

Introduction

The school's Careers Leader is Mr Avtar Sheergill, Assistant Head.

The school is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all boys in Years 7 to 13, in partnership with external providers and to provide extra support for boys with additional learning needs.

Aims:

Our aims are to:

- Equip students with the knowledge and skills that they need to make informed decisions about their learning and work through a programme of careers education.
- Support students through personalised information, advice and guidance to enable them to build up the confidence to take charge of their careers and effectively manage their own progression through learning and work.

Objectives:

At the end of each key stage students should be able to:

- Understand themselves and the influences on them (self-knowledge).
- Investigate opportunities in learning and work (career exploration).
- Make and adjust plans to manage change and transition (career management).

Careers advice and support:

If you need careers advice please see Mrs Higgott, the school's Careers Coordinator, who is available in the Careers Library on Tuesdays and Thursdays. Her contact details are k.higgott@keaston.bham.sch.uk and telephone number 0121 327 1130 (extension 243).

Careers web pages:

These web pages aim to support students to make informed decisions about their future choices and to help parents/carers to assist their son with their options. They can also be used by school staff to support students.

There are 9 sections that focus on key careers matters and you will also find links to useful websites and other sources of information and help.

Please choose from the following 9 sections:

Post-18 options	University applications	Student finance
Post-16 options	Apprenticeships Higher/degree apprenticeships Traineeships	Further education
Year 9 options	Jobs and voluntary work	Career ideas Careers information Careers advice

Additionally, the sections below provide details of the school's careers policy, careers programme, provider access policy and details of Year 11 and Year 13 destinations.

There are also two sections aimed at parents/carers and employers.

Careers policy	Careers programme	Provider access policy
Year 11 destinations Year 13 destinations	Parents and carers	Employers

Post-18 options

Post-18 options summary	Art foundation courses	Gap year
Study overseas	Apprenticeships	Degree and higher apprenticeships

Post-18 options summary

Your main options are **higher education** (provide a link to the main higher education section), doing an **apprenticeship** (provide a link to the main apprenticeships section), finding a **job** (provide a link to the jobs and voluntary work section), **further education** (provide a link to the further education section) or taking a year out.

Art foundation courses

If you wish to study art at university you may need to study an art foundation course first, so you must check the specific entry requirements for your chosen universities.

Gap year

Reasons for taking a gap year vary. For example, you may want to use the time to review your future plans, go travelling, do work experience (possibly linked to your chosen course or future career plans), develop new skills, earn money to fund your university place or volunteer in the UK or abroad.

For more information, check out useful websites, such as **Prospects** (provide a link to http://www.prospects.ac.uk/gap_year.htm) and **Year in Industry** (provide a link to www.yini.org.uk).

Study overseas

It is also possible to study abroad and an increasing number of students are considering this option due to the cost of UK university tuition fees. Use the following websites to carefully research your options and the financial implications:

- **A Star Future** (provide a link to <http://www.astarfuture.co.uk/>): Use to search for courses taught in English abroad.
- **The Student World** (provide a link to www.thestudentworld.com): This gives guidance about where to study, why, the process and financial implications.
- **Eunicas** (provide a link to www.eunicas.ie): Enables UK and Irish students to apply to degree programmes, taught through English, in universities across Europe.
- **Fulbright Commission** (provide a link to www.fulbright.org.uk): Use to explore studying in the USA.
- **Study in the USA** (provide a link to <http://studyusa.com>): Use to explore studying in the USA.
- **Study options** (provide a link to www.studyoptions.com): Use to explore studying in Australia and New Zealand.
- **Study portals** (provide a link to www.studyportals.eu): Provides a database of courses around the world.
- **StudyLink** (provide a link to <http://studylink.com>): Information and guidance about studying abroad.
- **Study Overseas** (provide a link to <http://www.studyoverseas.com/studying-abroad/study-in-middle-east>): A guide to studying in the Middle East.
- **Medical Doorway** (provide a link to <https://www.medicaldoorway.com/>): Free advice to students aiming to study medicine, dentistry or veterinary medicine in Europe.

Apprenticeships

If you are ready to start work, then an apprenticeship could be worth considering.

There are lots of opportunities available and benefits include earning a salary, getting paid holidays, receiving training, gaining qualifications and earning job-specific skills.

There are different levels of apprenticeship you can apply for depending on your current skills and qualifications. These are:

- Intermediate level apprenticeship. These are generally considered to be the same as five GCSE passes.
- Advanced level apprenticeship. These are generally considered to be the same as two A level passes.

- Higher apprenticeship. These can lead to NVQ Level 4 and above, or a foundation degree.
- Degree apprenticeships. These enable apprentices to achieve a full bachelor's or master's degree as part of their apprenticeship.

For further information and to search for opportunities check out the following:

- **Unifrog** (provide a link to <https://www.unifrog.org/student>): The school buys this program and it includes lots of information about apprenticeships (as well as university options). If you're not already registered see Mrs Higgott in the school's careers library.
- **The national apprenticeship website** (link to <https://www.gov.uk/topic/further-education-skills/apprenticeships>): Includes general information about apprenticeships and has real apprenticeship vacancies.
- **Get my first job** (provide a link to <https://www.getmyfirstjob.co.uk/>): Includes apprenticeship and traineeship vacancies.

Degree and higher apprenticeships

If you have level 3 qualifications, such as A levels, you can also consider Higher and Degree apprenticeships:

Higher apprenticeships:

The UCAS website conveys that higher apprenticeships provide an opportunity to gain a higher education qualification, such as an NVQ Level 4, HND or foundation degree. They can take from one to five years to complete, and involve part-time study at a college, university or training provider.

Degree apprenticeships:

In March 2015 these were launched by the government. They have been developed by businesses, universities and colleges. Apprentices will split their time between university study and the workplace and will be employed throughout – gaining a full university bachelor's or master's degree while earning a wage and getting real on-the-job experience in their chosen profession.

The **UCAS website** (provide a link to <https://www.ucas.com/degree-apprenticeships>) has lots of useful information about degree apprenticeships, including what types are available.

University applications

Deciding what and where to study	University league tables	Art foundation courses
How to apply	Deadlines	UCAS tariff
Admission tests	Personal statement	University interviews
Conditional offers Unconditional offers	Study overseas	Useful websites
UCAS Extra	UCAS Clearing	UCAS Adjustment

Deciding what and where to study

There are thousands of courses available, so research is the key to making an informed decision about what to study and where.

Brian Heap writes in his book *University Degree Course Offers* that deciding your degree on the basis of your current studies is a “reasonably safe option since you are already familiar with the subjects themselves and what they involve” and that for many occupations “the degree subject is often not as important as the degree itself”. He also adds that a large number of graduate jobs are open to graduates of any degree discipline and specialist training for many careers starts once you have your degree.

The school subscribes to the online version of **Heap’s Degree Course Offers** (provide a link to <http://www.heaponline.co.uk/>). This resource is intended as a starting point for research into university degree courses available to you, depending on your predicted (or actual) UCAS Tariff points. For log-on details see Mrs Higgott in the Careers Library.

You can choose up to five university courses. There's no preference order and your universities won't see where else you've applied until after you reply to any offers you get.

However, you can only choose a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science. Also, you can only apply to one course at either the University of Oxford or the University of Cambridge.

After you've sent off your application you can see how it's progressing by logging in to the UCAS system called Track.

