

OPTIONS

Tutor Guide 2010

A photograph of a man with a shaved head, wearing a dark blue long-sleeved shirt and blue jeans, sitting on a desk in a computer lab. He is gesturing with his hands as if speaking to a group of people. In the foreground, the back of a student's head and shoulders is visible, looking towards the man. The background shows computer monitors and desks.

For those supporting young people
with their learning and career choices
at 13+, 16+ and 18+

Also available:
Sheffield Futures Professional Development
Services Brochure 2010.





Welcome

This essential guide is for personal tutors, careers leaders and other staff involved in supporting 13 to 19 year olds. It provides you with the information you need to help and advise young people about their future learning and career choices.

- If you are experienced in careers education, information, advice and guidance work you will find this guide useful in providing updates to your knowledge as qualifications, training and funding for education are changing all the time
- If you are new to this work then the guide will provide you with useful starting points to find out more, as well as being able to dip in for further information as the year progresses to cope with the changing needs of your learners

We hope that you find this guide useful. If you have any comments, ideas or suggestions as to how it can be improved please contact the Sheffield Futures Information and Guidance Services Team on 0114 201 2639 or email informationandguidanceservices@sheffieldfutures.org.uk.

Child Protection Policy

Sheffield Futures is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

A child or young person is any person under the age of 18.

A vulnerable adult is any person who is over 18 who is or may be in need of community services due to disability (including mental health), age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

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Evidence shows that effective Careers Education, Information Advice and Guidance (CEIAG) is essential in helping young people to plan and achieve their goals. It contributes to increasing achievement and inclusion by raising aspirations, boosting motivation, challenging stereotyping and helping learners to understand the many choices open to them.

How learners are guided and supported forms one of the key judgements and reporting areas in OFSTED inspections and CEIAG contributes directly to the achievement of the Every Child Matters (ECM) outcomes.

High quality, impartial CEIAG is recognised as a key to the success of the 14 -19 reforms which includes raising the participation in learning age, introduction of post-16 progression targets, personalised learning and the 14-19 curriculum reform programme.

What is Careers Education, Information, Advice and Guidance (CEIAG)?

CEIAG helps learners develop the knowledge and skills required to make successful choices and cope with the transitions into learning and work. It ensures that they are made aware of the opportunities and choices open to them and includes a range of activities and interventions that help them become more self reliant and better able to manage and plan their personal, learning and career development

Careers Education

is a statutory requirement for all young people in years 7-11. The National Framework for 11-19 Careers Education and Guidance in England (DfES 2003) provides a comprehensive checklist of recommended curriculum objectives and learning outcomes for careers education in Key Stages 3 and 4 and in post-16 education and training. At the time of writing this guide this guidance is still current.

Careers education is delivered in a number of different ways in Sheffield. This may be:

- as part of a PSHE education programme. The new programmes of study for Personal, Social, Health and Economic education incorporates the economic wellbeing and financial capability strand
- a series of lessons in each academic year
- a themed learning or activity day when the whole year group take part in a particular activity associated with careers education, work related learning or enterprise education
- a mixture of the above.

If you want more ideas about how to plan and organise careers education go to www.cegnet.co.uk where there is a suggested scheme of work and lesson plans.



IG includes the provision of:

- accurate, up to date and objective information about personal and lifestyle issues, learning and career opportunities, progression routes, choices, where to find help and advice and how to access it
- advice through activities that help young people to gather, understand and interpret information and apply it to their own situation
- impartial guidance and specialist support to help young people understand themselves and their needs.

To ensure that IAG meets the needs of the individual young person it is essential that it complies with the principles of impartiality, confidentiality, being client focussed, promoting equality of opportunity, being transparent and accessible.

There are now national Quality Standards for Young Peoples' Information, Advice and Guidance (DCSF 2007) applicable to both learning providers and external IAG providers (Connexions).

Local Quality Award

The Sheffield Quality Standard for Careers Education, Information, Advice and Guidance is a key element of Sheffield's 14-19 strategy. The Standard provides a clear framework against which schools and colleges can review their provision and highlight areas for improvement. These standards incorporate the requirements of the national IAG Quality Standards, as well as assessing the quality of careers education delivered through the curriculum. Schools and colleges achieving the local quality standard should have evidence satisfying these aspects of OFSTED inspections.

If you would like to join the growing number of schools and colleges who have achieved the Sheffield Quality Standard or CEIAG

contact

**a Careers Consultant at
Sheffield Futures on**

0114 201 6600

informationandguidanceservices@sheffieldfutures.org.uk



What is Sheffield Futures and Connexions?

Sheffield Futures is an independent charity helping young people and adults to achieve their full potential in learning, work and life. We work extensively with young people and adults in Sheffield, providing information, advice and guidance, youth activities and support to vulnerable groups.

What is Connexions?

Connexions is a service for young people aged 13-19 provided by Sheffield Futures. Personal Advisers work in your college, school or community. They can help with:

- up-to-date information and impartial careers advice
- access to opportunities for young people to broaden their horizons and develop talents. These may include volunteering, community service, arts, sports and recreational activities.
- information and advice on health, drug and alcohol misuse, housing, financial support and other areas where young people meet difficulties
- personal support and access to specialist help to overcome problems faced in making decisions and moving forward in life.



Members of the Sheffield Futures Information and Guidance Services Team.

What is Sheffield Futures and Connexions?

How might Sheffield Futures and Connexions help you?

Personal Advisers and other Sheffield Futures staff:

- deliver impartial careers advice and guidance to individuals and groups of young people according to need
- contribute to the careers education and PSHE education programme (by agreement)
- give advice on alternative educational provision for ages 14-16
- are part of the 14+ Transition Review process for students with special educational needs
- give advice on the differences between general and work related qualifications in relation to learning and career progression
- support individual guidance work with students (e.g. Individual Learning Plan interviews, pastoral issues etc)
- support school links to outside agencies (e.g. Social Services, Be-sy)
- are available at parents' and options evenings
- support Aim Higher activities
- provide information on the local labour market including work and training opportunities and destinations of school leavers
- advise on NEET prevention strategies
- deliver a range of youth work and engagement activities.

Sheffield Futures also has an Information and Guidance Services Team, who can support learning providers by offering:

- curriculum support to meet local and national standards for CEIAG including support for achieving the Sheffield Quality Standard for CEIAG
- advice on appropriate careers resources
- advice on the IAG implications of the KS4 curriculum and progression issues for young people
- publications including this Tutor Guide, Look Ahead, Options, Special Options, 18+ What Next and LMI materials
- a new website **www.getconnectedsheffield.com** including services for professionals
- an ApplySheffield helpdesk and ApplySheffield staff training
- a professional resource area for you and an information resource centre at Star House for you and your learners
- staff training, bespoke on your site and city wide courses and events.

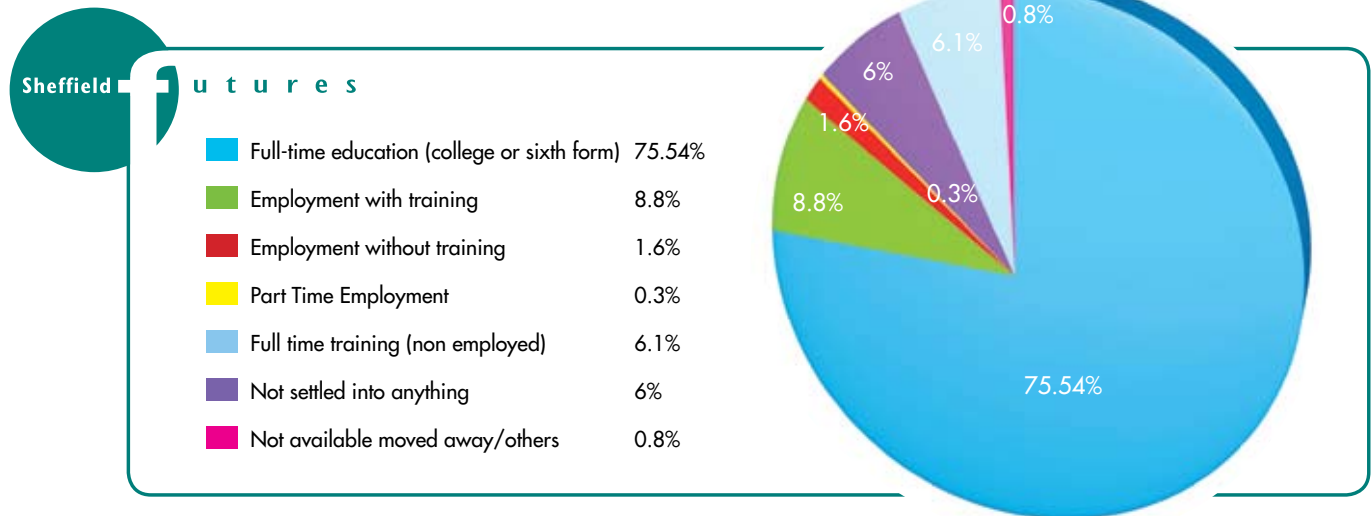


Each year a partnership agreement is drawn up between Sheffield Futures and partners. To see a copy of this contact your Connexions Personal Adviser or your organisation's CEIAG Co-ordinator.

