



GETTING



STARTED

On your career plans and building up your skills



2015
-
2016

WELCOME

Getting Started
is designed to
help you begin
thinking about
your future plans.

For a copy of this booklet in a larger print
or in another language call 01473 260180.

Bengali

আপনার যদি এই প্রকাশিত গ্রন্থটি একটি বড় মুদ্রণে বা অন্য ভাষায়
দরকার হয় তাহলে 01473 260180 নম্বরে টেলিফোন করুন।

Chinese

如果你需要本刊物的
大字印刷或其他
語言的翻譯版，請致電
01473 260180

Farsi

اگر شما این نشریه را با حروف
بزرگتر یا به زبان
دیگری میخواهید با شماره
01473 260180 تماس بگیرید

Polish

Jeżeli potrzebujesz niniejszą publikację w większym
druku bądź w innym języku, zadzwoń pod 01473 260180

Portuguese

Se quiser esta publicação em letras maiores ou em
outro idioma, telefone para 01473 260180.

Kurdish

ئەگەر ئەم بڵاوکراوەت بە چاپی گەورە یان بە زمانیکی تر
دەوت پەیوەندی بکە بە ژمارە تەلەفۆنی 01473 260180

*Published by Children and Young People's
Services; Suffolk County Council.*

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LET'S START WITH YOU



It's about you

Discover pages on

20

different subject areas
on The Source

As you read "Getting Started" you will discover information that will help you think about what you want to achieve at school or college and in the future.

Key Stage 4

Your school/college will explain what subjects you need to take, but it's worth thinking about the different areas that they cover. It's always sensible to have a mix of traditional and vocational or STEM subjects (science, technology, engineering and maths).

Research your option choices at
www.thesource.me.uk/options

Subject areas include:

Vocational subjects;
business, PE, leisure and
tourism, construction,
computing.

STEM subjects;
engineering, design
and technology.

Traditional subjects;
humanities, art,
modern foreign
languages, music.

It's difficult to make a decision about what to study if you've not thought about what you're like at school or college, and what you'd like to do in the future. Have a try at the exercises below. They are a fun way to explore what you're good at and what you like doing.

Talk to a friend, teacher or another adult and ask them to identify:

- Three strengths about your personality/character.
- Three activities/things they think that you do well.
- Three positive words that you could use to describe yourself.

Use the best answers to help you come up with your own 'strapline' in 140 characters, just like for a social media profile. Add it to the personal development plan on page 14.

Are you a bird, sea creature or wild animal?

The "Buzz Test" is a different way to understand what makes you tick and what you're naturally good at. Write the result in your personal development plan on page 14. It only takes a few minutes. Take the buzz test at www.icould.com/buzz

Writing a short and snappy description of yourself is something that you'll need to get used to for filling out application forms or writing a CV (short for curriculum vitae). Write your answer on page 14.

WHERE CAN I WORK IN SUFFOLK?



World of work

Find out about the
jobs of the future
in Suffolk



Health &
Social Care



Energy



Advanced
Manufacturing



Biotech



Ports &
Logistics

These are some of
the key industries in
Suffolk which
are growing.

Explore more
industries and hear
from people talking
about their careers
on The Source.

www.thesource.me.uk/wherecaniwork

Ipswich is a regional 'hub' for financial services with many insurance companies, accountancy firms and building societies employing around 10,000 people.

ICT is a key industry for the economy in Suffolk with many high tech companies creating thousands of new jobs. Over half the jobs are in telecommunications and are based at Adastral Park, Martlesham, where BT employs over 3,500 people.

Advanced manufacturing uses the latest technology, research and innovation to develop new products.

There are large clusters of advanced manufacturing businesses around Haverhill, Ipswich, Lowestoft, Newmarket and Sudbury.

The Ports of Felixstowe, Ipswich and Lowestoft play a vital role in the county's economic growth whether exporting grain, importing goods or servicing offshore windfarms.

This industry also includes a large road and rail freight network, shipping, warehousing, storage and distribution.

Over 34,000 people work in health and social care. Suffolk County Council, and the providers of National Health Services around the county are large employers of health staff.

So have you found an industry that you are interested in?

TOP UP YOUR SKILLS TOOL BOX



Skills tool box

Some of the qualities looked for by teachers and employers

- Appearance
- Behaviour
- Being on time
- Communication
- Good attitude
- Motivation
- Willingness to learn

How can I demonstrate my personal qualities?

Think about how you can gain new skills for the future outside of school:

- Do you take music or dancing lessons?
- Do you have a part-time job?
- Do you help out at local clubs, groups or activities?

Other important skills:



Flexibility is key to working in a global jobs market



Finding the best way to achieve something uses creative thinking



Supporting, listening and learning from others are key to team work

Employability =

a combination of the right skills, personal qualities, qualifications and experience to be successful in your chosen career

PROGRESSION INFORMATION



Progression

GCSEs are changing

How will this affect me?

You will be sitting GCSE exams using the new grading scale. Instead of having grades A*-G, there will now be numbers ranging from 1-9, with 9 being the highest.