Consider the following to help narrow down your degree course choices:

You could decide to:

1. Continue with one of your present subjects.
2. Combine two or more of your current subjects.
3. Combine a subject that you are studying now with a new one.
4. Take a completely new subject or subjects.
5. Take a general vocational course linked to a broad occupational area.
Examples include art & design, business/finance, computing/IT, construction, education, engineering, health & social care, media, hospitality, public services (e.g. links to police, fire, armed forces), retail, science, sport and travel & tourism.
6. Choose a course related to a specific job. Examples of degrees linked to particular jobs include accountancy, acting, primary teaching, social work, speech & language therapy, audiology, medicine, veterinary science, pharmacy, optometry, nursing, midwifery, dentistry, radiography, optometry, physiotherapy, sport therapy, quantity surveying, journalism, architecture, archaeology, design (e.g. furniture, graphic, textiles) and agriculture.

You then need to research your chosen degree course ideas and which universities offer them. Use the UCAS website, check out university prospectuses, go to open days/conventions, contact admissions tutors and use the books/resources available in the Careers Library and the useful websites in this section.

In particular, research the following:

- The specific university course entry requirements to make sure you have the right subjects and the right UCAS Tariff points needed/grades.
- Type of qualification on offer: For example, is it academic, vocational, single honours, joint honours, combined honours, modular or sandwich? (sandwich means it usually includes a year working)
- Reputation: What is the quality of teaching and research? What do recent students say about it?
- Student satisfaction.
- Academic facilities.
- Course teaching methods: What is the balance between lectures, seminars, tutorials, practical or work-related activities?
- Course assessment: Is it all examination-based or partly based on coursework?
- Tuition fee costs.
- Graduate destinations: How many find employment? What kind of careers do they go into?
- Location and distance from home: Do you want to live in a big city or somewhere quieter?
- Costs: Some places are cheaper to live in than others!
- Accommodation: Are all first year students offered accommodation?
- Is study or employment abroad part of the course?
- Part-time and holiday work: Does the university help and encourage this and do they have a student employment service?
- Social activities: What clubs, societies and sporting facilities are there?

University league tables

University league tables can be used to compare universities. There are a number of different league tables available to use, although it's worth knowing that they calculate their tables using different criteria and weighting. However, all should include student satisfaction scores, student to staff ratio, graduate prospects and entry grades.

Although they are a useful source of information, they do have their limitations! For example, not all indicators are updated yearly and student feedback may not be objective.

The Which? University website adds the following points:

- Just because a university is at the top of a league table doesn't necessarily mean it's the right one for you.
- League tables are often closely bunched together at the top, middle and bottom, so don't read too much into universities placed five to 10 places apart. A university in 20th place can be separated by the one in 30th place by only a few percentage points. It adds that this is also why some universities and courses fluctuate from year to year - small differences in the score can mean big differences in the ranking order.
- League tables don't always tell you the full story as certain university courses may be well regarded by employers in specific career areas, even though the universities may not feature in the upper reaches of the tables.

Here are two sources of league tables to check out:

- **The Guardian** (provide a link to <https://www.theguardian.com/education/ng-interactive/2018/may/29/university-league-tables-2019>).
- **The Complete University Guide** (provide a link to <http://www.thecompleteuniversityguide.co.uk/league-tables/rankings>).

Remember though, you need to choose the right course and university for you, based on factors that are important to you! You therefore need to decide your priorities – create your own list of key factors and do your research.

Art foundation courses

If you wish to study art at university you may need to study an art foundation course first, so you must check the specific entry requirements for your chosen universities.

How to apply

You need to use the **UCAS website** (provide a link to www.ucas.com) to apply for most undergraduate courses.

The UCAS website provides detailed information to help you with your UCAS application. It also provides lots of useful videos, such as a step-by-step guide to applying.

You make your application via the UCAS online system, Apply. You don't need to do it all at once – you can save your progress and sign back in anytime.

You apply for performing arts courses at conservatoires through **UCAS Conservatoires** (provide a link to <https://www.ucas.com/ucas/conservatoires/ucas-conservatoires-apply-and-track>).

Deadlines

The usual **UCAS** (provide a link to www.ucas.com) deadlines are 15 October for the universities of Oxford, Cambridge or any professional course in medicine, veterinary medicine/science and dentistry and 15 January for the majority of courses.

UCAS Conservatoires: The usual application deadline for music courses starting the next year is early October. For most undergraduate dance, drama or screen production courses the deadline is 15 January. However, there are exceptions, please check with individual conservatoires for full details as dates do vary.

More information about deadlines is available at on the **UCAS website** (provide a link to <https://www.ucas.com/advisers/getting-started/application-deadlines>).

If you miss a deadline your application will be classed as late. Most universities will still look at your application if they have vacancies left on the course you apply for, but there are no guarantees! Late applications can be made up to 30 June. Contact universities direct to see if they would consider a late application (less likely for competitive courses).

UCAS tariff

The UCAS Tariff is a means of allocating points to compare post-16 qualifications used for entry to higher education. However, it's worth noting that only one-third of universities make tariff offers; meaning two-thirds of offers request specific grades.

For example, the tariff points for A levels are:

- A* = 56 points.
- A = 48.
- B = 40.
- C = 32.
- D = 24.
- E = 16.

For more information about the Tariff go to the **UCAS website** (provide a link to www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points).

Admissions tests

It is possible that you may need to take an admissions test. This will depend on what course you have applied for (e.g. law, medicine) and where you have applied (e.g. Cambridge and Oxford).

Most admissions tests take place early in the school year, so if you do need to take one you'll need to register for it early, possibly before you've sent your application off.

UCAS add that many of the courses that use admissions tests are also the courses that have the 15 October application deadline, so it's worth checking these details in advance.

More information is on the **UCAS website** (provide a link to <http://www.ucas.com/how-it-all-works/explore-your-options/entry-requirements/admissions-tests>).

Personal statement

Course tutors use personal statements (plus estimated grades and references) to compare applicants, so make sure you sell yourself so that your application stands out from the rest!

UCAS advise you not to mention universities by name as you need to use the same personal statement for all the courses you apply for.

The **UCAS website** (provide a link to <http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement>) gives useful tips for writing your personal statement.

University interviews

It is possible that you may have to attend an interview, especially if you have applied for a competitive course or to certain universities.

To prepare for an interview use the **UCAS website** (provide a link to <https://www.ucas.com/undergraduate/after-you-apply/undergraduate-interview-invitations>).

Conditional and unconditional offers

A conditional offer usually means you are required to get certain grades or points in your A levels (or equivalent). This will mean waiting for results day in summer to see if your exam results meet the conditions.

An unconditional offer means you've already met the entry requirements, so the place is yours if you want it! By accepting an unconditional offer you are committing to go to that university, so you can't make an insurance choice or be entered into Clearing. **Please note**, universities are making an increasing number of unconditional offers to students that have not yet taken their exams. You should only accept such as offer if it is the right course/university for you!

If you have an unconditional offer you can select it to confirm your place. If your offers are conditional on exam results or other requirements, you can pick two; your first choice (CF) and a backup insurance choice (CI).

“Firm acceptance” (CF) is your first choice. If it's an unconditional offer the place is yours! If it's conditional the place is yours if you meet the entry requirements. Your back-up choice is your “insurance acceptance” (CI).

You will only attend your insurance choice if you don't meet the conditions of your firm choice but you do meet the conditions of your insurance offer. So, make sure your insurance offer is somewhere you would be happy going to.

You also have the option to decline offers. If you decline all offers, or are not made any offers, you can use UCAS Extra and/or Clearing.

More information about offers is available on the **UCAS website** (provide a link to <https://www.ucas.com/undergraduate/after-you-apply/ucas-undergraduate-types-offer>).

Study overseas

It is also possible to study abroad and an increasing number of students are considering this option due to the cost of UK university tuition fees. Use the following websites to carefully research your options and the financial implications:

- **A Star Future** (provide a link to <http://www.astarfuture.co.uk/>): Use to search for courses taught in English abroad.
- **The Student World** (provide a link to www.thestudentworld.com): This gives guidance about where to study, why, the process and financial implications.
- **Eunicas** (provide a link to www.eunicas.ie): Enables UK and Irish students to apply to degree programmes, taught through English, in universities across Europe.

