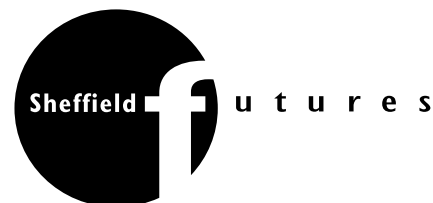


# Signpost 2011 for Y11s

This is your **signpost guide to your options after year 11**, so please keep it in a safe place!

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



## There are 2 websites for you to use alongside this document:



[www.getconnectedsheffield.com](http://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.



[www.applysheffield.org.uk](http://www.applysheffield.org.uk) provides details of all local courses and work-based learning for young people leaving Year 11. You will also make your applications through this website

- There is plenty of information out there to help you so try to look at all the options available 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 document, please go to the Options 2011 booklet available in PDF on the Get Connected website or speak to your Personal Adviser.
- Finally don't forget to show this document to your parents or carers – they may find it useful too.

Please take a look at the quick reference boxes at the end of each section called **Want to Know More?** this will save you time!

# Education and Learning

## Want to know more?

Talk: Ask your Personal Adviser.  
Look: [www.applysheffield.org.uk](http://www.applysheffield.org.uk)

**ApplySheffield**

the 14 to 19 learning prospectus for Sheffield  
[www.applysheffield.org.uk](http://www.applysheffield.org.uk)

### ApplySheffield

ApplySheffield is an online application system which is used by most schools throughout Sheffield. It lists all the courses and training opportunities for young

people aged 14-19. Therefore everyone in Year 11 needs to know about it! You can use this website to:

- Find out where you can learn.
- Find out what you can learn.
- Make course applications.
- Keep track of your applications.



## Levels of Learning Uncovered

If you find you aren't quite ready for GCSEs, an entry level certificate might be right for you. The qualifications you can take between ages 14 and 19 can be at entry level or levels 1,2 or 3. From level 1 onwards, each level has different entry requirements (the grades you need to go on and study at that level).

**Entry Level Qualifications** - Generally there are no set entry requirements.

**Level 1 Qualifications** - Generally need GCSE grades E-G

**Level 2 Qualifications** - Generally need GCSE grades D

**Level 3 Qualifications** - Generally at least 4-5 GCSE grades A\*-C

This is just a guide and you may sometimes need a specific subject for your chosen course e.g. English or Maths; always check prospectuses or course websites for exact entry requirements.

*Important! Some qualifications are being reviewed so information may change before you leave school. Check on the websites listed below for any changes.*



On leaving school you may decide to get a job straight away. However, staying in learning usually means you gain better skills and qualifications.



**Apprenticeships**

You could earn while you learn, on an **Apprenticeship**.

Or you might consider studying a **Diploma** which includes both classroom learning and work experience. Whatever you choose there's lots of information available to help you make the right decision.

## Want to know more?

Talk: Ask your Personal Adviser

Look: [www.direct.gov.uk](http://www.direct.gov.uk), [www.education.gov.uk/16to19/qualificationsandlearning](http://www.education.gov.uk/16to19/qualificationsandlearning),  
[www.getconnectedsheffield.com](http://www.getconnectedsheffield.com), [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) or for Diplomas visit: [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

# Employment

## Work and where to find it

This is what all your studying has been for! To find a suitable job. **In this section you will find:**

- **Where to look for work**
- **How to apply**
- **Tips on becoming a valuable employee**

## Sheffield employer Tony Goddard from Tata Steel (formerly Corus) says

"First impressions last so make it count! If you approach a company you would like to work for, research what they do & think about what job you are interested in. Always pay attention to your spelling, get a parent or carer to look over your application before you send it."

## Want to know more?

Look: For vacancy updates go to [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com)

Call: Free Vacancy Line  
0800 652 9900

Visit: Connexions at Sheffield Futures,  
Star House, 43 Division Street,  
Sheffield, S1 4GE.

