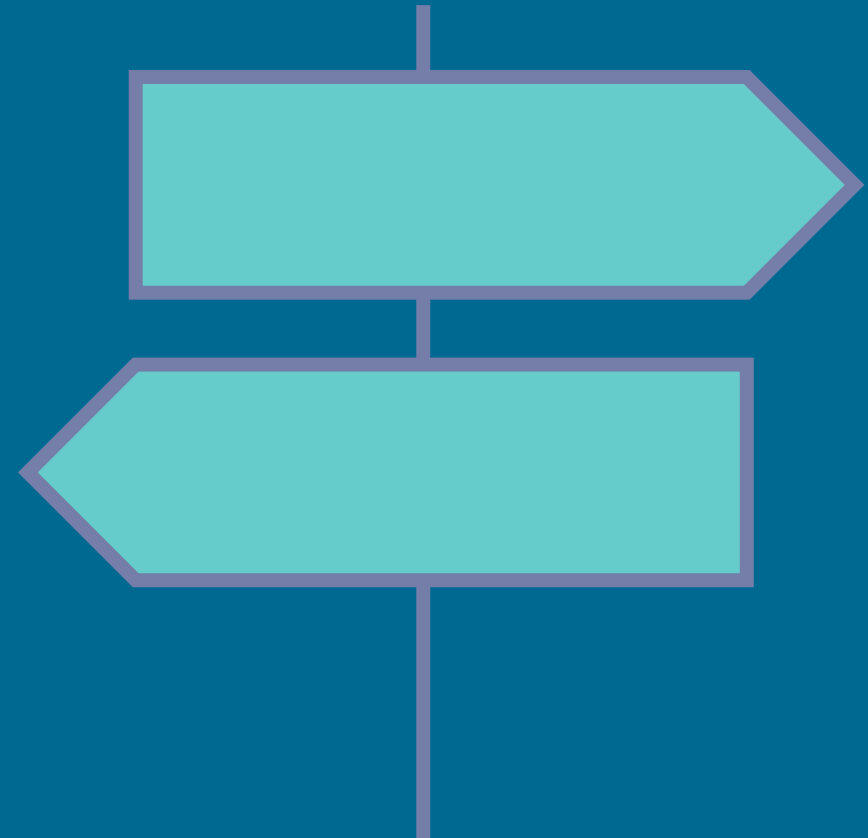




THE CAREERS &
ENTERPRISE
COMPANY

My Choices

Student Guide



Introduction

What is the My Choices programme about?

The end of Year 11 and Year 13, the build-up and immediate response to results days can be a challenging time. Faced with sometimes difficult or scary decisions about next steps, you may like some help with your thinking, particularly if your plans are uncertain or may need to change.

This guide is designed to support you on and around results days, with links to useful resources or videos to help you make the right decision for you.

The guide is also useful for you well before Year 11 and Year 13, to help you consider your choices.

Transition Event in partnership with LearnLive

On Monday August 3rd 2020, The Careers and Enterprise Company, in partnership with LearnLive, will be hosting an online event designed specifically to support you at this crucial time. There will be videos and interviews with key people to guide you through the options open to you. There will be a live chat available with qualified careers advisers, apprenticeship providers and employers on hand to answer your questions and offer you personal advice.

To register simply [click on this link](#) and fill in the details on screen. Once you have subscribed to the Learn Live channel you can gain access to all future on-demand and live stream broadcasts with just your email address without needing to register again.

On August 3rd, you can [visit this link](#) to take part. If you can't make it, don't worry, you can also visit this site to watch the recordings and the chat function will stay open for you to ask any questions.

Ways to Use this Guide

Consider what is most useful to you right now: whether that is immediate sources of support to help you make the best choice for your immediate future or something to consider helping you make longer term decisions. Look at the section headings and click on the link to take you directly to the pages that are of most interest to you.

Remember, don't limit yourself. Take the time to explore something you perhaps have not considered before. You never know, there could be a route into your ideal career that you have never considered before.



