



General Information

SECTION Z

FREE
INFORMATION
CATALOGUE

August 2010

Produced by Calderdale & Kirklees Careers

Connexions Resource Centre - General Information - Section Z

Code

ZC	Career choices and change
ZE	Qualifications and education: secondary education, further, higher and adult education.
ZF	Free time, voluntary work and retirement
ZH	Health
ZJ	Housing
ZL	Law, equality and your rights
ZM	Money: budgets, banking and money for learning
ZR	Relationships, childcare
ZT	Travel and transport
ZU	Where to get help
ZW	Work
ZW2	Work-based learning: apprenticeships, e2e, training
ZW3	Job hunting: applications, interviews and advice for the unemployed
ZW4	Job vacancies, placing services
ZW5	Ways of working
ZW6	Self employment
ZW7	Employment rights
ZW8	Trends in employment
ZX	Abroad
ZY	Connexions Resource Centre information



Career Choices - ZC

Personal and Skill Development - ZC1

ZC1(2) Getting out of a rut: how to make more of your job (2009)

KN *

Options 13+ - ZC2

ZC2(1) Choosing courses for Years 10 and 11 (2010)

CK

ZC2(2) Directions – Career choices at 13-14 (2009/10)

CK

ZC2(3) Planning your future (2010)

NA

ZC2(4) The Diploma: choosing your options for Year 10 (2009)

DCSF

ZC2(5) Getting started in careers 2009/10

CK

ZC2(7) Work-related programmes after Year 9 (2010)

NA

Options 16+ - ZC3

ZC3(1) Year 11 careers countdown (2009)

CK

ZC3(2) Fast guide to options at 16+ (2010)

CK

ZC3(3) Fast Guide to qualifications 16+ (2010)

CK ●

ZC3(4) Get Ahead – education and training at foundation level 2009/10 (formerly The Link)

CK ●

ZC3(5) Foundation learning 16+ (2009)

CK ●

ZC3(6) Jobs requiring few or no qualifications (2009)

CK

ZC3(7) Choosing advanced-level courses after Year 11 (2010)

NA-CK

ZC3(8) Ideas for higher education courses (2010)

NA

ZC3(9) Get Organised (2009/2010)

CK

ZC3(10) Guide for Parents and Carers to Life after Year 11 2009/10

CK

ZC3(11) The Diploma: choosing your options for Year 12 (2009)

DCSF

ZC3(12) Options 16+ for intermediate level learners (2009)

CK

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Options 18+ - ZC4

ZC4(1) Choices at eighteen (2010) **NA**

ZC4(2) Employment at 18+ with advanced-level qualifications (2010) **NA**

Career Choices for Adults - ZC5

ZC5(1) Career change and development (2007) **CK ***

ZC5(2) Returning to work after a break? (2009) **KN ***

ZC5(3) Career planning: working it out (2009) **KN ***

ZC5(5) Returning to work or training after illness or injury? (2009) **KN ***

ZC5(7) Choosing a job if you don't have many qualifications (2008) **CK**

Careers Information Guides - ZC7

ZC7(1) Ethical careers (2010) **NA**

ZC7(2) Learning and career information online (2009) **CK**

ZC7(4) Where to look for information after an advanced level qualification (2008) **CK**

ZC7(6) Working with people (2009) **NA**

ZC7(7) Outdoor work (2010) **NA**

ZC7(8) Practical work (2010) **NA**

Education - ZE



ZE2(1) Private tutors in Calderdale and Kirklees (2009) **CK**

Qualifications - ZE4

ZE4(1) Guide to qualifications (2010) **NA-CK**

ZE4(2) Diploma: bringing learning to life: creative and media (Kirklees) (2009) **CK**

