



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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# FINDING MY FUTURE

# Table of Contents



01

APPRENTICESHIPS

02

T - LEVELS

03

COLLEGE & UNIVERSITY

04

LOOKING FOR A JOB

05

Meet the Team

# APPRENTICESHIPS

## What is an apprenticeship?

An apprenticeship is a real job where you learn, gain experience and get paid. You're an employee with a contract of employment and holiday leave. By the end of an apprenticeship, you'll have the right skills and knowledge needed for your chosen career.

It can take between one and 6 years to complete an apprenticeship depending on which one you choose, what level it is and your previous experience. It's funded from contributions made by the government and your employer.

## Levels of an apprenticeship

Each apprenticeship has a level and an equivalent education level. You can start an apprenticeship at any level.

Depending on the level, some apprenticeships may:

- require previous qualifications such as an English or maths GCSE
- give extra training in the English or maths skills needed so you're at the right level

At the end of your apprenticeship, you'll achieve the equivalent education level. For example, if you complete a level 3 apprenticeship, you'll achieve the equivalent of an A level.

To become an apprentice, you must:

- be 16 or over
- not already be in full-time education
- live in England

You can start an apprenticeship whether you're starting your career, want a change or you're upskilling in your current job. You can have a previous qualification like a degree and still start an apprenticeship.

As an apprentice you'll:

- learn and train for a specific job
- get paid and receive holiday leave
- get hands-on experience in a real job
- study for at least 20% of your working hours - usually at a college, university or with a training provider
- complete assessments during and at the end of your apprenticeship
- be on a career path with lots of future potential

# T - LEVELS

T Levels were designed with leading businesses and are now supported by employers of all sizes to give students the workplace skills they need to succeed.

Hundreds of employers – including Lloyds Banking Group, Nestlé, Yorkshire Water, Persimmon Homes and NHS Trusts across England – have hosted T Level students on industry placements.

Many employers retain T Level students on completion of their course and support progression within their business onto an apprenticeship or into another role.

## ABOUT T LEVELS

T Levels are a 2-year qualification that you can do after GCSEs as an alternative to A levels, other post-16 courses or an apprenticeship. They have been designed with leading businesses and employers to give you the necessary knowledge and skills.

## GET AHEAD IN YOUR CAREER

You'll spend 80% of your time in the classroom and 20% on a 45-day placement with an employer to give you the skills and knowledge companies look for.

Your industry placement allows you to learn what a real career is like while you continue your studies. When and how you complete it depends on the T Level, school or college, and employer. Like A levels, there are no tuition fees to study a T Level if you start before you are 19.

## EQUIVALENT TO 3 A LEVELS AND AWARDED UCAS POINTS

Your T Level will be worth UCAS points (a T Level Distinction\* is worth the same as 3 A levels at A\*) and will be recognised by universities and other education providers, so you can choose to continue studying if you wish.

26 of the top 50 universities in The Guardian's Best UK Universities 2022 Rankings have agreed to accept T Level students (as of August 2022).



## T-LEVEL SUBJECTS AVAILABLE NOW

### BUSINESS AND ADMINISTRATION

- Management and Administration

### CONSTRUCTION

- Building Services Engineering for Construction
- Design, Surveying and Planning for Construction
- Onsite Construction

### DIGITAL

- Digital Business Services
- Digital Production, Design and Development
- Digital Support Services

### ENGINEERING AND MANUFACTURING

- Design and Development for Engineering and Manufacturing
- Maintenance, Installation and Repair for Engineering and Manufacturing
- Engineering, Manufacturing, Processing and Control

### EDUCATION AND CHILDCARE

- Education and Childcare

### HEALTH AND SCIENCE

- Health
- Healthcare Science
- Science

### LEGAL, FINANCE AND ACCOUNTING

- Accounting
- Finance

### SEPTEMBER 2023 ONWARDS

- Agriculture, Land Management and Production
- Animal Care and Management (starting September 2024)
- Catering
- Craft and Design
- Hairdressing, Barbering and Beauty Therapy
- Media, Broadcast and Production
- Legal Services



# College & University

## Further Vs Higher Education

- College is an example of Further Education – it's an option for study after secondary school. Further Education is often practical and vocational in nature (see below).
- University is an example of Higher Education. It's an academic form of study you can do after secondary school or college (or at any point in your life if you want to return to your studies after being in the world of work).

## Academic Vs Vocational

University degrees are typically academic areas of study, focused on practice and theory. College courses in the UK are designed to teach students to reach a certain level of skills and knowledge in a particular field of interest, which makes them able to get a job in the near future or gain academic preparation to enter university. College qualifications typically help you build more practical skills that you can directly use in the world of work. They are less likely to feature exams.