- **Fulbright Commission** (provide a link to www.fulbright.org.uk): Use to explore studying in the USA.
- **Study in the USA** (provide a link to <http://studyusa.com>): Use to explore studying in the USA.
- **Study options** (provide a link to www.studyoptions.com): Use to explore studying in Australia and New Zealand.
- **Study portals** (provide a link to www.studyportals.eu): Provides a database of courses around the world.
- **StudyLink** (provide a link to <http://studylink.com>): Information and guidance about studying abroad.
- **Study Overseas** (provide a link to <http://www.studyoverseas.com/studying-abroad/study-in-middle-east>): A guide to studying in the Middle East.
- **Medical Doorway** (provide a link to <https://www.medicaldoorway.com/>): Free advice to students aiming to study medicine, dentistry or veterinary medicine in Europe.

Useful websites

a) What and where to study, applications and year out:

- **UCAS** (provide a link to <http://www.ucas.ac.uk/>): The key website. Search and apply for courses. Lots of other useful and helpful information e.g. choosing what to study, the applications process and student finance.
- **UCAS Conservatoires** (provide a link to <https://www.ucas.com/ucas/conservatoires/ucas-conservatoires-apply-and-track>): Application process if you are applying for performing arts courses at conservatoires.
- **Heap's Degree Course Offers** (provide a link to <http://www.heaponline.co.uk/>). This resource is intended as a starting point for research into university degree courses available to you, depending on your predicted (or actual) UCAS Tariff points. See Mrs Higgott in the Careers Library for log-on details.
- **Unifrog** (provide a link to <https://www.unifrog.org/student>): Includes, university and apprenticeship information. If you are not registered, please see Mrs Higgott in the Careers Library.
- **Which? University** (provide a link to www.which.co.uk/university): Has an easy to use search facility, which can be filtered by predicted grades and other criteria. Profiles of almost 300 different UK universities and colleges and brings together a wealth of information that exists about full-time undergraduate courses, including the Guardian and Times league tables, official employment and satisfaction statistics and UCAS course information. It now also includes an A level explorer tool to help you discover the full range of degrees different A level subjects can lead to.

- **UK CourseFinder** (provide a link to www.ukcoursefinder.com): Includes a questionnaire and course search. You need to register to use the questionnaire.
- **UNISTATS** (provide a link to www.unistats.com): Includes official data on each university and satisfaction scores in the National Student Survey, jobs and salaries after study and other key information for prospective students.
- **PUSH** (provide a link to www.push.co.uk): “Guide to UK universities, student life, gap years, open days, student finance and all things studentish”.
- **Apply to Uni** (provide a link to <http://www.applytouni.com/>): Has a range of advice and information e.g. applying, finance, personal statements and course finder.
- **Bestcourse4me** (provide a link to www.bestcourse4me.com): You can select A levels and then see what degree and careers they could lead to.
- **Pure Potential** (provide a link to www.purepotential.org): Has lots of useful information relating to higher education and includes a very useful section called “Events and Opportunities”, which includes details of opportunities that may interest you, such as masterclasses and conferences.
- **Prospects** (provide a link to http://www.prospects.ac.uk/gap_year.htm): Guide to taking a gap year.
- **The Guardian** (provide a link to <https://www.theguardian.com/education/ng-interactive/2018/may/29/university-league-tables-2019>): League table link.
- **The Complete University Guide** (provide a link to <https://www.thecompleteuniversityguide.co.uk/league-tables/rankings>): League table link.
- **My Student Events** (provide a link to <https://mystudentevents.com/>): This portal has details about open days, study days and tasters.

b) Studying abroad:

- **A Star Future** (provide a link to <https://www.astarfuture.co.uk/>): Use to search for courses taught in English abroad.
- **The Student World** (provide a link to www.thestudentworld.com): This gives guidance about where to study, why go abroad, the process and financial implications.
- **Eunicas** (provide a link to www.eunicas.ie): Enables UK and Irish students to apply to degree programmes, taught through English, in universities across Europe.
- **Fulbright Commission** (provide a link to www.fulbright.org.uk): Use to explore studying in the USA.
- **Study in the USA** (provide a link to <http://studyusa.com>): Use to explore studying in the USA.
- **Study options** (provide a link to www.studyoptions.com): Use to explore studying in Australia and New Zealand.
- **Study portals** (provide a link to www.studyportals.eu): Provides a database of courses around the world.

- **StudyLink** (provide a link to <http://studylink.com>): Information and guidance about studying abroad.
- **Study Overseas** (provide a link to <http://www.studyoverseas.com/studying-abroad/study-in-middle-east>): A guide to studying in the Middle East.
- **Medical Doorway** (provide a link to <https://www.medicaldoorway.com/>): Free advice to students aiming to study medicine, dentistry or veterinary medicine in Europe.

c) Graduate careers:

- **Prospects** (provide a link to <http://prospects.ac.uk/>): Graduate careers website e.g. go to “Careers advice” and then “What can I do with my degree”.

d) Alternative options to university:

- **Not going to uni** (provide a link to <http://www.notgoingtouni.co.uk/>): Advice and support on alternative options.

e) Higher education books:

A range of books are available in the Careers Library.

UCAS Extra

Extra is a way of making a further course choice. If you've used five choices and weren't accepted or you decided to decline any offers you received, you can use UCAS Extra to apply for more courses (one at a time). It is open between 25 February and early July.

More information about Extra is available on the **UCAS website** (provide a link to <https://wwwucas.com/undergraduate/after-you-apply/types-offer/extra-choices>).

UCAS Clearing

Clearing helps universities fill any places they have left on their courses and is available July to September each year. You can use it if you have no offers or didn't meet your conditional offers.

UCAS conveyed that in 2016 more people get a place via clearing than via insurance offers.

More information about Clearing is available on the **UCAS website** (provide a link to <https://wwwucas.com/undergraduate/results-confirmation-and-clearing/what-clearing>).

UCAS Adjustment

Each year some applicants pass their exams with better results than expected. So if you've met and exceeded the conditions of your firm choice, Adjustment gives you the chance to potentially swap your course for another one. It's available from A level results day to 31 August.

If you try Adjustment but you don't find anything, you'll still keep the course you gained on results day.

More information about Adjustment is available on the **UCAS website** (provide a link to <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-if-youve-done-better-expected>).

Student finance

Tuition fees	Maintenance loan	Extra financial help (for example, disabled students)
Financial help from universities	Applying	Fees and loan repayment
Eligibility	Student finance calculator	Useful websites

Tuition fees

You can apply for a Tuition Fee Loan, which is paid directly to your university or college. For the 2018/2019 academic year full-time students can apply for up to £9,250 per year or £6,165 if studying full-time at a private university or college. Part-time students can apply for up to £6,935 or £4,625 if studying part-time at a private university or college.

You have to pay it back, but only after you have finished your course and earning over £25,000 a year. You pay back 9% of any income over £25,000.

Further information is available on the **government website** (provide a link to <https://www.gov.uk/student-finance/new-fulltime-students>).

You can also find useful information about student loans written by Martin Lewis on his **MoneySavingExpert** (provide a link to <http://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes>) website. Includes loan myth-busting information and advice from Martin Lewis.

Maintenance loan

This loan helps to pay for your living costs while studying at university, such as accommodation, food, travel and clothes. The loan is paid directly into your bank account at the start of each term.

The amount you get depends on where you are living (you get more in London) and whether you are living at home. Some of the loan is available to all eligible students and part of it is means-tested, so this part is dependent on household income.

For example, 2018 starters living at home could get between £3,224 and £7,324 (depending on household income).

Further information is available on the **government website** (provide a link to <https://www.gov.uk/student-finance/new-fulltime-students>).

