



General Information

SECTION Z

FREE
INFORMATION
CATALOGUE

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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, Work-based Foundation Learning, training
ZW3	Job hunting: applications, interviews and advice for the unemployed
ZW4	Job vacancies, placing services
ZW5	Ways of working
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ZW8	Trends in employment
ZX	Abroad
ZY	Connexions Resource Centre information




Career Choices - ZC

Options 13+ - ZC2


ZC2(1)	Choosing courses for Years 10 and 11 (2010)	CK
ZC2(2)	Directions – Career choices at 13-14 (2011)	CK
ZC2(3)	Planning your future (2010)	NA
 ZC2(5)	Getting started in careers 2012 (2011) (Kirklees)	CK
 ZC2(6)	Getting started in careers 2012 (2011) (Calderdale)	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+ (2011)	CK
ZC3(3)	Fast guide to qualifications 16+ (2010)	CK ●
ZC3(4)	Get Ahead 2012 (2011)	CK ●
ZC3(5)	Foundation learning 16+ (2010)	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)	Subject choice 16+ and higher education (2011)	NA
ZC3(9)	Get Organised 2012 (2011)	CK
 ZC3(10)	Guide for Parents and Carers to Life after Year 11 (2012) (K)	CK
ZC3(11)	Post 16 Options in Calderdale 2012 (2011)	CK
ZC3(12)	Options 16+ for level 2 learners (2010)	CK
 ZC3(13)	Guide for Parents and Carers to Life after Year 11 (2012) (C)	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)	Employment skills and career development (2011)	CK
ZC5(7)	Choosing a job if you don't have many qualifications (2010)	CK

Careers Information Guides - ZC7

ZC7(1)	Ethical careers (2010)	NA
ZC7(2)	Learning and career information online (2011)	CK
ZC7(6)	Working with people (2009)	NA
ZC7(7)	Outdoor work (2010)	NA
ZC7(8)	Practical work (2010)	NA

Education - ZE



Qualifications - ZE4

ZE4(1)	Guide to qualifications (2010)	NA-CK
ZE4.3(2)	A levels: the official student guide to the system (2009)	Ofqual
ZE4.5(1)	Overseas qualifications: NARIC (National Recognition Information Centre) (2011)	CK

Adults in Education - ZE6


ZE6.2(3)	Learning for adults (2011)	CK *
ZE6.2(5)	Coping with life as a mature student (2011)	CK *
ZE6.3(1)	Access to higher education courses (2011)	CK *

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ZE6.4A(1)	Reading, writing and numbers - Street Facts (2010)	CK ●
ZE6.4A(2)	English and maths for adults (2011)	CK
ZE6.4E(1)	The Third Age Trust and the University of the Third Age (2011)	CK
ZE6.4H(1)	The Open University (OU) (2011)	CK *
ZE6.4I(2)	Distance and open learning (2010)	NA

Higher Education - ZE7

ZE7(1)	UniFAQs entry 2012 - frequently asked questions about higher education (2011)	CK
ZE7(2)	Big map: UK universities and colleges for 2012 entry (2011)	UCAS
ZE7(3)	Lifelong learning (2012)	UCAS
ZE7(4)	Opportunities to study for a degree part-time whilst working after an A level or equivalent course (2011)	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(13)	Unifacts for parents: higher education - entry 2012 (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

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		Source
ZE7(20)	Applying for higher education courses in art and design (2009)	CK
ZE7(21)	Parent Guide 2012 (at the heart of connecting people to higher education) (2011)	UCAS
ZE7(22)	Degree ideas with English (2010)	CK
ZE7(23)	Degree ideas with geography (2010)	CK
ZE7(24)	Degree ideas with biology (2010)	CK
ZE7(25)	Degree ideas with art and design (2010)	CK
ZE7(26)	Degree ideas with languages (2010)	CK
ZE7(27)	Degree ideas with chemistry (2010)	CK
ZE7(28)	Degree ideas with maths (2010)	CK
ZE7(29)	Degree ideas with physics (2010)	CK
ZE7(30)	Degree ideas with history (2010)	CK
ZE7(31)	Higher education ideas after BTEC level 3 in Children's Care, Learning and Development (2010)	CK
ZE7(32)	Higher education ideas after BTEC level 3 in Sport (2010)	CK
ZE7(33)	Higher education ideas after BTEC level 3 in IT (2010)	CK
ZE7(34)	Higher education ideas after BTEC level 3 in Business	CK
ZE7(35)	Higher education ideas after BTEC level 3 in Applied Science (2010)	CK
ZE7(36)	Higher education ideas after BTEC level 3 in Performing Arts (2010)	CK
ZE7(37)	Higher education ideas after BTEC level 3 in Health & Social Care (2010)	CK
ZE7.3(1)	Thinking of postgraduate study? (2011)	CK

