

OPTIONS 2011

YOUR GUIDE
TO CHOICES
AT 16 AND
BEYOND



Study full time?

New courses in Sheffield?

Where can I learn?

How do I apply?

For where to and how to...

Apply Sheffield [ApplySheffield](http://www.applysheffield.org.uk) can help!

Qualifications?

Work & Trainings?

Money?

MISSED!

GONNA MAKE IT!

Options 2011 - your guide to choices @ 16

This booklet is your guide to options after Year 11. Keep it in a safe place!

It's really important to keep on learning after you're 16, particularly when times are hard. When jobs are difficult to find it's normally the people with skills and qualifications who manage best. There are lots of ways of learning and we hope this booklet will help you decide which way suits you best.

There are two websites for you to use alongside this booklet:

www.applysheffield.org.uk - details of all local courses and work based learning for young people leaving Year 11. You will also make your applications through this website; the days of filling out lots of forms are over!

www.getconnectedsheffield.com – this Sheffield Futures website has information about education, training, employment and other issues that may affect your life, such as money, health and relationships.

There is plenty of information to help you so try to look at all the options before you choose. Don't rule out opportunities because of concerns about money; if something is stopping you from getting to where you want to be in life, tell us – we may be able to help.

If you want to know more about anything in this booklet, speak to your Personal Adviser.

Finally, don't forget to show this booklet to your parents or carers – they may find it useful too.

If you have any difficulty reading this booklet, please contact us and we will help you.

A big thank you to all the young people who've given us feedback on this booklet, in particular, **Hajira Ismail, Abbeydale Grange school.**

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We do our best to make sure that everything in this booklet is accurate and up to date. However information does change. Keep up do date through our websites: www.getconnectedsheffield.com & www.applysheffield.org.uk

Getting started

Before you can make any decisions you need to know what opportunities are available. The good news is, there is a lot of information out there! As well as websites, telephone helplines and books there are a number of events during the autumn term that will help you.

Open evenings

All the colleges and sixth forms in Sheffield hold open evenings in the autumn. These are a great way of getting information and you can also look round and talk to the staff and students. Go to as many as you can.

School sixth forms

All Saints	(Sat) 6 November 2010 10.00-12.00
Forge Valley	17 November 7pm (at Myers Grove School)
High Storrs	8 November 2010 7.00 pm
King Ecgbert	9 November 2010 (Time to be confirmed)
King Edward VII	11 November 2010 7.00pm
Meadowhead	19 October 6.30pm
Notre Dame	10 November 2010 (Time to be confirmed)
Sheffield Park Academy	To be confirmed – check the school website
Sheffield Springs Academy	To be confirmed – check the school website
Silverdale	16 November 2010 7pm
Tapton	23 November 2010 7pm

Independent schools

Sheffield High School	(Sat) 13 November 2010 9.00 am-12.30
Birkdale	17 November 2010 at 6.45pm

The Sheffield College

Norton College

15 November 2010, 6.00-8.30pm and 10 March 2011, 6.00-8.30pm

Hillsborough College

18 November 2010, 6.00-8.30pm and 03 March 2011, 6.00-8.30pm

Peaks Centre

10 November 2010, 6.00-8.30pm and 15 March 2011, 6.00-8.30pm

Sheffield City College

11 November 2010, 6.00-8.00pm and 17 March 2011, 6.00-8.30pm

Longley Park College

9 November 2010 and 20 January 2011– 3.30 till 7.30 pm.

Training providers

Training providers run work based learning programmes. Many of them have open evenings throughout the year. Look out for them on your Connexions notice board and on www.getconnectdsheffield.com

We have stated times wherever possible but check these - and the dates - before you go!

Getting started (cont)

School post 16 evenings

Most schools have a post 16 evening where you can find out more about options after Year 11. Find out whether there's one at your school and go with your parents or carers.

Websites and telephone helplines

www.getconnectedsheffield.com

The local information site for young people, provided by Sheffield Futures. Or ring our Freephone **0800 652 9900** .

www.applysheffield.org.uk

Where to learn in Sheffield if you're 13-19

www.connexions-direct.com

The website for Connexions Direct. Or ring their telephone helpline

0800 800 13 2 19 or text **07766 4 13 2 19**

www.connexionsdirect.com/jobs4u

A database about jobs

www.apprenticeships.org.uk

Information about apprenticeships, including vacancies

Computer programmes, books and leaflets

These should be in your school Connexions library or at the Connexions centre at Star House

- *Kudos Multimedia* (a computer programme that can suggest career ideas)
- *Keyclips/Careerscape* (computer programmes with information on over 500 jobs)
- *JED* (a computer programme with information, pictures and video clips about jobs)
- *What Next After School?*
- *Decisions at 15/16*
- *Which A Levels? - Choosing your A Levels and post-16 options*
- *Working in...*(a series of booklets about a range of jobs)
- *Mi Book* (An easy to use guide to money, health, relationships – and more, plus local sources of help)

What are my options?

Most young people stay in learning after finishing Year 11; very few go straight into jobs. However there are different ways of learning:

Ways of learning at 16+

- **College or sixth form** (called 'further education') - lots of courses to choose from and they don't all need loads of GCSEs.
- **Work based learning** – a good option if you want to learn while you work; includes apprenticeships which are 'real jobs' that pay a wage.
- **Foundation learning** – a learning programme to meet your own particular needs
- **A job** - but make sure the employer will train you.

Everyone in Year 11 is guaranteed an offer of a place in learning by September. If you're not fixed up when you leave school, Personal Advisers from Sheffield Futures will continue to help you.

What the class of 2009 did

Even though there was a recession in 2009, the number of school leavers not in education, employment or training fell in Sheffield! This is what young people did after Year 11:

Full time education (college or sixth form)	81.6%
Jobs with training	4.8%
Full time training	6.8%
Jobs without training	0.6%
Part time jobs	0.2%
Not in education, employment or training (often called NEET)	5.1%
Moved away or did not respond	1.0%

In other words, more than 9 out of 10 stayed in learning after Year 11.

If you keep on learning you're more likely to:

- Find a job.
- Stay in work.
- Enjoy better job prospects.
- Earn more money in the future.

Ways of learning at 16+

What kind of learner are you?

Before you make your choice it's important to think about how you learn best. This quiz may help. Look at each statement; if you agree with it, tick the box next to it. Tick as many or as few as you want. There are no right or wrong answers.

- 'I learn more easily if there's something practical to do.'
- 'I like subjects that have a lot of reading and written work.'
- 'I'd like to learn with an employer.'
- 'I'd like to do both classroom study and practical experience.'
- 'Exams are fine, I don't mind if them at all.'
- 'I'd rather be assessed in different ways, not just by exams.'
- 'There are at least 3 subjects that I would like to keep on studying after Year 11.'
- 'I wouldn't want to do any course that had written exams.'
- 'I've got a few job ideas but I want to do more studying first.'
- 'I'd like a course that had something to do with the world of work.'
- 'I know what job I want to do and I'd like to start training right away.'
- 'I find studying quite easy.'
- 'I've got a rough idea of the kind of work I want and I'd like to learn more about it.'
- 'If I could, I would get a job straight away.'
- 'I'd like to carry on learning but I need a change from GCSE subjects.'

Now count up your ticks:

- If you ticked mostly **blue statements** check out general qualifications
- If you ticked mostly **red statements** check out job specific qualifications and work based learning
- If you ticked mostly **green statements** check out work related qualifications

If you ticked a mixture of colours then you might suit more than one type of learning. You can sometimes study a combination e.g. both general and work related qualifications.

Ways of learning at 16+

General qualifications

What are they?

General qualifications are often in subjects that you've studied at GCSE, although there are new subjects too. They involve classroom study, written work, reading and exams. They normally need GCSE grades A*-C and they may not accept equivalent qualifications.

Look at:

A Levels; the AQA Baccalaureate involves A Levels plus additional studies and activities

Some qualifications are under review so parts of this information may change before you leave school; check on www.getconnectedsheffield.com or www.direct.gov.uk

Did you know?

General qualifications don't train you for any particular career but your choice of subjects can matter. Some university courses want specific subjects (e.g. for Medicine, you need to study Chemistry plus another Science).

Things to think about:

- You need a backup plan if you're not sure about getting GCSE A*-Cs.
- The subjects you take may affect career or university choices.
- You need to enjoy classroom study.
- There will probably be a lot of exams.

