

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

# CIS

Calderdale & Kirklees  
Careers

2011/12

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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 2011/2012

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 Information Standard, or any of the other services offered by the Information Services Team, please contact us:

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<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 Workabout and Kudos. 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 (post-16 schools/colleges 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 2010.**
- ⊙ 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 Standard

Software programs and relevant websites are added in blue.

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;KC 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...' 2011 titles:</b></p> <p><b>Set 11</b>    Airports               Languages               Working outdoors</p> <p><b>Set 12</b>    Engineering               Social Care               Space</p> <p><b>Set 13</b>    Creative &amp; Performing Arts               Energy &amp; Sustainability               Transport &amp; Logistics</p> <p><b>Set 14</b>    Advice &amp; Counselling               Hospitals               Science</p>	<p>VT/Babcock</p>	<p>2010</p> <p>5/2011</p> <p>4/2011</p> <p>7/2011</p>	<p>£24 a set</p>	<p>All in C&amp;KC book package</p>
<p><b>'Real Life Guides' 2011 titles:</b></p> <ul style="list-style-type: none"> <li>- Beauty Industry</li> <li>- Hospitality &amp; Event management</li> <li>- Hairdressing</li> </ul>	<p>Trotman</p>	<p>4/2011</p>	<p>£10.99</p>	<p>These are an option in the C&amp;KC book package</p>
<p><b>'Careers Uncovered' series:</b></p>	<p>Trotman</p>	<p>2009/10</p>	<p>£15.99</p>	
<p><b>The following websites have large occupational databases:</b> <a href="#">Kudos</a>, <a href="#">Careerscape</a>, <a href="#">JED</a>, <a href="#">Pathfinder</a> and there is the free <a href="#">Next Step</a> website</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 'Turn your talents into teaching', TDA; <a href="http://www.tda.gov.uk">www.tda.gov.uk</a> to order	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>  <a href="http://www.goodday.org.uk">www.goodday.org.uk</a> Downloadable material	ConstructionSkills T: 0844 844 0046 (local office)  SummitSkills The sector skills council for building services engineering		Free	
<b>STEM (science, technology, engineering and maths) resources</b> Futuremorph website has lots of info online and info to download – see 'Careers Staff' or 'Teacher' tab Flag up the site to students in 'T' and 'G' sections <a href="http://www.futuremorph.org/">www.futuremorph.org/</a>			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 2011/12'	Babcock	04/2011	£42.50	In book package
'Careers 2012'	Trotman	10/2011	£46.00	
'The Times A-Z of careers and jobs'	Kogan Page	04/2011	£17.99	
'Cool careers'	Harper Collins	04/2008	£8.99	
'You want to do what?!'	Trotman	12/2008	£15.99	
'Young professionals'	Trotman	09/2010	£12.99	
<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>				
<b>Special needs</b>				
'On the spot' leaflets on CD-Rom (can view and print)	Highflyers	01/2010	£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	£21.00	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

Topic/title	Source	Date of pub	Approx price	Notes
<p><b>Year 7/8 choices</b></p> <p>'What's it like to be ...'.series of 12 booklets focusing on the vocational route 2010 titles: Choreographer, Firefighter, Lawyer, Marine Biologist, Zookeeper</p>	A&C Black Ltd www.acblack.com	2008/10  2010	£9.99	
<p><b>Years 8/9 choices</b></p> <p>'Which way now?' (annual)</p> <p>'Directions – career choices at 13-14' One copy for each student in either Y8 or 9</p> <p>'Getting started in careers' Download from <a href="http://www.workabout.org.uk">www.workabout.org.uk</a></p> <p>A copy of your school's option choice material</p> <p>'The Diploma - young person's guide (Year 9)' www.direct.gov.uk/diploma</p> <p>Publicise local online prospectus: <a href="http://www.kirkleesoptions.org.uk">www.kirkleesoptions.org.uk</a></p> <p>'Choosing your GCSEs and post-14 options'</p> <p>Computer software: <a href="#">Launchpad</a>, <a href="#">Kudos</a>, <a href="#">JED</a>, <a href="#">Prefinio</a></p>	<p>Babcock T: 01329 229138 sales@babcock-lifeskills.co.uk</p> <p>C&amp;K Careers</p> <p>School</p> <p>Trotman</p> <p>See Appendix 2</p>	<p>09/2011</p> <p>10/2011</p> <p>12/2011</p> <p>Latest</p> <p>2009</p> <p>02/2010</p>	<p>Contact for price</p> <p>Free</p> <p>Online only</p> <p>Free</p> <p>Free</p> <p>£13.99</p>	
<p><b>Year 10/11 choices</b></p> <p>'It's your choice' (annual)</p> <p>'Which A levels?'</p> <p>'Life after Year 11 – a guide for parents and carers' (online only)</p> <p>'Get Ahead' (annual) - foundation learning provision</p> <p>'Get Organised!' (annual) One copy for each Y11 student</p> <p>'The Diploma - young person's guide (Year 12)' <a href="http://www.direct.gov.uk">www.direct.gov.uk</a></p> <p>Computer software: <a href="#">Kudos</a>, <a href="#">Pathfinder HE</a>, <a href="#">Prefinio</a></p> <p>Publicise local online prospectus: <a href="http://www.kirkleesoptions.org.uk">www.kirkleesoptions.org.uk</a></p>	<p>Babcock sales@babcock-lifeskills.co.uk T: 01329 229138</p> <p>Lifetime Publishing</p> <p>C&amp;K Careers Download</p> <p>C&amp;K Careers</p> <p>C&amp;K Careers</p> <p>Online only</p>	<p>09/2010</p> <p>09/2010</p> <p>09/2011</p> <p>09/2011</p> <p>9/2011</p>	<p>Contact for price</p> <p>£15.99</p> <p>Free</p> <p>Free</p>	<p>Put ref copies in library</p> <p>Put ref copies in library</p>