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		Source
ZE4(3)	Diploma: bringing learning to life: creative and media (Calderdale) (2009)	CK
ZE4(4)	Diploma: bringing learning to life: society, health and development (Kirklees) (2009)	CK
ZE4(5)	Diploma: bringing learning to life: society, health and development (Calderdale) (2009)	CK
ZE4(6)	Diploma: bringing learning to life: construction and the built environment (Kirklees) (2009)	CK
ZE4(7)	Diploma: bringing learning to life: construction and the built environment (Calderdale) (2009)	CK
ZE4(8)	Diploma: bringing learning to life: information technology (Kirklees) (2009)	CK
ZE4(9)	Diploma: bringing learning to life: information technology (Calderdale) (2009)	CK
ZE4(10)	Diploma: bringing learning to life: hair and beauty studies (Kirklees) (2009)	CK
ZE4(11)	Diploma: bringing learning to life: hair and beauty studies (Calderdale) (2009)	CK
ZE4(12)	Diploma: bringing learning to life: engineering (Kirklees) (2009)	CK
ZE4(13)	Diploma: bringing learning to life: engineering (Calderdale) (2009)	CK
ZE4(14)	Diploma: bringing learning to life: business, administration and finance (Kirklees) (2009)	CK
ZE4(15)	Diploma: bringing learning to life: business, administration and finance (Calderdale) (2009)	CK
ZE4(16)	Diploma: bringing learning to life: sport and active leisure (Kirklees) (2009)	CK
ZE4(17)	Diploma: bringing learning to life: sport and active leisure (Calderdale) (2009)	CK
ZE4(18)	Diploma: bringing learning to life: manufacturing and product design (Kirklees) (2009)	CK

		Source
ZE4(19)	Diploma: bringing learning to life: manufacturing and product design (Calderdale) (2009)	CK
ZE4(20)	Diploma: bringing learning to life: environment and land-based studies (Kirklees) (2009)	CK
ZE4(21)	Diploma: bringing learning to life: environment and land-based studies (Calderdale) (2009)	CK
ZE4(22)	Diploma: bringing learning to life: hospitality (Kirklees) (2009)	CK
ZE4(23)	Diploma: bringing learning to life: hospitality (Calderdale) (2009)	CK
ZE4.2(2)	GCSEs the official student guide to the system (2009)	Ofqual
ZE4.3(2)	A levels: the official student guide to the system (2009)	Ofqual
ZE4.5(1)	Overseas qualifications and their equivalence in the UK: NARIC (National Academic Recognition Information Centre) (2008)	CK
Adults in Education - ZE6		
ZE6.2(3)	Learning for adults (2007)	CK *
ZE6.2(5)	Coping with life as a mature student (2008)	CK *
ZE6.3(1)	Access to higher education courses (2008)	CK *
ZE6.4A(1)	Reading, writing and numbers - Street Facts (2010)	CK ●
ZE6.4A(2)	English and maths for adults (2009)	CK
ZE6.4E(1)	The Third Age Trust and the University of the Third Age (2009)	CK
ZE6.4H(1)	The Open University (2009)	CK *
ZE6.4I(2)	Distance and open learning (2010)	NA
Higher Education - ZE7		
ZE7(1)	Unifaqs entry 2011 - frequently asked questions about higher education (2010)	CK
ZE7(2)	Big map: UK universities and colleges for 2010 entry (2009)	UCAS

Source

ZE7(4)	Opportunities to study for a degree part-time whilst working after an A level or equivalent course (2009)	CK
ZE7(6)	Routes into higher education (2010)	NA
ZE7(7)	Opportunities with a degree in any subject (2009)	NA
ZE7(8)	Higher education is it for me? (2010)	CK
 ZE7(10)	If you leave a higher education course (2010)	NA
ZE7(11)	Choosing your higher education (2010)	NA
ZE7(12)	Make your dreams a reality (2009)	BIS
ZE7(13)	Unifacts for parents: higher education - entry 2011	CK
ZE7(14)	Applying for Higher education courses (2010)	NA
ZE7(15)	UCAS (2009)	CK
ZE7(16)	UCAS applications: personal statements (2009)	CK
ZE7(17)	Choosing your firm and insurance offers (2010)	CK
ZE7(18)	UCAS: confirmation, adjustment and clearing (2009)	CK
ZE7(19)	Applying to Oxford or Cambridge (2009)	CK
ZE7(20)	Applying for higher education courses in art and design (2009)	CK
ZE7(21)	Parent guide 10 (to higher education)	UCAS
ZE7.3(1)	Thinking of postgraduate study? (2008)	CK

Student Life - ZE9

Study skills - ZE9.1


ZE9.1(1)	Exam wise - Street Facts (2010)	CK ●
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Gap Year - ZE9.5