Study Skills - ZE9.1

ZE9.1(1) Exam wise - **Street Facts** (2010) **CK ●**

Gap Year - ZE9.5

ZE9.5(1) Taking a year out (2010) **NA-CK**

ZE9.5(2) Planning your year out? 2011/12 (2011) **YOG**



Free Time, Voluntary Work, Retirement - ZF

ZF1(1) Leisure time ideas and options in Kirklees - **Street Facts** (2011) **CK ●**

ZF1(2) Leisure time ideas and options in Calderdale - **Street Facts** (2011) **CK ●**

ZF2(1) Voluntary work for young people - **Street Facts** (2010) **CK**

ZF2(2) Voluntary work – local contacts (2011) **CK**

ZF3(2) Voluntary work in the UK (2011) **NA**

ZF3(3) **Plain Guide to Employment and Skills: voluntary Work** (2009) **CYH**



Health - ZH

ZH1(1) Good health! - **Street Facts** (2010) **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** (2011) **CK ●**

ZH5(2) Smoking - **Street Facts** (2011) **CK ●**

ZH5(3) Drugs - **Street Facts** (2011) **CK ●**

ZH6(1) Wise up to mental health (2010) **NA**

ZH8(1) Stay safe - **Street Facts** (2011) **CK ●**

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Housing - ZJ



- ZJ1(1)** Are you 16-17, homeless or looking for accommodation in Kirklees? - **Street Facts** (2010)
- ZJ1(2)** Are you 16-17, homeless or looking for accommodation in Calderdale? - **Street Facts** (2010)

CK ●

CK

Law: Equality and Rights - ZL



- ZL3(1)** Your rights 13-21 - **Street Facts** (2010)
- ZL3(2)** Equality (2010)
- ZL3(3)** Forced marriage - **Street Facts** (2009)
- ZL3.1(1)** Gender and sexual orientation: your rights (2010)
- ZL3.2(1)** Race, religion and belief: your rights (2010)
- ZL3.3(2)** Information for people with disabilities (2010)
- ZL3.3(3)** Deaf or hard of hearing and in work or looking for work? (2009)
- ZL3.4(1)** Age discrimination: your rights (2010)
- ZL4(1)** If you break the law (2010)
- ZL5(2)** Shopping - your rights - **Street Facts** (2011)
- ZL6(1)** Convictions and looking for a job? - **Street Facts** (2010)
- ZL6(2)** Information for offenders and ex-offenders (2010)

CK ●

CK

CK ●

NA

NA

NA

RNID

NA

NA

CK ●

CK

CK

Money - ZM



- ZM(1)** Money sense: looking after your money - **Street Facts** (2009)
- ZM1(2)** Basic bank accounts (2011)

CK ●

MAS

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Money for Learning – ZM4



ZM4.1(1)	Money matters (2011)	CK
ZM4.1(5)	Dance and drama awards September 2009 - July 2010	DfES
ZM4.2(4)	Professional and Career Development Loans (2010)	Directgov


Finance for Higher Education ZM5

ZM5(2)	What full time support is available 2012/13 (2011)	sfe
ZM5(3)	NHS student support from September 2012)	sfe
ZM5(4)	Student parents and students with adult dependants 2012/13 (2011)	sfe
ZM5(5)	Disabled students' allowances 2012/2013 (2011)	sfe
ZM5(6)	Financing your future 2012/13 (2011)	sfe
ZM5(7)	Social work fact sheet 2011/12 (2011)	Directgov
ZM5(8)	Initial teacher training funding information 2012/2013 (2011)	sfe
ZM5(9)	Sponsorship, scholarships and charitable trusts (2010)	NA
ZM5(10)	Funding for study abroad 2012/13 (2011)	sfe