Other changes:

- Most assessment will occur at the end of the course (in Year 11)
- Courses are no longer divided into modules
- The vast majority of courses will be assessed by exams
- There will no longer be coursework for most subjects

You will also have to retake English and maths when you leave school if you don't manage to get a 'pass'.

A pass grade (currently a C) will be a minimum of a Grade 4.

PROGRESSION INFORMATION



Progression

Learning routes & qualification levels

LEVEL THREE

AS/A levels; BTEC Nationals
and other vocational courses

LEVEL TWO

GCSEs grades 9-4 (A*-C); BTEC
Firsts and other vocational courses

LEVEL ONE

Study programmes, GCSEs grades 1-3
(D-G), and other vocational courses

ENTRY LEVEL

Study programmes and other
vocational courses

LEVEL THREE

Advanced Level Apprenticeships
and other training, NVQ3

LEVEL TWO

Intermediate Level
Apprenticeships, NVQ2

LEVEL ONE

Traineeships

Apprenticeships can
only start after Entry level
in full-time training

Full-time learning and training

Vocational qualifications

Range from general qualifications where you learn skills required for a particular industry, to specialist qualifications designed for a specific job.

A Levels

You can choose from a wide range of academic subjects, as well as some work-related subjects.

Study programmes

You have the opportunity to develop skills for work and independent living, as well as improving your maths, English and ICT skills.

Apprenticeships

Earn a wage by working with an employer to gain job-specific skills. You will also receive dedicated time for training with a training provider. This could be during the day or in the evening.

Get ready for work with a traineeship

If you're not quite ready for an apprenticeship, traineeships provide training, maths and English and work experience to help you prepare.

THINK ABOUT YOUR FUTURE PATHWAYS



Progression

1200+

different apprenticeship job roles

"You will learn so much from the experience and the people you meet along the way" Tim, Suffolk apprentice

Apprenticeship Fact File

- Need to be 16 or older
- It is a paid position
- Training is provided with the employer
- You will gain nationally recognised training
- Three levels – intermediate, advanced & higher (can be used to get into uni)



@appsinsuffolk

Apply for an
apprenticeships in Suffolk at
www.thesource.me.uk/vacancies

Search and apply for post-16 opportunities at UCAS Progress

Whether it is a college, sixth form or subject you are looking for check out UCAS Progress, where you can find information and advice about training and learning opportunities.

Visit www.ucas.com/progress

Higher education (HE)

From 18 you could continue your learning at university or at an HE college. Search for courses at www.ucas.com to get a flavour of what you could study.

Other options include taking a part-time course or learning online for example with Open University www.open.ac.uk

Further education (FE)

This could take place at a school sixth form, sixth form college or at an FE college.

The logo for 'icanbea...' features the word 'icanbea' in a bold, lowercase, sans-serif font. The 'i' is blue, while 'canbea' is black. To the right of 'canbea' are three black dots. The logo is set against a white rectangular background.

www.icanbea.org.uk

Connecting you with careers in Suffolk and Norfolk.

Running your own business

Got an idea for a business or have already begun thinking about running a business, then this option could be right for you.

Get started now at www.thesource.me.uk/careers-advice

THE SOURCE WEBSITE FOR YOUNG PEOPLE



www.thesource.me.uk

5400

visitors on average
every month in 2014

The Source is packed with loads of information about learning, careers, your health, relationships, and getting your voice heard.

Here are some of the things people are looking for every month on the Source:

- Apprenticeships in Suffolk
- Jobs and careers advice
- CV Builder
- Holiday clubs and activities
- Local support and services for young people

Save the Source as a favourite and start exploring now.

www.thesource.me.uk



[@sourcesuffolk](https://twitter.com/sourcesuffolk)

yojo

With the yojo app you can search and apply for apprenticeship and traineeship vacancies from 10 industry sectors, with regular notifications of suitable jobs for you.

www.thesource.me.uk/yojo

OTHER SERVICES



Help and advice

Search for clubs, groups and local activities near you on **InfoLink**, available through the Leisure section at www.thesource.me.uk

SENDIASS (Special Educational Needs and Disabilities Information Advice and Support Service) - www.suffolk.gov.uk/sendiaass

Support is available for young people in care and for care leavers, from the **Children's Rights Team** in Suffolk on 0800 9171119; or visit www.thesource.me.uk/care

Children and Young People's Services are available to talk on freephone 0800 085 4448.

National Careers Service
nationalcareersservice.direct.gov.uk
0800 100 900

National Apprenticeship Service
www.apprenticeships.org.uk
0800 015 0400

Learner Support helpline (further education only) for information about what financial support is available 0800 121 8989

Your personalised development plan

1.a My strapline in 140 characters is:

.....

.....

.....

.....

(From page 3)

1.b Are you a bird, sea creature or wild animal?

Write your result here

Visit www.plotr.co.uk/worlds

(a) Find 5 job titles that you are interested in

.....

.....

.....

.....

2.b Pick one job and identify what skills you would need for that job profile

Job:

Required skills:

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Keep this safe as a reminder about what you enjoy doing, what job you would like to do when you are older and what skills you need.

Create a CV and include your personal 'bio'.
Visit www.thesource.me.uk/cvbuilder

Using a separate sheet of paper; don't forget to continue adding in any new skills or interests that you'll pick up during your time at school.



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