Rachel's story

At 16 Rachel achieved 9 GCSE grades A*-C (English, Maths, Biology, Chemistry, Physics, Citizenship, Art and Design, ICT and Music). She also enjoyed playing guitar and fashion.

She chose A Levels in Art and Design, Environmental Studies, Law and Maths.

At 18 she went to university for a degree in Architectural Technology.

At 25 she was working as an architectural technologist.

What will **your** story be?

Work related qualifications

What are they?

Work related qualifications prepare you for a 'work sector', a broad area of work such as Business, Health Care or Construction.

There will be classroom study, practical learning and often work experience. There may be some exams but there should be coursework or projects too.

You can study some work related qualifications at different levels, depending on the grades you achieve. This can give you a 'Plan B' if you don't get the grades you're hoping for.

Look at: Applied A-Levels, Diplomas, BTEC and OCR Nationals

Some qualifications are under review so parts of this information may change before you leave school; check on www.getconnectedsheffield.com or www.direct.gov.uk

Did you know?

Work related qualifications can lead into work or higher education. For some university courses you may need to back them up with an A-Level so check this out with your Personal Adviser.

Things to think about:

- You should enjoy both classroom study and practical learning.
- You should have a general idea of the sort of work you want to do.
- You can sometimes combine them with GCSEs or A Levels, which is helpful for certain university courses.

Amir's story

At 16 Amir achieved GCSEs in English, Maths, Science, Citizenships, Dance, Technology, ICT plus a Young Apprenticeship with a BTEC First in Health and Social Care. He also enjoyed music and dance.

He chose a BTEC National Diploma in Health and Social Care.

At 18 he went on to take a degree in Adult Nursing. He hopes to work as an accident and emergency nurse.

What will **your** story be?

Job specific qualifications

What are they?

These qualifications prepare you for a specific job e.g. in Manufacturing Engineering, Customer Service, Hairdressing or many more.

The learning is very practical and it often happens in a real workplace. You can take these qualifications while you're in work based learning, e.g. an apprenticeship.

Look at: Work based learning (on the next page) and NVQs.

Some qualifications are under review so parts of this information may change before you leave school; check on www.getconnectedsheffield.com or www.direct.gov.uk

Did you know?

Job specific qualifications can still lead to university!

Things to think about

- Your employer would expect you to be ready for work – e.g. your timekeeping should be good.
- You need to enjoy practical learning.
- You need to be interested in the job concerned.

Jo's story

At 16 Jo achieved GCSEs in English, Maths, Double Science, ICT, Citizenships plus NVQ 2 in Performing Engineering Operations. She also enjoyed taking things apart to see how they worked.

She chose an apprenticeship in Manufacturing Engineering, which involved studying for a BTEC National Certificate plus NVQ 3 in Engineering.

At 18 she was working as an engineer with part time study for HNC in Manufacturing Engineering (her employer paid her tuition fees.) She's aiming at becoming a Design Engineer.

What will **your** story be?

Work based learning

Do you like to learn by doing things rather than by studying? Would you rather learn while you work? If yes, then work based learning could be right for you!

These are the main types of work based learning for young people:

Apprenticeships and Advanced Apprenticeships

Apprenticeships and Advanced Apprenticeships are real jobs. You work for an employer and earn a wage. You also study for qualifications.

Apprenticeships lead to:

- Qualifications at Level 2 (equivalent to GCSE grades A*-C).
- Functional Skills qualifications (in English, Maths and ICT).
- A technical qualification, e.g. a BTEC certificate.

Entry requirements vary but you may need some GCSEs e.g. in English and / or Maths.

The organisations that run work based learning are called training providers.

Advanced Apprenticeships are similar to Apprenticeships but the main differences are:

- You train for a higher level job (e.g. technician or supervisor).
- They lead to higher qualifications (at Level 3 which is equivalent to 2 A Levels).
- They may ask for higher grades e.g. some GCSE grades A*-C (or equivalent).
- They can lead to higher education (e.g. a Foundation Degree)

If you do well on an Apprenticeship it can sometimes lead to an Advanced Apprenticeship.

What about pay?

Apprenticeships and Advanced Apprenticeships pay a wage

What sort of work would I do?

You can do Apprenticeships and Advanced Apprenticeships in all sorts of work sectors e.g. Care, Business, Engineering. Local opportunities are listed on www.applysheffield.org.uk
You can find out about Apprenticeship vacancies across the country on www.apprenticeships.org.uk .

Ask an adviser

'I want to go to university so Apprenticeships aren't for me – right?'

Wrong! An Advanced Apprenticeship can lead to higher education courses such as Foundation Degree, HNC/HND or Degree.

(Work based learning cont)

Futureproof

If you're not fixed up after you leave school there may be opportunities with Futureproof. Ask your Personal Adviser for more information.

Other opportunities

There may be other work based learning opportunities available once you've left school, keep in touch with your Personal Adviser for details. If you're finding it hard to get a place in work based learning, a Foundation Learning programme might be a way forward.

Finding a work placement

A training provider may ask you to look for your own work placement. This involves contacting employers so check out our tips about writing letters and CVs. Also, ask the training provider if they can give you any help, e.g. they may be able to suggest some companies for you to contact.

Jordan's story

At 16 Jordan achieved some GCSEs (including English, Maths and Science) plus NVQ 1 Business French. His GCSE grades were mostly C/D/E.

He chose an Apprenticeship in Health and Social Care. This led to an Advanced Apprenticeship with NVQ 3.

At 18 he was working as a health care support worker. He then took further studies which helped him get a place on a Degree in Adult Nursing.

At 25 he was a staff nurse in an intensive care unit.

What will **your** story be?

Next steps

- Visit www.applysheffield.org.uk for details of work based learning opportunities in and around Sheffield. If you're in Year 11 you will make your applications through this website.
- For information about Apprenticeships and for vacancies across the country, use www.apprenticehips.org.uk

Levels of learning

Qualifications are at different levels. The level tells you how difficult the qualification is and what the entry requirements are likely to be.

There are 9 qualification levels altogether: Entry Level and Levels 1-8.

Normally the qualifications you take up to age 19 are from Entry Level up to Level 3. Here are the entry requirements for each level:

Entry level qualifications

Normally there are no entry requirements.

Entry Level and Level 1 are also called '**Foundation Learning**', see page 14

Level 1 qualifications

These generally need GCSE grades E-G or equivalent.

Level 2 qualifications

These generally need GCSE grades D or equivalent.

Level 3 qualifications

These generally need at least 4-5 GCSE grades A*-C or equivalent.

This is just a guide and you may sometimes need to have studied a specific subject e.g. English or Maths - check prospectuses or course websites.

Ask an adviser

'I want to do A Levels. My estimated grades are mostly Ds but I'm sure I'll do better than that – shall I apply anyway?'

It's good to aim high but don't ignore your estimated grades because the college or school will see them. Talk to your teachers and personal adviser. Sometimes young people apply for A Levels (at Level 3) but, as a backup, they also apply for opportunities at Level 2.

Equivalent qualifications

Lots of young people take qualifications that are equivalent to GCSE. These qualifications are at the same level as GCSE but the way you study them may be different.

Many courses and careers accept different types of qualification but you sometimes need some GCSEs too.

For example

- Some courses always ask for English at GCSE.
- To take A Levels you will probably need at least some subjects at GCSE grades A*-C.

Always check entry requirements before you make any applications.

Foundation Learning

‘I find learning difficult’

‘I’ve missed so much school I won’t get any qualifications’

‘I’m good at some things but I find reading difficult.’

If this sounds like you, then **Foundation Learning** can help.

What is it?

All learning is at different levels. If you learn at Entry Level or Level 1 then this is called a Foundation Learning Programme.

Choosing your Foundation Learning Programme

On Foundation Learning you should have some choice about what you do. There would probably be a meeting arranged for you, with people such as teachers, Personal Adviser and your parents or carers. You would talk about:

- What you are good at.
- What you want to do in the future.
- What skills or subjects you need in order to reach your goals.

Together you would work out a plan called an Individual Learning Programme.

Where would I do Foundation Learning?

It will depend on what your Individual Learning Programme says. For example It might be partly based at a college and partly with a training provider.

Here’s an example

- Sam is a great cook and did really well on work experience in a café.
- Sam isn’t so good with numbers but can handle money quite well.
- Sam has a quick temper and has missed quite a lot of school because of this.
- Sam’s goal is be a chef and eventually run a restaurant.