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
 ZR3(2)	Dealing with abuse (2010)	NA

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ZR5(1) Childcare in Calderdale and Kirklees (2010)

CK

ZR7(1) Wondering about your sexuality? (2010)

NA-CK

Travel and Transport - ZT



ZT(1) Foreign travel (2010)

NA

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 ●

Work-Based Learning: Apprenticeships, Foundation learning ZW2

ZW2.2(1) Apprenticeships and Foundation Learning (Excel and Venture) **Apprenticeships** (2011)

CK

ZW2.2(3) Apprenticeships and Work-based/Foundation Learning in Calderdale and Kirklees - **Apprenticeships** (2011)

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 ●

ZW2.2(12) Care of the elderly or people with special needs - **Apprenticeships** (2010)

CK ●

ZW2.2(13) Childcare - **Apprenticeships** (2010)

CK ●

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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 ●

Job Hunting - ZW3

Job Applications and Advice for those Unemployed - ZW3

ZW3(1)	Not in employment, education or training 16-17? - Street Facts (2011)	CK ●
ZW3(3)	Jobsearch and careers resources on the Internet (2010)	CK
ZW3(5)	JobFAQs (2011)	CK
ZW3(6)	Skills employers look for - Jobsearch Hints (2011)	CK
ZW3(7)	Jobseekers' checklist (2010)	NA

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ZW3(8)	Applying for work with a criminal record - Jobsearch Hints (2011)	CK
ZW3.1(4)	A personal profile or statement – Job Search Hints (2011)	CK
ZW3.1(5)	Your CV - Jobsearch Hints (2011)	CK
ZW3.1(6)	Writing your own CV/resumé (2011)	CK
ZW3.1(7)	Words for your CV - Jobsearch Hints (2011)	CK
ZW3.1(8)	Skills for employment (2010)	NA
ZW3.1(9)	Covering letter - Jobsearch Hints (2011)	CK
ZW3.1(10)	Writing for a job or apprenticeship - Jobsearch Hints (2011)	CK
ZW3.1(12)	Application forms - Jobsearch Hints (2011)	CK

Interviews and Selection - ZW3.2

ZW3.2(2)	Interviews - Jobsearch Hints (2011)	CK
ZW3.2(5)	Finding a job (2011)	JCP

Selection and Assessment including Tests - ZW3.3

ZW3.3(2)	Psychometric testing and selection tests - Jobsearch Hints (2010)	CK
ZW3.3(4)	Plain Guide to Employment and Skills: self help for graduates (2009)	CYH

Job Vacancies - ZW4

ZW4.1(2)	Job search planner - Jobsearch Hints (2011)	CK
ZW4.1(5)	Finding a job - where to look (2011)	CK
ZW4.1(6)	Job search - what's advertised in the national papers (2010)	CK
ZW4.1(7)	Where to look for job vacancies: journals, newspapers and their websites (2010)	CK
ZW4.2(1)	Where to look for job vacancies: local papers (2010)	CK

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Employment Agencies - ZW4.3

ZW4.3(1)	Local employment agencies (2011)	CK
ZW4.3(2)	Recruitment agencies and consultancies specialising in Management and professional level vacancies (2011)	CK

Work and Ways of Working - ZW5

ZW5(1)	Starting work (2010)	NA
ZW5.1(1)	Part-time work? (2010)	NA
ZW5.2(2)	Temporary work (2010)	NA
ZW5.3(3)	Working from home (2010)	NA
ZW5.3(4)	Plain Guide to Employment and Skills: homeworking (2009)	CYH

Self Employment – ZW6

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 (2011)	CK
ZW7.2B(3)	Pay slips - Street Facts (2011)	CK ●
ZW7.2B(4)	Working hours for young workers 16-18 - Street Facts (2009)	CK ●
ZW7.3(2)	Plain Guide to Employment and Skills: Redundancy (2010)	CYH
ZW7.4(1)	Health and safety at work - Street Facts (2010)	CK ●

Employment Trends - ZW8

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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 (2011)

NA

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