

World of Work

Leicestershire



Information for young people on industries across the local area





WORTH £23.4 BILLION
The largest economy in the East Midlands



17,430 SKILLED GRADUATES
Entering the workforce each year

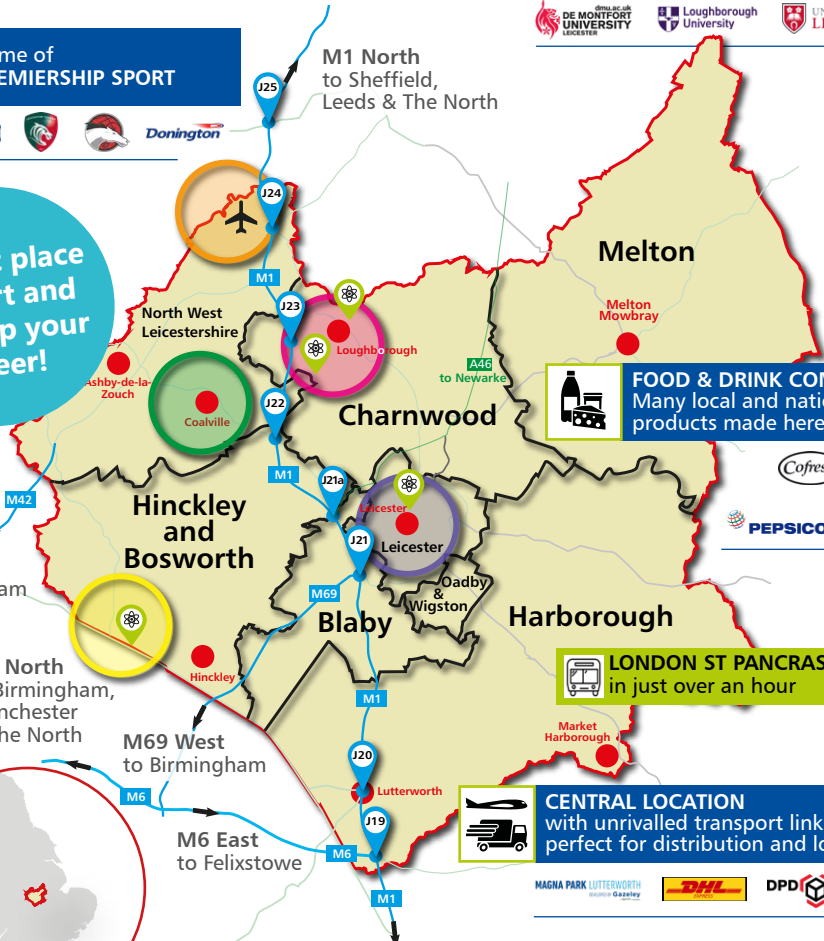


Home of
PREMIERSHIP SPORT



M1 North
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Leeds & The North

**A great place
to start and
develop your
career!**



FOOD & DRINK COMPANIES
Many local and national
products made here



LONDON ST PANCAS
in just over an hour

CENTRAL LOCATION
with unrivalled transport links,
perfect for distribution and logistics



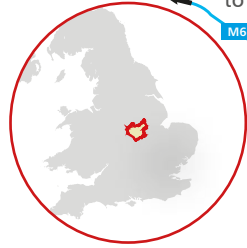
M42 West
to Birmingham

M6 North
to Birmingham,
Manchester
& The North

M69 West
to Birmingham

M6 East
to Felixstowe

M1 South
to London



SEVERAL RETAIL HEAD OFFICES
are based here



PROFESSIONAL & FINANCIAL SERVICES
Companies choose Leicester



**STRONG ADVANCED MANUFACTURING
& ENGINEERING SECTOR**



The **colours** show key locations where high numbers of jobs and opportunities are expected due to investment and regeneration projects.

- Leicester urban area (Waterside project, city regeneration areas)
- East Midlands Enterprise Gateway in the East Midlands Airport area
- Coalville Growth Corridor
- Loughborough (Loughborough University Science & Enterprise Park)
- South West Leicestershire (MIRA Technology Park Enterprise Zone)
- Enterprise Zones

Introduction

Welcome to 'World of Work Leicestershire', a guide to some of the key industries and opportunities across this area, to help you to plan your future.

Why Leicester and Leicestershire?

With strong national and global connections, the area offers a variety of thriving industries that welcome young people. Key sectors include advanced manufacturing and engineering, professional services, business and finance, health and social care, low carbon, food and drink manufacturing, creative industries, textiles and logistics. The city and county also offer fantastic retail, tourism and hospitality career opportunities, with a lively, cosmopolitan city and attractive surrounding market towns. In addition, this area has a growing space industry and some specialisms in life sciences.

Many large businesses have a base here, such as IBM, Amazon and Hastings Direct. In addition, some huge companies have been here for years, including Next, 3M, Caterpillar, Triumph, Dunelm, Santander and Samworth Brothers. Along with well-known names, there are thousands of micro, small, and medium sized employers, who also offer great career opportunities.

With just over 499,000 jobs in the area and 42,000 registered businesses, this is a great place to start and develop your career; read on and find out more!