Timetable part 1

[Go to part 2>](#)

Time slot	Section heading	Content
10.00 am - 12.00 pm	<p>Being Prepared</p> <p>Adding Value</p>	<p>Considering apprenticeships or employment? How can you make sure you are fully prepared and in the best position to make the strongest application?</p> <p>This segment will take you through tips for CV writing, applications, interviews and selection processes.</p> <p>It will also explore employability skills, what they are, how to demonstrate and build them through work experience, volunteering and Youth Social Action.</p>
	<p>Decision Making and Finding Support</p>	<p>Making the right choice about your future can be difficult with so many things to consider. Labour Market Information is a key factor, but what is it and how should you use it to help your decision making?</p> <p>There is a lot of support out there, but where should you go for advice and how do you make the most of the careers information, advice and guidance you receive?</p>

Timetable part 2

[Go to part 1>](#)

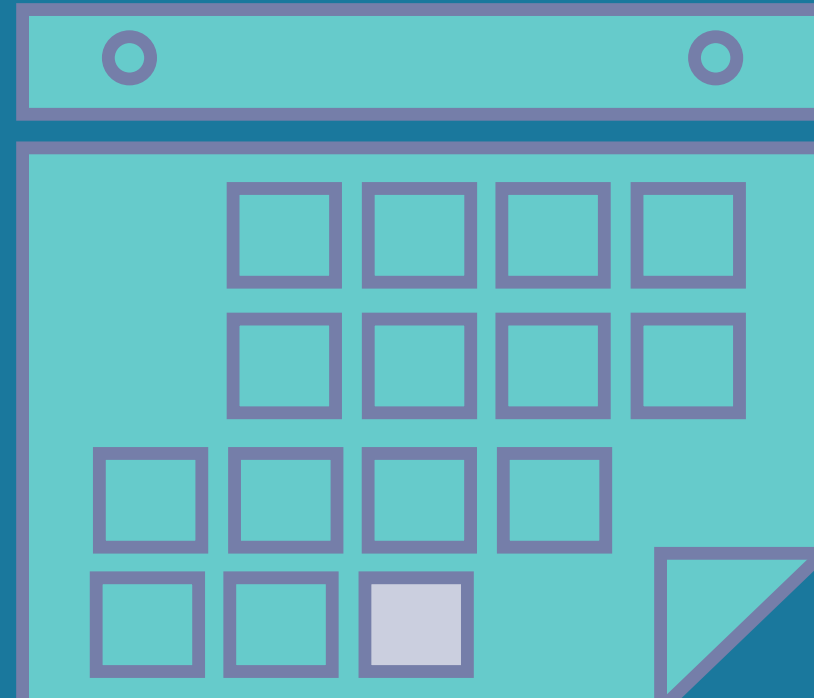
Time slot	Section heading	Content
12.00 pm - 2.00 pm	Pathways	After Year 11 and Year 13, there are so many pathways open. Which one is the right one for you? This segment makes sure you are aware of everything open to you, the advantages and disadvantages and where to go to find out more. It will help you identify choices and opportunities so that you can make an informed decision.
	Positive Wellbeing	The build up to Results Days can be nerve wracking and difficult. The pressure we put on ourselves to make the right choices can take its toll. This segment is all about how to deal with stress and how to maintain positive wellbeing.
2.00pm - 3.00pm	Support and Guidance Surgery	During this final section of the day, Careers Guidance professionals from The National Careers Service, will be on hand to answer any queries you may have about your next steps. Use the chat function to ask for any support and advice about your choices and receive personalised support and guidance.

Section 1

Preparing for Results Day

Take the time to think through your options and prepare before results day. None of us know exactly how our results will turn out. We could have done better or not as well as we'd hoped. Your original plans may have been impacted by the current pandemic. Be prepared for every scenario by exploring different options beforehand.

The section includes:



The **National Careers Service** are running the Exam Results Helpline in August, to support 16 to 18-year olds who are receiving GCSE, A-Level and/or technical education exam results. Young people or their parents can call **0800 100 900** to speak to a professionally qualified careers adviser, for advice on their next steps during a critical decision-making period. The helpline is available daily from 8am to 10pm.

Post 18

University Clearing, Adjustment and Deferring

If you have applied to university but don't quite reach the requirements of your offer, you may like to consider clearing. Familiarise yourself, before results day, with other universities that do courses you are interested in with slightly lower entry requirements so that if you find yourself in that situation, you have already thought about other options.