Topic/title	Source	Date of pub	Approx price	Notes
<b>ZC4 Post-16 choices</b>				
'Not Going to Uni. Other routes to success'	From <a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>	8/11	£10.99	
JobFAQs	C&K Careers	Annual	Free	Put ref copies in library
UniFAQs	C&K Careers	Annual	Free	
<b>ZC6 Graduate opportunities</b> <b>For 6<sup>th</sup> forms and colleges</b>				
'What do graduates do?'	HECSU	11/2010	£14.95	
'Targetjobs Get Directory' – graduate jobs and advice	<a href="http://www.targetjobs.co.uk/careers-products">www.targetjobs.co.uk/careers-products</a>	2011	£15.99	
'Careers with a science degree'	UCAS	2010	£13.99	
'Careers with an arts or humanities degree'	UCAS	2010	£13.99	
'Target jobs' sector guides (Jobs relating to degree subjects)	<a href="http://www.gtimedia.co.uk">www.gtimedia.co.uk</a> T: 01491 828905 05 Targetjobs-see above	2009/10	£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>				
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>				
'GCSEs - the official student guide to the system'	Ofqual/C&K Careers	2009	Free	
'A levels – the official student guide to the system' Can download or order from <a href="http://www.tsoshop.co.uk/ofqual">www.tsoshop.co.uk/ofqual</a>	Ofqual	2009	Free	
<b>ZE6 Further education</b>				
FE and 6th form prospectuses for all local schools and colleges  <b>Workabout has links to local FE colleges</b>  Local online prospectus: <a href="http://www.kirkleesoptions.org.uk">www.kirkleesoptions.org.uk</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**

<p>HE prospectuses: post-16 schools and colleges should have a full set of HE prospectuses.</p> <p>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.</p>	<p>HEIST, Hecom and focus organise free mailings:</p> <p>T: 0161 786 0001 <a href="http://www.eurorscgheist.com">www.eurorscgheist.com</a> E: nicola.kippax@eurorscgheist.com</p> <p>T:0117 311 1901 <a href="http://www.hecom.co.uk">www.hecom.co.uk</a></p> <p>T: 0870 084 2038 E: focus@edintell.co.uk</p>	<p>April-June each year</p>	<p>Free</p>	
<p>'Unifacts for parents'(annual) (parents)</p>	<p>C&amp;K Careers Online only</p>	<p>03/2011</p>	<p>Free</p>	
<p>'UniFAQs' (annual)</p>	<p>C&amp;K Careers</p>	<p>03/2011</p>	<p>Free</p>	<p>Put ref copy in library</p>
<p>Information to motivate young people to consider higher education as a possibility.</p> <p><a href="http://www.apprentice-forward.org.uk">www.apprentice-forward.org.uk</a> Linking apprenticeships to HE</p>				
<p><b>Choosing courses and universities</b></p> <p><b>Colleges and 6th forms will need a selection of the latest editions below, or similar, to supplement use of the UCAS website</b> <a href="http://www.ucas.com">www.ucas.com</a></p>				
<p>'Big guide 2011 - the official universities and colleges entrance guide'</p> <p>11-16 schools should buy this or 'Heap university degree course offers' (see below) every other year</p>	<p>UCAS</p>	<p>05/2010</p>	<p>£37.50</p>	<p>Not being produced for 2012 entry</p>
<p>'Heap 2012: university degree course offers' (42nd edition)</p>	<p>Trotman</p>	<p>05/2011</p>	<p>£33.99</p>	
<p>'Choosing your degree course and university' (latest edition)</p>	<p>Trotman</p>	<p>09/2010 or later if published</p>	<p>£25.99</p>	<p>Add warning re fees / loans</p>
<p>UCAS big map</p>	<p>UCAS or C&amp;K Careers</p>	<p>03/2011</p>	<p>Free</p>	