What happened to year 11 students in 2008?

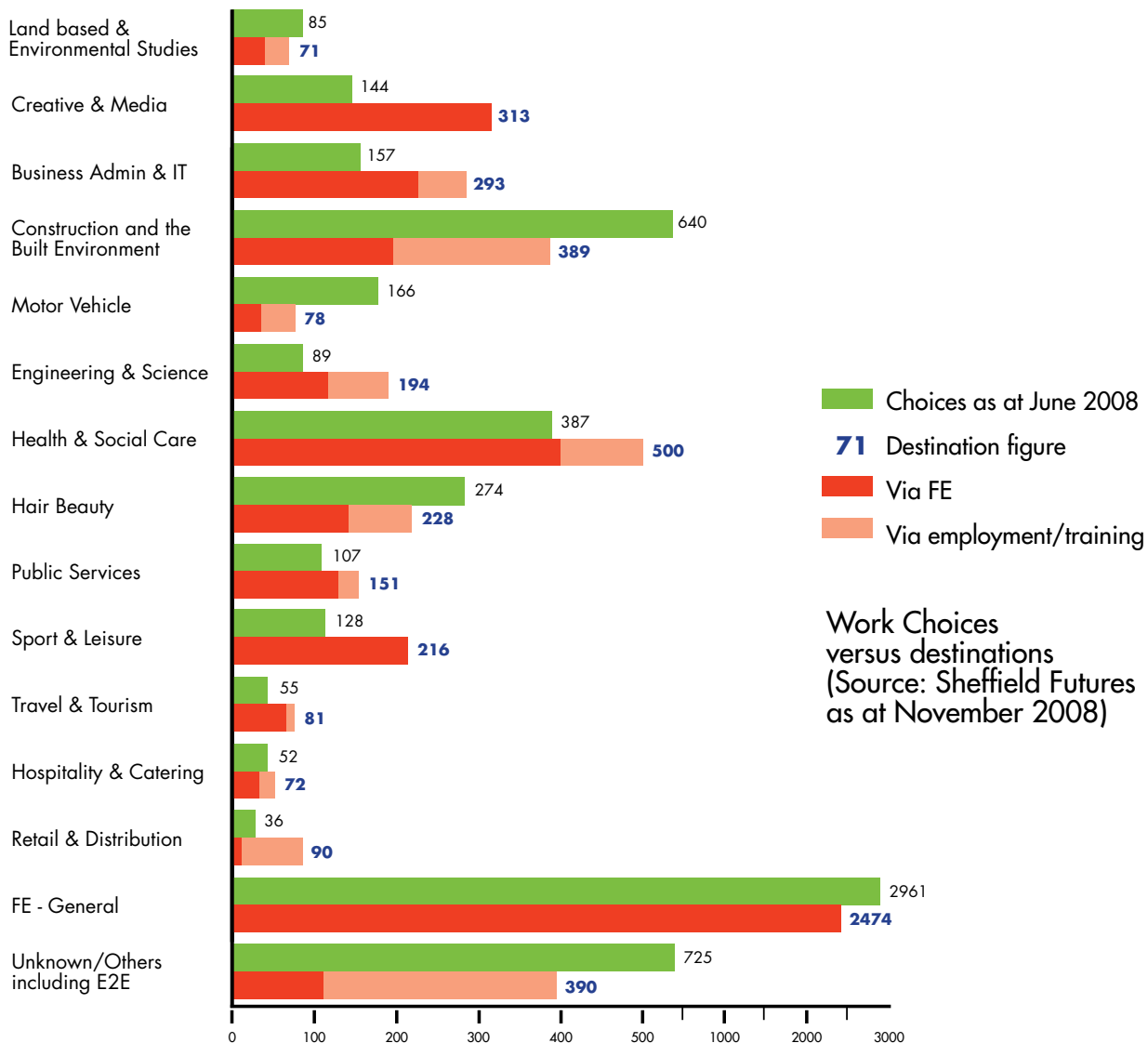
Destinations for school leavers in 2008.

This chart shows what Sheffield school leavers did in 2008.



Work choices versus destinations

Students are not always able to get their first choice of work or training. This chart shows a comparison of students' preferences in Y11 with actual destinations and highlights more and less popular areas of work. Students should be encouraged to have back up plans – vital if applying for oversubscribed areas.



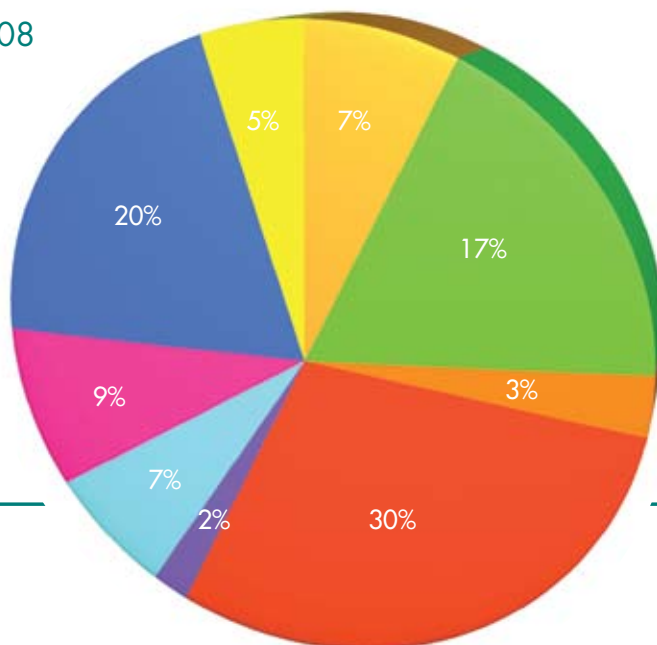
In a rapidly changing job market and global economy, young people need qualifications, employability skills and adaptability. Developing skills and qualifications will prepare young people for the jobs of the future.

Key points

- There is a definite link between qualifications and earnings.
- As more people change jobs several times in their lives, 'learning for life' is important.
- Unskilled jobs are disappearing, three quarters of new jobs in the region will be asking for Level 2, 3 or 4 qualifications.
- Employers also look for qualities such as reliability, enthusiasm, motivation, punctuality, confidence and flexibility.
- Sought after skills include communication, customer service, teamwork, meeting deadlines.
- ICT skills need to be relevant to the job and kept up to date.
- About 1 in 5 jobs don't get filled because employers say they can't find people with the right qualities or skills.
- There are new industries growing in the region: high technology manufacturing, business and professional services, biosciences and biotechnology and digital industries.
- The industries that are not growing are still expected to need new staff, to replace workers who are due to retire by 2012.
- Many opportunities are found in small or medium organisations. Young people shouldn't be put off because they haven't heard of a company.
- Many jobs are part-time or temporary. Provided there is good training, this may be a useful way to gain experience.
- There is often more than one route into a career. Students should be encouraged to consider all their options.
- Employers often comment about poor standard of application forms, inappropriate interview dress and poor interview preparation, it is important for students to be prepared.

South Yorkshire Industrial Structure 2008 (source REM)

Transport and communications	7%
Financial and Business Services	17%
Public Services	30%
Agriculture, forestry and fishing	3%
Metals, minerals and chemicals	2%
Other manufacturing	7%
Construction	9%
Distribution, Hotels and catering	20%
Miscellaneous	5%



Current statutory requirements at Key Stage 4

Everyone has to follow a programme of English, maths, science, ICT, PE, citizenship, careers education, religious studies and work related learning. Learners must be offered 'entitlement subjects' from the arts, design and technology, humanities, modern foreign languages and a second science.