Sam’s Individual Learning Programme includes:

- Learning about catering, including some work experience.
- Extra support with numbers.
- Support to help develop Sam’s skills with people.
- Advice and guidance to help Sam plan the next step.

What about money?

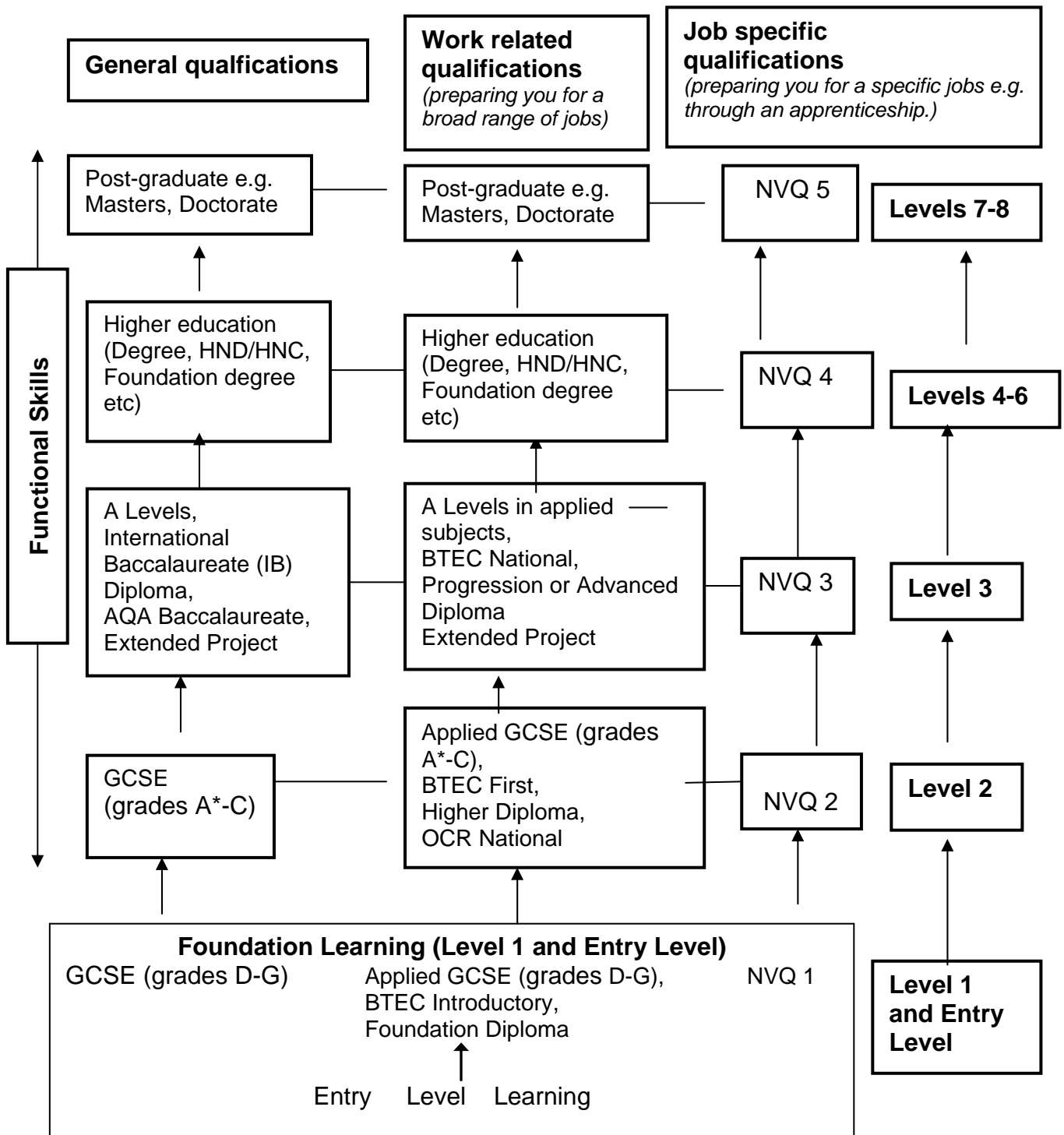
You can apply for Education Maintenance Allowance

This can pay up to £30 a week but it depends on how much your parents or carers earn. Your parents or carers can also claim Child Benefit.

To find out more about Foundation Learning ask your Personal Adviser.

The learning ladder

This chart shows how different types of qualifications fit together.



Some qualifications are being reviewed so parts of this information may change before you leave school; check on www.getconnectedsheffield.com or www.direct.gov.uk

Qualifications A-Z

Some qualifications are under review so parts of this information may change before you leave school; check on www.getconnectedsheffield.com or www.direct.gov.uk

A Levels and A Levels in applied subjects

A Levels involve studying a small number of subjects (e.g. 3 or 4). They are in two parts: AS and A2. They normally require intensive reading, written work and exams.

A Levels in applied subjects cover work areas such as ICT or Health and Social Care. The assessment methods may be slightly more varied than for other A Levels. Some can lead to a double award, worth 2 A Levels.

Entry requirements

You need at least 5 GCSE grades A*-C and, for some subjects, grades A*/B. If your estimated grades are lower than this make sure you have a backup plan. Equivalent qualifications aren't always accepted so, if you're not taking GCSEs, check with the school or college.

AQA Baccalaureate

This involves taking 3 A Levels plus additional studies and activities. These might be a broader subject (e.g. AS Level General Studies), an Extended Project plus work based learning or community work.

Entry requirements

Similar to A Level.

BTEC and OCR Nationals

BTECs and OCR Nationals are work related qualifications, work sectors such as Design, Business or Science. They involve classroom study, practical learning and, sometimes, work experience too. You are normally assessed through coursework, projects and written tests.

Entry requirements

These qualifications are at different levels so the entry requirements vary. (See 'What do the levels mean, below).

***What do the levels mean?**

Courses at Level 1 normally expect some GCSE grades E/F.

Courses at Level 2 normally expect around 4 GCSE grades D (or an equivalent qualification at Level 1).

Courses at Level 3 normally expect around 5 GCSE grades A*-C (or an equivalent qualification at Level 2).

If you have equivalent qualifications, check that they will be accepted.

CACHE

CACHE qualifications are in childcare and early years. For example they are taken by play workers, nursery workers, classroom assistants and after school staff. They involve written study, practical learning and, normally, work experience. They are assessed by written assignments, tests and portfolios.

Entry requirements

These qualifications are at different levels so the entry requirements vary. (See 'What do the levels mean?'). You may also need work experience for some courses.

Degree and Foundation Degree

These are higher education qualifications, see 'Thinking about higher education'.

Diplomas

Diplomas combine studying in a classroom with hands on experience. You learn about a work sector such as Engineering, or Society, Health and Development. You also study English, Maths and ICT (Functional Skills) and develop skills such as teamwork and critical thinking. In addition, you do work experience and complete a project.

Alongside a Diploma you can study other subjects (e.g. a language) and additional qualifications such as an A Level. This can be important for certain higher education courses – check with your personal adviser.

Entry requirements

For Foundation Diploma (Level 1*) - normally some GCSE grades E/F.

For Higher Diploma (Level 2*) - normally around grades D or a Foundation Diploma at a suitable standard.

For Progression Diploma or Advanced Diploma (Level 3*) - normally around 4-5 GCSE grades A*-C or a Higher Diploma at a suitable standard.

Extended Project

You take this qualification as part of the Advanced Diploma and AQA Baccalaureate. Sometimes you can also take it along with other qualifications, such as A Level. It's about the size of half an A level and develops research and independent learning skills.

GCSE retakes

There are no full time retake courses in Sheffield so you need to aim for the best grades you can at the first attempt. However you may be able to retake one or two GCSE subjects (e.g. English, Maths) alongside other qualifications.

Entry requirements

Normally around GCSE grades D, unless there are special circumstances.

HND and HNC

These are higher education qualifications, see 'Thinking about higher education'

International Baccalaureate (IB) Diploma

This is an internationally recognised qualification that involves studying a broad range of subjects, including sciences and languages. There is also an extended essay, The Theory of Knowledge and Creativity, Action and Service, You are mainly assessed by written exams at the end of the 2-year course.

Entry requirements*

At least 5 GCSE grades A*-C. Some subjects may need higher grades.