Topic/title	Source	Date of pub	Approx price	Notes
'Getting into' course guides - (up to date editions). <b>You may wish to keep these in A-W (occupational) sections.</b>	Trotman	02/2011	£13.99	Some 2011 editions are an option in the book package
'The Times good university guide 2012' (or similar)  <a href="#">PathfinderHE</a> <a href="#">www.ucas.com</a> <a href="#">www.ukcoursefinder.com</a>	Harper Collins	06/2011	£17.99	
<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	£9.99	
<b>Study skills</b> 'An A-Z of exam survival' - or similar  'Going to university' - The secrets of Success'  'Beat Exam Stress'  Information from the BBC <a href="#">www.bbc.co.uk/schools/gcsebitesize</a>	Trotman Kewei Press NSPCC	09/2007 08/09 2009	£10.99 £10.95 20p	Provided by C&KC
<b>Taking a gap year</b> <b>Colleges and schools with 6th forms</b> Material from organisations such as Camp America, BUNAC... <a href="#">www.campamerica.co.uk</a> <a href="#">www.bunac.org</a>  Year Out Group booklet <a href="#">www.yearoutgroup.org</a>	Get on mailing lists and/or print out T: 020 7581 7373 T: 020 7251 3472  Year Out Group T: 01380 816696 E: info@yearoutgroup.org	01/2011  2010/11 (annual)	Free  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="#">www.kirklees.gov.uk</a> <a href="#">www.calderdale.gov.uk</a>	Calderdale Northbridge Leisure Centre T: 01422 341527  Kirklees Active Leisure: <a href="#">www.kirkleesactive.co.uk</a>		
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Topic/title	Source	Date of pub	Approx price	Notes
<b>Youth clubs and sports leadership information:</b> 'Street Facts' leaflet on leisure Kirklees Young People's Service Sports leadership info (Kirklees) Calderdale Young People's Service: Duke of Edinburgh's Award	C&K Careers T: 01484 225285/ 01924 324558 T: 01924 325122 T: 01422 392579 Calderdale T: 01422 254220 Kirklees T: 01484 222374	2010 2011	Free Free Free Free	Request local area guides
<b>Volunteering: (particularly local opportunities)</b> <b>Post-16 institutions should have examples.</b> 'Street Facts' leaflet on voluntary work Vinspired: <a href="http://www.vinspired.com">www.vinspired.com</a> <b>Online information only</b> British Trust for Conservation Volunteers (BTCV): <a href="http://www.btcv.org.uk">www.btcv.org.uk</a> Do-it ( A comprehensive website of volunteering opportunities) <a href="http://www.do-it.org.uk">www.do-it.org.uk</a>	C&K Careers T: 0800 089 9000 T: 01924 299815	2010	ree	



**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. 'Real Life Issues' series: eating disorders, sex and relationships, stress, addictions, confidence and self esteem, coping with life, mental health, physical health, self harm. 'Teen FAQ' series Alcohol Drugs Keeping healthy Puberty Smoking NSPCC/ChildLine: downloadable information sheets on a wide range of issues from bullying and eating disorders to racism and safe surfing. Kirklees Public Health Resource Service: T: 01484 464435	C&K Careers Trotman Franklin Watts NSPCC and ChildLine: <a href="http://www.nspcc.org.uk/infosheets">www.nspcc.org.uk/infosheets</a> or select 'resources for teachers' www.phrc.kirklees pct.nhs.uk	2010 2004-7 08/2010 Revised 2007	Free £7.99 £13.99 Free Free	Old but useful if you have them
				Latest