'Optional' subjects and courses

The 'options' a learner can choose will depend upon the school and are likely include subjects already studied at KS3 such as history, new subjects such as sociology and work related subjects including business, engineering and sport.

Courses and qualifications at KS4

Learners usually study courses to achieve GCSEs. There is also a range of other qualifications offered by most schools from Entry Level to Level 2 for example ASDAN Awards, Foundation and Higher Diplomas, BTEC First and DiDA.

Some qualifications and courses offered are part of the 'Vocational Skills Programme' (VSP) run in partnership with the local authority. Learners are taught off school site for part of their time. Some programmes are specifically designed as re-engagement activities. For information on how to apply see page 20.

VSP includes:

- Young Apprenticeships
- Higher Diplomas
- BTEC Firsts
- NVQs
- Entry Level Foundation Learning programmes.

Teaching and learning styles

Different courses and qualifications have different teaching and learning styles. You will need to help your learners be aware of these differences so they can make informed choices about the most appropriate courses and qualifications for them.

Progression issues

Most careers need a good balance of subjects such as English, maths, science. Many may not ask for subjects by name, as long as the balance is right but some careers do look for specific additional subjects.

If your learners are hoping to go into further education (FE) or higher education (HE) their results from KS4 will be really important. HE and some FE courses usually expect English Language at GCSE grade A* - C, they may not accept equivalent qualifications. Maths GCSE grade A* - C may also be required. Usually HE institutions require 5 different subjects across Levels 2 and 3.

Where to find out more

Information about all 14-19 learning opportunities in Sheffield, including schools KS4 options, is on the ApplySheffield prospectus www.applysheffield.org.uk.

Use Look Ahead 2010 and schools options booklet to help your learners understand the availability of courses and qualifications, the differences between them and where they may lead.



Learners should check out the requirements of any careers and courses they are interested in before making their KS4 choices.



16+ Choices - advising your learners

There are a variety of routes, learning places and qualifications that learners can choose. The main routes are:

Work Based Route

A job without training

Some jobs, for example some sales assistant, fast food assistant, factory processing or assembly work have some initial training but do not lead to qualifications. Young people may be attracted to this option by the prospect of earning money* straight away and because they do not usually need qualifications for entry. They need to understand the limitations of such work. Future progression opportunities may be limited and lack of qualifications may affect future pay or job security. There is legislation giving 16 and 17 year olds the right to paid time off from work for study or training if they have not achieved NVQ Level 2 or equivalent.

A job with training - work based learning

Some businesses have their own training programmes, but most work based learning programmes are apprenticeships, often organised by 'training providers'.

Apprenticeships are available at two levels in a range of career areas such as administration, engineering, hairdressing, manufacturing, printing and retail.

Apprenticeships are appropriate for those with the potential to achieve NVQ Level 2. Apprentices can either be employed with a wage (minimum of £95 per week) or a 'Programme Led Apprentice' not employed and entitled to apply for Education Maintenance Allowance, if eligible.*

Advanced Apprenticeships are usually for those with at least 4 GCSEs at grade A* - C, often including English and Maths, or NVQ2 or equivalent. Trainees work towards NVQ Level 3 and technical certificates in their chosen field. They are employed and paid a wage.* With an NVQ 3 it is possible for learners to progress to higher education.

Entry to Employment e2e

This is a flexible, tailored programme of personal and learning support for 16-18 year olds who have problems that make it harder for them to continue in learning or entering work. They will work towards Foundation Learning qualifications at Entry Level or Level 1.

Full Time Further Education

FE College or Sixth Form College

The colleges in Sheffield are Sheffield City College (formerly Castle College), Hillsborough College, Norton College and Peaks Centre (these make up The Sheffield College) and Longley Park Sixth Form College.

Other FE providers

For information about these see your Connexions Personal Advisor.

A wide range of courses and qualifications, general, work related and job specific, are available from pre - Entry Level to Level 3 or Level 4 depending on the college or provider.

School Sixth Form

The following Sheffield schools currently have sixth forms: All Saints, Birkdale (independent), High Storrs, King Egbert, King Edward V11, Notre Dame, Sheffield High School (independent), Silverdale, Tapton, Sheffield Park Academy and Sheffield Springs Academy. A few sixth forms offer some work related courses but in the main they offer general Level 3 courses eg A levels.

Studying outside Sheffield

Some young people apply for courses at colleges or sixth forms in areas such as Barnsley, Chesterfield, Doncaster or Rotherham. These colleges also offer a range of courses and qualifications, a few of which may not be available in Sheffield, such as Racehorse Care. A few young people whose needs cannot be met in Sheffield apply to attend specialist residential colleges that focus on a specific disability or need.

Other Options

Social Care Services and Supported Employment

For some young people with learning difficulties or disabilities, social care day or residential services provision, supported employment and training may be appropriate.

Volunteering

Volunteering can be a useful way of developing the qualities, skills and experience needed to get into a particular course or career. For more details see pages 12 and 27.

Part time work

Many young people combine study or volunteering with casual part time paid work which provides them with money and helps develop 'employability skills'.

You will need to help your learners be aware of the different routes, qualifications and courses so that they can make informed choices about the most appropriate option for them

Where to find out more:

- For more detail about qualifications and levels see Qualifications Explained on pages 16-17 and the Learning Ladder on page 19.
- For information about opportunities use:
www.applysheffield.org.uk,
www.apprenticeships.org.uk
Options 2010, Special Options 2010 and learning provider prospectuses.
- *For detail of wages, allowances and student finance see Money Matters on pages 22-23.

There are a variety of opportunities from which young people can choose. The main ones are:

Opportunities for Work

A job without training

The choice of jobs available to 18+ year olds is greater than those under 18 because of their adult status. Administration, retail and hospitality are all areas that may recruit.

Work based learning

The opportunities for work based learning, including apprenticeships, are similar to those at 16 – see page 11.

Some employers run their own training programmes. Such employers include the police and fire service, however 18 years of age is the minimum age of entry and they often prefer recruits to have more life experience before applying.

Some employers may recruit those with A level or equivalent qualifications and arrange part time higher education study while working, such as trainee Physiological Scientist or trainee Quantity Surveyor.

A lot of professions mostly take on graduates, even if a degree isn't a strict requirement for the job, such as Journalism.

Further Education (FE)

There are very few full time FE courses aimed at those with A level or equivalent qualifications. However, one popular option is the Art and Design Foundation Diploma (18+ Pre Degree).

There are a range of part-time FE courses for across the ability range which can help learners pick-up new skills or interests. For information contact local colleges.

Personal and Career Development Opportunities

This includes:

Volunteering

Volunteering can help young people develop skills and build their experience and open up course and career opportunities. Lots of organisations in Sheffield use volunteers. 'involved', a national programme for 16-25 year olds, has a local team who offer friendly advice and information to those interested in volunteering, whether it's short term (a one off), part time (a week or month) or full time (30+ hours a week). Opportunities include a wide range of areas such as creative arts, fundraising, the environment, catering and sport. For contact details see page 27.

Part time work

Many young people combine study or volunteering with casual part time paid work which not only provides them with money but also helps them gain work experience and develop 'employability skills'.

A Gap year

Anything goes! The most popular activities include:

- employment or work experience related to a future course or casual work to raise money for travelling or funding future studies
- voluntary work - in the UK or overseas
- learning new skills - a language or new IT skills
- Travelling
- a combination of these, for example having a job followed by travelling.

There are a wide range of 'Gap Year' organisations who organise projects and activities or who give information and practical advice, for details see page 27.



Higher Education (HE)

The best known option after 18 is higher education. Mature entry (21+) is common.

- HE is a must for some careers such as teacher or doctor and more jobs are now asking for graduate level qualifications. HE develops skills which can give an edge in fast-changing employment markets.
- There are thousands of HE subjects and courses and many different ways of studying at over 340 institutions including universities, HE colleges and FE colleges.
- Entry requirements vary greatly and need to be checked carefully. Some courses will ask for top A level grades and in specified subjects, others are more flexible. Some institutions and courses make 'UCAS Tariff points' offers. A*- C grades at GCSE are also required, particularly in English language and maths. Students with 'equivalent' qualifications should always check with the institution and course about the acceptability of these qualifications. Entry requirements may be more flexible for mature students.

Find out more about HE at www.ucas.com and see pages 20/21

Retakes

It may be possible to retake A levels to improve grades however universities may ask for higher grades from retake applicants.