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LEICESTER AND



POPULATION
1.04 MILLION

ECONOMY WORTH
£23.4 BILLION



LEICESTERSHIRE

The World of Work

The world of work is continually changing and you may wonder what future employment opportunities will look like. Looking at future trends, the area around you, and the different ways in which we work can help you to plan your future career.

What is the 'labour market'?

Labour market information can tell you:

- ↑ The number of people in certain types of jobs
- ↑ What jobs and skills employers are looking for
- ↑ Which industries are recruiting and where they are located
- ↑ Growing or declining job areas and general employment trends



When thinking about your career ideas it is useful to consider what is happening in the labour market; consider what is happening around you and always have 'back up' ideas.

Work facts for the 21st century

Lots of new jobs are going to be created over the next 15 years. How much do you know about the jobs listed below? They are all out there right now!

SUSTAINABILITY CONSULTANT

E-COMMERCE MERCHANDISER

APP DESIGNER

REPUTATION MANAGER

SOCIAL MEDIA STRATEGIST

GREEN FUNERAL DIRECTOR

The majority of jobs available now and in future require at least level 2 and level 3 qualifications but over 40% of UK jobs in 2020 will be for graduates. **Why?** Because the world is changing fast and the UK needs to compete with the rest of world!

What does this mean to me?

The more qualifications you have, the more jobs you can apply for. Most employers want someone who has at least five good GCSEs including English and maths, and often science too. If you have these and any work experience (a Saturday job or volunteering, for example) then you have a good start into your career path.





The Changing World of Work

What is changing?	How can it affect jobs?	Think about it!	Which job areas will be important?
New technology is being developed all the time.	New technology is the main reason for old jobs disappearing.	Self-service machines. Robots on production lines. Greater demand for people with IT, electrical and engineering skills to fix them and develop new ones.	Electronics Robotics design Engineering Creative and media ICT and big data Aerospace Cyber security
People are living longer.	People will need more health care and social care.	More care, health and social workers needed to look after them. Demand for more drugs research.	Health care Social care Bioscience Pharmacology Leisure
The skills of people around the world are improving.	There is more competition from the rest of the world.	China and Japan both have more than twice as many graduates as the UK. Apprenticeship programmes in countries like Germany are highly regarded and well established.	Education Science Engineering Creative and media (including gaming) Manufacturing ICT Finance
We must take more care of the environment.	More research into saving energy and developing greener technologies.	If we all start driving electric cars we'll need skilled mechanics to maintain them. Less pollution. Making processes and products more efficient and sustainable.	Engineering (including motor vehicle) Chemical processing Recycling Agriculture Energy and utilities Innovation
People are thinking carefully how they spend their money, especially on their wellbeing.	Demand for services such as catering, fitness, health spas and gaming.	Some farms are turning to tourism on top of farming. More overseas visitors. More hotels offering spa facilities.	Health and beauty Sport and leisure Hospitality and tourism Creative and media Sales and marketing

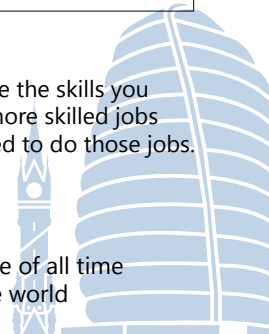
What is STEM?

STEM stands for science, technology, engineering and maths. Employers value the skills you develop in STEM subjects and careers. Why? Because there are going to be more skilled jobs available in these areas in the future and young people like you will be needed to do those jobs.

What kind of jobs exactly?

Some really exciting ones! Just think, you could be responsible for:

- ↑ Inventing a new low carbon transport
- ↑ Creating the biggest videogame of all time
- ↑ Curing an illness or disease
- ↑ Building the tallest tower in the world



Ways of Working

There are several different ways of working, which can vary based on the organisation and the job; the standard 9 to 5 working pattern that was typical in the past has very much changed. Work places are becoming more flexible and the pace of work place change is speeding up!



Different work patterns today include:

Temporary or fixed-term contracts – employers recruit more people at busier times, such as in hospitality or agriculture

Flexi-time working – employees do not work to set hours every day such as 8.30-5.

Shift work – people who work in factories, hospitals or hotels often work shifts as they're needed through the night or early in the morning.

Zero or low hours contracts – sometimes employers need flexibility; a zero hours contract means that you might not know how many hours you will work from week to week.

The 'gig economy' – there is a growing area of work linked to app-based platforms that dole out work in bits and pieces — such as food delivery, courier or cleaning homes. Not all 'gig economy' roles are based around apps; some workers can also work for more traditional companies, which have changed how their staffing system operates.

Freelance and consultancy work – specialists are brought in to a business only when they're needed.

Part-time work – some people choose to only work part of a week, for example, if they're also studying, but some jobs aren't available as full-time posts.

Teleworking or working from home- new technologies mean that you can work from practically anywhere these days.

Running your own business – many young people like the idea of running their own business. You can work for yourself in lots of careers, for example, construction, hair and beauty, finance, hotels and catering. Or you might just have a great idea for an online business or a new app!

TOP TIP!