For details of how much loan you can get, use the **Student finance calculator** (provide a link to <https://www.gov.uk/student-finance-calculator>).

The loan is repayable, but only after you have finished your course and earning over £25,000 a year. You pay back 9% of any income over £25,000.

You can also find useful information about student loans written by Martin Lewis on his **MoneySavingExpert** (provide a link to <https://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes/>) website. Includes loan myth-busting information and advice from Martin Lewis.

Extra financial help

Extra money or support may be available. For example, if you have children, dependent adults or if you have a disability. Further details are available on the **government website** (provide a link to <https://www.gov.uk/student-finance/extra-help>).

Financial help from universities

Many universities offer financial support to their students through bursaries, awards and scholarships.

Bursaries are linked to personal circumstances and often, household income. Awards can include fee waivers or cash. Scholarships can be linked to academic results or outstanding ability in an area, such as sport, music or art.

You should check university websites early and ask at open days for information on support available and how to apply.

Applying

You need to apply for student finance using the **government website** (provide a link to <https://www.gov.uk/apply-for-student-finance>). You don't need a confirmed place at a university to apply.

Fees and loan repayment

Your repayments are linked to your income and you only make repayments when your income is over £25,000 a year. If your income drops below this amount, repayments stop. Each month you pay back 9% of any income over £25,000.

You can also find useful information about student loans written by Martin Lewis on his **MoneySavingExpert** (provide a link to <https://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes/>) website. Includes loan myth-busting information and advice from Martin Lewis.

Eligibility

Eligibility for a student loan depends on factors such as what course you've applied for, whether you've lived in the UK for 3 years before starting your course and nationality/residency requirements, such as being a UK/EU national or having 'settled status' (no restrictions on how long you can stay). However, you may also be eligible if you meet other residency requirements.

Full details are on the **government website** (provide a link to <https://www.gov.uk/student-finance/who-qualifies>).

Student finance calculator

For the standard student package you can use the **Student finance calculator** (provide a link to <https://www.gov.uk/student-finance-calculator>) to check what you could get.

Useful websites

Check out the following:

- **GOV.UK** (provide a link to www.gov.uk/studentfinance): It gives an overview of finance available and enables you to apply for financial support.

- **YouTube** (provide a link to <http://www.youtube.com/user/SFEFILM>): Student Finance England videos.
- **The Student Room** (provide a link to <https://www.thestudentroom.co.uk/content.php?r=5659-Student-Finance>): Includes useful information.
- **MoneySavingExpert** (provide a link to <http://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes>): Student loan myth-busting information and advice from Martin Lewis.

Post-16 options

Options summary	School leaving age	16 to 19 Bursary Fund
When to apply	Raising the participation age	Care to Learn Scheme

Options summary and when to apply

Your main options are **further education** (provide a link to the further education section), **apprenticeships** (provide a link to the apprenticeships and traineeship section) and **jobs** (provide a link to the jobs and voluntary work section).

Traineeships (provide a link to the apprenticeships and traineeship section) are an option if you want to work but need extra help to gain an apprenticeship or job. Traineeships will give you the opportunity to develop the skills and workplace experience that employers require.

For more information about your options after Year 11, check out the **Icould videos** (provide a link to <http://icould.com/focus-on/choices-at-16/>). The Icould videos include people talking about their own choices at 16 and has articles about your options.

When to apply?

If applying to the school's sixth form you should attend the school's open evening (usually in November). Year 11 Aston students may have a 'Transition Interview' with a senior member of staff in the spring term to discuss their post 16 education. The vast majority of Aston's Year 11 students will progress to our sixth form. More information is available on the school website.

If applying to colleges, aim to apply by Christmas at the latest as some colleges fill up before the Christmas holidays! Check the course entry requirements and it is advisable to attend open days/evenings. If you intend to apply to another school check their website for the deadline and process.

Most apprenticeships and jobs are looking for "immediate starts", so the majority of the opportunities you can go for will be advertised later in Year 11 (such as April onwards). However, some employers recruit early, such as Jaguar Land Rover.

Use the **apprenticeship website** (provide a link to <https://www.gov.uk/topic/further-education-skills/apprenticeships>) to create an account and to search and apply for

vacancies. You can also set-up alerts for opportunities that interest you. If you have an employer in mind you can also check out their own website.

If you're looking for a job, check out the **Jobs and voluntary work** section (provide a link to this):

School leaving age and raising the participation age

The official school leaving date is the last Friday of June of the school year in which you turn 16.

However, the government has increased the age you must continue in learning. This means that you must be in some form of learning until you are 18 years old.

You can choose from the following:

- Full-time study in a school, college or with a training provider.
- Full-time work (including working in a family business) or volunteering combined with part-time education/training.
- An apprenticeship.

Go to the **government website** (provide a link to <https://www.gov.uk/know-when-you-can-leave-school>) for more information.

16 to 19 Bursary Fund and Care to Learn Scheme

The **16 to 19 Bursary Fund** is aimed at students who need financial help so that they can stay in learning. The Bursary Fund can help pay for costs like equipment you might need for your course and transport.

It can be worth £1,200 a year if you are:

- In care or a care leaver.
- Claiming Income Support or Universal Credit.
- Disabled and getting Employment and Support Allowance and Disability Living Allowance.

If you're not in one of the above groups you may still get a bursary depending on your personal circumstances. You need to check with your school, college or training provider to see if you are eligible.

More information is also on the **government website** (provide a link to <https://www.gov.uk/1619-bursary-fund>).

Additionally, if you're studying and aged under 20 at the start of your course, **Care to Learn** can help pay for your childcare costs while you're learning. More information is on the **government website** (provide a link to <https://www.gov.uk/care-to-learn>).

Apprenticeships

Benefits	Types of apprenticeships available	Money
Levels	Higher and degree apprenticeships	Entry requirements
How to apply	Traineeships	Useful websites

Benefits

Benefits include earning a salary, getting paid holidays, receiving training, gaining qualifications and earning job-specific skills.

Types of apprenticeships available

The national apprenticeship website says there are over 150,000 employers “offering apprenticeships in more than 200,000 locations, covering more than 170 industries and 1,500 job roles”. Specific examples include:

- Accounting.
- Animal care.
- Teaching assistant.
- Healthcare support worker.
- Dental nurse.
- Pharmacy technician.
- Cabin crew.
- Leisure.

- Travel services.
- Design assistant.
- Construction.
- Engineering.
- IT.
- Retail.
- Hair and beauty.
- Plus lots more...

Money

All apprentices must receive the appropriate national minimum wage. The rate per hour depends on your age and whether you're an apprentice.

The rates are usually updated every October. For the latest information go to the **Government website** (provide a link to <https://www.gov.uk/national-minimum-wage-rates>).

It is worth noting though that many apprenticeship opportunities pay more than the minimum wage.

Levels

The following are the types of apprenticeship you can apply for depending on your current skills and qualifications:

- Intermediate level apprenticeship. These are generally considered to be the same as five GCSE passes.
- Advanced level apprenticeship. These are generally considered to be the same as two A level passes.
- Higher apprenticeship. These can lead to NVQ Level 4 and above, or a foundation degree.
- Degree apprenticeships. These enable apprentices to achieve a full bachelor's or master's degree as part of their apprenticeship.

Higher and degree apprenticeships

If you have level 3 qualifications, such as A levels, you can also consider Higher and Degree apprenticeships:

Higher apprenticeships:

The UCAS website conveys that higher apprenticeships provide an opportunity to gain a higher education qualification, such as an NVQ Level 4, HND or foundation

degree. They can take from one to five years to complete, and involve part-time study at a college, university or training provider.

Degree apprenticeships:

In March 2015 these were launched by the government. They have been developed by businesses, universities and colleges. Apprentices will split their time between university study and the workplace and will be employed throughout – gaining a full bachelor's or master's degree from a top university while earning a wage and getting real on-the-job experience in their chosen profession.

