom (for HE prospectuses)

T: 0870 750 0398  
 W: www.hecom.co.uk

#### HEIST (for HE prospectuses)

T: 0161 786 0001  
 W: www.heist.co.uk

#### Focus (for HE prospectuses)

T: 0870 084 2038

#### Prospects (general)

T: 01229 814840  
 W: www.prospects-sales.co.uk  
 E: info@prospects-sales.co.uk  
 (Produce a comprehensive catalogue)

#### Schoolhouse Books (general)

T: 0113 290 9222  
 W: www.schoolhousebooks.co.uk

**Do shop around for competitive prices.**



## NOTES



**connexions**  
working with  
young people in Kirklees

**connexions**

provided by  
 **Kirklees**  
COUNCIL

provided by  
**Calderdale**  
Council