



Westhoughton
HIGH SCHOOL

Careers Post 16 Pathways, Qualifications and web based resources A guide for parents/carers and students



Look after each other
Learn
Enjoy our school
aim high



EARN
Respect one another,
ourselves & our environment
never stop learning

Parents/students pathways/qualifications

The current law regarding students leaving school at 16

All students must remain in full time education or training until they are 18 and must continue to study mathematics and English unless they have achieved GCSE grade 4.

The Government defines full time education and training as

- full time study in a school, college or training provider
- an apprenticeship or traineeship
- full time work or volunteering [20 hours or more] combined with part time accredited study

The pathways open to students are as follows:

A Levels

Academic based qualifications studied in three/four subjects and examined at the end of a two year course based on grades A*-E. They are offered by Further Education colleges and school sixth forms an A level can lead to university degrees or higher level apprenticeships offered by employers post 18.

Each college has different entry requirements to allow students to study A levels. These can be found in their prospectuses or on their web pages. Most will require at least five GCSEs grades 4-9 including Mathematics and English.

BTEC-British and Technology Education Council-qualifications

BTECs are qualifications linked to a specific occupational area such as Health and Social Care, Travel and Tourism, Business/ Administration Information Technology. Assessment is continual, involving practical study and coursework work rather than based on final examinations as with A level. Entry requirements will vary according to the level of BTEC offered and will be published in college prospectuses and web sites

They are examined at different levels.

Level 3 - equivalent to A level.

BTEC Diplomas are equivalent to two A levels and the BTEC extended diploma is equivalent to three A levels.

BTEC Subsidiary Diplomas are equivalent to one A level.

Level 2 - BTEC diploma-equivalent to GCSE levels 4 and above.

Level 1 - BTEC diploma-equivalent to GCSE levels 1-3 and above.

BTEC levels 4-7 are equivalent to university degrees and can be undertaken from the age of 18.

NVQs-National Vocational Qualifications

NVQs are work based qualifications linked to the skills and knowledge needed to do a job such as hair,beauty,joinery ,motor vehicle, plumbing etc

Level 3 is equivalent to A level and BTEC level 3

Level 2 is equivalent to GCSE grades 4-9 and

Level 1 is equivalent to GCSE grades 1-3

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Entry level qualifications-formerly foundation learning

Foundation learning gives students the chance to work towards entry level before going onto BTEC/NVQ qualifications by getting support with mathematics and English and doing functional skills in mathematics, English and Information Technology. These courses require no formal qualifications to enter.

Apprenticeships a guide for parents/students

Apprenticeships are work based learning. Students will gain employed status and will be expected to study at a college or training provider for at least the equivalent of one day per week. Apprentices are paid a minimum of £3.70 per hour up to the age of 19. Many employers may pay above this minimum rate. An advantage of doing an apprenticeship is you can work and gain recognised qualifications such as NVQ at the same time. Apprenticeships are offered in over 200 occupations such as retail, business/administration, catering, child care, engineering, construction trades, motor vehicle and hairdressing.

Students can apply for an Apprenticeship directly to an employer with a CV/personal statement or covering letter or in many cases employers recruit through training provider such as Alliance Learning, The Babington Group, North Lancs Training and the Skills Company. Students can register with a training provider who will then carry out interviews on behalf of employers.

Apprenticeships are extremely competitive to obtain. Employers are keen to see a student's qualities and skills as well as qualifications and want to see evidence of an excellent attitude and attendance and punctuality record in school.

We recommend that all students in year 11 secure a college place as a back up due to the competition they may face to secure an apprenticeship.

Students can look for advertised vacancies on the National Apprenticeship Service website: www.apprenticeships.org.uk.

Parents/carers, teachers and students can also consult the Amazing Apprenticeships web site for further information.

Apprenticeships are offered at different levels.

Intermediate Level 2

Equivalent to nine GCSE grades 4 and above. It is usually 12-18 months in length and often has an entry requirement of 2 or more GCSEs at grade 4 and above which often may include Mathematics and English.

Parents/students pathways/qualifications

Advanced level apprenticeships level 3

Equivalent to two A level passes. It is usually 18-24 months in length with an entry requirement of a minimum of 5 GCSEs at grade 4 and above including Mathematics and English. Alternatively it could be the successful completion of an Intermediate Apprenticeship in a role similar to the Advanced apprenticeship on offer.

Higher Apprenticeships levels 4-7

Equivalent to a Foundation degree or above. Entry requirements are a minimum of two A levels or the successful completion of an Advanced level apprenticeship.

Degree Apprenticeship levels 6-7

Equivalent to a Bachelor's or Master's degree. You work on a full time basis and study for a Bachelor or Master's degree at a university or Higher Education institution. The duration is usually 3-6 years and you are paid a salary for this time. Tuition fees are covered by the employer and government in the form of a bursary or scholarship.

Students can apply for Intermediate and Advanced Apprenticeships at 16 or do A levels/BTEC level 3 and apply for a higher level apprenticeship at 18.

Apprenticeship vacancies can be found on the Apprenticeship Service website.

