



## Year 11 Pathways

Year 11 students have to consider and prepare for what they will be doing in the future after their GCSE exams.

They will be taking their GCSE exams in May / June next year, and getting their results in August. They have to stay in some form of education or training until at least their 18<sup>th</sup> birthday. To achieve what they want in their future, it is worthwhile spending time planning now and in the next few weeks.

Information and sources of advice are included with this document about the local labour market, colleges and 6<sup>th</sup> forms, apprenticeships, and useful websites.

The school's careers advice service, will be visiting the school for group sessions and 1:1 sessions with some students, and they will be able to answer students' queries. Additional help will be put in place for individual students if needed. Students can also talk with their tutors, Mrs Hargrave, and Mrs Thomson.

We are planning a further and higher education event for students again this year in the autumn.

Sessions will be run in school to help with CV writing. In July, the students had a mock interview so hopefully the real thing isn't so scary.

We like to help students and keep track of what they are doing, so do tell us what your plans are

**Kate Thomson**

Careers & Employability Skills Coordinator

## College or 6<sup>th</sup> form

Many students will be considering further education. The separate lists of Colleges and 6<sup>th</sup> Forms are constantly being updated with dates of open days

# Application Checklist for College / 6th form:

(Tick when completed)

	<p><b>Attend college and 6th form open days</b> Think about the courses you might want to do. Look at the websites, read prospectuses, attend open days. Do you feel comfortable at this place? Is the course right for you? <i>Consider carefully!</i></p>
	<p><b>Complete application forms</b></p> <ul style="list-style-type: none"> <li>• For colleges this should be done as soon as possible to ensure you get a place on the course. Schools will have earlier deadlines, some in December.</li> <li>• You can apply for as many as you like! It is good to have backup plans</li> <li>• Complete the application neatly – no spelling mistakes, clear handwriting, same pen.</li> <li>• Reading Girls' will be asked for a reference. If this is included on the application, bring it into school <i>at least 2 weeks before the deadline</i> to make sure Mrs Hargrave has time to complete the form.</li> </ul>
	<p><b>Tell school where you are applying for</b> We like to help you and keep track of what you are doing, so tell Mrs Hargrave what your plans are</p>
	<p><b>College send an acknowledgement and an interview date</b> Colleges normally reply within 2-3 weeks. They might just send an acknowledgement first, then a letter inviting you to interview</p>
	<p><b>Send a reply confirming interview OR rearrange date/time</b> Let the college or 6<sup>th</sup> form know you will attend the interview. If you cannot attend the interview on the date/time they suggest, call them to rearrange. If you do not let them know you cannot attend, they may assume you have withdrawn your application and no longer want to be considered for a place.</p>
	<p><b>Tell school about your interview</b> You need to get permission from Mrs Hargrave to attend so that you can be signed out of school. Bring the letter of invitation into school to show Mrs Hargrave</p>
	<p><b>Do you know how you are getting to your interview?</b> Make sure you know where you have to go for the interview. Talk to Mrs Hargrave or Mrs Thomson if you need help</p>
	<p><b>Prepare for the interview</b> Interviews for college/6<sup>th</sup> form are normally informal and not intended to be scary. They want to meet you and get to know you, and check the course is suitable for you and for your plans for the future. Think about the things you want to ask them about the course and the college/6<sup>th</sup> form</p>
	<p><b>Offer of a place</b> After interview they are likely to send you a "conditional offer". This means that they are giving you a place on the course, as long as you get the grades you need.</p>
	<p><b>Reply to the offer</b> You must accept the offer. If you do not send back the paperwork they ask for, they will assume you do not want the place.</p>
	<p><b>Joining instructions</b> In July/August you should receive joining instructions telling you when and where to go to enrol on the course.</p>
	<p><b>Applications for financial aid (if required)</b> You will also receive information about applying for financial help with travel and equipment. You must read this carefully and get the forms back by the deadlines. All the colleges have different paperwork and have different arrangements for financial help. If you have any problems completing the forms, give the college a call or see Mrs Hargrave or Mrs Thomson for help/advice.</p>
	<p><b>Enrol</b> Colleges usually ask you to enrol at the end of August/beginning of September after your GCSE results. Make sure you know the date and make sure you attend enrolment. If you do not enrol they may give your place to someone else.</p>

# Apprenticeships

If you are thinking of an apprenticeship, where you combine work with training, here is some information to help you.

- Check out the Youtube videos about apprenticeships  
<https://www.youtube.com/user/ApprenticeshipsNAS>
- Look at the apprenticeships website: <https://www.apprenticeships.gov.uk/>
  - The [.Gov Website](#) website also gives **information about apprenticeships** and advice about how to apply.
- Register and apply <https://www.gov.uk/apply-apprenticeship>
  - **Register** on the website and **apply** for Apprenticeship opportunities.
  - **Search the website regularly**, especially as it gets closer to your leaving date.  
The vacancy list is constantly being updated
  - **Check the vacancy details thoroughly.**  
Will you have the required qualifications? What are the terms and conditions? How much will you be paid? How many hours per week are you going to be working?
  - **Apply through the website.**  
You can apply for up to 10 vacancies at any one time through this website.
- Other Places to Look for Apprenticeships
  - Check **local newspapers** for apprenticeship vacancies.  
This still works!
  - Speak to any **family or personal contacts.**  
If your parent's friend runs a business of the type you are interested in and you want an apprenticeship they should be the first person you talk to!
  - Check the **websites of employers** you would like to work for  
Many companies have their own apprenticeship schemes and advertise their vacancies on their websites
  - **Training providers** can also help you  
These organizations tend to specialize in recruiting apprentices for a particular sector, for example Chiltern Training for childcare apprenticeships.

## CVs

Students may want to start preparing their CVs (Curriculum Vitae). A CV template is available on OneDrive through their school log on, and Mrs Hargrave and Mrs Thomson can help if wanted.

Good sources of information, advice and sample CVs are:

- Adviza:  
<http://www.adviza.org.uk/who-am-i/young-person/get-help-applying-for-a-job>
- National Careers Service:  
<https://nationalcareers.service.gov.uk/get-a-job>
- Websites of good quality newspapers, e.g. Guardian, Telegraph

## Morrisby Profiles

Students may be interested in taking a Morrisby Psychological Profile.

This is the foremost careers diagnostic tool available to anyone, student or adult, who wishes to identify the career opportunities most appropriate for them. It uses a series of paper based tests and a questionnaire, which together assess aptitude and work/ study orientated personality. The assessment lasts 3 hours.

The results are presented in a detailed personal report which shows how a person's aptitudes relate to relevant careers. It takes into account their intended qualifications and work-related interests and there is information for each suggested career. A 'Looking Forward' supplement gives suggestions of further study.

The cost of the Morrisby package is £99, which includes the one to one feedback and guidance of the personal report which they can then bring home. There is a bursary available to fund Morrisby places for those whose family income is below £26,000.

If you are interested in a Morrisby Profile or would like further information, please contact Mrs Thomson.