Here's a quick guide to the main types of qualification:

Qualification	Description	Mode of Study
Degree	A huge range of subjects: General eg History, Work related eg European Business Studies, job specific eg Physiotherapy. Usually takes 3-4 years, some longer eg Medicine. A few 'fast track' 2 year degrees.	Full time, part time, distance, on line learning. Can include time working in industry (sandwich course/ internship) or studying abroad.
Dip HE	General or work related courses sometimes leading to a professional qualification eg Nursing. Awarded after 2/3 years study, broadly equivalent to the first two years of a degree. Can convert to a degree by studying for an extra year.	
Foundation Degree	Newer work related qualifications. Broadly equivalent to the first two years of a degree and designed to lead onto further degree study. Many accept applicants with a range of level 3 qualifications eg NVQ 3 gained via Advanced Apprenticeships	
Higher National Certificate/ Diploma (HNC/HND)	Work related qualifications lasting 2/3 years. Many students progress onto degree courses. Entry requirements generally lower than degrees. HNDs are full time. HNCs are part time.	

Supporting good decisions

When helping your learners to decide what to do, encourage them to:

- investigate subjects, courses and careers that may interest them
- explore all opportunities including those that they may not at first consider, due to stereotyping
- aim high and reach their full potential. Some learners, who may be part of the Aim Higher cohort, have access to activities such as university visits and summer schools
- make use of computer programmes such as KUDOS or JED to generate career ideas that match their interests and estimated grades.
- understand the types and levels of qualifications and the level they are working at
- look into their preferred style of learning
- identify any additional support they may need with their learning
- think about where they might like to study, the reputation of the school, college or university and the facilities and social life on offer
- check out course entry requirements (qualifications, subjects and other requirements)
- use Look Ahead for choices at 13+, Options 2010 for choices at 16+ and 18+ What Next for post-18 choices
- search for learning and training opportunities on **www.applysheffield.org.uk**
- search for Higher Education opportunities on **www.ucas.com**
- use the information base in school or college and at the resource centre at Star House
- use relevant websites (many can be accessed from **www.getconnectedsheffield.com**)
- attend appropriate school sixth form, college and training provider open events, (see page opposite), taster sessions or university open days
- attend careers events arranged by a variety of organisations – see opposite and details on the events page of **www.getconnectedsheffield.com**
- talk to family, friends, teachers and Connexions Personal Advisers
- consider where their studies will lead them and the various routes they could take
- think about all the options and choose the route that suits them best.



Schools hold options evenings or events for 13-14 year olds

Check with your school the dates on which these are held.

School post-16 events

Lots of schools organise a post 16 evening where students and parents can find out more about options after Year 11. They usually take place in the autumn term. If there is going to be one at your school remind learners to attend with parents or carers.

School Sixth Form open evenings

All Saints	4th November 2009
High Storrs	9th November 2009
King Ecgbert	10th November 2009
King Edward VII	12th November 2009
Notre Dame	11th November 2009
Sheffield Park Academy	TBC in September. check www.applysheffield.org.uk
Sheffield Springs Academy	TBC in September. check www.applysheffield.org.uk
Silverdale	17th November 2009
Tapton	18th November 2009
Birkdale (independent)	18th November 2009
Sheffield High School (independent)	Sat 14th November 2009 (9.30am)

College open evenings

Sheffield City College	19th November 2009
Hillsborough College	12th November 2009
Norton College	9th November 2009
Peaks Centre	18th November 2009
Longley Park Sixth Form College	10th November 2009 & 21st January 2010

Training providers

Many training providers run open days and evenings throughout the year, which they advertise in schools and on their websites. Look out for these on your Connexions notice board.

Other events

Connected 2 work and learning 2010	19th & 20th January 2010, Ponds Forge
UCAS Higher Education Convention	22nd June 2010, at Sheffield Arena
Skills Yorkshire & Humber	7th & 8th October 2009, at Sheffield Arena

Qualifications explained - also see learning ladder page 19

Qualification title	Description	Qualification type/level
Advanced Level (A Level) & Advanced Subsidiary (AS) GCEs	Subject studied in more depth than GCSE. Made up of AS and A2 units. AS is normally taken at the end of the first year and is a qualification in its own right.	General. Some 'applied' subjects. Level 3
AQA Baccalaureate New! See page 18	Students complete A levels, an extended project and enrichment activities	General. Level 3
BTEC, CACHE, OCR National	Available in a wide range of subjects eg Childcare, Engineering, ICT, Media, Sport. Usually unit-based leading to a Diploma, Certificate or Award, depending on the qualification and number of units.	Work related. Level 1 to Level 3 and beyond
14- 19 Diplomas New! See page 18	A new integrated programme of study bringing together general and applied learning in a broad work related context.	Work related. Levels 1 to 3
Entry Level Awards / Certificate	Designed for a wide range of candidates, aimed at those working below Level 1/GCSE grade G and offered in a range of learning settings. Can cover any area of learning and are subject based eg lifeskills, literacy, retail.	General or work related. Entry Level
Extended Project New! See page 18	A compulsory part of the Advanced Diploma or a stand-alone qualification for A level students.	General. Level 3
Functional Skills New! See page 18	Freestanding qualifications in practical skills for English, ICT and maths.	General. Currently, Entry Level to Level 2
General Certificate of Education (GCSE)	Usually studied at age 14-16 in school. Possible to study some GCSEs part time or alongside another qualification post-16 eg English / maths.	General. Some 'applied' subjects. Level 2
Higher education (HE) qualifications, see page 13	A range of qualifications eg HNC/HNDs, Dip HEs, Foundation Degrees, Bachelors Degrees and Postgraduate qualifications. Usually entered at 18 and older.	Work related, job specific or general. Level 4 and above
International Baccalaureate (IB) Diploma New in Sheffield! See page 18	A single qualification based around a compulsory core and detailed study of a wide range of subjects, including languages, the arts, science, maths, history and geography.	General. Level 3
NVQ (National Vocational Qualification)	Qualifications that cover a wide range of jobs (e.g. Administration, Hairdressing, Engineering). Normally taken in work or training, a few offered in a full time education route.	Job specific Levels 1 (basic) to 5 Level (professional)
Skills for Life	Qualifications in literacy, numeracy and ICT, assessing the basic skills of speaking, listening, reading, writing, ICT and Maths. Designed for adults but offered to 14-19s. Expected to be replaced by Functional Skills.	General - Entry Level to Level 2. ICT - Entry Level only

Other qualifications involved - there are many other recognised general, work related, job specific or professional qualifications awarded by a wide range of bodies such as the ASDAN Certificates in Personal Effectiveness/Career Planning/Community Volunteering, the Construction Awards Alliance Diploma Awards or the Edexcel DiDA.

Qualifications explained - also see learning ladder page 19

Entry requirements*	Method of assessment
Usually at least 5 GCSE A*-C grades including English and/or maths. Some subjects will have specific additional entry requirements.	Depends on the subject or awarding body. Usually includes written exams and possibly moderated coursework, some subjects include practical tests.
Standard A level entry requirements	Depends on component, can include written exams, controlled assessments, e – diary
Varies depending on the level and provider. As a guide for post 16 study: Level 1 eg BTEC Introductory - GCSE E grades or equivalent. Level 2 eg BTEC First - 4 GCSE D grades or equivalent. Level 3 eg BTEC National - 4/5 GCSE grades A*-C or equivalent often including English and/ or maths.	Usually teacher assessed and externally moderated. A mix of assessment methods e.g. course work, case studies, observations, reflective tasks. Few or no written exams.
Will depend on the level. Foundation and Higher Diplomas – check with the provider. Advanced/Progression Diplomas require at least 5 GCSE A*-C grades including English/maths.	Combination of assessment methods including teacher marked assignments under controlled conditions.
None.	Mix of tests, assignments and tasks – written spoken or practical
Standard A level and Advanced Diploma entry requirements.	Controlled assessment
None specified	Mostly set and marked assessments under controlled conditions
For post 16 study, normally GCSE grades D or appropriate level achieved in assessment tests.	Vary between subjects includes exams and some controlled assessment
Varies. Depends on qualification, subject, course and institution	Varies.
Available at High Storrs School, who require at least 5 GCSE grades A*- C including English and maths. Some subjects will have additional specific GCSE subjects and grade requirements.	Some internal assessment eg assignments, essays, practical tests; mainly externally marked written exams at the end of the 2 years.
Flexible. Depends on the level.	Portfolio based. Made up of units so learners can work at their own pace.
None specified.	Online or written tests

***Applicants should always check with the learning provider about entry requirements and the acceptability of equivalent qualifications.**

Awarding bodies are currently reviewing their qualifications to fit with the new Qualifications and Credit Framework (QCF) for recognising and accrediting qualifications which will replace the National Qualifications Framework (NQF) in 2011.