Topic/title	Source	Date of pub	Approx price	Notes
You can order free leaflets online. Includes relationships, sexual health, mental health and healthy eating  Calderdale Public Health Improvement Resource Centre: T: 01422 397340 You can order leaflets online	www.calderdale-pct.nhs.uk/		Free	
<b>Mental health</b> (including abuse, depression eating problems, self harm)				
'Street Facts' leaflet	C&K Careers	2010	Free	
Young Minds leaflets	www.youngminds.org.uk/ T: 0870 870 1721 (order on line)	2011	70p or free to download	
NSPCC/ChildLine Information Sheets	See page 11	2007	Free	Latest
Eating disorders - 'A guide for young people' <a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>	Beating eating disorders: (Downloadable information)		Free	
<b>Keeping safe</b>				
'Street Facts' leaflet on personal safety <a href="http://www.suzylamplugh.org">www.suzylamplugh.org</a> Select 'Safety Tips'  Online safety: <a href="http://www.chatdanger.com">www.chatdanger.com</a>	C&K Careers	2010	Free	
<b>Addictions and dependency</b> (alcohol, smoking, gambling, drugs etc)				
'Street Facts' leaflet	C&K Careers	2010	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	2009	Free	
Local drugs support and info for young people: Branching out - Calderdale (Lifeline) CRI - Kirklees	T: 01422 510000 T: 01484 541589		Free	



## ZJ HOUSING

Issues around leaving home and where to go if homeless.

'Street Facts' leaflet	C&K Careers	2010	Free	
NSPCC/ChildLine Information Sheet  <a href="http://www.shelter.org.uk">www.shelter.org.uk</a> Post-16 institutions should have local council booklets	See page 11	2007	Free	Latest

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 Information	Online only <a href="http://www.directgov.uk">www.directgov.uk</a> Select 'Government, Citizens and Rights'		Free	
Online information on wide range of legal issues/rights <a href="http://www.direct.gov.uk/youngpeople">www.direct.gov.uk/youngpeople</a>	Download	2011	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	10/2010	£10.50	In C&K book package
'Young Citizens Passport (YCP15)' <a href="http://www.citizenshipfoundation.org.uk">www.citizenshipfoundation.org.uk</a>	Hodder Education	4/2011	£6.99	
'Personal Information Toolkit' booklet Website has info about social networking, 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:</b> Age, Religion and belief, Disability, Race, Gender, Sexual orientation				
'Street Facts' leaflets	C&K Careers	2010	Free	
'Young people: Know your rights to fair treatment' <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 Order online	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	

Topic/title	Source	Date of pub	Approx price	Notes
<b>Managing money</b>				
'Street Facts' leaflet	C&K Careers	2009	Free	
Banks, building societies, Post Office leaflets	Quercus	2008	Free	
'The teenager's guide to money'	Wayland	09/2010	£8.99	
'Money doesn't grow on trees'	Money Advice Service	2011	£14.99	Provided by C&KC
'Basic bank accounts' <a href="http://www.moneyadvice.service.org.uk/publications">www.moneyadvice.service.org.uk/publications</a>			Free	
<b>Money for learning (FE and HE) Learning 16-19</b>				
Information about the new Education Bursary	www.directgov.uk	Expected 07/2011	Free	
'Care to Learn'	YPLA T: 0845 602 2260	2011	Free	
'Residential support'	As above	2011	Free	
<a href="http://www.direct.gov.uk/moneytolearn">www.direct.gov.uk/moneytolearn</a>				
<b>HE</b>				
'A guide to financial support for new higher education students 2011/2012'	Student Finance Publications	04/2011		
Also Fact sheets covering: Healthcare bursaries Social work bursaries The disabled student allowance part-time students	Student Finance England (Download from <a href="http://practitioners.studentfinanceEngland.co.uk">http://practitioners.studentfinanceEngland.co.uk</a> )	2011		
'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/students">www.nhsbsa.nhs.uk/students</a>	Downloadable information and application forms	Annual	Free	
NHS healthcare bursaries <a href="http://yourfuture.direct.gov.uk">http://yourfuture.direct.gov.uk</a> <a href="http://www.direct.gov.uk/studentfinance">www.direct.gov.uk/studentfinance</a>	As social work above	Annual	Free	



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

<b>General</b>				
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	Latest



Topic/title	Source	Date of pub	Approx price	Notes
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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			
<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 464228 Calderdale T: 01422 392495	04/2011	Free	Put ref copy in library