Want to run your own business? Get **FREE impartial advice and help on**

www.llepbizgateway.co.uk

A look at our key sectors

Health

Health care is about the treatment and support of medical conditions in hospitals, health centres and the community. If you're looking for an interesting career with lots of opportunities to progress, then health is for you. With over 350 job roles, you could work in the NHS, a charity or a partnership between the NHS and a local authority department, such as children's services. There is a wide range of roles in private healthcare too. There are also roles based in specialist consultancy or labs and support roles in admin, security and maintenance which are essential to the day-to-day running of the service.



Useful subjects

Maths, science, biology, chemistry, physics, English, ICT, psychology, sociology

What is happening?

- ↑The NHS is the largest employer in the UK! People are living longer and the population is growing; 35,000 are employed in health locally.
- ↑Skills shortages include midwives, A & E doctors, GPs, psychiatrists, nurses, nursing assistants, occupational therapists, orthoptists, bio scientists and radiographers.
- ↑New technology is helping manage illnesses and health risks, including diagnostic technology, enhanced robotics in hospital equipment and telecare reminders for medication. For example there are over 100,000 different health apps available in the UK!
- ↑Nursing is a really employable degree, with 94% of graduates in work within 6 months; UK qualifications are internationally recognised. There is a demand for specialist trained nurses, such as paediatrics, chemotherapy and endoscopy.
- ↑Routes into health careers are always expanding, with growing numbers of apprenticeships.
- ↑Locally there is a lot of focus on preventative work to improve the health of the population, such as early health checks.
- ↑De Montfort University has a new digital health and care unit that deploys digital technology and collaborates with primary care teams to benefit patients.

↑Leicestershire is home to the Charnwood Campus – the UK's first Life Sciences Opportunity Zone – which will develop industry, research institutes and government organisations in Life Sciences.

Local employers include:

- ↑NHS hospitals (University Hospitals of Leicester NHS Trust) and health centres
- ↑Private health care e.g. Nuffield Health Leicester
- ↑Community health service agencies
- ↑Local authorities and district councils



WHAT YOU COULD EARN*

Pharmacist	£26K-£83K
Phlebotomist	£16K-£23K
Paramedic	£22K-£35K
Dental Nurse	£17K-£28K
Nurse	£22K-£48K
Midwife	£28K-£38K
Doctor	£26K-£102K
Dietician	£22K-£41K



Skills and qualities

Communication and literacy, calmness under pressure, customer awareness, negotiation skills, ICT, team working



www.stepintothensh.nhs.uk www.jobsatleicestershospitals.nhs.uk
http://charnwoodcampus.com www.nmc.org.uk www.healthcareers.nhs.uk www.hpc-uk.org

*A word on pay - A guide to pay is on page 34. Across sector pages national average pay rates are shown; these indicate what you could earn once you are established in a role, but initially your pay will be lower! As experience, skills and progression evolves, pay will usually increase.



Social Care

Social Care is all about providing personal and practical care and support to help people live their lives. It can be very rewarding and 96% of workers in a recent survey said that their work 'makes a difference'. You could work with someone with a physical disability, a mental health condition, a learning disability or someone who's overcoming other challenges in their life. This could be in their own home, the community, a hospital, a care home or from an office.

Useful subjects

Health and social care, psychology, sociology, science, English, maths, ICT

What is happening?

- ↑ A career in social care offers long term employment and career progression prospects, with 22,550 people employed locally.
- ↑ Health and social care services are working more closely together so there are lots of new roles that work across both sectors. You can also do an integrated apprenticeship where you can get experience of working in both health and social care.
- ↑ Digital technologies, such as apps and wearable technology, remote monitoring (alarms/sensors) and digital messaging are increasing across the sector to enhance care support.
- ↑ The adult social care workforce must grow by 80% by 2025, and domiciliary care (care in the clients home) is expanding.
- ↑ Employers value applicants with the right values, behaviours and attitudes to work well with people who need help and support; you do not always need experience or qualifications.
- ↑ There are many different jobs including direct care roles such as social worker, counsellor, occupational therapist, care worker, housing support officer, activities worker and support roles such as office, HR, catering and training staff.
- ↑ The work can be challenging, but very fulfilling, with lots of scope to meet new people and progress.



**22,500 PEOPLE
WORK IN SOCIAL CARE
IN LEICESTER & LEICESTERSHIRE**

www.skillsforcare.org.uk/thinkcarecareers www.lscdg.org
www.gov.uk/apply-apprenticeship www.ukhca.co.uk

Local employers include:

- ↑ City, county and district councils
- ↑ Local care organisations and nursing homes
- ↑ Supported housing organisations and day centres
- ↑ Domiciliary care agencies
- ↑ Community services



WHAT YOU COULD EARN



Social Worker	£24K-£40K
Care Home Assistant	£14K-£25K
Residential Home Manager	£20K-£50K
Registered Nurse	£22K-£48K
Occupational Therapist	£22K-£41K
Housing Support Officer	£20K-£40K
Residential Support Worker	£17K-£27K

Skills and qualities

Treating people with dignity and respect, team working, committed to improving lives, good communication skills



Creative Industries

The creative sector is about creating original ideas and products and is often split into three distinct parts: arts, culture and creative media. Job areas include design, film and video, social media, advertising, music, crafts, photography, computer games and animation. The sector employs around 11,680 people locally across 3,150 workplaces.