The **UCAS website** (provide a link to <https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/degree-apprenticeships>) has lots of useful information about degree apprenticeships, including what types are available.

You can also use the **apprenticeship website** (provide a link to <https://www.gov.uk/topic/further-education-skills/apprenticeships>) to check out the latest apprenticeship vacancies.

Entry requirements

Entry requirements vary. An apprenticeship is like a job and students need to demonstrate a strong interest in their chosen apprenticeship area and be ready to start a job!

You need to check the apprenticeship vacancies for the specific entry requirements. For example, some may want 4 or 5 GCSEs at grades 9-4, others may ask for a Level 2 qualification in English and maths (such as GCSEs at grades 9-4). Some may ask you to take a numeracy and literacy test before you are accepted onto the Apprenticeship.

Higher and degree level apprenticeships may require level 3 qualifications, such as A levels. Also, many employers will expect or require applicants to have qualifications in subjects related to the particular apprenticeship on offer. Check apprenticeship vacancies to see if there are any specific subjects and/or grades you need to have.

How to apply

You need to search and apply using the **apprenticeship website** (provide a link to <https://www.gov.uk/topic/further-education-skills/apprenticeships>).

You can also check out employer websites if you have a particular employer in mind.

Other useful websites include:

- **UCAS website** (link to <https://www.ucas.com/degree-apprenticeships>): Has useful information about degree apprenticeships.
- **Get my first job** (provide a link to <https://www.getmyfirstjob.co.uk/>): Includes apprenticeship and traineeship vacancies.
- **Unifrog** (provide a link to <https://www.unifrog.org/student>): For log-on details please see Mrs Higgott in the Careers Library.

Traineeships

Traineeships are an option if you want to work but need extra help to gain an apprenticeship or job. Traineeships will give you the opportunity to develop the skills and workplace experience that employers require.

You can search and apply for traineeships using the **apprenticeship website** (provide a link to <https://www.gov.uk/find-traineeship>).

Useful websites

- **Apprenticeships** (link to <https://www.gov.uk/topic/further-education-skills/apprenticeships>): Includes information on the different types of apprenticeships available and has real apprenticeship and traineeship vacancies.
- **Unifrog** (provide a link to <https://www.unifrog.org/student>): For log-on details please see Mrs Higgott in the Careers Library.
- **UCAS website** (link to <https://www.ucas.com/degree-apprenticeships>): Has useful information about degree and higher apprenticeships.
- **Get my first job** (provide a link to <https://www.getmyfirstjob.co.uk/>): Includes apprenticeship and traineeship vacancies.
- **Not going to uni** (provide a link to <http://www.notgoingtouni.co.uk/>): Advice and support on alternative options.
- **National Minimum Wage** (provide a link to <https://www.gov.uk/national-minimum-wage-rates>).
- **Careermap** (provide a link to <https://careermap.co.uk/>): Search and apply for apprenticeships using a map.
- **Rate my apprenticeship** (provide a link to <https://www.ratemyapprenticeship.co.uk/apprenticeships>): Includes useful information and apprenticeship vacancies.

Further education

<p>What and where to study</p> <p>When to apply</p>	<p>Course options at Aston</p>	<p>Course options at other institutions</p>
<p>Entry requirements</p>	<p>T levels</p>	<p>Choosing A levels</p>
<p>BTECs</p>	<p>Money</p>	<p>Useful websites</p>

What/where to study and when to apply

If staying in education your 2 key questions are:

- **What** do you want to study? There are lots of different subjects and courses to choose from.
- **Where** do you want to study? For example, at Aston, another school that has a sixth form, college or a specialist college.

When to apply:

If applying to the school's sixth form you should attend the school's open evening (usually in November). Year 11 Aston students may have a 'Transition Interview' with a senior member of staff in the spring term to discuss their post 16 education. The vast majority of Aston's Year 11 students will progress to our sixth form. More information is available on the school website.

If applying to colleges, aim to apply by Christmas at the latest as some colleges fill up before the Christmas holidays! Check the course entry requirements and it is

advisable to attend open days/evenings. If you intend to apply to another school check their website for the deadline and process.

Course options at KE Aston

Most students stay on at Aston to continue their studies to A level. The options system is flexible to allow students to combine study of arts and sciences.

In addition to subjects offered at GCSE, Economics, Further Mathematics, Psychology and Philosophy can be studied to A level.

Art, Music, French, German and Government & Politics are all taught collaboratively with Handsworth Grammar School.

Many students choose to take an Extended Project Qualification, allowing them to pursue an area of individual interest, and through tutorial supervision, study this to the highest level and achieve a significant national qualification.

The following A level subjects were on offer in 2018:

Art, Biology, Chemistry, Computer Studies, Drama and Theatre, Design Technology, Economics, English Literature, French, Geography, German, Government and Politics, History, I.C.T., Mathematics, Further Mathematics, Music, Philosophy, Physics, Psychology and PE.

Please note, subjects will only run if they are selected by eight or more students and may run in collaboration with partner schools depending on uptake.

Other sixth form activities:

Students are encouraged to take advantage of the school's extensive programme of sixth form activities and events.

These include residential trips to universities, business challenges, university masterclasses/conferences, lectures at local universities, university social mobility programmes, careers talks, interview preparation, psychometric test preparation, university open days, Oxbridge conference and a range of workshops (such as writing an effective personal statement, student finance and degree apprenticeships).

Minimum entry requirements for Aston:

The minimum requirements for entry into Aston's Sixth Form are:

- Seven passes at grades 5-9, including at least grades 6 in English and Mathematics.
- In order to study a subject at A-level a student must have achieved at least a grade 7 at GCSE in that subject.
- In order to study further Mathematics, a student must have achieved at least a grade 8 in Mathematics at GCSE level.

Further information is available on the **school website** (provide a link to <https://www.keaston.bham.sch.uk/curriculum/>).

Course options at other institutions

You have a lot of other options! These include other schools that have a sixth form, colleges and specialist colleges. They vary in size and the courses they offer, so you'll need to think about the type of place where you would like to study and what courses you want to do.

There are also newer specialist colleges to consider, such as Aston University Engineering Academy that specialises in engineering and science courses and Birmingham Ormiston Academy that specialises in creative, digital and performing arts courses.

It will also depend on what you want to study. For example, if you want to do A levels you'll need to find a school or college that offers all the ones that interest you. Also, some colleges, such as South and City College and Solihull College, don't offer A levels. Instead, these two colleges focus on vocational courses, so may offer courses that are not generally available elsewhere (such as aeronautical engineering at Solihull College).

So it's really important that you decide what course or courses you want to do and then find out which schools and colleges offer them. You can then use their website to get further details and to check when open days/evenings are. Check out course entry requirements, what you will study on the course, how it is taught, how the course is assessed, the results students achieve, what students do after the course and what facilities are available (such as a library and access to computers).

You should also consider travel arrangements. How far are you willing to travel and how would you get there?

The website addresses for local colleges are:

- **Aston University Engineering Academy** (provide a link to <https://auea.co.uk/>)

- **Birmingham Metropolitan College** (includes Matthew Boulton) (provide a link to www.bmet.ac.uk)
- **Birmingham Ormiston Academy** (provide a link to <http://www.boa-academy.co.uk/>)
- **Bournville College** (provide a link to <https://www.sccb.ac.uk/>)
- **Cadbury College** (provide a link to www.cadcol.ac.uk)
- **Joseph Chamberlain College** (provide a link to www.jcc.ac.uk)
- **Solihull Sixth Form College** (provide a link to www.solihullsfc.ac.uk)
- **Solihull College** (provide a link to www.solihull.ac.uk)
- **South & City College** (provide a link to <https://www.sccb.ac.uk/>)
- **University College Birmingham** (provide a link to <http://www.ucb.ac.uk>)

Course options:

Options include general qualifications, such as GCSEs and A levels. General qualifications prepare you for a range of different careers, rather than focusing on a specific job.