- [WhatUni Clearing search facility](#) in case you find you are not able to attend your intended university choice, this will be a useful tool on results day
- **Want to know more about clearing?** [Hello Future](#) have a useful blog that pulls together useful links to support to support you through clearing
- **For individual support from UCAS** call the most appropriate number below with UCAS Personal ID number to hand:
 1. Undergraduate support 0371 468 0 468
 2. Conservatoire support 0371 468 0 470
 3. Teacher training support 0371 468 0 469
- **Careermap** have produced [guides to support you through UCAS Clearing and UCAS Adjustment](#)

- **iCould** – A levels not gone to plan? Here is a short video on [life after disappointing A Level results](#) Unsure about what next? If you've done better or worse than expected or are just having second thoughts, here's a quick guide to your options on or after results day [A-level results: what now? The good, the bad and the cold feet](#)

If you have done much better than you anticipated, you may be offered the opportunity to go through adjustment on UCAS Track. You do not have to do this, but if you wanted to explore universities with higher entry requirements, adjustment allows you to see what is open to you.

- **UCAS** – [advice on deferring including after you receive your results](#)
- **Discover Uni** has launched new resources to help you consider your options when you receive your results and enter clearing this year. The downloadable booklets contain advice on choosing to go to university or college, reviewing course choices and planning for unexpected grades, along with information on deferrals and consumer rights.
- **UK University Search** are offering 3 webinars in the lead up to A Level Results Day covering:
 1. 10th August – Predicted Grades
 2. 11th August – Results Day Guide
 3. 12th August Clearing, Adjustment and Deferrals

Post 16

- **iCould** [Choices after your GCSEs: how to decide what next](#) From apprenticeships to A-levels, iCould's guide outlines choices after GCSEs and ideas on how to pick the right path.

Section 2

Finding Support

Making the most of careers information,
advice and guidance

What sources of CEIAG are out there for you and how can you
make the most of the support on offer?

The section includes:



Sources of support

- **National Careers Service helpline 0800 100 900** – open to everyone 13+ years [The National Careers Service](#) has a range of online tools to help young people consider their next step. The digital resources include:
 1. Over 800 job profiles with information on expected salary and required qualifications
 2. Find a course tool to help young people find learning opportunities in their area
 3. A range of resources and advice to help apply for jobs
 4. [Career Choices at 16](#) - Help to plan for and choose options post 16
 5. [Career Choices at 18](#) - Explore the education, work and study choices available after 18
- **Fledglink app** provides digital careers advice, support and access to jobs and work opportunities for young people. [Click here for a quick guide](#)
- **Youth Employment UK** have webinars to help you prepare for results day.
 1. [A Level webinar 1pm 11th August](#)
 2. [GCSE webinar 1pm 18th August](#)
- **Young Enterprise** are holding webinars to support Y11 and Y13 students after results day

Post 16

Further education

- **BBC Bitesize Decision Tree** to help students [make good choices Post 16](#)
- **Unsure about T Levels?** Hear more about what they are and if they are the right choice for you, from Gillian Keegan, Minister for Apprenticeships and Skills.
- **Amazing Apprenticeships T Levels Guide**
- **Careermap** have a webpage with [everything a young person may need to know about Level 2/Intermediate level apprenticeships](#)

Post 18

Higher Education

- **UniTaster Days** Comprehensive listing of online university events. Not just virtual open days – but online tasters, webinars, downloadable online resources, videos etc.
- **Through Unibuddy** students can chat to current undergrads about their experiences.
- **'ReachUni'** is a three-step programme that gives students the support needed to reach a university that is a good fit: to become university ready, including making a great application to target universities.
- **Futurelearn for Schools** have an extensive range of courses from 100+ Universities so that students can explore subjects they are interested in as well as courses to support students transition into Studying at University covering study skills, mental and financial health.

Apprenticeships and Employment

- **Amazing Apprenticeships webinars** covering a range of topics, featuring insight from some of the most exciting apprenticeship employers in the UK, including the BBC, IBM, EY, MoD, Airbus and more: [Access here](#)

Making the most of support

- To help understand the purpose of one to one guidance and how to best prepare for it, make use of the [My Week of Work videos on My Next Steps](#)
- Help to recognise the value of their transferable skills [here](#)
- Making decisions and changing pathways [here](#)



Section 3

Pathways

Identifying choices and opportunities

After Year 11 and Year 13, there are a variety of routes open to you. It is important that you know about all the options so that you can make an informed decision and find the pathway that suits you the best.

