

Student Name:
School:

Tutor Group:
Date of Interview:

Action Plan – what do you need to do to get from A to B?

Where are you now?
A



Where would you like to be?
B

What needs doing?	By who?	By When?	Completed

Original idea from Hambly, L (2008) Let's Talk Guidance DVD and Module. This document has been collated by Basingstoke Consortium and EBP South - September 2019. Should you require this document in a larger font or format, please contact your career practitioner.



Post 16 Options

College & 6th Form

Consider the difference between course structure; A Levels are exam-based qualifications whilst vocational qualifications include coursework, exams and/or practical assessment of learning. From September 2020, some providers will offer T Levels which are industry linked and include a mandatory work placement. Understanding the difference between qualifications will help you to make an informed choice.

Aim to visit as many providers as possible. Understanding the differences between establishments helps inform your choice.

Think about the level you are working at, and what is the realistic next level for you. The level you join college is largely based on what grades you achieve in your GCSEs. Aim to have a back up plan which could involve applying to more than one college or 6th form.

If you have a career in mind, research what options are best linked to that career and which college offers these subjects. If you're not sure, keep options open and seek advice from your career practitioner or teacher.

Apprenticeships

To find out more use www.findapprenticeship.service.gov.uk . To research and see what vacancies are available use www.gov.uk/apply-apprenticeship . You can set your own account up to get vacancy alerts and to monitor your progress. Research what opportunities are available now locally, this will give you an insight into local employers and key labour market trends.

You will need to know what career area(s) you are interested in, for example, hair & beauty, construction, hospitality & catering etc.

Consider an alternative – apprenticeships are competitive and not all applicants will be offered a place. Success requires a certain amount of preparation, and luck!

Understand the process; training providers will support the process, but you are likely to be required to find your own employer. Work experience can support with gaining contacts in the industry.

For further help see your tutor, progress leader or career practitioner.

Employment with Accredited Training

Another option is to go into paid employment but if you are under 18, this should still include accredited training. An example of this would be working in retail and completing an NVQ in customer service alongside. The training aspect must equate to 240 hours and be a nationally recognised qualification.

Looking for work can take time, commitment and organisation.

You can look for vacancies online, through word of mouth, on company websites and via social media. It's a good idea to prepare a CV that you amend for each job accordingly.

Recommended websites:
www3.hants.gov.uk/newjob.htm
<https://www.allaboutschoolleavers.co.uk/>
<https://www.indeed.co.uk/>
<https://www.southampton.gov.uk/jobs/>
<https://www.portsmouth.gov.uk/ext/your-council/careers-portal/>

Whilst going straight into paid work can seem very appealing, consider the longer-term implications and what the potential career prospects offer.

Traineeships

A traineeship is a scheme designed for people who may be looking for an apprenticeship vacancy or who feel that they do not yet have the skills, qualifications and/or experience to start either an apprenticeship or employment with training.

You will **NOT** earn a salary from a traineeship; check with the training company if there will be support with travel costs. This way you are not committing to starting something somewhere you may not be able to afford to get to.

Think about the sector that you would like to have experience in - remember that this is your chance to try things and experience new career options.

You can find out more about Traineeships via:

<https://www.gov.uk/guidance/traineeships>
<https://www.gov.uk/find-traineeship>

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info@bas-consort.org.uk.