Note: At present the IB Diploma is not taught in Sheffield.

Functional Skills

These are practical skills that everyone needs in English, Maths and ICT. They are at Entry Level, Level 1 and Level 2*. You can study them on their own but you also take them as part of GCSEs, Diplomas and Apprenticeships.

NVQ (National Vocational Qualification)

NVQs are qualifications in specific jobs. They cover many work sectors, such as Hair and Beauty, Food, Business, Construction. They are designed to give you the skills and knowledge that you need to do that job and the learning is always practical.

You often take NVQs part time while you're working or on an Apprenticeship, although there are full time courses too.

Some NVQs may be replaced by new qualifications.

Entry requirements

These qualifications are at different levels so the entry requirements vary. (See 'What do the levels mean?').

Other qualifications

You may also come across other qualifications, such as:

City and guilds – qualifications in a range of work sectors, e.g. Construction.

Dida - qualifications in ICT and Digital Applications.

IGCSEs – International GCSEs that are assessed mainly by exams at the end of the course. At the time of writing they are not offered in Sheffield.

To find out more check out www.direct.gov.uk

To find out where you can study for qualifications use www.applysheffield.org.uk .

Thinking about higher education?

Higher education gives you a much bigger choice of careers. It can help you get a better paid job – and you can have a brilliant time too!

Did you know?

Research suggests that graduates can earn £100,000 more than non graduates over their working lives.

What can I study?

With over 50,000 higher education courses there is plenty of choice. You could continue with a favourite subject or start something new. You could study one subject or a combination.

Some courses are in general (or 'academic') subjects, e.g. History. Others are work related, e.g. Engineering. Some involve spending time in the workplace.

'It's too expensive for me.'

Check what support is available before you make up your mind. Higher education finance is under review at present so we can't give you full details but, when the changes are announced, there will be information on www.direct.gov.uk

Higher education qualifications

Degrees

These normally last 3-4 years and can be either general or work related. Some work related degrees are 'sandwich courses', where you spend some time in the workplace. Degrees generally need at least 2 (often 3) A Levels or equivalent qualifications at Level 3.

Higher National Diplomas (HNDs) or Higher National Certificates (HNCs)

These are work related courses and normally last 2-3 years. Many are 'sandwich courses', where you spend some time in the workplace. They can be full time (HNDs) or part time (HNCs). You normally need at least 1 A Level (often 2) or an equivalent qualification at Level 3. It can be possible to move up from HND/HNC to a degree.

Foundation Degrees

These combine academic study with work based learning. They are often studied part time, while working. They are equivalent to the first two years of a degree and can be converted to a 'full' degree through further study. Entry requirements are flexible.

Thinking about higher education? (cont)

Here are some other points to consider if you're interested in higher education:

Choice of subjects

Some higher education courses ask for specific subjects, particularly courses in Science, Technology, Medicine and Health Care.

However there are also lots of courses that accept a wide range of subjects. If you find you're not taking a subject you need, don't give up: some courses offer a foundation year (or 'Year 0') where you can catch up on subjects that you've missed.

You can check entry requirements for all courses on www.ucas.com

Your GCSE results matter

- Most higher education courses expect GCSE grade A*-C in English.
- Some also expect GCSE A*-C in Maths.
- Some ask for GCSE A*-C in a Language.

They may not accept equivalent qualifications.

Your grades are important too. The most popular degree courses (e.g. Law or Medicine) expect mostly A* or A grades at GCSE.

You may need work experience

If you want to get into Teaching, Medicine, Nursing, Veterinary Science and Social Work you will need work experience (and it's useful for lots of other courses too). You will need to arrange it when you first start college or sixth form so that you can talk about it when you apply for higher education.

Ask an adviser

'Universities only accept A Levels – right?'

Wrong! Less than half of all students accepted onto degree courses have A Levels. Other Level 3 qualifications (e.g. BTEC National, Advanced Diploma or Advanced Apprenticeship) can also lead to higher education.

However certain courses do look for A Levels - or, if you have other qualifications, they prefer them to be backed up with an A Level. It all depends what you want to study.

For more help

Details of all courses and their entry requirements are on www.ucas.com.

The Big Guide (UCAS) – lists all courses and entry requirements.

www.direct.gov.uk - lots of information, including money (follow links to 'Education and Learning').

Higher Ideas – a computer programme that helps you choose a course.

Money matters – further education

There is some help for all young people who study full time at college or sixth form:

- Your parents or carers should still get **Child Benefit** (normally until you're 20).
- Tuition is usually free if you're under 19.

Sometimes you can get extra help too:

Education Maintenance Allowance (EMA)

EMA can pay £10, £20 or £30 a week*

- The money is paid straight to you (into your bank account).
- It doesn't affect any benefits that your family claim.
- It isn't affected if you have a part time job.
- Your payments are guaranteed for up to 3 years (even if your household income goes up).

Important!

Some of this information could change before you leave school; check on www.direct.gov.uk and on www.getconnectedsheffield.com.

The main rules are:

- You should be age 16-19.
- Your household income should be less than £30,810 a year*.
- You should either be on a full time course (with at least 12 hours 'guided learning' a week) or a work based learning programme that doesn't pay a wage.
- You have to sign a Learning Agreement, which normally means agreeing to attend regularly and work hard.

*These figures are for the tax year 2009-10 so may change - check

www.direct.gov.uk/ema

How to apply for EMA

Pick up an application pack at your school or Connexions centre or order one from www.direct.gov.uk/ema or ring the **EMA helpline** on **0800 121 8989**.

Learner Support Funds and School Access Scheme

These funds can help with costs such as buying books or equipment. However, whether you can claim them depends on your family income. Some students (e.g. asylum seekers) who can't get EMA because of residence rules can claim these funds instead. Ask at your college or sixth form or The Children and Young People's Directorate (contact details below).

Travel to school or college

You can claim free travel to school or college if:

- You are age 16-18.
- You live more than 3 miles from school or college.
- Your parents or carers receive certain benefits (e.g. Income Support, Job Seekers Allowance or NASS assistance).

Other students can get a reduced fare pass from Travel South Yorkshire. There may be extra help if you need to study away from home.

Help with childcare

If you're under 20 and a parent The Care to Learn Fund can help you to carry on learning. It will help you pay for childcare and travel if you are in school, college or a work based learning programme that doesn't pay a wage. The childcare must be approved.

To find out more ring the Care to Learn Helpline: **0800 121 8989** or visit www.direct.gov.uk.

Want to know more?

- Speak to your Personal Adviser.
- Use www.direct.gov.uk (follow links to 'Education and Learning', then 'Money to Learn').
- Contact Sheffield Children and Young People's Directorate, Student Finance, Howden House, 1 Union St: **0114 273 5479**.
- Ring the EMA helpline: **0800 121 8989** or use www.direct.gov.uk .

Money matters: work based learning, wages and benefits

Apprenticeships and Advanced Apprenticeships

- These are jobs and pay a wage.
- From October 2010 the National Minimum wage for apprentices will be £2.50 an hour.
- If you are age 19 or over and have completed the first year of your apprenticeship you are entitled to the standard National Minimum Wage – see below.

Wages and National Insurance

Wages vary, depending on the employer but nearly all workers are entitled to be paid at least the National Minimum Wage.

National Minimum Wage rates up to October 2010

At 16-17: £3.57an hour

At 18-21: £4.83 an hour

At 22 and over: £5.80 an hour

National Minimum Wage rates from October 2010

At 16-17: £3.64 an hour

At 18-20: £4.92 an hour

At 21 and over: £5.93 n hour

(See above for the National Minimum Wage for apprentices.)

National Insurance

Once you earn more than £110* a week you pay National Insurance Contributions. These go towards benefits that you may need in future. You will be sent a National Insurance Number when you're 16 so keep it safe till you start work. If it doesn't arrive tell your local Jobcentre Plus.

(*These rates can change so check on www.direct.gov.uk)

Help with childcare

If you're under 20 and a parent The Care to Learn Fund can help you to pay for childcare and travel. You need to be on a work based learning programme that doesn't pay a wage or at school or college. The childcare must be approved.

Ring the Care to Learn Helpline: **0800 121 8989** or visit www.direct.gov.uk and follow links to 'Education and Learning', then 'Money to Learn'.

Benefits

Normally you can't claim benefits in your own right until you're 18, except in special circumstances e.g. if:

- You are forced to live away from home. (Your family may be contacted to ask whether it is possible for you to return home).
- You have a child or are pregnant (from 11 weeks before the baby is due).
- You are unable to work because you are sick or have a disability.