To find out more about qualifications use www.qca.org.uk or the Education and Learning sections of www.direct.gov.uk

More details on new qualifications

AQA Baccalaureate

Students take at least 3 A levels, a broader AS subject such as General Studies, Critical Thinking or Citizenship, complete an extended project and enrichment activities (work related learning, community work or personal development).

14-19 Diplomas

A new integrated programme of study bringing together general and applied learning in a broad work related context. By 2013 they will be available in 17 'subjects'. Diplomas include Functional Skills qualifications, work experience and a project. GCSEs, A levels or other qualifications can be studied as part of a Diploma.

Extended Project

A compulsory part of the Advanced Diploma and the AQA Baccalaureate. Can also be a stand-alone qualification for A level students. It's about the size of half an A level and develops research and independent learning skills.

Foundation Degrees

A type of degree that is designed to equip people with the skills and knowledge that businesses or organisations are looking for. They can offer a route into higher education for a wide range of students from many different backgrounds. The qualification is broadly equivalent to the first two years of a bachelors degree and is offered by a growing number of higher education and further education institutions. It takes around two years to complete studying full time, or three to four years part time.

Foundation Learning

Foundation Learning is part of the wider 14-19 and vocational qualifications reform programme. It aims to improve the skills of learners working below level 2, aged 14 and over, through developing high-quality credit-based qualifications at Entry Level and level 1 in the Qualifications and Credit Framework (QCF).



Functional Skills

Freestanding qualifications in practical skills for English, ICT and Maths. Replacing Key Skills in these subjects in September 2010. A required component of Diplomas and Apprenticeships.

International Baccalaureate (IB) Diploma

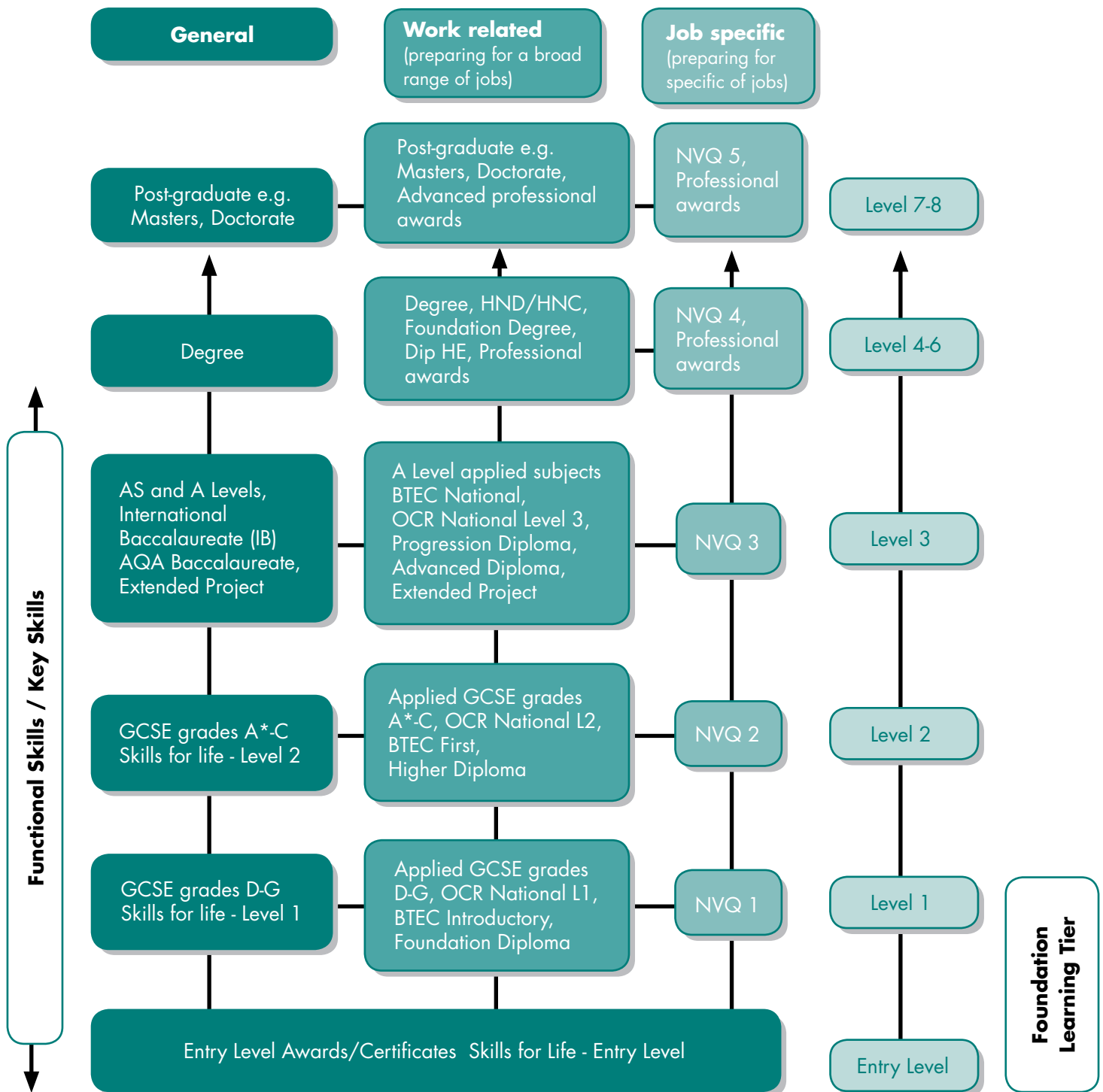
A qualification for 16 -19 year olds consisting of six subject groups. Available in Sheffield from 2010 at High Storrs School only - subjects which may be on offer in brackets below. Contact the School for more details.

Language (English), Second Language (French, German or Italian), Individuals and Societies (Geography, History or Psychology), Experimental Sciences (Biology, Chemistry or Physics), Maths and Computer Sciences (Maths or Mathematical Studies), the Arts (Visual Arts, Theatre or Music) and three core requirements: Extended essay, Theory of knowledge and Creativity, Action and Service. One subject is studied from each of groups 1-5, plus either an arts subject from group 6 or a subject from one of the other groups. At least three subjects are studied at a higher level. Unlike A Levels, all exams are at the end of the 2-year course.

If your learners are aiming at specific universities/courses they should consult admissions tutors as specific subjects may be required for some courses.



The learning ladder - examples of how different qualifications fit together



Equivalent Qualifications

Qualifications that are at the same level are called equivalent, but they aren't all the same or studied in the same way. Some careers and courses accept different types of qualification for entry, provided they are at a suitable level, others ask for a specific qualification and equivalents may not be accepted.

Examples are:-

- GCSE grades A* - C in English and Maths - equivalent qualifications may not be accepted.
- A levels entry requirements are normally at least 5 GCSE grades A*-C

Exact entry requirements should always be checked with the learning provider or employer.

Applying for Options at 13-14

Schools have their own procedures for learners applying for Key Stage 4 GCSE and other school based qualifications (eg ASDAN, BTEC First, DiDA).

Some schools offer a range of courses for learners which may involve spending part of the week out of school, at a college or training centre. These Vocational Skills Programmes are run in partnership with the local authority, check with your schools Off Site/Work Related Learning Coordinator to find out more about these programmes and the application process. All options are featured on www.applysheffield.org.uk

Applying for Options at 16+ and 18+

All 16 year olds and some 17 year olds are guaranteed an offer of learning by the end of the September they leave school or college.

The majority of Year 11 learners make applications to Sheffield FE colleges, sixth form college, school sixth forms and work based learning opportunities via www.applysheffield.org.uk When they make their decisions and are ready to apply, they will be able to create and send their applications online, from November onwards, using their own private login. Your learners will be issued with a user name and password. Once learners have applied they will be able to check the progress of any applications they have made on line. Applications are authorised by a designated member of school staff or the Connexions Personal Adviser (PA) who will check to ensure that learners have made appropriate choices. For further information or advice on how to use the ApplySheffield website, contact your Connexions PA.

Other applicants will usually make paper based applications available from the provider.