### 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 own 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	

Topic/title	Source	Date of pub	Approx price	Notes
<b>Apprenticeships and Foundation Learning</b> 'Apprenticeship' leaflets  'Apprenticeships key facts' 'Your guide to applying for apprenticeship vacancies' 'Interested in earning while learning'  <b>All institutions need information about local Training Providers-</b> use the contact details in 'Get organised' and use the 'Get ahead'  C&K maps of apprenticeship providers  'Understanding apprenticeships'  'The apprenticeship guide 2012'  <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</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.	C&K Careers  National Apprenticeship Service: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>  C&K Careers  Trotman  Barker Brooks Media T: 01423 851151	01/2011  01/2010  2010/2011  2010  8/2010  9/2011	Free  Free Download  Free  Free  £11 per pack of 5  £25.95	
<b>CVs, applications and interviews</b> <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 DVDs (see pages 22).</b>  'Jobsearch Hints' leaflets  'Young job hunters'  'Winning CVs for first time job hunters'  'Winning interview answers for first time job hunters'  Interview Skills  Worksheets are also acceptable.  'JobFAQs' for Year 13 annually)  <b>Easy CV on Workabout</b>  <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>	C&K Careers  Trotman  Trotman  Trotman  Trotman  C&K Careers	2/2011  04/2011  05/2008  05/2009  04/2011  02/2011 then 02/2012	Free  £11.99  £13.99  £11.99  Free	Put ref copy in library
<b>Ways of working</b> 'Career Extra' Leaflets	C&K Careers	2010	Free	

Topic/title	Source	Date of pub	Approx price	Notes
<p><b>Setting up own business</b></p> <p>'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 <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a></p>	<p>C&amp;K Careers</p> <p>A&amp;C Black Ltd T: 0845 757 3252</p> <p>T: 0113 236 8399</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></p> <p>Be safe! An introductory guide to health and safety</p>	<p>Skills Funding Agency <a href="http://www.bis.gov.uk/Skillsfundingagency">www.bis.gov.uk/Skillsfundingagency</a></p>	<p>06/2010</p>	<p>Free</p>	
<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>	<p><a href="http://www.pers.org.uk">www.pers.org.uk</a></p>	<p>2009</p> <p>Revised annually each year</p>	<p>Free</p>	
<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>'Workabout' has labour market information which you may want to print off. See the 'Focus on' buttons</p>	<p>C&amp;K Careers</p> <p><a href="http://www.workabout.org.uk">www.workabout.org.uk</a></p>	<p>2010-11</p>	<p>Free</p>	
<p><b>ZX Working abroad</b> <span style="color: red;">Optional</span></p> <p>'Summer jobs worldwide 2012'</p> <p>'Working abroad'</p> <p><b>Exodus software</b> and/or Eurofacts/Global facts leaflets</p>	<p>Vacation work</p> <p>Kogan Page</p> <p>Careers Europe T: 01274 829600 for price</p>	<p>10/2011</p> <p>07/2010</p>	<p>£15.99</p> <p>£12.99</p>	

Topic/title	Source	Date of pub	Approx price	Notes
<p><b>ZX Studying abroad</b> <b>Optional</b>  <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>	<p>T: 020 7404 6880  Download, or flag up this website</p>	<p>Annual</p>	<p>Free</p> <p>Free</p>	

## Appendix 1

### Connexions Information Book Package 2011/12

**\*Eligible institutions only were invited to sign up for the book package in June 2011.**

**\*You will receive the books listed in the main package and *one* of the two options all free of charge.**

**\*You will also receive a full range of C&KC leaflets and additional information from other bodies.**

#### **Option A:**

Real Life Guide: Beauty Industry (04/2011)

Real Life Guide: Hairdressing (04/2011)

Real Life Guide: Hospitality & Events Management (04/2011)

**or**

#### **Option B:**

\*Getting into course guide: Engineering (04/2011)

\*Getting into course guide: Business & Economics (02/2011)

Degrees with Less Debt (06/2011)

#### **Main package**

<b>Title:</b>	<b>Approx pub date</b>
Job File	04/2011
Working in Airports	09/2010
Working in Languages	09/2010
Working in Work Outdoors	09/2010
Working in Engineering	12/2010
Working in Space	12/2010
Working in Social Care	12/2010
Working in Creative & Performing Arts	03/2011
Working in Energy & Sustainability	03/2011
Working in Transport & Logistics	03/2011
Working in Science	06/2011
Working in Advice and Counselling	06/2011
Working in Hospitals	06/2011
At What Age Can I?	10/2010
How 2 Become a Teacher	02/2011

\* There are more 2011 titles in this series which you may wish to buy.