The section includes:



Overviews of pathways

- [The Department for Education](#) has put together a couple of simple and handy guides to inform you about all of the options after GCSEs.
- [A route comparison grid](#) which shows all of the routes available after GCSEs, along with additional information on each route such as the level of study, entry requirements, duration of the course, where it can lead etc.
- [A 2-minute animation](#) showcasing and explaining each choice in a simple, dynamic and visual manner
- [Youth Employment UK](#) share information on the range of routes into a chosen profession
- [The National Careers Service](#) offer advice on [taking time out before continuing with studies](#)

Further Education

- [Aim Higher: Sixth form or college? What is the difference between these two Post 16 options?](#)
- [BBC Bitesize - Want to know more about college? Have a look here](#)
- [Choose the right A Levels in six steps](#)
- [iCould - Choosing A-level subjects: five points to consider](#)
- [Everything you need to know about T Levels](#)
- [Advice and resources to help students prepare for T Levels industry placements](#)

Higher Education

- [Discover Uni](#) and [The Uni Guide](#) help you decide if university is the right route for you, what and where to study with the ability to find and compare courses.
- [The Uni Connect](#) programme from the Office for Students offers activities, advice and information on the benefits and realities of going to university or college
- [UCAS host live Q&A panels every Thursday on Facebook.](#) Everything from what you need to know about Clearing, preparing for results days, and what student life is really like. Responses to previous questions are on this video wall.
- [UCAS virtual open days - access here](#)
- [If you are planning on putting in an application to university for a 2021 start date, UCAS have some live sessions](#) to help you research. These will help connect you with sector specialists, so you can feel more confident to make the right decision.
- [iCould - Eight questions to help you decide if university is the right next step for you](#)

Apprenticeships

- **Find out more about apprenticeships at [Amazing Apprenticeships](#)**: See the very latest apprenticeship information [through live broadcasts and access to recorded sessions](#)
- **Amazing Apprenticeships**: [Find out more about apprenticeships](#)
- **BBC Bitesize** - [What is a degree apprenticeship and is it right for me?](#)
- **iCould** - [What is an apprenticeship and where could it lead?](#)
- **What apprenticeship pathways are there into Health Careers?** [Search by career to find out about apprenticeship options](#)

Traineeships

Following the government announcement in early July, of a £111m scheme to support traineeships for young people, this could be something worth exploring if you are uncertain of your next steps.

- **[Government information on traineeships](#)**
- **[Rate my Apprenticeship](#)** - A guide to applying for traineeships
- **[All about School Leavers](#)** - What is a traineeship?



Employment

- **All About School Leavers search function** for employment opportunities and apprenticeships across sectors
- **Not Going to Uni** – search for opportunities by sector or region
- **The National Careers Service** [help to get a job section](#)
- **The WOW Show** a wealth of video content from employers exploding myths, finding out the facts and meeting trainees, apprentices and graduates to discover what the world of work is really like
- **The Department for Work and Pensions** will have a new youth offer for all 18 to 24 year olds making a claim for Universal Credit and who are in the intensive work search group, from Autumn onwards. This will have three elements:
 1. A structured 13-week programme – during which they will be referred to the most appropriate support such as a sector-based work academy, a traineeship, work experience, mentoring circles, careers advice or an apprenticeship. Once they have completed this programme, participants will be encouraged to take up work-related training or an apprenticeship.
 2. The introduction of young people's hubs where young people can access wider support.
 3. For young people with more complex needs, there will be an expansion of the Youth Employability Coaches model.



Section 4

Decision making and Planning

Investigating jobs and labour market information (LMI)

Making the right choice about your future can be difficult with so many things to consider. Labour Market Information is a key factor, but what is it and how should you use it to help your decision making?

The section includes:



National LMI Picture

- **National Careers Service Job Profiles** cover over 800 jobs and include information on entry routes, wages, hours and work activities.
- **Siddiqui Education “Career Sound Bites”** are a series of videos with the chance to hear the career journey of many different employers, entrepreneurs and business owners with a simple worksheet to accompany clips.
- **Prospects** is a careers website aimed at graduates and undergraduates and is a good source of LMI data for those considering HE, including: What can I do with my degree, job sectors with 400+ job profiles including salary, qualifications and skills needed and prospects.
- **LMI for All** is an online data portal, which connects and standardises existing sources of high quality, reliable LMI.
- **A guide based on research and data from the UK Commission for Employment and Skills (UKCES)**, highlighting a range of jobs which are all Careers of the Future.
- **Youth Employment UK** - Helping you understand how to use LMI to shape your plans.



Section 5

Being Prepared

Handling applications and selection

If you are planning to make applications for jobs or apprenticeships, make sure you are fully prepared by using these resources to support you through a variety of application and selection processes.