Applying to a school sixth form

If you are advising Year 11 learners about a place in your own sixth form school or at another school sixth form the main method of application is via www.applysheffield.org.uk - see opposite for details. If this is not the case a Sixth Form Admissions application form is available either from the school or from the Sixth Form Admissions team (contact details below).

Whichever method is used, up to 3 schools, in order of preference, can be listed. However for Year 11 learners already attending a sixth form school, their own school plus 3 others can be listed.

At the time of going to print it is understood that the closing date for school sixth form applications is 29th January 2010 (dates to be confirmed during the autumn term). Offers will be made by 19th February 2010 and the deadline for accepting offers is 2nd March 2010.

For external applicants eligibility is decided by the distance from their home address to the school. This means that, provided relevant entry requirements are met, applicants who live nearest the school are given preference. Their order of preference is only taken into account if they are eligible for a place at more than one school, in which case they would be offered a place at their highest ranked school. They will only receive a single offer. For this reason, it's important to encourage them to think carefully about their choices and to consider a back up plan. For full details use www.sheffield.gov.uk or contact The Sixth Form Admissions Team, Howden House, 1 Union St, Sheffield. Tel: 0114 273 5790. Advice is also available from your Connexions PA.

Contact independent schools directly to find out how to apply, addresses are in Options 2010.

Applying to Longley Park Sixth Form College

Learners in Year 11 usually apply through www.applysheffield.org.uk - see above for details. Other applicants should complete a college application form available in the college prospectus or direct from the college.

Those who have submitted an application by 31 January 2010 will be guaranteed a place subject to meeting entry requirements. After this date, applications will be considered in the order they are received by the college.



Making applications

Applying to Sheffield College

Learners in Year 11 usually apply through **www.applysheffield.org.uk** - see page 20 for details.

Other external applicants should complete an application form which is available in the 'Facts about College' booklet, direct from the College Tel: 0114 260 2600 or downloaded from their website **www.sheffcol.ac.uk**. Internal Sheffield College students should complete a college student progression application form.

Students who apply before 31 January 2010 are considered before later applicants.

Applying to work based learning, employment and apprenticeships

ApplySheffield can be used by Year 11 students to apply to many training providers – see page 20 for details. Other applicants should use the provider's own application system, which could mean completing an application form or applying through a company website; contact the provider for details (addresses in Options 2010). Some providers will be at the 'Connected 2 Work and Learning' event on 20th January 2010 – see page 15 for details.

Apprenticeship opportunities are advertised on **www.apprenticeships.co.uk** This vacancy on line matching service lets applicants search and apply for apprenticeship vacancies across the country. Some employers recruit early to apprenticeships so interested applicants should regularly use this website from the autumn onwards.

Advertised jobs will give instructions about the application process. Vacancies advertised through the Connexions service for school or college leavers will be sent into school or college and uploaded onto **www.getconnectedsheffield.com** Young people can also try newspapers, family and friends, the internet and speculative applications to find vacancies.

Applying to Higher Education (HE)

Application for full time HE courses is via **www.ucas.com**. For part time, distance and on line learning courses applications are made direct to the institution or organisation.

Prospective HE students should be encouraged to visit the UCAS Higher Education Convention held at the Sheffield Arena annually - see page 15. Check **www.ucas.com** for further information about this event and for further information around applying to all higher education courses. Also refer to the 18+ What Next booklet.



Whatever routes are being considered, early application is advised. Some courses and work areas are very popular with limited places and later applicants may miss out. Learners can apply to more than one provider, the more applications made the greater the choice. Tutors can help by encouraging this and by completing references and forwarding applications as soon as possible.

Benefits and Allowances may depend on the chosen route and, in some cases, household income. Families will get Child Benefit for their young person aged under 20 and in full time further education or certain work based learning, provided they started the course before their 19th birthday.

Full time Post 16 Further Education Study

- **Tuition** is usually free if the learner is under 19. Learners may be required to pay a fee if they are over 19 and in some other circumstances. However, a range of student finance schemes exist to ensure that as many people as possible are not prevented from going to college because of money. Learners should contact the student finance team in the college of their choice. The Sheffield College hotline is on Tel: 0114 260 2600.
- **Education Maintenance Allowance (EMA)** is available for some 16, 17 and 18 year olds staying on in learning. The amount depends on family income but could be £10, £20 or £30 per week (term time) and also pays regular bonuses. To claim it, household income has to be no more than £30,810 per year (2009 figures, may change slightly for 2010). EMA doesn't affect any other benefits that families might claim and it's paid on top of any money earned from a part time job. Details and application packs are sent to schools, colleges and training providers.

There is also a website

<http://ema.direct.gov.uk/ema>

and a freephone help line 0800 121 8989.

- **Learner Support Funds** and the **School Access Scheme** can help certain students with costs such as buying equipment. Some students (for example asylum seekers) who can't get EMA because of residence rules can claim these funds instead. For details contact the college's Student Services or Student Support section or the head of sixth form.
- **Travel.** 16 -18 year old students who live more than 3 miles from school or college and whose family receive Income Support or Jobseekers Allowance or NASS Assistance (National Asylum Seekers Support) can get a free travel pass. For details use www.direct.gov.uk Other learners can get a reduced fare pass from Travel South Yorkshire.
- **The Residential Support Scheme** may be able to help if a student needs to attend a course that is not available within reasonable daily travelling distance from home. Phone 0845 602 2260 for an application pack or see www.direct.gov.uk.



- **The Care to Learn Fund** is for young parents under 20 in learning or training. It can help towards childcare and additional travel costs. A registered childcare provider needs to be used. For full details see your personal adviser or ring the Care to Learn helpline on 0800 121 8989 or use the website www.direct.gov.uk.
- Students over 19 can check out the **Adult Learning Grant** on www.direct.gov.uk.

Work and Work Based Learning

- Learners will be sent a National Insurance number when they are 16 which they should keep safe until they start work. If it doesn't arrive they should contact JobCentre Plus.
- The minimum wage from 1st October 2009 for ages 16 -17 is £3.57 per hour and at 18-21 is £4.83.
- Work based learning can pay a wage or attract allowances and benefits depending on the type of opportunity.
- All Advanced Apprenticeships and many Apprenticeships are 'employed status' and paid a wage but minimum wage rules may not apply, it is recommended that this should be at least £95 a week. There are also some 'Programme Led' Apprenticeships, which don't pay a wage but attract allowances such as Child Benefit and Education Maintenance Allowance (see above).
- Entry to Employment (e2e) attracts Child Benefit, travel (see above) and the full Education Maintenance Allowance (EMA) plus bonuses (it doesn't depend on household income).

When applying for work based learning, applicants should always check what kind of opportunity it is as this will affect how much money is received.

Benefits

- Unemployed young people under 18 cannot usually claim benefits in their own right, they are only available under special circumstances. See your Connexions Personal Adviser for details. Over 18 should phone 0800 055 6688. More details available on www.direct.gov.co.uk.

Higher Education (HE) – Student Finance and Tuition Fees

- The two types of financial costs students face in higher education are tuition fees and day-to-day living expenses.
- Institutions providing higher education courses can charge tuition fees for full time HE students up to £3,225 per year (2009-10), rising to a maximum of £3,290 for 2010-11. Fees can vary between institutions.
- However, full-time students can apply for a support package which includes the Tuition Fee Loan, Maintenance Loan, Maintenance Grant or Special Support Grant and Bursaries to help with tuition fees and living costs. Part-time students can also claim a means tested, non repayable fee grant and course cost grant. For more details on student support see www.direct.gov.uk/studentfinance the official government website for citizens. The information found here states that:
 - The online calculator on the student finance site ensures that learners have all the information they need to make an informed choice about student finance and they will be able to get an indication of what they might be entitled to before they make their application
 - Students do not have to pay back tuition fee and maintenance loans until they have finished or left their course
 - Tuition fee and maintenance loans are only repaid once students are earning more than £15,000 per year (current figure). Repayments are currently calculated as 9% of income over £15,000. So, for example, someone earning £18,000 a year will pay back nine per cent of £3,000 (£18,000 minus £15,000) which works out at about £5.19 a week
 - Unlike loans, maintenance grants and bursaries do not have to be repaid
 - The government has announced that more students going into higher education will be able to get the non repayable grant. For 2010 full-time students from families with household incomes of up to £25,000 will be entitled to the maximum grant of £2,906. In addition, students from families with household incomes of up to £50,020 will also now be entitled to a partial grant.