Here are some popular websites for you to look for work:

- [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com)
- [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- [www.jobstoday.co.uk/jobs](http://www.jobstoday.co.uk/jobs)
- [www.mysheffieldjobs.co.uk](http://www.mysheffieldjobs.co.uk)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.direct.gov.uk](http://www.direct.gov.uk)
- [www.sheffield.gov.uk/jobs](http://www.sheffield.gov.uk/jobs)
- [www.sheffield.nhs.uk/working](http://www.sheffield.nhs.uk/working)
- [www.meadowhall.co.uk](http://www.meadowhall.co.uk)



## Job Applications

You have found the job you want and now you will probably have to fill out an application form. Don't panic! Here's some help to get you started:

- Read through the whole form before you write anything.
- Use black ink (it may be photocopied).
- Make sure your spelling, punctuation and grammar are correct.
- Ask someone to check it.
- Make sure it arrives before the closing date.

## Don't forget to try:

- Newspapers (e.g. The Sheffield Star on Thursdays)
- Jobcentre Plus
- Ask Family and Friends
- Look at our Vacancy pages on [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com)

## Tips to help you fit into the workplace

- Make sure you are on time for work.
- Dress appropriately for your job.
- Be friendly towards the people you work with.
- If you are unsure about a task you have been given, ask!

## Want to know more?

Look: for more tips go to [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com) / help with application letters [www.alec.co.uk](http://www.alec.co.uk) / For careers advice and job profiles go to [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com) and <https://nextstep.direct.gov.uk>

Call: For information locally, please call Connexions at Sheffield Futures' Freephone Information Line 0800 046 7244

Read: Useful books: 'Ready-made CV's', 'How You Can Get That Job!' and 'Excel at Interviews'.

Visit: The resources library at Connexions, Sheffield Futures for hints, tips and further information on job hunting at Connexions at Sheffield Futures, Star House, 43 Division Street, Sheffield, S1 4GE.

**Important!** Even when times are hard some employers will still recruit. If you are out of work, think about trying to improve your skills or qualifications e.g. through a part-time course or some voluntary work.

# connexions

Check your Connexions notice board regularly for vacancies. Make sure your Personal Adviser knows what kind of work you're looking for. Even if you've left school stay in touch with Connexions for vacancy updates.

# Financial Support

## 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 can change so get help first from your Personal Adviser.

## Child Benefit

Your family should receive Child Benefit, until either:

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

OR

- The Monday following 31st 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).

## Money to learn

Sometimes you may need a bit of extra money to help with your learning costs. Some funds will be available from your school, college or training provider to support you. However whether you can claim depends on your family income.

**Education Maintenance Allowance (EMA)** is now closed to new applicants. If you are already receiving EMA, you will continue to receive it for the rest of this academic year (2011).

If your application was received by the Learner Support Service by 31 December 2010 and has been assessed as eligible, you will be sent a Notice of Entitlement. You will need to take this into your school or college so you can receive payments this academic year (2011).

**Discretionary Support Fund refers to money to help those most in need.** This is not a replacement for EMA. Discretionary Support Funds are available in your college or school sixth form to help you with learning costs. The funds are prioritised for those who face financial hardship.

## Help with Travel Costs to School or College

You can claim free travel to school or college if:

- You are aged 16-18.
- You live more than 3 miles from school or college.
- Your parents or carers receive benefits (e.g. income support, Job Seekers Allowance or NASS Assistance).
- You have a disability.

Other students may be able to receive a reduced fare bus pass from Travel South Yorkshire. You can contact them on **01709 515151**.

## Care to Learn

If you're a young parent, Care to Learn can help pay for your childcare and related travel costs while you are learning.

## Want to know more?

There are different rules if you go to college or sixth form. Please look at the PDF Options 2011 for more information on [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com)

Talk: Ask your Personal Adviser.

Look: [www.direct.gov.uk](http://www.direct.gov.uk)

Call: the Child Benefit helpline: 0845 302 1444

Important! This information could change before you leave school; check on [www.direct.gov.uk](http://www.direct.gov.uk) and on [www.getconnectedsheffield.com](http://www.getconnectedsheffield.com) for up to date information.

## Want to know more?

Talk: Speak to your careers teacher or Personal Adviser.

Look: [www.direct.gov.uk](http://www.direct.gov.uk) / Young People's Learning Agency (YPLA) [www.ypla.gov.uk](http://www.ypla.gov.uk)

Call: Connexions at Sheffield Futures  
Freephone Information helpline: 0800 046 7244 / Learner Support helpline: 0845 121 8989 / YPLA 0845 600 7979.