In contrast, vocational qualifications are work-related and can give you the skills needed for a broad area of work or train you for a specific job. Courses are usually practical, involve hands-on projects and include courses like City & Guilds, NVQ and BTEC.

Some schools and colleges allow students to mix general qualifications with vocational ones. For example:

- 2 A levels with a BTEC level 3 course that is equivalent to one A level.
- A BTEC level 3 course that is equivalent to 2 A levels with one A level.

Entry requirements

Aston's minimum entry requirements are:

- Seven passes at grades 5-9, including at least grades 6 in English and Mathematics.
- In order to study a subject at A-level a student must have achieved at least a grade 7 at GCSE in that subject
- In order to study further Mathematics, a student must have achieved at least a grade 8 in Mathematics at GCSE level

Further information is available on the school website.

Other institutions:

Generally, the grades you get will affect the courses you can apply for. To study level 3 courses (such as A levels or BTEC courses) you will usually need a minimum of 4-5 GCSEs at grades 9-4 (many will want this to include maths and English). Some schools and colleges may ask for more than 4-5 GCSEs and may also want a grade 6 (or higher) to study a specific subject.

If you get grade 3s and 2s in your GCSEs you could consider doing a level 2 course, such as GCSE resits or a BTEC course. Only a few schools and colleges offer a full GCSE resit programme. For example, Joseph Chamberlain College enables students to re-sit 5 GCSE subjects, but will expect students to have mostly grade 3s in their GCSEs to get on this course.

T levels

The government announced that technical qualifications, known as T levels, will be phased into the education system in the next few years.

T levels are new technical courses that will sit alongside apprenticeships and A Levels. The government wants every young person to be presented with two choices after the age of 16: an academic route, traditionally via A levels and university, and a technical route for those seeking to gain skills required for entering skilled employment (via T levels and apprenticeships).

T-levels will allow 16 to 19-year-olds to choose from 15 technical sectors and will replace thousands of courses that are currently on offer.

T levels will be level 3 technical courses, based on employer-designed standards and content. Progression options will include higher and degree level apprenticeships or higher technical education, including technical degrees.

The first T level providers have been announced and 10 are in the West Midlands (includes University College Birmingham).

Courses in construction, digital and education & childcare will be first taught from September 2020. A further 22 courses will be rolled out in stages from 2021, which will cover sectors such as finance & accounting, engineering & manufacturing and creative & design.

Choosing A levels

Reasons for choosing A levels include being good at a subject, enjoying a subject and needing it for a future option/career.

To make an informed choice you need to do your research. Check what you will be studying (especially important if it's a subject you have not studied before) and make sure your A level subjects keep open any career ideas you have.

Advice about choosing A levels from the Russell Group Universities (they represent 24 UK universities) is that some university courses may require you to have studied a specific subject or subjects prior to entry, others may not. However, there are some subjects that are required more often than others. These subjects are known as "facilitating subjects". These include maths (and further maths), English literature, physics, biology, chemistry, geography, history and languages (classical/modern). You don't necessarily need to have studied 3 facilitating subjects; some courses may require 1 or 2, whilst for other courses there are no specific subject requirements.

If you don't know what you want to study at university then it's a really good rule of thumb that taking 2 facilitating subjects will keep open a wide range of degree courses.

BTECs

BTECs are general work-related qualifications which can lead to further study at college or university, apprenticeships or employment. They combine practical work with academic learning.

They do not train you for a specific job, but they focus you on a particular vocational area, so you need to have decided on the general area of work you would like to do.

A wide range of subjects are available, such as art and design, engineering, business studies, travel & tourism, public services and health & social care.

BTECs can be taken on their own or with GCSEs and A Levels.

Level 3 BTECs are equivalent to A levels and can lead to university. You will need 4/5 GCSEs at grade 4 or above to do a level 3 BTEC.

BTEC levels available:

There are 3 levels:

BTEC Level 3	Equivalent to:
BTEC Level 3 National Extended Diploma	3 A levels
BTEC Level 3 National Diploma	2 A levels

BTEC Level 3 National Extended Certificate	1 A level
BTEC Level 2	Equivalent to:
BTEC Level 2 Diploma	4 GCSEs A* to C (9-4)
BTEC Level 2 Extended Certificate	2 GCSEs A* to C (9-4)
BTEC Level 2 Certificate	1 GCSE A* to C (9-4)

Money

The **16 to 19 Bursary Fund** is aimed at students who need financial help so that they can stay in learning. The Bursary Fund can help pay for costs like equipment you might need for your course and transport.

It can be worth £1,200 a year if you are:

- In care or a care leaver.
- Claiming Income Support or Universal Credit.
- Disabled and getting Employment and Support Allowance and Disability Living Allowance.

If you're not in one of the above groups you may still get a bursary depending on your personal circumstances. You need to check with your school, college or training provider to see if you are eligible.

More information is also on the **government website** (provide a link to <https://www.gov.uk/1619-bursary-fund>).

Additionally, if you're studying and aged under 20 at the start of your course, **Care to Learn** can help pay for your childcare costs while you're learning. More information is on the **government website** (provide a link to <https://www.gov.uk/care-to-learn>).

Useful websites

- **KE Aston** (provide a link to <https://www.keaston.bham.sch.uk/sixth-form/>)
- **Aston University Engineering Academy** (provide a link to <https://auea.co.uk/>)
- **Birmingham Metropolitan College** (includes Matthew Boulton) (provide a link to www.bmet.ac.uk)
- **Birmingham Ormiston Academy** (provide a link to <http://www.boa-academy.co.uk/>)
- **Bournville College** (provide a link to <https://www.sccb.ac.uk/>)
- **Cadbury College** (provide a link to www.cadcol.ac.uk)
- **Joseph Chamberlain College** (provide a link to www.jcc.ac.uk)
- **Solihull Sixth Form College** (provide a link to www.solihullsf.ac.uk)

- **Solihull College** (provide a link to www.solihull.ac.uk)
- **South & City College** (provide a link to <https://www.sccb.ac.uk/>)
- **University College Birmingham** (provide a link to <http://www.ucb.ac.uk>)
- **Raising the Participation Age** (provide a link to <https://www.gov.uk/when-you-can-leave-school>): This government website explains that young people leaving Year 11 must remain in learning until they are 18 years old.
- **Unifrog** (provide a link to <https://www.unifrog.org/student>): For log-on details please see Mrs Higgott in the Careers Library.
- **Bestcourse4me** (provide a link to www.bestcourse4me.com): You can select A levels and then see what degree and careers they could lead to.

Year 9 options

Compulsory and optional subjects	PSHEE and sex education	Enrichment programme
GCSE grades	English Baccalaureate (EBacc)	Subjects and careers

Compulsory and optional subjects

There is an emphasis in our curriculum on academic excellence and the need to prepare students for nationally recognised academic qualifications.

Options choices are made in the spring term of Year 9, with an Information Evening for parents and students taking place in January each year. Students are provided with support and guidance to make their options choices.

In Years 10 and 11, all students study the core subjects of English Language, English Literature, Mathematics, Biology, Chemistry, Physics, Religious Education, Physical Education and Games. Students must also choose one language from either French or German and one humanity from either Geography or History.

Additionally, students choose two options from Art, Music, Information Technology, Computer Studies and Design Technology.

Reasons for choosing a subject include:

- Enjoying it.
- Finding it interesting.
- Being good at it.
- Teachers indicating that you will do well at it.
- The subject is needed or useful for future career ideas.

You should not choose a subject just because your friends are doing it!