- All universities and colleges in England which charge the highest rate of fees (£3,225) must provide non-repayable bursaries to students receiving the maximum maintenance grants. Some are offering more than this. Arrangements vary between institutions. Check www.bursarymap.direct.gov.uk for further details.
- Some students may be able to apply for sponsorship or scholarships. Check out individual websites and see www.scholarship-search.org.uk.
- For information about financial help at private dance and drama colleges see www.direct.gov.uk/danceanddrama.
- There may be other help for certain types of course. For example students following an NHS funded course leading to professional registration for many of the health care professions may be entitled to an NHS Bursary and their fees paid and approved Social Work courses attract additional bursaries. Information is available at <http://www.nhsbsa.nhs.uk/students>.

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Remember

Information about money matters can change. Check for updates on www.direct.gov.uk or check with your Connexions Personal Adviser. You can also telephone the Sheffield Futures free information line on **0800 0467244** or Connexions Direct: **080 800 13 2 19**

For HE study funding support and further information you can also use the booklet 'A Guide to Financial Support for Higher Education Students' available from the Student Finance Publications line on: **0800 731 9133**

A review of HE student finance is pending which is likely to effect learners entering HE after 2010. Check website for up to date details.

Frequently asked questions

13 + Choices

Q1. A couple of parents have asked me if their child can go off-site to study a work related course. I'm not sure, is this possible?

A. It will depend upon your school management. Schools purchase these courses therefore the school will have a limited number of students it can finance.

www.applysheffield.org.uk lists all off – site courses and your curriculum manager is likely to know the correct procedures to follow. There are many work related courses now being offered in secondary schools.

Q2. I'm confused about 'equivalent qualifications'. Is a BTEC First Diploma really worth 4 grades A-C GCSE?

A. The term 'equivalent qualifications' is used to count levels of attainment across different qualifications. It may not be seen as equivalent for progression onto courses later on. For example, to study AS levels young people need 5 grade A*-C GCSE, a young person could not present a BTEC First and one GCSE grade A-C. Check with a Connexions Personal Adviser if unsure.

16+ Choices

Q1. One of my students has a hearing impairment, what help is available when they leave Year 11?

A. If a young person has a statement of special needs then this will carry through to a sixth form school. If attending college a young person will be offered additional and specialist support in the college. During year 11 young people who have a statement of special needs will be invited to complete a document with their Connexions Personal Adviser (Section 139a) to detail their post 16 learning needs. Funding is also available to support young people entering work based learning.

Q2. One of my students attended an interview but was told she wouldn't like the course and was offered an alternative. She thinks it is because she is a girl. What do I do?

A. There could be a legitimate reason for being offered an alternative. It is important that you make accurate notes of everything she said happened. You or your Personal Adviser should then ask the Provider about the interview without making any accusations. Once these facts have been obtained the Connexions Personal Adviser can take the issue further with the consent of the young person.

18+ Choices

Q1. How can I give my learners the best chance of getting higher education offers for everywhere they have applied?

A. Bear in mind that the reference will be read alongside the personal statement. Ensure your learners present themselves as well as they possibly can in their personal statement. It is important that your reference is personal to each learner, supporting their motivation and commitment to the course by backing up their comments with your own observations. Point out if they compare favourably to others in their class by perhaps showing skills and maturity that their classmates may not have. Also highlight why you think the applicant would make a good higher education student and give reasons.

Q2. Some of my students are considering alternatives to higher education how can I best support them?

A. Where appropriate include in your tutorial programme elements about all options including work, apprenticeships, year out, personal development opportunities and job hunting. Encourage students to research all options thoroughly and start making applications early. Support them in how to search for opportunities and in presenting their skills, qualities, achievements and qualifications in the best possible way.



What you can do...

Use the following checklist to assess your current practice and think about a few new ideas:

Research and Displays- do you...

- Organise some time for your learners in your careers library or Connexions resource centre or get some Connexions publications for your tutor base
- Have the Jobs 4 U page open from **www.getconnectedsheffield.com** on in your tutor base at appropriate times so your learners can download information on any career
- Display examples of positive case studies from your institution's previous students in your tutor base e.g. **www.thegraduationproject.ac.uk**
- Ensure key dates and deadlines are displayed
- Display details of the availability of the Connexions Personal Adviser
- Help your learners to weigh up the pros and cons of each option

Skills - do you...

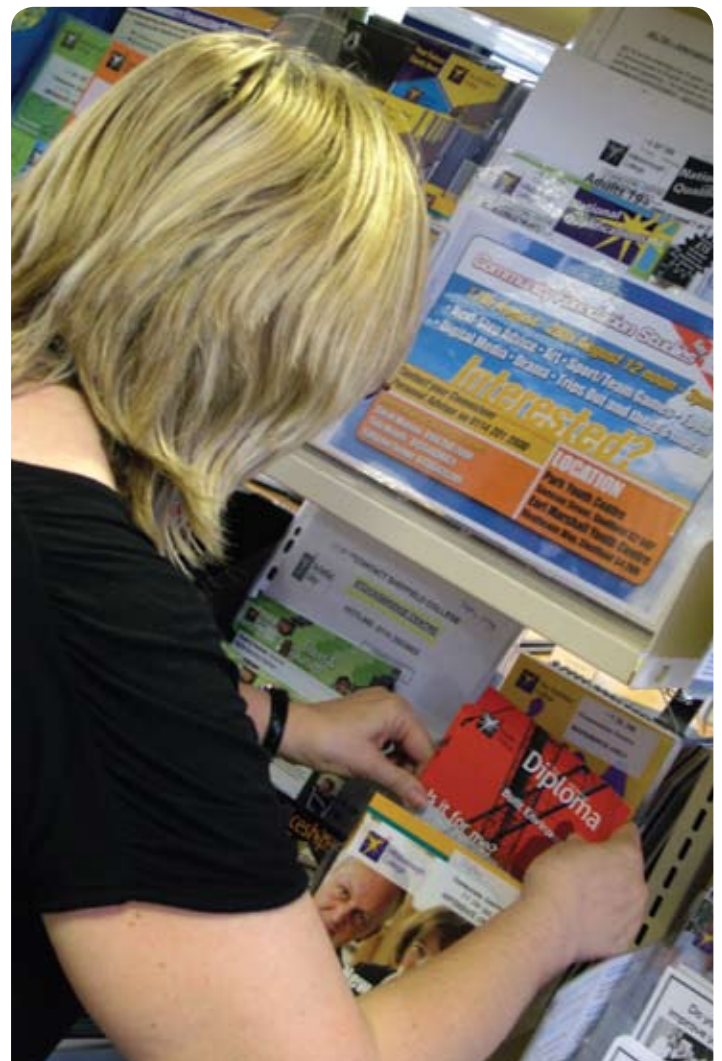
- Offer your learners the opportunity of a private talk when discussing future options, it may not seem to be a confidential subject but some young people would not want all their 'classmates' to know their plans
- Give your learners accurate predicted grades, if not they may not have the right information to apply for the most appropriate course
- Listen carefully and check the information or advice you have given has been understood
- Liaise with specialists in your institution e.g. Additional Support/Special Needs Co-ordinator to ensure each student's needs are met when making choices
- Refer to your Connexions Personal Adviser if you are unsure of the up to date information and advice
- Reassure learners when things don't seem to be working out – there are usually fall back options or lower level qualifications available if they miss required grades – but it may take longer to achieve their goal

Impartiality – do you...

- Give information but avoid telling students what you think they should do
- Talk about options you are less familiar with too; omitting information can be viewed as being partial
- Ensure that any visiting speakers give a balanced account of the careers and provision they are talking about

Equality of Opportunity – do you...

- Encourage debate amongst your tutor group with regard to subjects and careers being accessible to both genders.
- Encourage students to recognise possible cultural, sex, race, disability or other barriers to their own choices and additionally to any they feel are being imposed by providers. Personal Advisers will offer advice and advocacy for young people to help them overcome barriers to progression



Sources of information

The software and books listed here should either be in your school or college careers information centre or at the Star House Connexions Resource Centre.