The rules are complicated and they can change so get help first from your Personal Adviser.

Child Benefit and Child Benefit Extension

Your family should receive Child Benefit, until either:

- You start a job (including an Apprenticeship/Advanced Apprenticeship).

Or

- The Monday following 31 August.

If you're not fixed up after this date, your family may get **Child Benefit Extension**. This is only paid for a limited period (normally 20 weeks from the last date you attended school).

There are different rules if you go to college or sixth form.

Want to know more?

- Ask your Personal Adviser.
- use www.direct.gov.uk
- Ring the EMA helpline: **0800 121 8989** or use www.direct.gov.uk/ema
- Ring the Child Benefit helpline: **0845 302 1444**

Important!

Some of this information could change before you leave school; check on www.direct.gov.uk and on www.getconnectedsheffield.com

ApplySheffield: where to learn and how to apply

www.applysheffield.org.uk

Everyone in Year 11 needs to know about Apply Sheffield! You can use this website to:

1. Find out where you can learn

You can find out about courses in colleges, sixth forms and about apprenticeships and work based learning in and around Sheffield. Whatever you want to do after Year 11, Apply Sheffield helps you to find it.

2. Make applications

If you are in Year 11 you apply for local courses and work based learning through ApplySheffield - no more filling in lots of application forms! (There may be different arrangements if you go to an independent or special school. Check this with your school.)

3. Keep track of your applications

ApplySheffield will let you know if you have an interview and it will tell you if you are offered a place.

ApplySheffield - getting started

On ApplySheffield you will find:

- Information, advice and guidance – to help you make your choices.
- A 16-19 Search for courses and work based learning.
- A secure section where you make your applications.

Using the 16-19 Search

If you want a list of courses or work based learning, select the 16-19 Search (the 14-16 Search is about Y9/Y8 option choices). You don't need a login to do this.

There are several ways of searching:

- **'Where to learn'** tells you what courses or work based learning are offered by a particular provider. Select this if you know **where** you want to learn.
- The **Keyword** search helps you find all courses or work based learning in a subject or work area. Select this if you know **what** you want to learn.

You can narrow down your search further by looking for opportunities at a certain level (e.g. by selecting Level 2).

For example:

- Alex wanted to train as a chef so did a Keyword search using 'catering'.
- Sam wanted to do A Levels at Longley Park College so selected 'Where to Learn', then Longley Park College, then searched for opportunities at Level 3.

Search tips

1. Type in one or two keywords rather than a full course title.
2. Avoid using words such as 'and' or '&'.

For example:

- Search for 'Health' instead of 'Health and Social Care'.
- Search for 'Brick' instead of 'Bricklaying' or 'Brickwork'.
- Search for 'Math' or 'Mathematics', not 'Maths'.

If nothing comes up, try again using one of the alternative words that are suggested. Or ask your teacher or personal adviser to help.

Once you have a list of opportunities, click on the title to read more about it. Be careful here because some opportunities have similar titles but are quite different.

Note: A 'provider' may be a college, sixth form or work based learning organisations. Courses, apprenticeships and other work based learning are called 'opportunities'

ApplySheffield - getting ready to apply

Login details

Before you can use the applications section you need a user name and a password. You will be given these in school. **Keep them safe and don't give them to anyone else as this section contains your personal information.**

Bookmarking

Once you have a login you can bookmark any opportunities that you're interested in. (If you bookmarked any courses in Y10 will need to delete them and start again.)

Your profile

Complete your profile before you make any applications. You only do this once; the profile is then attached to all your applications.

Many providers don't interview so your profile could decide whether or not you are offered a place. It should include:

- Your personal details e.g. name and address. These details may already have been completed but check that they are correct. ('Looked after' means that you are looked after by the LA, rather than your mum or dad.)
- Your qualifications and estimated grades.
- Your work history (including voluntary work and work experience).
- Your interests (things you enjoy, both in and out of school).
- Details of two referees.
- Your personal statement.

Profile tips

- Your estimated grades must be correct. The school will check them and, if they are wrong, it delays your application. Give estimated grades, not target grades.
- Tick the **Health** box if you have any issues about health or if you have learning difficulties. This is to make sure that you get the help you need.

Your personal statement

You only write one personal statement so make it a good one!

- Include details of any certificates you have received, any teams you are involved with and **any** other achievements that you feel proud of.
- Your statement should match **all** the opportunities you've chosen. For example, don't write 'I want to be a chef' if you're applying for Engineering!
- Give a phone number and/or email address. (If this is difficult try to give a phone number for a relative or neighbour; don't forget to say who they are.)

If you need help ask your teacher or personal adviser.

Making applications

On ApplySheffield you can apply for as many opportunities as you like. As a general guideline, 3 choices are normally about right. If you have a lot of choices – or just one choice - talk to your Personal Adviser.

You can only make one application to any provider. However you can apply for as many opportunities with that provider as you want, for example, you could apply for 3 courses at the same college.

Place your choices in order of preference as they will be looked at in that order and your application will be 'held' at your first choice of provider.

For example: if your first choice is a course at Hillsborough College and your second choice is a course at Norton College your application will be noted by both colleges but it will be held at Hillsborough.

Ready to apply?

When you are ready, click on the 'Apply' button. There are then 5 steps:

1. Confirm your choice(s).
2. Confirm your personal details.
3. For each opportunity you have chosen you should explain why you want to apply. You can go into more detail here than you can in your personal statement.
4. Agree to the 'Permissions Statement' which allows people to view your details.
5. Check a summary of your application.

Tips for a good application

- Check everything – if any information is wrong it will delay your application.
- Give specific reasons for each choice that you make. (Providers will not see all your applications, only their own.)
- Keep saving as you write (or you might have to do it all again).
- Use the spell check!
- Complete it by mid January at the latest (see 'When to apply').

Making applications (cont)

When to apply

Your application should be completed and sent between November and 31st January. (For colleges and sixth forms it can be slightly different)

Your guarantee

Provided your application arrives by 31 January, you are guaranteed an offer of a place. This place may not be with an opportunity that you chose but it should be an opportunity that is suitable for you.

To meet the 31st January deadline you need to send your application by mid January (check the exact date with your school). This is because the application doesn't go straight to the provider, it is first checked and a reference is supplied.

If your application arrives after 31 January there is no guarantee – you are placed on a waiting list.

After you complete your application

Your application will be checked by your school before it is sent. If anything isn't completed properly it will be sent back to you, which will hold up your application. Your application can also be sent back if you apply for opportunities that don't fit with your estimated grades.

Keep logging on

Log on regularly to find out what's happened to your applications. You may get messages from your personal adviser or the providers.

ApplySheffield will tell you if you have an interview. You will also get a letter, telling you the date and time.

If you are offered a place, you will find out first from ApplySheffield. You will be given a deadline for accepting or turning down the offer (normally about two weeks). **Make sure you reply before this deadline or you will lose the place.**

ApplySheffield – ask an adviser

I'm not going to school, can I still use Apply Sheffield?

Yes but you need login details. Contact your school or your Connexions personal adviser

'I've forgotten my password.'

Tell your school or personal adviser or ring the Apply Sheffield helpdesk, **0114 2012915**, open Monday – Friday. It might be a good idea to change your password to something you will remember more easily.

'I've used the search but I can't find the courses I want.'

Check out the search tips on the page 27. Use all the alternative keywords, if you still don't get anything ask your personal adviser.

'I don't know my estimated grades – shall I make them up?'

No! If your grades are wrong or if you apply for an opportunity that doesn't fit with your grades, then your application will be delayed. If you don't know your grades – or if you disagree with them – talk to your teachers.

'I've missed the 31st January deadline, am I too late?'

You can still apply but you're not guaranteed a place; you will go on a waiting list instead. Apply as soon as you can.

'Help - I've applied for a course but now I've changed my mind!'

If your school haven't sent off your application you can still change it. If it has been sent, **ring the provider and tell them** – you can't do this through Apply Sheffield.

'Why has my application been sent back?'

You should get a message telling you why it's happened. It might be because you've not completed a section properly or because your estimated grades aren't right for the opportunity. You need to sort it out as soon as you can because it's holding up your application. If you need help ask your teacher or personal adviser.

You need to log on regularly to check for messages and for updates about your applications.