Useful subjects
English, maths, ICT, engineering, art, music, science, psychology, design, chemistry, media

What is happening?

↑ The Cultural Quarter in Leicester is home to many creative businesses at the LCB Depot, Curve, Makers Yard and Phoenix Square.

↑ Creative centres in the county include the Ferrers at Staunton Harold and the Atkins Building in Hinckley. There are also many creative festivals here, for example the illustrated book festival, Loogabarooa in Loughborough and 'Arts Fresco' in Market Harborough.

↑ The diversity of the local population offers a wide selection of arts, music and cultural events.

↑ The top three subsectors for jobs locally are in computer consultancy activities, specialist design and computer programming. Advertising and performing arts are also strong.

↑ Rare, the computer games company in Twycross, design some of the world's most popular games!

↑ Job competition is high. You need to be tenacious and good networking skills help. Opportunities are often with very small businesses and work experience is useful. Employers value young people with combined sets of skills, such as artistic and scientific skills.

↑ Many people work freelance which means less job security.

↑ LCB Depot provides workspaces and business support for creative businesses across Leicester.

↑ The 'Creative Leicestershire' organisation works to develop new and existing small creative enterprises across Leicester, Leicestershire and Rutland.

↑ Entry level roles include marketing assistant, apprentice light technician or assistant make-up artist.

↑ Skills shortages include technician (especially software and digital media), foreign languages, production fundraising, 3D designers, production managers, programmers, broadcast engineers, social media specialists, illustrators, coders, and data management.

Other local employers include:

- ↑ Checkland Kindleside
- ↑ Curve
- ↑ Jadu
- ↑ Standout Design
- ↑ Champions
- ↑ Amicca Digital
- ↑ MBD
- ↑ Big Communications
- ↑ Trident
- ↑ Phoenix
- ↑ Tetenal Ltd
- ↑ Go Inspire

- ↑ Taylor Bloxham
- ↑ Seed Creativity
- ↑ Creative 62
- ↑ Colab Creation
- ↑ Local theatres
- ↑ Galleries
- ↑ Cinemas



WHAT YOU COULD EARN

TV, Video and Audio Engineers	£17K-£38K
Digital Marketing Officer	£20K-£40K
Web Designer	£18K-£40K
Print Assistant	£14K-£22K
Cinema/Theatre Attendant	£12K-£20K
Graphic Designer	£16K-£50K
Photographer	£14K-£50K
Furniture Maker	£14K-£35K

Skills and qualities

ICT, problem solving, attention to detail, team work, communication, planning, creativity, presentation skills, leadership, innovation, business





Engineering and Advanced Manufacturing

Engineering involves the use of scientific and practical knowledge to invent, design, and construct everything around us! Manufacturing is the production of goods from raw materials into finished goods, and is often very high tech. Technical knowledge is used to improve processes and give companies a competitive edge. Many different products are made in Leicester and Leicestershire, from precision tools, electricals, packaging and bricks, and the area has a strong manufacturing heritage. Businesses include Caterpillar (construction machinery), Oadby Plastics, Sofidel UK (tissue paper), Morningside Pharmaceutical Ltd and Hammonds Furniture.



Useful subjects

Maths, physics, chemistry, English, biology, ICT, languages, design

What is happening?

↑ This sector employs 22,240 people. In addition, non-advanced manufacturing provides 43,620 jobs locally.

↑ Engineering is a really broad discipline. Roles in demand include electrical and mechanical engineering, aerospace experts, production managers, IT, production engineers, 3D printing technician, design and development engineers, technical consultants, and machine programmers.

↑ Work can be creative and fast paced, there is something for everyone and young people are welcome, with roles across all sizes of business. You could be working to create dry ice, exhibition light systems or industrial engine silencers!

↑ HORIBA MIRA based at MIRA Technology Park (Hinckley) provides pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors and is leading the development of autonomous vehicle technology. An onsite training centre opened in 2018.

↑ The Loughborough University Science and Enterprise Park brings together over 70 high-tech companies from dynamic start-ups to research and design facilities of global brands, including Rolls Royce.

↑ Local universities offer renowned advanced manufacturing, technology and engineering courses, even including space technology.

↑ The area is a hot spot for motorbikes! Triumph, Norton and the UK Technical HQ for Royal Enfield are all based here.