ZE9.5(1)	Taking a year out (2010)	NA-CK
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ZE9.5(2) Planning your year out! 2009/10

YOG



Free Time, Voluntary Work, Retirement - ZF

- ZF1(1)** Leisure time ideas and options in Kirklees - **Street Facts** (2008) **CK ●**
- ZF1(2)** Leisure time ideas and options in Calderdale - **Street Facts** (2008) **CK**
- ZF2(1)** Voluntary work for young people - **Street Facts** (2008) **CK**
- ZF2(2)** Voluntary work – local contacts (2009) **CK**
- ZF3(1)** Voluntary work (2009) **KN ***
- ZF3(2)** Voluntary work in the UK (2009) **NA-CK**
- ZF3(3)** **Plain Guide to Employment and Skills: voluntary Work** (2009) **CYH**
- ZF5(1)** Planning for your retirement (2009) **KN ***

Health - ZH



- ZH1(1)** Good health! - **Street Facts** (2008) **CK ●**
- ZH1(2)** Stressed - feeling down? - **Street Facts** (2009) **CK ●**
- ZH4(1)** Relationships and safe sex - **Street Facts** (2008) **CK ●**
- ZH5(1)** Drinking too much? - **Street Facts** (2008) **CK ●**
- ZH5(2)** Smoking - **Street Facts** (2008) **CK ●**
- ZH5(3)** Drugs - **Street Facts** (2008) **CK ●**
- ZH6(1)** Wise up to mental health (2010) **NA**
- ZH8(1)** Stay safe - **Street Facts** (2008) **CK ●**

Housing - ZJ



- ZJ1(1)** Are you 16-17, homeless or looking for accommodation in Kirklees? - **Street Facts** (2010) **CK ●**

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ZJ1(2) Are you 16-17, homeless or looking for accommodation in Calderdale? - **Street Facts** (2010)

CK

Law: Equality and Rights



ZL3(1) Your rights 13-21 - **Street Facts** (2010)

CK ●

ZL3(2) Equality (2010)

CK

ZL3(3) Forced marriage - **Street Facts** (2009)

CK ●

ZL3.1(1) Gender and sexual orientation: your rights (2010)

NA

ZL3.2(1) Race, religion and belief: your rights (2010)

NA

ZL3.3(2) Information for people with disabilities (2010)

NA

ZL3.3(3) Deaf or hard of hearing and in work or looking for work? (2009)

RNID

ZL3.4(1) Age discrimination: your rights (2010)

NA

ZL4(1) If you break the law (2010)


NA

ZL5(2) Shopping - your rights - **Street Facts** (2010)

CK ●

ZL6(1) Convictions and looking for a job? - **Street Facts** (2010)

CK

 **ZL6(2)** Information for offenders and ex-offenders (2010)

CK

Money - ZM



ZM(1) Money sense: looking after your money - **Street Facts** (2009)

CK ●

ZM1(2) No selling. No jargon. Just the facts about basic bank accounts (2009)

FSA

Money for Learning - ZM

ZM4.1(1) Money matters (2010)


CK

ZM4.1(3) My EMA my choice (2010)

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ZM4.1(4)	Care to learn (2010)	LSC
ZM4.1(5)	Dance and drama awards September 2009 - July 2010	DfES
ZM4.2(1)	Money for education or training courses for adults (2009)	CK
ZM4.2(3)	Adult Education Bursaries (2008)	RCC
ZM4.2(4)	Professional and Career Development Loans (2009)	LSC


Finance for Higher Education

ZM5(1)	Finance for students: higher education (2010)	NA
ZM5(2)	Student finance in 3 easy steps (2010/2011)	BIS
ZM5(4)	Childcare grant and other support for full-time student parents in higher education in 2009/2010 (2008)	DIUS
ZM5(5)	Bridging the Gap: a guide to the disabled students' allowances (DSAs) in higher education (2010/2011) (2009)	BIS
ZM5(6)	Guide to financial support for part-time students in higher education, (2009)	DIUS
ZM5(8)	Funding for training in England (2009)	TDA
ZM5(9)	Sponsorship, scholarships and charitable trusts (2010)	NA

Postgraduate Support - ZM6

ZM6(1)	Financial help: postgraduate study (2009)	KN *
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Relationships - ZR