ApplySheffield - additional information

Applying to a sixth form

Even if you're applying to the sixth form at your own school you should still make your application through ApplySheffield.

You can list up to 3 schools, in order of preference. If you're applying to own school, select that school as your first preference. You may then apply for up to 3 places at other 6th form schools.

If you're applying to a school that you don't already attend and if that sixth form has more applicants than places (and all entry requirements are met) **then the applicants who live closest to the school are given preference.** This means that you may need a backup plan. You will only receive a single offer.

The closing date is likely to be **31st January**. Offers will be made by **March** and you must reply by **mid March**. These dates are still to be confirmed so check them in the autumn either with the school or the Admissions Team at Howden House, 1 Union St: **Tel 0114 273 5790**,

For more information details look on **www.sheffield.gov.uk** or contact The Admissions Team.

Contact independent schools directly to find out how to apply.

ApplySheffield - additional information (cont)

Applying to The Sheffield College

The college advise applying before 31 January for popular courses. They aim to work on a first come first served basis (subject to the applicant being expected to meet the minimum entry requirements). Therefore it's a good idea to apply as early as you can.

If, for any reason you cannot apply through Apply Sheffield then the college will accept paper applications. Copies are available from Connexions or the College if school does not have any. However if you are in Y11 at a Sheffield school then you should be able to use Apply Sheffield.

There is also advice on the college website: **www.sheffcol.ac.uk**

Applying to Longley Park College

Everyone in Y11 should apply to Longley Park College through ApplySheffield. Any student who applies before 31st January 2011 is guaranteed a place, subject to meeting entry requirements. After this date, applications will be considered in the order they are received.

Applying for apprenticeships

As well as using Apply Sheffield, you can find apprenticeship vacancies across the country on **www.apprenticeships.org.uk**

Some training providers ask you to look for your own work placement so you may need to contact employers too.

Working in Sheffield

What sort of jobs do people do in Sheffield and what do employers look for? This kind of information (sometimes called labour market information or LMI) is really important when you're making decisions about your future.

Where do people work in Sheffield?

These are the sectors that employ the most people in Sheffield

Work sector	%
Manufacturing	10.9
Construction	4.2
Distribution, hotels & restaurants	22.0
Transport & communications	5.1
Finance, IT, other business activities	19.6
Public administration, education & health	33.4
Other services	4.3

(Figures from Nomis Official Labour Market Statistics)

Made in Sheffield

Sheffield is famous for steel but did you know that these products are made locally too?

- Surgical instruments
- Artificial heart valves
- Parts for Formula One racing cars
- Blades for ice skates
- Computer games software

Important work sectors

Some of these sectors are small but they are important.

Advanced manufacturing – using the most modern technology to produce high quality goods

Biosciences and biotechnology – developing new drugs and medicines, pollution control, genetic research

Business and financial services - including accountancy, banking, customer services, IT, law, pensions

Digital and new media – computing, the web, mobile phones, video games

Energy and environmental technologies – developing environmentally friendly technologies and products e.g. wind energy

Public Sector operations and support services – some government bodies (e.g. Department for Work and Pensions) are based in Sheffield

Sports science and technology – e.g. sports engineering, sports medicine, sport and exercise science

Fact!

Around 80% of Sheffield businesses employ 10 people or less – don't just look for jobs with big companies

Working in Sheffield (cont)

Top 3 vacancies for young people– Sheffield Futures

These are the 3 most common types of vacancy that Sheffield Futures dealt with in the first few months of 2010.

1. Clerical
2. Engineering
3. Retail

Top 3 vacancies for young people – apprenticeships.org

These are the most common types of vacancy posted on www.apprenticeships.org.uk during the first few months of 2010.

1. Business, administration and Law
2. Information and communications technology
3. Engineering and manufacturing technologies

This is a national website so vacancies are across the country.

Choices and destinations (what do school leavers want to do – and what did they actually do?)

If there is something you want to do then go for it! But it's always important to have a back up plan because not everyone gets their first choice.

This table shows some of the most popular work sectors among Year 11s in Sheffield in 2009 and compares this with what they actually went on to do.

	Choice (The number who wanted to go into this sector)	Destination (The number who went into this sector)
Construction and built environment	640	389
Health and social care	387	500
Hair and beauty	274	228
Business admin and IT	157	293
Motor vehicle	166	78
Engineering & science	89	194
Retail and distribution	36	90

(The figures include young people going into jobs, sixth form or college courses and work based learning.)

Ask an Adviser

'There aren't any industries left in Sheffield – right?'

Wrong! But industries have changed and they need people with skills and qualifications. Whatever you choose to do after Year 11, make sure that you keep on learning.

What do employers want?

Qualifications are important – but they aren't everything. No matter how high your grades are, they will count for nothing unless you also have the right qualities and skills.

Across all jobs, employers ask for young people who are:

- Flexible
- Enterprising
- Well motivated
- Willing to learn

... and who are good at:

- Communication
- Problem solving
- Team work
- Time management

Here are some of the things they put on vacancies (for all types of jobs):

'Must have good communication skills'

'Efficient in Maths'

'Must have a good eye for detail'

'Must have a genuine interest in this type of work'

'Must be reliable, enthusiastic and flexible'

'Good teamwork is important'

'Good interpersonal and literacy skills, numerically accurate'

'Positive, team spirited, flexible and willing to learn'

'Technically aware'

'Self motivating, able to work on own initiative'

'Honest, friendly, polite and helpful'

Tip

Whatever kind of job or course you're applying for, always show that you have these kinds of skills.

Hired or fired?

Try our quiz to see if you're ready for the workplace.

1. You start work at 8.00 am. There are 2 buses: one will get you there at 7.45, the other at 8.15. Which do you choose?

- a) The later one – it's only a few minutes
- b) The earlier one
- c) Are you kidding – no way are you starting work that early!

2. You're not keen on your new workmates, what do you do?

- a) Ignore them
- b) Make an effort – work is much more enjoyable if you all get along
- c) Get into a fight

3. You're asked to use some computer software that you've never heard of, do you:

- a) Pretend you know what to do and hope you can muddle through
- b) Tell them you haven't used it before but that you're keen to learn
- c) Walk out – they never said anything about this at the interview!

4. What are Key Skills?

- a) Something to do with making keys?
- b) The skills that all employers need
- c) Who cares – you'll be going to university, you don't need any skills

(Bonus point if you can name any of the 6 Key Skills*)

5. Your employer offers you 'day release' (one day a week at college), what do you say?

- a) Great – a day off work every week!
- b) Great – you'll get more qualifications and the employer will pay!
- c) No way – you've had enough of studying!

If you answered:

Mostly a)s: Nice try but you could do a bit better.

Mostly b)s: Well done – you're hired!

Mostly c)s: Sorry but, unless you shape up, you won't last long in the workplace.

*The six Key Skills are: Application of number, Communication, ICT, Working with others, Problem solving, Improving own learning and performance.

Where to look for vacancies

Connexions

If you're still at school, check your Connexions notice board once a week for vacancies. Make sure your Personal Adviser knows what sort of work you want. Once you've left school, stay in touch with Connexions:

- We can send you a regular Opportunities newsletter
- You can call in to look at vacancies
- Check our website www.getconnectedsheffield.com
- Call our free vacancy line: **0800 652 9900**

Internet

Here are a few popular websites for vacancies:

www.getconnectedsheffield.com

www.apprenticeships.org.uk (follow links to 'Apprenticeship Vacancies')

www.jobstoday.co.uk

www.fish4.co.uk/jobs

www.monster.co.uk

www.direct.gov.uk (follow 'Employment', 'Jobseekers' and 'Looking for Work')

Lots of companies advertise vacancies on their own websites, e.g.

www.sheffield.gov.uk/whats-new/job-vacancies - Sheffield City Council

www.sheffield.nhs.uk/working - local NHS jobs

www.meadowhall.co.uk – jobs at Meadowhall e.g. sales, catering, office,

Don't forget to try:

Newspapers (e.g. 'The Sheffield Star' on Thursdays)

Jobcentre Plus

Family and friends

Recruitment agencies

Don't give up!

Even when times are hard some employers will still recruit.

If you're out of work, think about trying to improve your skills or qualifications e.g. through a part time course or some voluntary work.

Application forms

Before you complete an application form

Stop and look before you write anything!