Other local employers include:

- ↑ JJ Churchill
- ↑ Taylor Hobson
- ↑ Emerson
- ↑ Fisher Scientific
- ↑ Bostik
- ↑ Preci-Spark
- ↑ GE Druck
- ↑ Nylacast
- ↑ Honeywell Gent
- ↑ SPS Technologies
- ↑ Cobra
- ↑ Winbro Group
- ↑ JC Metalworks
- ↑ Cromwell Tools
- ↑ Ametek Air Technology
- ↑ Sigma Components
- ↑ Babcock International
- ↑ Shield Group



WHAT YOU COULD EARN

Production Technician	£18K-£35K
Mechanical Engineer	£22K-£55K
Electronics Engineer	£20K-£50K
Manufacturing Systems Lead	£22K-£45K
Technical Design Engineer	£27K-£50K
Sheet Metal Worker	£20K-£30K
CAD Technician	£16K-£36K

Skills and qualities

Problem solving, communication, creative thinking, leadership, enthusiasm



www.tomorrowsengineers.org.uk www.futuremorph.org www.lusep.co.uk
www.miratechnologypark.com www.semta.org.uk <https://miratechnologyinstitute.co.uk/>

Food and Drink

Food and drink production is the largest manufacturing sector in the UK. From farm to fork, roles include product development, growing, processing, manufacturing, quality testing, package design, distribution and sales. In Leicestershire, food and drink businesses range from smaller handcrafted goods companies to large producers such as Mars, Walkers (Pepsico) and Samworth Brothers. Some companies, like Cofresh and Leicester Bakery, have recently expanded their premises, meaning more opportunities on site! The health food market is also growing.



Useful subjects
English, maths, chemistry, biology, business, catering, ICT, nutrition



What is happening?

- ↑ There is innovation in creating new food and drink offers (over 8,000 new products are introduced in the UK each year!), new processes and new markets.
- ↑ Jobs include product manager, quality technician, food technologist, process operative, production planner, environmental technologist, chocolatier, pastry chef, brewer and food scientist. There are new roles for food security, food safety, social responsibility and sustainability.
- ↑ Local farm production and primary food sources are a very important part of the sector.
- ↑ Local area specialisms include bakery, dairy, snack foods, confectionery, chilled and frozen products.
- ↑ Roles can be very creative; companies are always looking for ways to be one step ahead of the competition!
- ↑ There is a growing artisan food market, focussing on hand-made and locally-sourced goods. The Melton Mowbray area is establishing itself as the rural capital of food and drink, and there are regular food festivals and markets all over Leicestershire.
- ↑ The Leicester Food Park provides high quality food manufacturing space with purpose-built units on a 1.5 acre site, to support new and established food businesses.
- ↑ The diverse local population ensures a range of exciting food markets, flavours and products.
- ↑ Stilton Cheese and Melton Mowbray pork pies are internationally known, and Walkers Crisps is the most popular UK crisp brand, with the world's largest crisp factory in Beaumont Leys and a huge research and development facility.
- ↑ Pukka Pies here has been supplying pies to fish and chip shops for over 50 years!

Other local employers include:

- ↑ Hancocks Topco (confectionery)
- ↑ Refresco Drinks
- ↑ Cofresh
- ↑ Delifrance
- ↑ Everards
- ↑ Big Bear Confectionary
- ↑ Belvoir Fruit Farms
- ↑ Cellar Trends
- ↑ Just Egg
- ↑ Two Birds Spirits
- ↑ Long Clawson Dairy

12,960
**PEOPLE EMPLOYED
IN THIS SECTOR**



WHAT YOU COULD EARN

Baker	£15K-£45K
Food Scientist	£20K-£45K
Production Engineer	£22K-£45K
Quality Assurance Technician	£22K-£35K
Food Production Operative	£14K-£24K
Consumer Analyst	£20K-£50K



Skills and qualities

Problem solving, team work, customer awareness, creativity, communication, people management, negotiation

www.tastesuccess.co.uk www.tastycareers.org.uk
www.leicesterfoodpark.co.uk www.getingofar.gov.uk



Business, Finance and Professional Services

This sector, employing 41,260, covers financial, business consultancy and legal services, through to technical services such as architecture, and scientific research, to support roles such as business administration and customer services. Companies in this sector welcome young people with high motivation and enthusiasm. Roles can require high commitment and hard work but the effort can be rewarding. Other roles require excellent customer service and sometimes shift work.

Useful subjects

English, maths, ICT, languages, business and admin, sociology

What is happening?

- ↑ Several key employers are based here, including Berkeley Insurance, BHIB, Santander, Mattioli Woods and Hastings Direct.
- ↑ Employers are often willing to recruit and train people 'on the job' if they have the right 'customer focussed' attitude, resilience and flexibility. There are school/college leaver offers, apprenticeships and graduate programmes across the sector, plus ongoing options to progress once you are employed.
- ↑ Roles include sales, customer service, law, project management, payroll and wages roles, accountants, financial advisers, marketing, PA, and business development.
- ↑ Legal businesses like Gateley, Howes Percival and Shakespeare Martineau have offices here. The area also hosts regional offices for accountancy firms like KPMG, PWC and Grant Thornton as well as main offices for Newby Castleman, Mazars and PKF Cooper Parry.
- ↑ The Leicester Client Innovation Centre is IBM's first in the UK, with exciting opportunities for young people.
- ↑ There are many business parks across the area, such as Grove Park or Meridian, which have career openings.
- ↑ Many services have moved on line and business analytics are being used to enhance and personalise services.
- ↑ Cyber security, risk management, legal services, data protection, tech led innovation, management software services and environmental consultancy are all growing areas. Modern languages are in demand as competition for global markets grows.
- ↑ The Leicester Business Festival is held late October to early November each year.