Traineeships

These are short education programmes, usually no more than six months a year in length, designed for students who do not have the required qualifications, skills or work experience to go straight into employment. A traineeship is designed to develop the skills needed to find a career.

List of web-based resources available to parents and students

The following is a list of suggested websites students can access at home to explore careers. UCAS Progress is used to enable students to apply for post 16 courses although it can be used to search for courses in year 10.

The National Apprenticeship website can be used in Year 11 to find out about apprenticeship vacancies in England.

1 START website to explore careers

Students will complete a START profile in year 8 and update it in forthcoming years. It helps them explore jobs linked to their skills, qualities, work preferences and interests.

guide to post 16 and careers information

Using START at home

Google START profile

Click on START registration

Fill in a completed registration form which requires students to give an e-mail, we suggest a student's school e-mail. Students will be asked to create a password they need to retain.

Log on to START using your log in and password.

The student log in code is LEARN

Why use START?

Students create a profile which includes my qualities, my interests, my work preferences, my skills. After completing their profile students can research jobs generated by the profile students have produced.

There is information for each job about LMI, labour market information, giving details about the availability of the job in the North West region as well as nationally. Without doing the profile, students can click on the World of Work Section and search for a job entering a subject, skill or interest and pressing the return key to see a selection of jobs linked to each.

Alternatively, they can click on 'select by industry' to get an idea of the job roles within that particular industry.

2 icould.com website (video links on a variety of jobs)

Go to the **icould.com** website and take the buzz quiz to find out about your skills and personality and jobs that might be applicable to them.

The site contains videos of jobs which are directly related to specific school subjects which students enjoy and may be good at.

3 The National Careers Service website

Google National Careers Service Job Profiles to look at some 750 job profiles in different occupational areas. Use these to find out what jobs are like.

The website gives advice on CV writing and interview techniques under the Help to get a job section. It can help find courses and learning providers under the Find a course section. It allows you to carry out an assessment of your skills to find out which jobs might suit you in the future. This is found under the Skills Health Check.

4 Career Box careers films on the web

Google Career Box to find a range of careers films on the web

Parents/students pathways/qualifications

5 Future Morph-find out careers linked to Science and Mathematics

Google this site from the Science Council which gives details of Careers opportunities linked to studying Science and Mathematics.

6 Apprenticeship websites

The National Apprenticeship Service website

The National apprenticeship Service supports, funds and coordinates the delivery of apprenticeships in England. Its website is the official website for general information about apprenticeships advertising local and national apprenticeship vacancies.

To search for advertised apprenticeship vacancies, go to the Apprenticeship Service website **www.apprenticeships.org.uk**. Most are available from January each year.

In the Autumn Term of year 11 staff from GMLPN, (Greater Manchester Learning Provider Network) organise lunch time drop in sessions to help students log onto the National Apprenticeship website. GMLPN promote apprenticeships and traineeships across the Greater Manchester area.

7 UCAS progress-the on line application system for many post 16 courses

We strongly encourage the use of **UCAS Progress (<https://www.ucasprogress.com>)** as an on-line application system. UCAS progress is an online prospectus identifying a wide range of post 16 learning providers and the courses they offer. It also includes information on apprenticeships and traineeships. In September of year 11 students are given a user name and password to start searching for post 16 courses and then from October 1st each year to start applying. It is vital that passwords are retained by students, we strongly advise that the students' passwords are the same as their log ins. If students cannot log in using their password they can see Miss Storey (Careers adviser) or Mr Gill (CEIAG leader) to have them reset. We expect all students to accompany their UCAS Progress application with a personal statement. In RSW students will be given instructions on how to compile a personal statement. Students will be instructed how to complete a UCAS Progress application and expected to have made an application through UCAS Progress by the end of the Autumn Term each year.

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What are students expected to do using UCAS Progress?

1. Log on and register using the user name and password they have been given
2. Click on Profile and complete the following sections
 - contact details including school e-mail
 - current examinations to be taken at the end of year 11 and estimated grades
 - work experience [optional]
 - a personal statement drafted in WORD and then pasted onto UCAS Progress.

Once all sections have been completed they can send off an application.

Before doing so they need to search then select and save the courses they wish to apply for in their favourites.

Students then click on applications, they start a new application and click on the college and course they wish to apply for which they should have saved under their favourites.

A top tip is to make sure that the personal statement they have written in their profile is tailored to the college a student is applying for.

UCAS Progress searching for courses

Students can research local post 16 courses before they receive their log ins and passwords by using the Search facility on UCAS Progress.

This is done by clicking on search home and finding courses they are interested in and saving them under favourites for future reference.

UCAS progress Careers Information section

UCAS progress can be used to find out about career choices and information by Clicking on Find Career Ideas in the Information hub section of the website. Students can research job families, attempt the Buzz quiz to determine their qualities and skills and click on V inspired to find out about volunteering opportunities.

Contacting School

Claire Storey our Careers Adviser can be contacted by e-mail

cstorey@westhoughton-high.org

Simon Gill the CEIAG lead can be contacted by e-mail

sgill@westhoughton-high.org

We can also be contacted on the school's phone number

01942 814122



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