It is advisable to discuss the courses available with parents/carers, family, subject teachers and the school's Careers Coordinator Mrs Higgott (who is available in the Careers Library).

Further information about courses on offer is on the **school website** (provide a link to <https://www.keaston.bham.sch.uk/curriculum/>)

You may also want to check out the **Icould videos** (provide a link to <http://icould.com/focus-on/choices-at-14/>).

PSHEE and sex education

Three periods a fortnight are set aside for PSHEE in Years 7 and 10 with two periods during Years 8, 9 and 11. Topics covered include Study Skills, Health Education, Environmental Issues, Esafety, Careers Education, Financial and Political Awareness, often using external speakers and agencies.

Our approach to Sex and Relationship education recognises that parents are the key figures in helping their children to cope with the emotional and physical aspects of growing up. The delivery of the sex education policy is through the programmes of study for Biology and PSHEE. The policy is available on the school website.

Enrichment programme

There is a commitment to providing a wide range of opportunities for students to enrich their learning through educational visits and a timetabled enrichment programme.

As part of the Key Stage 4 curriculum, all Year 10 and Year 11 students have one double lesson each fortnight of enrichment. The enrichment programme supports our aim and ethos of encouraging students to maintain breadth and balance within their studies.

The courses will introduce the students to topics not on the usual curriculum and/or extend their knowledge and understanding of a subject which they study at GCSE. In most cases courses will not lead onto a qualification or require homework to be completed.

Courses that have been delivered previously include Photography, Cooking, Psychology, Economics, Philosophy, various STEM based activities and support to help students prepare for examinations – for example, stress management and relaxation sessions, such as aromatherapy, yoga and meditation.

Option forms for enrichment will be completed towards the end of the summer term once the timetable for the next academic year has been drawn up. Due to the nature of some of the enrichment courses, numbers for these courses are limited, for example, Cooking and Photography due to the equipment and space required to run these courses.

Year 11 students also have the option to arrange work experience for after their summer exams.

Further information about courses on offer is on the **school website** (provide a link to <https://www.keaston.bham.sch.uk/curriculum/key-stage-4-enrichment-programme/>).

GCSE grades

The Government has introduced a new 1-9 grading scale to replace the A* to G grades. Full exams will be taken in the summer at the end of two years of study.

New grading structure	Current grading structure
9	A*
8	A
7	A
6	B
5	B
4	C
3	D
2	E
1	F
1	G
U	U

Source: Ofqual. More information is available from the **Ofqual blog** (provide a link to <https://ofqual.blog.gov.uk/2018/03/02/gcse-9-to-1-grades-a-brief-guide-for-parents/>).

English Baccalaureate (EBacc)

The EBacc is not a qualification in itself. It is a particular group of GCSE subjects looked on favourably by universities. The subjects are English, maths, science (including computer science), history or geography and a modern foreign language.

You do not need to have studied all these subjects to go to university but having your GCSE mix steered towards the English Baccalaureate will help keep options open.

Subjects and careers

Use the **Kudos software program** (provide a link to <https://kudos.cascaid.co.uk/#/>) to check subjects that may be needed for a particular career and to check which careers link to GCSE subjects that you like.

To check if specific subjects are needed for a career go to “EXPLORE CAREERS” and search for a career you want to check out.

To check which careers link to subjects that you like go to “EXPLORE SUBJECTS”.

Kudos log-on:

If you have not previously used Kudos you need to go to the section Not signed up yet? and enter the licence code (available from Mrs Higgott in the Careers Library). You will then be able to create your own account (using your own username and password).

You will then be presented with “Start your journey”, giving you 4 starting points:

1. “MY FUTURE”: Answer a series of questions and Kudos will come up with a list of careers for you to consider.
2. “EXPLORE SUBJECTS”: Use to check out careers linked to subjects that you like.
3. “EXPLORE INDUSTRIES”: Use to explore job industries, such as business, engineering and healthcare.
4. “EXPLORE CAREERS”: Use to search for a career of your choice.

Alternatively, use the **National Careers Service Job Profiles** (provide a link to <https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>) to check out careers.

Jobs and voluntary work

Where to look for jobs	Self-employment	Voluntary work
Qualifications needed for chosen career	Choosing a career	Job trends Labour market information
Minimum wage	Age you can work	Part-time work restrictions for children at school

Where to look for jobs

Check out the following:

- Job search sites, such as **fish4jobs** (provide a link to <http://midlands.fish4jobs.co.uk/>) and **Get my first job** (provide a link to <https://www.getmyfirstjob.co.uk/>).
- Jobcentre Plus (your local job centre).
- **Universal jobmatch** (provide a link to <https://www.gov.uk/jobsearch>). This government site enables you to search and apply for full or part-time jobs.
- Newspapers. For example, the Birmingham Mail has jobs on a Thursday.
- Employment agencies. They can help you to find temporary and permanent jobs.
- Personal contacts. Ask your friends and family if they know about any vacancies.
- Local high streets. You can often find part-time or holiday work advertised in shop or restaurant windows.
- Online directories, such as **yell.com** (provide a link to <https://www.yell.com>) to find employers and employment agencies. Check employer websites to see if

they are advertising any jobs, or consider sending them a speculative letter or CV.

Self-employment

You will first need to come up with a realistic idea that you can turn into a product or service. You will then need to test the market and develop a business plan. You'll also need funding to set the business up.

Advice about starting your own business is available on the **government website** (provide a link to <https://www.gov.uk/starting-up-a-business>).

You can also contact **Shell LiveWIRE** (provide a link to www.shell-livewire.org). Established in 1982, this programme offers free online business advice and funding for young entrepreneurs (16-30 year olds).

The Prince's Trust Enterprise programme (provide a link to http://www.princes-trust.org.uk/need_help/enterprise_programme.aspx) can help you decide whether self-employment is right for you. It offers help to 18 to 30 year olds who are either unemployed or working less than 16 hours a week.

Voluntary work

Although the work is usually unpaid, there are lots of good reasons to become a volunteer, such as doing something useful in your spare time, making a contribution to your community, meeting new people, making friends or learning a new skill. It's also a great way to gain experience, which may also help you with your future career plans.

Use these websites to find out more:

- **Birmingham Voluntary Service Council (BVSC)** (provide a link to www.bvsc.org) offers local volunteering opportunities.
- **National Citizen Service** (provide a link to <https://www.gov.uk/government/get-involved/take-part/national-citizen-service>) is open to all 16 and 17-year-olds in England. It helps you build your skills for work and life, while you take on new challenges and meet new friends. Participants develop a social action project to deal with a local issue they're passionate about, and spend 30 hours putting the project into action in their community.
- **Volunteering Matters** (provide a link to <http://volunteeringmatters.org.uk/>) was formerly called CSV (Community Service Volunteers) and they offer a range of volunteering opportunities.

Qualifications needed for chosen career

Use the **Kudos software program** (provide a link to <https://kudos.cascaid.co.uk/#/>) to check if specific subjects are needed for a career - go to “EXPLORE CAREERS” and search for a career you want to check out.

Kudos log-on:

If you have not previously used Kudos you need to go to the section Not signed up yet? and enter the licence code (available from Mrs Higgott in the Careers Library). You will then be able to create your own account (using your own username and password).

You will then be presented with “Start your journey”, giving you 4 starting points:

1. “MY FUTURE”: Answer a series of questions and Kudos will come up with a list of careers for you to consider.
2. “EXPLORE SUBJECTS”: Use to check out careers linked to subjects that you like.
3. “EXPLORE INDUSTRIES”: Use to explore job industries, such as business, engineering and healthcare.
4. “EXPLORE CAREERS”: Use to search for a career of your choice.

Alternatively, use the **National Careers Service Job Profiles** (provide a link to <https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>) to check out careers.