The section includes:



- **Fledglink** a series of 18 bitesized video modules taking someone through the whole journey of a hiring process from application forms/CVs/Cover letters, through to different interviews, psychometrics, assessment centres etc and loads of hints, tips and activities.
- **Barclays Lifeskills** have a range of interactive tools, films and activities available including virtual interview practice and preparing for different types of interviews and assessments
- **Skills to Succeed Academy** have a huge range of resources to support students, including creating a CV and practicing interview skills
- **Youth Employment UK: Looking for work** – a guide for young people. This booklet brings you all the information that you need to look for your first role or move on into a new position with a career you will love!
- **The Princes Trust programme** – ‘Get Into’ for students aged 16 to 30 who are looking for ‘on the job’ experience and training
- **Go Construct** - Support applying for jobs in the construction industry
- **Pathways CTM** have webinars to support both Assessment & Selection and Nailing the Interview
- **Founders4Schools** have a huge range of video resource to support decision making, career pathways, girls in maths, applications and much more

Interview preparation

- **The Princes Trust - Interview tips**
- **Sign up to experience a mock digital interview from Capgemini** - Digital Interviews are the norm for at least the initial stages of recruitment so this is a chance for the students to check it out and see what it's like. To have the best experience and gain the most benefit, we recommend students research Capgemini beforehand.
- **Future Learn** - Video clip covering video interview success tips
- **Innovate my School** - Article with top tips for virtual interviews –
- **The National Careers Service** provides help to get a job by offering tips with CVs and preparing for interviews
- **Hewett Recruitment** share tips and hints for interviews and CVs

Assessments Centres

- **Shearman & Sterling** a video on getting through an assessment centre
- **Barclays LifeSkills Different types of interviews and assessments.** When applying for a job, there are different types of interviews and assessments students might be asked to do depending on the type of role, the industry, or the stage they're at in the interview process. Barclays LifeSkills can help young people to prepare and make sure they're ready for whatever might come their way.



CV Writing and Cover Letters

- **The Patrick Morgan Foundation** have produced a [CV Workshop series](#) including how to improve your CV and a CV template. More workshops are under development, such as interview workshop
- **Fledglink** CV Advice around developing an impactful CV profile even without experience. See their blogs:
 1. [CV profile: how to make an impression in 9 seconds](#)
 2. [How to write a CV with no experience: the ultimate guide](#)
- **Barclays LifeSkills CV Builder.** It's important for young people to understand that employers see hundreds of CVs on a day-to-day basis, so making theirs stand out for the right reasons is vital. The key is to simply input important information that will make their CV stand out, such as their personal statement, key skills and achievements and qualifications, past work and voluntary experience and then download their readymade CV for free.
- **BBC Bitesize** [CV writing advice](#)
- **CV Writing Tips** from Wilmott Dixon
- **My Week of Work** [Lesson for Students on CV Creation](#)

Social media – brand

- **A Future Learn course** supporting students to create a professional online presence
- **Naturally Talented Me** is an innovative, free to use profiling platform, designed to help jobseekers identify and promote their natural talents to employers

Section 6

Adding value

Preparing for employment

The section includes:



Internships and Work Experience

- **IGD** have a free virtual work experience programme running from the 17th - 21st August for school leavers interested in a career in Sales and Marketing, Engineering or Technology [register interest here](#)
- **Engineering UK** provide information on the different opportunities to develop skills and knowledge in Engineering before beginning work:
 1. [Tomorrow's Engineers: Work experience](#)
 2. [Tomorrow's Engineers: Develop your skills](#)
- **Movement to work** highlights virtual work experience opportunities
- **Observe GP** is an alternative to work experience for aspiring medics
- **MyKindaFuture** have developed a free, teacher facing, online platform with work experience opportunities
- **Vantage** is a free online platform for students interested in legal careers, enabling them to be contacted directly by law firms with work experience of insight day opportunities. Vantage also provide online webinars and advice videos on social media to help students better understand how to access a legal career
- **Barclays LifeSkills Virtual work experience** tool see the inner workings of a 'digital transformation' agency, and actively work with different departments on one exciting project, helping them solve problems and complete real-life tasks.