Read any information that comes with the form e.g. the job description and any instructions. Make a note of all the requirements, such as the qualifications, skills and experiences. You will need to show on your application form that you meet these requirements. Check the closing date.

Completing the application

Complete the application form carefully. Employers may not even read it if it's untidy or carelessly written.

- Read through the whole form before you write anything.
- Complete a practice copy before you start the real thing.
- Use black ink (it may be photo-copied).
- Make sure your spelling, punctuation and grammar are correct.
- Ask someone to check it.
- Use a large envelope so it doesn't get squashed in the post.
- Make sure it arrives before the closing date.

Applying online

Lots of companies now prefer you to apply for vacancies through their website. The advice is much the same as for a paper application and it's a good idea to print off a copy to practice on before you send off the real thing. Always check spelling and punctuation.

Before you send off the application

Keep a copy of the application (it's very easy to forget what you have written). Also make a note of the job, company and when you applied.

Want to know more?

There are more tips on our website www.getconnectedsheffield.com .

These books and websites are useful too:

How you can get that job!

Readymade CVs

Excel at Interviews

Readymade job search letters

www.alec.co.uk

CVs

What's a CV?

It's a summary of your qualifications, skills and experiences. Some companies use them instead of application forms. You can also send a CV if you contact a company to ask about vacancies (called making a 'speculative application').

What to put on a CV

Your name, address, telephone number, email (if you have one)

Your school or college

Your subjects, qualifications and estimated grades

Any work experience or volunteering

Your skills (include any that you need for job e.g. using ICT)

A bit about your hobbies and interests

Details of two people who can give you a reference (ask them first!)

The great thing about a CV is that **you** decide how to set it out. This means that you can highlight the things you do best. For example, if you did really well on work experience you can give that section a little bit more space.

Tips for a good CV

- Keep it short – no more than 2 sides of A4.
- Try to word-process it.
- Use a simple font e.g. Arial or Courier.
- Check spelling and grammar.
- Keep a copy.
- Keep it up to date – add new qualifications and achievements.
- Don't use the same CV every time – see our 'top tip'.

Looking for an Apprenticeship?

If you apply for an Apprenticeship the training provider may ask you to look for a work placement. One way of doing this is to send your CV to different employers.

Top tip

Every time you apply for a job look at what the company wants, then adapt the CV to fit.

Interviews

The things employers say

'They were late.'

'They didn't turn up.'

'They didn't know anything about what we do.'

'They didn't seem interested.'

'Their mobiles kept going off.'

These are some of the things employers tell us after interviewing young people. Don't worry - they often say good things too! However, these are all mistakes that you can avoid with a bit of preparation.

Before the interview

- Find out about the job or course.
- Find out what the company does (check their website).
- Check bus, tram or train times and work out how long the journey takes (try www.travelsouthyorkshire.com). Add a bit more time to make sure.
- Make sure you look clean and tidy.
- Think about questions.
- Ask whether you need to take anything (e.g. references, certificates).

At the interview

- Be on time – if you do get held up, ring and warn them.
- Be polite and friendly but not too casual.
- Answer questions as fully and honestly as you can – think first!
- Switch off any mobile phones!

You might be asked:

'Why do you want to work here?'

'What are your best subjects?'

'What skills do you have?'

'What experience have you had?'

'What have you got to offer this company?'

'What would you like to be doing in a few years time?'

You could ask:

'How will I be trained?'

'Can I take any qualifications?'

'What are the prospects for promotion?' *'Is there a uniform or dress code?'*

'What is the pay?' (It's better not to make this your first or only question!)

Tests

Sometimes you have to take a written test (e.g. Maths or English) at an interview. The company may put sample tests on their website.

Telephone interviews

If you're asked to ring an employer, treat it as an interview and be prepared for a few questions.

After the interview

If you're successful, well done! If not, ask for feedback to help you next time.

Volunteering

animals **sport** elderly politics **music** disability children youth
refugees environment homelessness **drugs** offenders religion
legal aid health art and culture
events helping **mentoring** administration fundraising advice
teaching befriending youth work catering first aid **legal**
work marketing

Whatever you're into, the vinvolved team can help you gain the experience that gets you where you want to go.

We offer friendly advice and information to any 16-25 year old in Sheffield interested in volunteering. Whether want to help out on one day at one event or help out every week, on your own or with friends we can help you find something that fits with your life.

Get involved – and get these:

- ★ **New skills** – communication, organisation, team-work, leadership and more.
- ★ **Valuable experience** for your CV – when applying for jobs, courses or training
- ★ **National recognition** in the form of awards
- ★ A way to use your interest to **benefit others**
- ★ **Confidence**
- ★ Opportunities to **meet new people**
- ★ A chance to **make a difference** to your local community

Interested? Contact the vinvolved team for a chat!

Phone us: 0114 253 6760 or 0114 201 6666

Email us: info@getinvolvedsheffield.org.uk

Visit our website: www.vinvolvedteamsheffield.co.uk



vinvolvedsheffield



Sixth form and college contacts

Sixth form schools

All Saints School Granville Rd, Sheffield S2 2RJ, 0114 272 4851

www.allsaints.sheffield.sch.uk

Forge Valley (Opens September 2011)

enquiries@forgevalley.sheffield.sch.uk

c/o Myers Grove School, Wood Lane, Sheffield S6 5HG

High Storrs School High Storrs Rd, Sheffield S11 7LH, 0114 267 0000

www.highstorrs.co.uk

King Ecgbert School Totley Brook Rd, Dore, Sheffield S17 3QU,

0114 235 3855 www.ecgbert.sheffield.sch.uk

King Edward VII School Upper School, Glossop Rd, Sheffield S10 2PW,

0114 266 2518 www.kes.sheffield.sch.uk

Meadowhead School Dyche Lane, S8 8BR

0114 2372723 www.meadowhead.sch.uk

Notre Dame High School Fulwood Road, Sheffield S10 3BT, 0114 230 2536

www.notredame-high.co.uk

The Sheffield Academies' Sixth Forms

Sheffield Park Academy, Beaumont Rd North, Sheffield S2 1SN,

0114 239 2661

www.sheffieldpark-academy.org

Sheffield Springs Academy, Hurlfield Rd, Sheffield S12 2SF, 0114 239 2631

www.sheffieldsprings-academy.org

Silverdale School Bents Crescent, Sheffield S11 9QH, 0114 236 9991

www.silverdale.sheffield.sch.uk

Tapton School Darwin Lane, Sheffield S10 5RG, 0114 267 1414

www.taptonschool.co.uk

Birkdale School (independent), Oakholme Road, Sheffield S10 3DH,

0114 266 8409 www.birkdaleschool.org.uk

Sheffield High School (independent), 10 Rutland Park, Sheffield S10 2PE

0114 266 0324

www.sheffieldhighschool.org.uk

Sixth Form Colleges

Longley Park Sixth Form College, Horninglow Rd, Sheffield S5 6SG,
0114 262 5757 www.longleypark.ac.uk

The Sheffield College

www.sheffcol.ac.uk

0114 260 2600

email: course-enquiries@sheffcol.ac.uk

Hillsborough College Livesey Street, Sheffield S6 2ET

Norton College Dyche Lane, Sheffield, S8 8BR

Peaks Centre Waterthorpe Greenway, Sheffield, S20 8LY

Sheffield City College Granville Road, Sheffield, S2 2RL

Colleges and sixth forms near Sheffield

Aston Comprehensive, Aughton Rd, Swallownest, S26 4SF, 0114 287 2171
www.astoncomprehensive.com

Barnsley College, PO Box 266 , Barnsley S70 2YW, 01226 216 216
www.barnsley.ac.uk

Chesterfield College, Infirmary Road, Chesterfield, S41 7NG
01246 500 500
www.chesterfield.ac.uk

Dearne Valley College, Manvers Park, Wath upon Dearne,
Rotherham S63 7EW, 01709 513 355
www.dearne-coll.ac.uk

Dronfield Henry Fanshawe School, Green Lane, Dronfield ,
Derbyshire S18 2FZ, 01246 412 372 www.dronfield.derbyshire.sch.uk

Eckington School, Dronfield Rd, Eckington, S21 4GN, 01246 432 849
www.eckington.net

Rotherham College of Arts & Technology,
Town centre campus, Eastwood Lane, Rotherham S65 1EG,
Rother Valley Campus, Doe Quarry Lane, Dinnington S25 2NF
08080 722777 www.rotherham.ac.uk