Choosing a career

You can use the **Kudos software program** (provide a link to <https://kudos.cascaid.co.uk/#/>) to generate career ideas.

If you have not previously used Kudos you need to go to the section Not signed up yet? and enter the licence code (available from Mrs Higgott in the Careers Library). You will then be able to create your own account (using your own username and password).

You will then be presented with “Start your journey”, giving you 4 starting points. To generate career ideas go to “MY FUTURE” and answer a series of questions. Kudos will then come up with a list of careers for you to consider.

Job trends and labour market information

The job market is constantly changing. You can use labour market information (LMI) to research job trends in different career areas.

Use the following websites to research LMI and to check what future trends are predicted for your chosen career:

- **Prospects** (provide a link to <http://www.prospects.ac.uk/sectors.htm>): Graduate job sector information.
- **National Guidance Research Forum** (provide a link to <http://www2.warwick.ac.uk/fac/soc/ier/ngrf/lmifuturetrends/sectorscovered>): Has job trend information for 25 different job sectors.
- **Nomis** (provide a link to <https://www.nomisweb.co.uk/Default.asp>): Provides a labour market profile of an area (e.g. search for Birmingham). Includes data on population, employment, unemployment, qualifications, earnings, benefit claimants and businesses.
- **UK Commission for Employment and Skills** (provide a link to <http://www.ukces.org.uk/publications/er41-working-futures-2010-2020>): If you're very keen, this provides a link to a report called "Working Futures 2010-2020". It gives a comprehensive picture of the UK labour market with projections for occupations by industry and areas.

Minimum wage

The National Minimum Wage rate per hour depends on your age and whether you're an apprentice.

The rates are usually updated every October. For the latest information go to the **Government website** (provide a link to <https://www.gov.uk/national-minimum-wage-rates>).

Age you can work

The youngest age you can work part-time is 13, except if you are involved in areas such as television, theatre and modelling (children working in these areas will need a performance licence).

You can start full-time work once you have officially left school (you can work up to a maximum of 40 hours a week). Once you reach 18, adult employment rights and rules apply.

More information is available on the **government website** (provide a link to <https://www.gov.uk/child-employment/minimum-ages-children-can-work>).

Part-time work restrictions for children at school

There are restrictions about what part-time work you can do and when you can do it.

You must be at least 13 years old and you are not allowed to work in places like a factory or industrial site.

You are also not allowed to work:

- During school hours.
- Before 7am or after 7pm.
- For more than one hour before school (unless local bylaws allow it).
- For more than 4 hours without taking a break of at least 1 hour.

There are also special rules which only apply during term times and school holidays. For example, during term time you can only work a maximum of 12 hours a week.

This includes:

- A maximum of 2 hours on school days/Sundays.
- A maximum of 5 hours on Saturdays for 13 to 14-year-olds or 8 hours for 15 to 16-year-olds.

During school holidays, 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- A maximum of 5 hours on weekdays/Saturdays.
- A maximum of 2 hours on Sundays.

During school holidays, 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- A maximum of 8 hours on weekdays/Saturdays.
- A maximum of 2 hours on Sundays.

Full details are available on the **government website** (provide a link to <https://www.gov.uk/child-employment/restrictions-on-child-employment>).

Careers ideas, careers information and careers advice

Career ideas	Careers information	Careers advice
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Career ideas

You can use the **Kudos software program** (provide a link to <https://kudos.cascaid.co.uk/#/>) to check out careers you are interested in and to generate career ideas.

Kudos log-on:

If you have not previously used Kudos you need to go to the section Not signed up yet? and enter the licence code (available from Mrs Higgott in the Careers Library). You will then be able to create your own account (using your own username and password).

You will then be presented with “Start your journey”, giving you 4 starting points:

1. “MY FUTURE”: Answer a series of questions and Kudos will come up with a list of careers for you to consider.
2. “EXPLORE SUBJECTS”: Use to check out careers linked to subjects that you like.
3. “EXPLORE INDUSTRIES”: Use to explore job industries, such as business, engineering and healthcare.
4. “EXPLORE CAREERS”: Use to search for a career of your choice (for example, use to check out what qualifications you need for a particular career).

Careers information

In addition to the resources in the school’s careers library and the resources included in the different sections of these careers web pages, you can use the following to research career ideas:

- **Kudos software program** (provide a link to <https://kudos.cascaid.co.uk/#/>): If you have not previously used Kudos you need to go to the section Not signed up yet? and enter the licence code (available from Mrs Higgott in the Careers Library). You will then be able to create your own account (using your own username and password).
- **National Careers Service Job Profiles** (provide a link to <https://nationalcareersservice.direct.gov.uk/job-profiles/home>): These provide detailed information about different careers, for example, what the job involves, salary details and entry requirements.
- **Careersbox** (provide a link to <http://www.careersbox.co.uk/>): This is a free online library of careers related film, news and information. Provides online case studies that show real people doing real jobs and gives an insight into careers across all sectors.
- **Icould** (provide a link to <http://icould.com/>): Free online careers videos showing the career journeys taken by a wide range of people.
- **Heath Careers (NHS)** (provide a link to <https://www.healthcareers.nhs.uk/explore-Roles>): Helps explore hundreds of NHS careers.
- **Tomorrow's engineers** (provide a link to <http://www.tomorrowsengineers.org.uk/>): Helps explore engineering options.

Careers advice

If you need careers advice please see Mrs Higgott, the school's Careers Coordinator, who is available in the Careers Library on Tuesdays and Thursdays. Her contact details are k.higgott@keaston.bham.sch.uk and telephone number 0121 327 1130 (extension 243).

Additionally, you can get support from the **National Careers Service** (provide a link to <https://nationalcareersservice.direct.gov.uk/contact-us/home>). Their careers advisers can talk to you about your choices online or over the phone on 0800 100 900. Advisers are available from 8 am to 10 pm.

Also, you can get help from Birmingham Careers Service if:

- You have left school.
- Are aged 16 to 19 (up to 25 if you have a learning difficulty or disability).
- Are unemployed and looking for a college course, job, training or apprenticeship.

This service is available at their **Birmingham Careers Service outreach venues** (provide a link to <http://www.birminghamcareersservice.co.uk/visit-us/>).

Careers policy

School to insert policy.

Careers programme

School to insert summary.

Provider access policy

School to insert policy.

Year 11 and Year 13 destinations

School to insert summary.

Parents and carers

The official school leaving date is the last Friday of June of the school year in which students turn 16.

Also, did you know that the government has increased the age that students must continue in learning? This means that your son must be in some form of learning until he is 18 years old.

This doesn't mean he has to stay on at Aston or go to a college; he can choose from the following:

- Full-time study in a school, college or with a training provider.
- Full-time work (including working in a family business) or volunteering combined with part-time education/training.
- An apprenticeship.

For more information go to the **government website** (provide a link to <https://www.gov.uk/know-when-you-can-leave-school>).

Supporting your son with his choices:

Young people have a wide range of choices available to them and you can use these careers web pages to support your son to make an informed decision.

Additionally, **The Careers Writers Association** (provide a link to <http://www.parentalguidance.org.uk/>) has developed a website aimed at parents and carers that you may find helpful.

Feedback and questions:

Please contact the school's Careers Leader, Mr Sheergill, or the school's Careers Coordinator, Mrs Higgott, if you have any questions or wish to provide feedback on the school's careers provision.

Employers

Aston welcomes employer input into the curriculum as this inspires our students and helps them to learn about the world of work.

There are many opportunities to get involved, such as providing inspirational careers talks, offering work experience/work shadowing opportunities, running business challenges, attending a careers fair, participating in speed networking and promoting STEM careers.

For further information, contact the school's Careers Coordinator Mrs Kathy Higgott. Her contact details are k.higgott@keaston.bham.sch.uk and telephone number 0121 327 1130 (extension 243).