Developing Employability Skills

- **Be Ready**- employability skills programme with a range of micro learning courses
- **MOOC** or **Future Learn** - free online courses to develop skills and demonstrate drive
- **NatWest Dream Bigger** is a fully funded programme focused on developing transferrable entrepreneurial skills in 16-18 year olds
- **Barclays Lifeskills** has a multitude of resources to help young people prepare for the future workplace
- **Employability resources from PwC**
 1. [PwC's Employability Skills Toolkit](#)
 2. [PwC's Employability Hub](#)
- **Want to work in the Health Sector? The Princes Trust** offer FREE programmes to people aged 16-30 to provide the confidence and skills needed to get a job in the sector.
- **Accenture Digital Skills and Futurelearn** course on Digital Skills for work and Life. You can access the course [here](#).

Volunteering and Youth Social Action

Volunteering and Youth Social Action can help you build important, transferable skills and an impressive CV, especially at the moment when it is more difficult to gain work experience or part time work.

- **Do It - Explore and find local volunteering opportunities**
 - search areas of particular interest such as animals or environment
- **Explore opportunities to volunteer for Fare Share** – a charity that fights hunger and tackles food waste
- **Support for volunteering within the NHS** Also check local NHS organisations websites for information on volunteering & latest vacancies
- **Scout adventures** offer 8 or 12 month residential volunteering opportunities for young people 18 or over, where they help to deliver a wide range of outdoor activities to young people. February 2021 applications will open around 1st August
- **Youth Employment UK:** how young people can develop and showcase their skills without necessarily having been employed e.g. through volunteering
 1. youthemployment.org.uk/young-professional-training
 2. youthemployment.org.uk/looking-for-work-careers-booklet
 3. youthemployment.org.uk/employment-help-young-people/choices/volunteering-and-work-experience
- **National Citizen Service** - Build skills for work and life through the [National Citizen Service programme](#) and find blogs and challenges [here](#)



Section 7

Positive wellbeing

Self-determination

The build up to Results Days can be nerve wracking and difficult. The pressure we put on ourselves to make the right choices can take its toll. These resources will help you to deal with stress and maintain positive wellbeing.

The section includes:



Self-determination

- **Power of Youth #iwill** support for all aspects of wellbeing, including loneliness and self care
- **Learn Now** – Take time for their wellbeing and personal development this summer. Fledglink's free on-demand workshops and activities help you get prepared for your next steps during summer, as well as supporting their health and wellbeing.
- **Charlie Waller Memorial Trust** - Advice on looking after mental health and wellbeing during clearing
- **National Careers Week 2020: Dr Radha's Top Tips for Dealing With Stress video and a booklet highlighting those Top Tips**
- **Article by The Uni Guide** to support with mental health during lockdown
- **WorldSkills UK: Skills with Me – Mindset Series.** The Tutorials demonstrate techniques and practices to equip young people with the skills to succeed in work and life
- **Mind for better mental health** – advice and guidance around broad mental health support
- **Student Minds** - the UK's student mental health charity
- **BBC Bitesize resources** to support mental health
- **Banardos See, Hear, Respond** Partnership funded by the DfE Department for Education to support children, young people and families who are struggling to cope with the impacts of coronavirus.



Acknowledgements

- Access Ed
- Accenture
- All About School Leavers
- Amazing Apprenticeships
- Barclays Lifeskills
- BBC Bitesize
- BeReady
- Capgemini
- Careermap
- CDI
- CIPD
- Charlie Waller Memorial Trust
- Department for Education
- Department for Work and Pensions
- Discover Uni
- Do It
- ECITB
- Emsi
- Engineering UK
- Fare Share
- Fledglink
- Flying Start Southampton
- Founders 4 Schools
- Futurelearn
- Gov.uk
- HASO
- Hello Future
- HELOA
- Hewett Recruitment
- ICAEW
- iCould
- IGD
- Innovate my School
- Inspiring the Future
- JP Morgan
- LMI for all
- Mind
- MOOC
- MyKindaFuture
- National Careers Service
- National Health Service
- National Citizen Service
- Naturally Talented Me
- Not Going to Uni
- NatWest
- Office for National Statistics
- Office for Students
- Pathways CTM
- Prospects
- PwC
- RCGP
- RSC
- SEMLEP
- Scout Adventures
- Shearman & Sterling
- Siddiqui Education
- Skills Builder
- Skills for Care
- Speakers for Schools
- Student Minds
- The Parents' Guide to
- The Princes Trust
- The Uni Guide
- The WOW Show
- UCAS
- UKCES
- Uni Taster Days
- University of Warwick
- Vantage – Rare Recruitment
- Walsall Council
- WhatUni
- Which? University
- Willmott Dixon
- WorldSkills UK
- Young Enterprise
- Youth Employment UK

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