Other local employers include:

- ↑ Global Payments UK
- ↑ Brewin Dolphin
- ↑ Cummins Solicitors
- ↑ Freeths
- ↑ EHL Group
- ↑ RBS
- ↑ Glynis Wright & Co
- ↑ Dodds
- ↑ RSM
- ↑ Cambridge and Counties Bank



WHAT YOU COULD EARN

Financial Director	£50K-£80K
Human Resources Officer	£22K-£35K
Chartered Accountant	£30K-£50K
Business Research Professional	£22K-£45K
Insurance Account Manager	£20K-£75K
Office Manager	£22K-£45K
Contact Centre Worker	£14K-£22K

Skills and qualities

Communication, problem solving, presentation, analytical skills, organisational, negotiation, calm under pressure



Tourism and Hospitality

This industry includes events, hospitality services, hotels, pubs, tourist attractions, night clubs, festivals and restaurants. If you like meeting people, and are enthusiastic and organised then it could be for you. There are plenty of entry level jobs from which you can quickly progress! The National Space Centre in Leicester is the UK's only space themed visitor attraction; or how about a zoo, international hotel chain, conference centre, airline, theme park, exclusive restaurant, travel agent or tour guide... take your pick!



Useful subjects

English, business and admin, maths, leisure and tourism, languages, sociology, history, catering, ICT



What is happening?

↑ The most visited places in this area are:

- Bradgate Country Park: **900,000***
- Twycross Zoo: **500,000***
- Foxton Locks: **330,000***
- National Space Centre: **267,000***

(*annual visitor numbers)

↑ The sector employs 40,860 people and includes bars and eateries, attractions and accommodation. Several new hotels are planned for the area.

↑ The international profile of the area was raised when Leicester City won the Premier League in 2016, and by the discovery of the remains of King Richard III. The diversity of the population also helps with global visitors.

↑ Leicester and Leicestershire regularly host a range of major cultural, sport and business events and festivals (including the Leicester Comedy Festival); work can often be seasonal and part-time.

↑ Attractions such as Conkers, Twin Lakes and Leicester Outdoor Pursuits Centre employ a high percentage of young people.

↑ There are some picturesque historical sites here, including Belvoir Castle, the Great Central Railway and Bosworth Battlefield.

↑ Twycross Zoo is a world-renowned primate centre.

↑ The sector is a key provider of first jobs for young people.

↑ Occupational shortages include chefs, management roles, language skills, front of house, catering support, tour guide, and cabin crew.

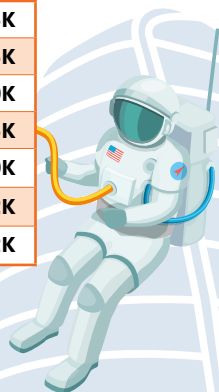
Other local employers include:

- ↑ East Midlands Airport
- ↑ The National Space Centre
- ↑ The Great Central Railway
- ↑ Conkers
- ↑ Twycross Zoo
- ↑ The King Richard III Visitor Centre
- ↑ Twin Lakes
- ↑ Local museums and tourism centres
- ↑ Hotels, bars and restaurants
- ↑ Major sporting venues
- ↑ Conference centres



WHAT YOU COULD EARN

Restaurant Manager	£18K-£45K
Hotel Receptionist	£12K-£25K
Chef	£14K-£50K
Events Manager	£18K-£75K
Air Cabin Crew	£14K-£30K
Barista	£12K-£22K
Marketing Officer	£20K-£32K



Skills and qualities

Presentation skills, problem solving, team work, communication, literacy, negotiation skills, customer service skills.





Retail

If you like working with people this is definitely a career to choose and the options are extensive. As well as sales roles, there are many behind-the-scenes jobs such as buying, merchandising, stock control, logistics, accountancy, store operations – and of course, a range of roles in head offices. This sector welcomes young people, who can then progress through on the job training or apprenticeships. 50% of all retail jobs at Highcross go to under 25s.

Useful subjects

Business and admin, English, maths, ICT, design



What is happening?

- ↑ Employing 45,630, retail is a significant sector here with large shopping centres, smaller boutique areas like St Martins and market towns with attractive shopping offers.
- ↑ Next, Joules and Dunelm have their headquarters here.
- ↑ Customer service, marketing and management skills are in demand.
- ↑ The famous 'Golden Mile' in Leicester is home to the largest selection of Indian jewellery shops outside of India!
- ↑ With growing online competition, physical stores are looking at ways to enhance in store shopping; such as health and beauty shops offering onsite treatments. 'Click and collect' services are increasing too.
- ↑ Highcross Leicester is undergoing a major redevelopment to include new leisure activities and an even wider range of stores.
- ↑ Many stores are investing in developing their customer base through personalised marketing and increasing instore technology.
- ↑ Online shopping expansion means roles such as email marketers, retail web developers and online security are growing.
- ↑ Many retailers have a Twitter feed posting vacancies. Roles may include weekend, shift or seasonal work; shops are often open seven days a week.
- ↑ Fosse Shopping Park has a £135m expansion programme, increasing stores and food outlets by 20%.
- ↑ Sportswear retail is growing, and other areas, for example car showrooms, also welcome young trainees!
- ↑ Growing numbers of new traders sell a wide range of products online, from high tech digital products to vintage goods, books and 'craft' hand- made novelties.