## Qualifications

Both college and university students end up with a qualification on successful completion of their course. Universities provide undergraduate and graduate degrees, but you can still attend college to do a foundation degree that will prepare you for university. Whichever route you choose, you are likely to end up with a nationally recognised qualification that will help you develop as a person and find meaningful work you will enjoy.

## What About Student Fees?

Student fees for universities tend to be higher, and most university students end up taking out student loans.

College course fees are lower, and with more opportunities for flexible, part-time and online study so that you can fit college into your life and earn as you learn.

## Course Duration

Further education courses in college usually last for one to two years of full-time study, although they often offer part-time and flexible study options. An undergraduate university degree often takes three years of full-time study to complete – possibly four, if you are completing a Year in Industry programme with an employer as part of your degree.



# LOOKING FOR A JOB

It's never been easier to search for jobs, apprenticeships and school leaver programmes because most companies post opportunities online.

As well as talking to your teacher or the careers advisor at school, you can also be proactive yourself by searching job vacancy websites, looking through local and national newspapers and getting in touch with recruitment agencies.

A lot of companies also advertise vacancies on social media now, so if there are any particular ones that you'd like to work for, make sure you follow them so that you can be one of the first to know about any opportunities (if this is basic stuff for you, you could even consider a career in social media management).

The government's Universal Jobmatch is a good place to start, as well as websites like Indeed where employers regularly advertise. There are also sites which advertise vacancies in particular industries

## Be realistic

When shortlisting roles to apply for, be realistic. If they ask for a degree in astrophysics and the closest you've got to this is visiting the National Space Centre, there is no point in applying. Writing an excellent job application is time-consuming and can take a few hours, so don't waste your time on roles that are clearly out of your league – concentrate on applying for jobs where you meet the criteria that they're looking for – you've got plenty of time to reach the top of that career ladder.

## Prepare a good CV

Your CV is your very own personal advertisement. It's where you show employers exactly why they should hire you. A CV is a short, written summary of your skills, achievements and experience related to your desired role. You use it in the first stage of applying for jobs. Employers often ask for a CV instead of an application form, but sometimes you'll need both. It's your first chance to promote yourself to an employer. A good CV will get you to an interview. You can use it to apply for advertised jobs or to introduce yourself to employers you'd like to work for. They may have vacancies that need to be advertised.

Start with the job advert for the role you're applying for, so you can refer to the following:

- job description
- person specification
- company details

Think about how your skills and experience match what the employer is looking for and gather the information you'll need, including:

- your qualifications
- your past jobs and volunteering experience
- your past employers' details
- evidence of any training courses you've completed

You should tailor your CV to suit the job description and the company. If the job you're applying for does not have a job description, you can look at similar job profiles to understand the skills you'll need and the specific things you'll do in that job.

# MODERN WAYS TO JOB SEARCH

## NETWORKING

Tap your social graph on social networks to make connections with people at companies you are interested in.



## POPULAR SITES:

Branchout.com  
Inthedoor.com  
LinkedIn.com  
Monster.com



80%

of jobs are gained through networking.



40%

of young professionals are using social media to find jobs.

1/3



of human resource managers predict traditional resumes will be replaced with social/business networking sites.



## PERSONAL BRANDING

Promote and brand yourself online with creative content that will catch the attention of potential employers.

A Blog is a non-intrusive way of getting employers interested in your brand without even applying for a job.

"video resume" on YouTube yields over 17,000 results.



## MOBILE

Use mobile applications on your smartphone to find job openings and apply with a single touch.

## POPULAR MOBILE APPLICATIONS:

Job Amp Mobile  
Real-Time Jobs  
Career Builder  
Busy Bee

20%

of job seekers use their smartphones in their search for employment.



Demonstrate your communicative skills and relevance through online influence measuring sites like Klout.com.

(SERP) Google now identifies and highlights high-quality content from authors in its search engine results page

## BLOGGING TIPS

Mix up your posts with industry opinions and personal thoughts.  
Show you are actively researching and learning more about your field.  
Devote a page to your resume.

## TWEET TIPS

Twitter is a great way to connect directly with recruiters.

Follow recruiters to learn about their company and possible job openings.

RT (re-tweet) posts by prospective company profiles to show you're actively engaged.

Catch recruiters' attention by mentioning them in a post pertaining to their field.

Have a complete profile with a short bio and links to blogs and online resume.

## ETIQUETTE

Maintain professional social media profiles free of inappropriate content that may jeopardize your chances of landing a job.

7

The amount of years a job-threatening incident found on Facebook stays on your record, as reported by Federal Trade Commission-approved Social Intelligence bureaus.



1/5

Managers conduct background checks using social networks.

# MEET THE TEAM



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For More information around careers please visit our website via the QR code here or you can email and make an appointment with our careers advisor Mr Hawthorne