ZR1(1)	Counselling and support services (2010)	CK
ZR1(2)	Value of being confident and assertive (2010)	NA
ZR2(1)	Bereavement (2010)	NA
 ZR3(1)	Taking a stand against bullying (2010)	NA




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 ZR3(2)	Dealing with abuse (2010)	NA
ZR5(1)	Childcare in Calderdale and Kirklees (2007)	CK
ZR7(1)	Wondering about your sexuality? (2010)	NA-CK
ZR7(2)	Are you coming out? (2007)	GALYIC

Travel and Transport - ZT



ZT(1)	Foreign travel (2010)	NA
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Work and Training - ZW



Work and Work Experience Under 16 - ZW1.1


ZW1.1(1)	Part-time jobs for students 13+ - Street Facts (2008)	CK ●
ZW1.2(1)	Work experience - Street Facts (2009)	CK ●

Work-Based Learning: Apprenticeships, e2e, Foundation learning

ZW2.2(1)	Apprenticeships and Foundation Learning Apprenticeships (2010)	CK
ZW2.2(3)	Apprenticeships and e2e/Foundation Learning in Calderdale and Kirklees - Apprenticeships (2010)	CK
ZW2.2(4)	Applying for Apprenticeships – questions to ask	CK
ZW2.2(5)	Farming or gardening - Apprenticeships (2010)	CK ●
ZW2.2(6)	Animal care - Apprenticeships (2010)	CK ●
ZW2.2(7)	Catering and hospitality - Apprenticeships (2010)	CK ●
ZW2.2(8)	Travel agency work - Apprenticeships (2010)	CK ●
ZW2.2(9)	Retail or shopwork - Apprenticeships (2010)	CK ●
ZW2.2(10)	IT - Apprenticeships (2010)	CK ●
ZW2.2(11)	Hairdressing - Apprenticeships (2010)	CK ●

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ZW2.2(12)	Care of the elderly or people with special needs - Apprenticeships (2010)	CK ●
ZW2.2(13)	Childcare - Apprenticeships (2010)	CK ●
ZW2.2(14)	Warehouse work - Apprenticeships (2010)	CK ●
ZW2.2(15)	Office work - Apprenticeships (2010)	CK ●
ZW2.2(16)	Sport and leisure - Apprenticeships (2010)	CK ●
ZW2.2(17)	Motor vehicle work - Apprenticeships (2010)	CK ●
ZW2.2(18)	Textiles or sewing - Apprenticeships (2010)	CK ●
ZW2.2(19)	Bricklaying - Apprenticeships (2010)	CK ●
ZW2.2(20)	Joinery work - Apprenticeships (2010)	CK ●
ZW2.2(21)	Painting and decorating - Apprenticeships (2010)	CK ●
ZW2.2(22)	Electrical installation - Apprenticeships (2010)	CK ●
ZW2.2(23)	Plumbing or heating and ventilation engineering - Apprenticeships (2010)	CK ●
ZW2.2(24)	Roofing, scaffolding, plastering, tiling, ceiling fixing, flooring etc - Apprenticeships (2010)	CK ●
ZW2.2(25)	Manufacturing - Apprenticeships (2010)	CK ●
ZW2.2(26)	Engineering - Apprenticeships (2010)	CK ●
ZW2.2(27)	Accounts and insurance work - Apprenticeships (2010)	CK ●
ZW2.3(1)	Entry to Employment, e2e - Apprenticeships (2009)	CK ●

Job Hunting - ZW3

Job Applications and Advice for those Unemployed - ZW3

ZW3(1)	Not in employment, education or training 16-17? - Street Facts (2010)	CK ●
ZW3(2)	Unemployed? Ideas for making the best use of your time (2009)	KN *
ZW3(3)	Jobs and careers resources on the Internet (2007)	CK