Other local employers include:

- ↑ George
- ↑ Shoe Zone
- ↑ Lumbers
- ↑ Supermarkets such as Tesco, Co-op, Morrisons and Lidl
- ↑ Thurmaston Retail Park
- ↑ Topps Tiles
- ↑ Goldsmiths (jewellery)
- ↑ Brantano UK
- ↑ Tylers
- ↑ A Jones and Sons
- ↑ Sportswear stores
- ↑ Car showrooms
- ↑ Gardening and DIY stores



WHAT YOU COULD EARN

Visual Merchandiser	£12K-£55K
Sales Assistant	£11K-£25K
Retail Manager	£20K-£70K
Buyer	£22K-£50K
Personal Shopper	£14K-£25K
Car Salesperson	£14K-£40K

Skills and qualities

Leadership, team working, commercial awareness, problem solving, customer service



Construction

This is the planning, design and creation of buildings or infrastructure such as roads, bridges or railways. The construction industry is growing significantly and can offer amazing career opportunities to develop and travel! Increased demand comes from the need for more housing, environmentally friendly construction, commercial buildings and infrastructure; spurred by population growth, increased economic activity, and meeting new regulations. There are over 180 different roles, not just those on a building site! Environmental targets mean exciting new areas to work in such as energy efficient intelligent buildings; other innovative areas include modular and off site construction, 3D design and predictive software.



Useful subjects
Maths, sciences, ICT, geography, design and English



What is happening?

↑ Employing 22,670 people locally, the sector has 4,000 construction employers here; most of these are 'micro' businesses.

↑ Skills needed include managers, electricians, carpenters, quantity surveyors, architects, 3D technicians, smart building technician, crane operators, interior fit-out, painters and decorators and bricklayers. All areas will need project managers, IT and office-based staff.

↑ There are over 30 different apprenticeships in construction, which welcomes young people. There are also many graduate schemes. Each job is different, with new challenges, and there is satisfaction in seeing the finished job, whether a bridge or building!

↑ Leicester city centre is a hive of activity, with ongoing office, retail and residential developments. There is also expansion at many county sites including Hinckley Park (warehouse/offices) Fosse Shopping Park and Everards Meadows, Magna Park, and the East Midlands Gateway development near East Midlands Airport.

↑ Boroughs and districts across the area are planning thousands of new homes over the next 20-30 years.

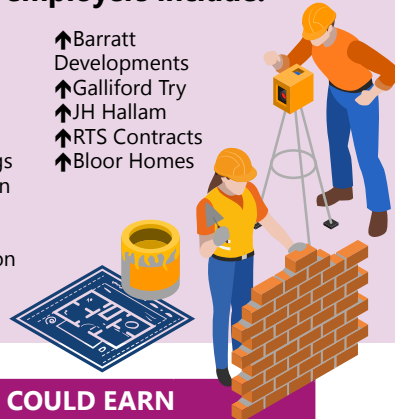
↑ For the High-Speed 2 rail link, there is an East Midlands Hub planned north of Leicestershire.

↑ Local companies Ibstock Bricks, Aggregate Industries and Bredon Group are all beneficiaries of the current construction boom!

↑ 14% of the workforce is female and it's growing.

Other local employers include:

- ↑ Davidsons Developments
- ↑ Wates
- ↑ Pick Everard
- ↑ RG+P
- ↑ Jelson Holdings
- ↑ Wilson Bowden
- ↑ East Midlands Housing Group
- ↑ C3 Construction
- ↑ Westleigh
- ↑ William Davis
- ↑ Barratt Developments
- ↑ Galliford Try
- ↑ JH Hallam
- ↑ RTS Contracts
- ↑ Bloor Homes



WHAT YOU COULD EARN

Carpenter/Joiner	£28K-£32K
Architect	£35K-£50K
Project Manager	£26K-£60K
Painter and Decorator	£15K-£30K
Electrical Trades	£25K-£60K
Civil Engineer	£20K-£60K
Quantity Surveyor	£18K-£80K
Plumber	£16K-£45K
Energy Assessor	£16K-£35K



Skills and qualities

Problem solving, attention to detail, communication, team working, leadership



www.citb.co.uk/bconstructive/ www.goconstruct.org.uk www.architecture.com
www.the-nhtg.org.uk www.gov.uk/apply-apprenticeship

Logistics and Distribution

Logistics and transport activities involve the efficient flow of goods and services locally, nationally or internationally across road, rail, air or sea. It is a global 24-7, 365 days a year industry, which supports all sectors. There is a variety of roles in sales, marketing, ICT, finance, administration, front-line operations and support roles. These include transport planning, operations management, supply chain engineering, rail freight, aviation, sustainability planning, warehouse management, passenger security and driving related activities. Passenger transport also offers many different job roles!

Useful subjects

English, business and admin, maths, languages, sociology, ICT, sciences

What is happening?

↑ Employing 51,840 people across 4,600 work places, entry-level roles include distribution clerk, some warehouse and delivery roles and customer services which can provide a stepping stone to career progression.