Thomas Rotherham College, Moorgate Rd, Rotherham S60 2BE,
01709 300 600 www.thomroth.ac.uk

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Training provider contact details

A4e

Lower Ground Floor
St James House,
Vicar Lane,
Sheffield S1 2EX
www.a4e.co.uk
0114 2185750

Babington Business College

2nd Floor,
Provincial House,
41-43 Charles Street,
Sheffield S1 2HU
www.babington.co.uk
0114 2755560

BEST

The Priory,
Stomp Road,
Burnham SL1 7LW
www.best-ltd.co.uk
01628 607800

Brinsworth Training

Sheffield Rd,
Rotherham S60 1BN
www.brinsworthtraining.co.uk
01709 389520

CTS Training

43 Division St
Sheffield S1 4GE
www.ctstraining.co.uk
0114 2636570

Construction Skills

Milton House,
Queen St,
Morley,
Leeds LS27 9EL
www.bconstructive.co.uk
0113 2521966

DART

Manor Farm House
London Road,
Shardlow DE72 2GR
www.darttraining.co.uk
01332 794910

Decat

Darnall Education
Centre,
Darnall Road,
Sheffield S9 5AF
0114 2562289

Dimensions Training Solutions

Archway House,
Langdale Rd,
Barnsley S71 1AQ
www.dimensions-training-solutions.com
01226 730112

Doncaster and Rotherham Motor Trades GTA

Rands Lane Industrial
Estate,
Rands Lane,
Armthorpe,
Doncaster DN3 3DY
www.doncastergta.co.uk
01302 832831

Future-Wize Ltd

BBIC, Snydale Rd,
Cudworth,
Barnsley S72 8RP
www.future-wize.co.uk
01226 780093

HB Training, HB Doncaster

Unit 3 Century Close,
Kirk Sandall Industrial
Estate,
Doncaster DN3 1TR
www.hbtl.co.uk
01302 885379

In Touch Care

St David's House,
Drake Business Park,
11 Drake House
Crescent,
Sheffield S20 7HT
www.intouchcare.co.uk
0114 2633880

JHP Training

Unit B6 & B7, Block B,
Sheffield Technology
Park,
60 Shirland Lane,
Sheffield S9 3SP
www.jhptraining.com
07525 991334

JTL

Stafford House,
120/122 High Street,
Orpington BR6 0JS
www.jtltraining.com
0800 0852308

Learning World Academy (Sheffield)

Clay Street,
Sheffield S9 2PE
www.hbtl.co.uk
0114 2439934

Metskill Academy

5-6 Meadow Court,
Amos Rd,
Sheffield S9 1BX
www.metskill.co.uk/careers
0114 2446833

Nacro

70 Earl St,
Sheffield S1 4PY
0114 2722319

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Northern Racing College
The Stables,
Rossington Hall,
Great North Rd,
Doncaster DN11 0HN
www.northernracingcollege.co.uk
01302 861000

Oracle Training Consultants Ltd
Units 2 & 3,
Corporation Building,
39/41 Snighill,
Sheffield S3 8NB
www.oracle-uk.com
01709 912490

Protocol Skills
8b Redbrook Business
Park,
Wilthorpe Rd
Barnsley S75 1JN
www.protocol-skills.co.uk
0845 0719011

Rathbone
Rathbone
199-203 Wincobank
Avenue
Wincobank
Sheffield
S5 6BD
www.rathboneuk.org
0114 261 7050

REMIT
Rosemary Street,
Mansfield,
Nottinghamshire,
NG18 1RA
www.remit.co.uk
007870268935

Rotherham College of Arts and Technology
Eastwood Lane,
Rotherham S65 1EG
www.rotherham.ac.uk
08080 722777

**Sheffield City Council
Lifelong Learning
and Skills Service**
Crookesmoore Rd,
Sheffield S6 3FP
www.sheffield.gov.uk/learn
0114 2667503

Sheffield College
Head Office,
PO Box 345,
Granville Rd,
Sheffield S2 2RL
www.sheffcol.ac.uk
0114 2602600

**Sheffield School of
Health and Beauty**
Ground Floor,
Burgess Street,
Sheffield S1 2HF
www.whiterosebeautycolleges.co.uk
0114 2750201

Sprint Training
Parkway House,
Parkway Drive,
Sheffield S9 4WN
www.sprintmotorsport.co.uk
0114 2442524

STL
3rd Floor,
Parkhead House,
26 Carver St,
Sheffield S1 4FS
www.stltraining.co.uk
01142 639800

SWFC
Penistone Rd
Sheffield S6 1SW
0114 2212152

SYTG Ltd
Globe II Business
Centre,
128 Maltravers Road,
Sheffield S2 5AZ
www.sytgltd.com
0114 2015252

**Stephen Harrison
Academy (SHA)**
UK Snooker Awards,
Bradfield Rd,
Sheffield S6 2BY
www.snookerskills.com
0114 251 7517

The Source
300 Meadowhall Way,
Sheffield S9 1EA
www.thesourceatmeadowhall.co.uk
0114 2635600

VT Training Plc
Admiral House,
Blakeridge Lane,
Batley WF17 8PD
www.vttraining.co.uk
07843 468714

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How to find out more

Sheffield Children and Young People's Services (Education)

0114 273 5722 (All enquiries)

0114 273 5479 (Finance)

www.sheffield.gov.uk/education

EMA 0800 121 8989 <http://ema.direct.gov.uk/>

National Minimum Wage Helpline 0800 917 2368 www.hmrc.gov.uk/nmw

Child Benefit Helpline 0845 302 1444 www.hmrc.gov.uk/childbenefit

Child Tax Credit Helpline 0845 300 3900 www.taxcredits.inlandrevenue.gov.uk

Jobcentre Plus:

Under 18 (e.g. Job seekers Allowance or Income Support claims) 0114 203 3147 or 2033666

Over 18: 0800 0556688

Benefit Enquiries: 0845 600 1267

National Insurance 0845 302 1479 www.hmrc.gov.uk/nic

Work permit enquiries (part time jobs while at school) 0114 273 5701

Other websites you might like

www.direct.gov.uk

www.asksid.net

www.youthinformation.com

www.need2know.co.uk

www.thesite.org.uk

www.teenagehealthfreak.org

Don't forget to use

www.getconnectedsheffield.com

The local information site for young people, provided by Sheffield Futures.

Free information line: **0800 046 7244**

Free vacancy line: **0800 652 9900**

Look out for the **Mi book**, your pocket sized guide to health, relationships, money, housing ... and much more.

www.applysheffield.org.uk

Where to learn in Sheffield if you're 13-19

Connexions Direct

www.connexions-direct.com or ring

0800 800 13 2 19 or text **07766 4 13 2 19**

Action planner

Autumn term

Tick here when done!

- Visit your school or college Connexions library
- Use Kudos for some job ideas
- Find out how to use www.applysheffield.org.uk
- Look at information on www.getconnectedsheffield.com
- Go to your school post-16 evening
- Go to college and sixth form open evenings
- Find out your estimated grades
- Find out about EMA
- Visit the Skills Yorkshire and Humber fair 29th-30th September
- Look at **all** the options before you choose
- Decide on a first choice and a back up plan
- Start making applications

Spring term

- Carry on with your applications
- Make applications on applysheffield by end of January at latest
- Check vacancy boards in school/college every week
- Look out for vacancies on www.getconnectedsheffield.com
- Look for apprenticeship vacancies on www.apprenticeships.org.uk
- Send letters/application forms/CVs to training providers/employers?
- Keep logging onto www.applysheffield.org.uk to find out what's happening with your applications

Summer term

- Carry on with applications
- Make sure your Personal Adviser knows about your plans
- Contact your Personal Adviser if you need help
- Check for vacancies on www.getconnectedsheffield.com
- Look for apprenticeship vacancies on www.apprenticeships.org.uk
- Keep logging onto www.applysheffield.org.uk to find out what's happening with your applications

You can start work or training after Friday 24th June 2011 but check you don't have any exams after this date.

After you leave school

- Keep making applications
- Keep in touch with Connexions to find out vacancies (look out for drop in dates ...)
- Ask about getting the Opportunities Newsletter from Connexions
- Keep logging onto www.applysheffield.org.uk
- Look for vacancies on www.getconnectedsheffield.com

Good Luck! And keep logging onto:

www.getconnectedsheffield.com
www.applysheffield.org.uk