## ICT – DVDs - 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. Addresses for appropriate websites are on all C&K Careers leaflets.

Priced online careers applications are now replacing CD versions which means that updates are on-going. Another advantage is that students can access programmes at home using a password.

## 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	Approx £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	Approx £285 if direct from CASCAiD or less through C&K Careers	
JED Job Explorer Database <b>includes</b> First JED, a lower level version. CD or Internet access	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 or one month free evaluation
Pathfinder/Pathfinder Live Career/job matching program for 13-20 year olds	Babcock Lifeskills <a href="http://www.babcocklifeskills.co.uk">www.babcocklifeskills.co.uk</a>	Annual	£255/295	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 (Job, education and training information <b>including HE</b> , plus lifestyle articles - for ages 13+) Careerscape has short videos. Leaflet printing feature. Online version has all features.	CASCAiD www.cascaid.co.uk	Annual	Approx £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 www.lifetime.publishing.co.uk	10/2008	Reduced to £59.95	
<b>Careers and option choices 13-14</b>  Online only Launchpad	CASCAID www.cascaid.co.uk	Annual	Approx £160	
<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 CD or Internet access	Careersoft T: 0845 862 0201	Annual	From £140	Online demo
Pathfinder+ HE (CD) or Pathfinder Live	Babcock Lifeskills www.babcocklifeskills.co.uk	Annual	£255/295	Online demo
<b>DVDS</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 (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 lines of vocational learning  Careers in STEM	CASCAiD www.cascaid.co.uk  Prospects www.prospects-sales.co.uk  How2become www.how2become.co.uk  Careers4u.tv www.careers4u.tv  Careers4u.tv www.careers4u.tv  Careers4u.tv www.careers4u.tv	Annual  Annual  2009  2009/10  2009/11  2010	See above  £150  £14.97  £49.00 each  £39.50 each  £59.50	

Topic/title	Source	Date of Pub	Approx price	Notes
<b>Work Experience</b> 'Experiencing work experience'  'Getting the best out of work experience'  Work experience application	Jumpcut  Team Video Productions T: 020 8960 5536 www.team-video.co.uk  U-Explore Ltd www.U-Xplore .com	2009  unknown  2011	£49.00  £29.99  Contact U-Explore Ltd	
<b>Interviews/applications</b> 'Mission: Employable – Finding and applying for a job 2011' (KS4-HE)  'The interview - how to make the most of it' (Seven short films)  'Succeed @ interviews' DVD and support pack  Jumpcut videos and DVDs cover job search skills, eg: Game for a job; Say it again Sam; Interview basics; The interview doctor	Classroom Video Ltd T: 0117 929 1924 www.classroomvideo.co.uk  Team video See above  Lifetime Publishing T: 01225 716023 www.lifetime-publishing.co.uk  Jumpcut Ltd T: 01943 465 475 www.jumpcutuk.com	2010  2008  2008  Various	£49:00 or £98.00 for DVD net work licence  £39:00  £59.95/ £19.95  £40-£44	Full descriptions on website
<b>Higher Education</b> 'Everything you want to know about going to university' – (Includes 2012 fees, loan and bursaries)	Team video See above	2011	£39.99	
<b>POSTERS</b> Here are some suggestions; you may well find others.				
<b>Connexions/ careers topics</b>	Prospects www.prospects-sales.co.uk 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 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

**Babcock Lifeskills**

T: 01329 229 138  
 E: sales@babcock-lifeskills.com  
 W: www.babcock-lifeskills.co.uk

**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

**Highflyers Publishing**

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

**Jumpcut (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: 0870 160 2008

**Target Books**

W: www.gtimedia.co.uk  
 Graduate careers'TargetJobs'series

**Trotman Publishing**

W: www.trotman.co.uk

**Suppliers:**

**Hecom (for HE prospectuses)**

T: 0117 311 1901  
 W: www.hecom.co.uk

**HEIST (for HE prospectuses)**

T: 0161 786 0001  
 W: www.euroscgheist.com  
 E: nicola.kippax@euroscgheist.com

**Prospects**

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

**Schoolhouse Books**

T: 0113 290 9222  
 E: books@school  
 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