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ZW3(4)	Finding your first job or apprenticeship (2009)	CK ●
ZW3(5)	JobFAQs (2010)	CK
ZW3(6)	What employers look for in school leavers (2009)	CK
ZW3(7)	Jobseekers' checklist (2010)	NA
ZW3.1(1)	Job applications (2009)	KN *
ZW3.1(3)	CVs and application forms for school leavers (2008)	CK
ZW3.1(4)	CV for 6th formers and college students (2008)	CK
ZW3.1(5)	How to write a CV - Jobsearch Hints (2009)	CK
ZW3.1(6)	Writing your own CV/resumé (2009)	CK
ZW3.1(7)	Useful words for your CV (2010)	CK
ZW3.1(8)	Skills for employment (2010)	NA
ZW3.1(9)	Covering letter (2008)	CK
ZW3.1(10)	Writing a speculative letter (2008)	CK
ZW3.1(11)	Letters - writing for a job - Jobsearch Hints (2009)	CK
ZW3.1(12)	Application forms (2008)	CK
ZW3.1(13)	Application forms - Jobsearch Hints (2009)	CK
ZW3.1(14)	CV services (2007)	CK
 ZW3.1(15)	How to cold canvass - Jobsearch Hints (2009)	CK

Interviews and Selection - ZW3.2

ZW3.2(1)	Got your first interview? (2010)	CK ●
ZW3.2(2)	Interviews - Jobsearch Hints (2009)	CK
ZW3.2(3)	Interviews: coping with confidence (2009)	KN *
ZW3.2(4)	Interview skills (2008)	CK
ZW3.2(5)	Help with job interviews (2008)	JCP

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Selection and Assessment including Tests - ZW3.3

ZW3.3(1)	Psychometric testing: how it can help you (2009)	KN *
ZW3.3(2)	Selection tests (2009)	KN
ZW3.3(4)	Plain Guide to Employment and Skills: self help for graduates (2009)	CYH

Job Vacancies - ZW4

 ZW4.1(2)	Jobsearch planner - Jobsearch Hints (2009)	CK
 ZW4.1(3)	Understanding job advertisements - Jobsearch Hints (2009)	CK
ZW4.1(5)	Finding a job - where to look (2010)	CK
ZW4.1(6)	Job search - what's advertised in the national papers (2008)	CK
ZW4.1(7)	Where to look for job vacancies: journals, newspapers and their websites (2008)	CK
ZW4.2(1)	Where to look for job vacancies: local papers (2009)	CK

Employment Agencies - ZW4.3


ZW4.3(1)	Local employment agencies (2010)	CK
ZW4.3(2)	Recruitment agencies and consultancies specialising in management and professional level vacancies (2009)	CK

Work and Ways of Working - ZW5

ZW5(1)	Starting work (2010)	NA
ZW5.1(1)	Part-time work? (2010)	NA
ZW5.1(2)	Job sharing (2009)	KN *
ZW5.2(2)	Temporary work (2010)	NA
ZW5.3(1)	E business and e commerce (2008)	CK
ZW5.3(3)	Working from home (2010)	NA

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ZW5.3(4) **Plain Guide to Employment and Skills:** homeworking (2009) **CYH**

Self Employment - ZW5

ZW6(1) 16-19 Thinking of setting up your own business? - **Street Facts** (2009) **CK ●**

ZW6(3) Working for yourself (2010) **NA-CK**

ZW6(5) Drawing up a business plan (2009) **CK**

Employment Rights - ZW7

ZW7.2B(1) Contracts of employment, hours, pay rates, tax and national insurance, time for study and training (2009) **CK**

ZW7.2B(3) Pay slips - **Street Facts** (2009) **CK ●**

ZW7.2B(4) Working hours for young workers 16-18 - **Street Facts** (2009) **CK ●**

ZW7.3(1) Redundant? What next? (2009) **KN ***

ZW7.4(1) Health and safety at work - **Street Facts** (2010) **CK ●**

Employment Trends - ZW8

ZW8(2) Job market trends (2010) **NA-CK**

Abroad - ZX



ZX1(1) Erasmus: you'll go far (2008) **BC**

 **ZX1(3)** Higher education and training outside Europe (2010) **NA**

 **ZX1(4)** Higher education and training in Europe (2010) **NA**


ZX2(2) Working overseas (2010) **NA**

ZX2(3) Working holidays and temporary jobs abroad (2010) **NA**

ZX3(1) Voluntary work overseas (2010) **NA**

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Connexions Resource Centre Information – ZY

📄 **ZY8.3 (1)** Setting up and developing a Connexions resource area (2008) **CK**

📄 **ZY8.3(2)** Sorted! (2009) **CK**

QSE-02, QSE-03, QSE-04

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