Computer software

Kudos Multimedia*

career suggestions matched to interests and qualifications

Keyclips or Careerscape*

information on over 500 jobs and careers

Careers Abroad

information about living, working and studying abroad

JED - information on a wide range of jobs with pictures and video clips

Higher Ideas - help with decision making if you're thinking about higher education

Degree Course Descriptions - information on the content of degrees and career options

U-xplore - an interactive programme available in some schools with video content on real jobs and businesses

Printed Information

Careers and Choices

Options 2010* - (Sheffield Futures publication), covers all options at 16, given to Y11 students

Special Options 2010* - (Sheffield Futures publication) for those caring for young people with learning difficulties and disabilities

18+ What Next?* - (Sheffield Futures publication) for students in their first year of advanced level study

College and sixth form prospectuses

details of courses, subjects, entry requirements

Jobfile* - an A-Z guide to nearly 800 careers

A-Z of careers and jobs – an A-Z careers guide

What Next After School? - a guide to choices after leaving school

Which A levels?* - choosing A level subjects

Decisions at 15/16 - a guide to options after Year 11

Choosing your A-levels and post-16 options

a guide to post-16 courses and where they lead

Working in... a series of booklets covering a range of jobs

Higher Education

Degree Course Offers – what different degree courses and universities look for

Times Good University Guide / Guardian University Guide* – help with choosing a university

University Guide - helps with choosing a university

UCAS Big Guide

the official guide to higher education courses

Looking for work

How you can get that job! – a step by step guide to application forms and letters

Readymade CVs - sample CVs for different jobs

Excel at Interviews - help with interview skills

Readymade job search letters*

job search tips and sample letters

Successful interview skills – a guide to interviews

There are also books and leaflets on starting your own business, voluntary work, working abroad and information on all kinds of jobs, careers and courses.

*Supplied to most schools and colleges in Sheffield, free of charge by Sheffield Futures Information and Guidance Services Team.

Websites

General

www.getconnectedsheffield.com

Sheffield Futures website for young people aged 13-19 in Sheffield covering information about making choices in education, training, employment and other issues such as health, relationships and the environment.

www.connexions-direct.com - advice on all sorts of issues, including jobs4u - a careers database

www.direct.gov.uk - official government website for citizens covering many issues including jobs, student finance, universities and HE

www.asksid.net - the Sheffield Information Directory for children, young people and family services

www.youthinformation.com - covers employment, training, housing, relationships, health and more

Careers and Job hunting

www.apprenticeships.org.uk - a national guide to apprenticeships and current vacancies

www.icould.com - career stories on film providing a useful insight into various jobs and routes into them

www.careers-gateway.co.uk - links to a wide range of careers-related sites

www.alec.co.uk - hints and tips on job search, CVs, applications and interviews

Websites (continued)

Health and Welfare

www.after16.org.uk - for young people with a disability, about opportunities and services available

www.need2know.co.uk - deals with health, social and other issues

www.thesite.org.uk - information on relationships, health, drugs, housing and legal rights

Learning Opportunities

www.applysheffield.org.uk - the 14-19 Learning Prospectus for Sheffield, telling you what's on offer at schools, colleges, sixth forms and with work based learning providers

www.voced.co.uk - South Yorkshire's 'voc-ed' website, all you need to know about vocational education

www.bbc.co.uk/schools/bitesize - advice on GCSEs and revision

www.ucas.com - find out what's available and check out what you need to get onto a HE course

www.open.ac.uk - the Open University, HE distance learning

www.uni4me - further information about what university has to offer

www.medi-quest.com - further information for those considering a career in medicine

www.notgoingtouni.com - information for learners who are wondering whether HE is the best option for them with advice on alternatives

Voluntary Work/ Gap Year

www.vinspired.com - a national data-base of volunteering opportunities for 16-25 year olds or phone 0114 253 6760 to speak to the local involved team

www.csv.org.uk - volunteering opportunities across the UK

www.gap-year.com - information and practical advice for young people wanting to take a year out

www.yearoutgroup.org - (as above)

Teacher Resources

www.cegnet.co.uk - the website of the careers education and IAG support programme which contains important information about IAG standards, leading and managing careers work, lesson plans and classroom resources

www.getconnectedsheffield.com - Sheffield Futures website also includes a professionals section including curriculum resources and details of the professional development (INSET) programme

There is a growing emphasis on embedding careers into the whole curriculum. Here is a selection of websites with ideas of how to do this:

www.futuremorph.org - teaching resources, including video clips, to illustrate the wide range of learning and careers opportunities in science, technology and maths

www.languageswork.org.uk - factsheets, educational materials and other information about languages and how they relate to the world of work

www.yourcreativefuture.org.uk - information about a wide range of creative careers from architecture to performing arts

In addition Sheffield Futures has a selection of materials in the professional resource centre at Star House, 43, Division Street S1 4GE please ask your Connexions Personal Adviser if you would like to access these.

There are other useful careers related websites - but make sure you check information - not everything on the web is accurate and up to date!

Sheffield Futures

Local Contacts:

Sheffield Futures Information line
0800 046 7244

Sheffield Futures Vacancy Line
0800 652 9900

ApplySheffield helpdesk
0114 201 2915

Extended Curriculum Team
(for off site 14-16 learning) **0114 273 5419**

Sixth Form Admissions **0114 273 5790**

Sheffield College **0114 260 2600**
www.sheffcol.ac.uk

Longley Park Sixth Form College
0114 262 5757 www.longleypark.ac.uk

involved **0114 253 6760**

Don't forget

www.getconnectedsheffield.com

Connexions Direct - call **080 800 1 3219**
or text **07766 413 219**

How to get to Sheffield Futures

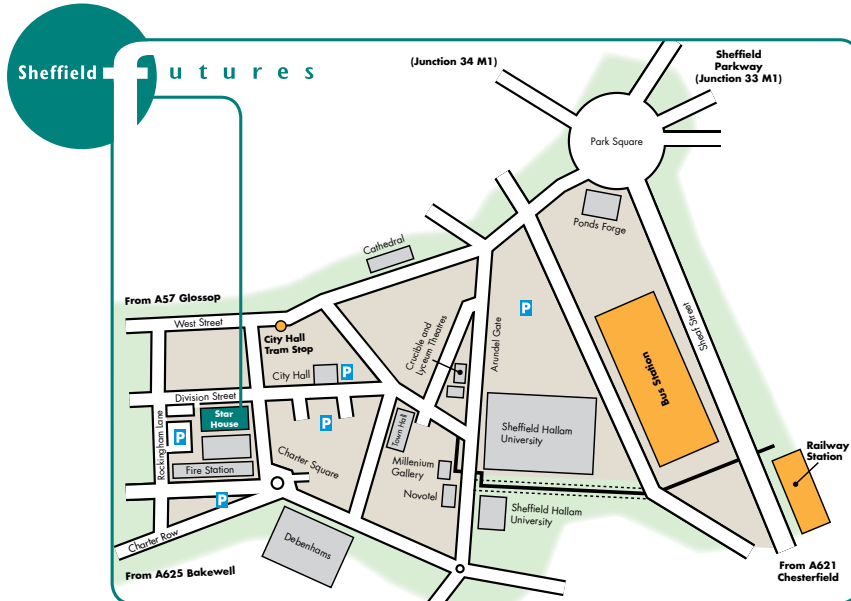
Sheffield Futures, Star House, 43 Division Street, Sheffield, South Yorkshire S1 4GE

Tel: 0114 201 2800

Directions By Car

- Leave the M1 at Junction 33 and follow the City Centre signs along the A630 (Sheffield Parkway). At the end of the Parkway there is a large roundabout (Park Square). From the roundabout take the fourth exit (A621) Commercial Street.
- At the next roundabout take the third exit (A635) Furnival Gate.
- At Charter Square roundabout take the second exit onto Wellington Street.
- Turn right onto Rockingham Street.
- Turn right onto Division Street.

Star House is located at the corner of Division Street and Carver Street.



Parking

Because of our city centre location, we cannot offer visitor parking facilities. However, there are numerous pay & display car parks close by – both short and long stay. Please refer to the map above for car park locations.

Bus & Tram routes

All buses in the city pass through or turn around in the city centre. The city's tram service also runs near to Division Street. To check the bus and tram timetables where you live, please visit the Travel South Yorkshire website:

- <http://www.travelsouthyorkshire.com>
You can also plan your journey with their Journey Planner:
- <http://tsy.yorkshiretravel.net/journeyplanner>

Freephone Information Line: 0800 046 7244

For information on education, training and other important issues in your life.

Freephone Vacancy Line: 0800 652 9900

For information on the latest jobs and apprenticeships available for young people in Sheffield.

Opening times

Monday to Thursday 9am - 5pm • Friday 10am to 4.30pm

Useful websites

Sheffield Futures: www.getconnectedsheffield.com
ApplySheffield: www.applysheffield.org.uk
Connexions Direct: www.connexionsdirect.com

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