



## Year 11s Next Steps

Year 11 students need to consider and prepare for their future after GCSEs. Young people should be in education till they are 18.

- Plan and apply early to get your first choices
- Apply for a variety of places and courses so that you have options depending on exam results
  - You need a realistic and achievable plan
  - Have at least one back up plan!
- Parents can help young people make the right decisions by giving guidance and support
- Support
  - Think back to your meeting with the careers adviser and refer to your notes
  - The careers adviser will be available at some events and some further meetings will be available
  - Further education fair is 6 November
  - PSHE lessons will include careers including CV writing and interview skills
  - Talk to tutors and teachers, head of year, or Mrs Thomson the Careers Coordinator
- Information
  - Shared electronically with year 11s (look for emails from kthomson)
  - Noticeboards in year 11 area and tutor groups
  - [school website](#),
  - Useful websites and sources of advice include, [CareerPilot](#), [Berkshire Opportunities](#), [UCAS](#) can help with A level choices, [National Careers Service](#), [Amazing Apprenticeships](#)

**Kate Thomson**

Careers & Employability Skills Coordinator

## Employment Sectors in the Thames Valley

The main areas for employment in the Thames Valley summer 2024:

Business & Finance	Health, Care & Welfare
Hospitality	Engineering & Science
Digital Technology	Sales & Customer Service
Creative Careers	Transport & Distribution
Construction	Education

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

- 6<sup>th</sup> forms
  - offer mostly academic courses
  - give more pastoral care
- Colleges
  - tend to be more vocational courses
  - students have more independence.

Lists of local Colleges and 6th Forms are available on the school website, noticeboards, and shared electronically with students. These are constantly being updated with dates of open days.

The check list at the end of this document can help students through the process of applying for college or 6<sup>th</sup> form.

## T-Levels

T-Levels are a newer qualification. They are a work focused alternative, equivalent to 3 A Levels.

T Levels offer students a mixture of classroom learning in training/education for 80% of the course and 'on-the-job' experience during an work placement for 20% of the course. (4 days a week in education, 1 day work place)

Information on T Levels is available:

- On the government website <https://www.tlevels.gov.uk/>
- and on the Amazing Apprenticeships website <https://amazingapprenticeships.com/t-levels/>

## CVs

Students may want to start preparing their CVs (Curriculum Vitaes) for the future and to help them apply for part-time or holiday work. A CV template is available on OneDrive through their school log on, and Mrs Thomson can help if wanted.

They will be covering these in PSHE lessons. Good sources of information, advice and sample CVs are:

- Prospects:  
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- National Careers Service:  
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# Apprenticeships

Apprenticeships combine work with training with 80% of the time working and 20% training (4 days working, 1 day training). There are a wide variety of apprenticeships from level 2 (GCSE equivalent) through to level 7 (PhD equivalent).

If you are interested in an apprenticeship here is some information to help you.

- Check out the Youtube videos about apprenticeships  
<https://www.youtube.com/user/ApprenticeshipsNAS>
- Look at the Amazing Apprenticeships website: <https://amazingapprenticeships.com/>
  - The Apprenticeships website is full of useful information:  
<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>
  - Read [Your-step-by-step-guide-to-applying-for-an-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 reliable **local news sources (such as Reading Chronicle)** for apprenticeship vacancies.
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  - Good quality **recruitment websites**  
Indeed has a good reputation and is easy to search
  - **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.

## Application Process for College / 6th form:

### Attend college and 6th form open days

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? *Consider carefully!*

### Complete an application

- 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.
- You can apply for as many as you like! It is good to have backup plans
- Most applications are online. If they are on paper, make sure you complete the application neatly – no spelling mistakes, clear handwriting, same pen.
- Reading Girls' will be asked for a reference. This will be completed by the head of year

### Tell school where you are applying and for what course

We like to help you and keep track of what you are doing, so tell Ms McLeod and Mrs Thomson what your plans are

### College sends an acknowledgement and an interview date

Colleges normally reply within 2-3 weeks. They might just send an acknowledgement first, then an invitation to an interview

### Tell school about your interview

If the interview is in school time, you need to get permission from Ms McLeod to attend so that you can be signed out of school. She may ask for proof!

### Send a reply confirming interview OR rearrange date/time

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, contact 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 a place.

### Do you know how you are getting to your interview?

Make sure you know where you have to go for the interview. Talk to Ms McLeod or Mrs Thomson if you need help

### Prepare for the interview

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

### Offer of a place

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.

### Reply to the offer

You must accept the offer. If you do not complete the response they ask for, they will assume you do not want the place.

**Joining instructions**

In July/August you should receive joining instructions telling you when and where to go to enrol on the course.

**Applications for financial aid (if required)**

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 Ms Maye or Mrs Thomson for help/advice.

**Enrol**

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.



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