↑ With Leicestershire's central location, 95% of the UK population can be reached within a four hour drive, making it attractive to logistics linked employers.

↑ Magna Park at Lutterworth is Europe's largest distribution centre and includes employers such as Asda, Britvic, BT and Argos; an onsite training and research centre is planned.

↑ East Midlands Airport is the UK base for DHL and UPS, two of the worlds' top four air express freight operators, plus a major Royal Mail hub; both cargo and passenger roles are growing.

↑ A new development, SEGRO Roxhill, near East Midlands Airport, will provide 7,000 jobs. This facility will be rail, road and air connected making it one of the most modern sites in the UK.

↑ Other developments include Enderby Logistics Point, Mere Lane at Bittesby and Glebe Farm at Lutterworth.

↑ Marks and Spencers, Amazon and DPD operate key Distribution Centres here, and US toy giant Mattel has taken on a 200,000 sqft warehouse at Optimus 205, in Leicester.

↑ Next, Walkers and Samworth Brothers have their own delivery fleets; other employers outsource this to private companies based here.

↑ Increased technology, robotics and innovation are being used across the sector to drive efficiency and sustainability, and will need higher level skills.

↑ Multiple small, medium and large companies link in to support the 'supply chains' of this sector, with career opportunities.

Other local employers include:

- ↑ HAE Global
- ↑ Ceva Logistics
- ↑ Scania
- ↑ East Midlands Airport
- ↑ HW Coates
- ↑ DHL
- ↑ Fred Sherwood group
- ↑ Pall Ex
- ↑ DPD

- ↑ Neovia
- ↑ Royal Mail

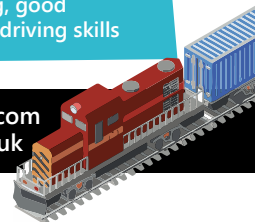


WHAT YOU COULD EARN

Transport Manager	£23K-£50K
Rail Engineering Technician	£18K-£40K
Train Driver	£35K-£60K
Supply Chain Manager	£20K-£60K
Warehouse Manager	£18K-£80K
Import Export Clerk	£18K-£30K
Pilot	£22K-£100K
Airport Baggage Handler	£15K-£22K
Large Goods Vehicle Driver	£18K-£45K

Skills and qualities

Team work, communication, attention to detail, problem solving, good organisation, leadership, driving skills



Textiles Manufacturing and Fashion



This major sector deals with making raw materials into fabric, which is then dyed, printed and fabricated into clothes. New innovation will mean that ICT and Computer Aided Design skills will be in demand to meet the needs of high-tech machinery. The textiles sector is much wider than fashion, including home furnishing, leather and sports garments; even car seat covers!

Useful subjects
English, maths, ICT, design, languages and chemistry.



What is happening?

↑ This area is the UK's second largest fashion textiles cluster, with 10,240 jobs across 680 work places here.

↑ Smart textiles technology is advancing, and markets for eco-friendly garments and 'Made in Britain' goods are growing.

↑ The sector composition in this area is mainly around 'fast fashion' manufacturing (including knitwear). Designers need a high commercial awareness to minimise costs in design and production.

↑ Occupations include textile research and development, fashion designer, graphic designer, pattern cutter, sewing machinist, sampler, machine operative, knitter, fabric dyer and printer, buyer, merchandiser, supervisor, quality control inspector, production manager, mechanical and electrical engineer, and many others!

↑ Some UK retailers are switching production from abroad back to the UK, for flexibility and speed, and several local businesses have invested in new high technology machinery.

↑ Some roles are ideal for 'on the job' training, but as machinery and techniques are increasingly 'state of the art', higher level skills are required.

↑ De Montfort University in Leicester has a contour fashion department, with renowned textiles courses.

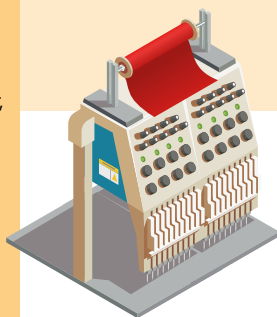
↑ 'Look of the day' and 'I saw it first' clothing is made here.

↑ The Leicestershire Textiles Hub links manufacturers with global retailers and online brands, and joins up local information and initiatives.

<https://ccskills.org.uk/> www.drapersjobs.com
www.leicestershiretextileshub.co.uk

Other local employers include:

- ↑ Basic Thinking
- ↑ Just Hype
- ↑ NJ Screen Prints
- ↑ Basic Premier
- ↑ Fashion Fabrics
- ↑ Studio One
- ↑ VM Fabrics
- ↑ Euro-Rose Knitwear
- ↑ Vinola Knitwear
- ↑ Galaxy Knitwear
- ↑ Fanela
- ↑ MeSheMe Ltd
- ↑ Meesha Graphics
- ↑ Elite Labels
- ↑ Barcode Fashion
- ↑ Faering Ltd
- ↑ Early Days
- ↑ HB Shoes



WHAT YOU COULD EARN

Textiles Technician	£18K-£30K
Sample Machinist	£14K-£30K
Print Engineer	£16K-£35K
Production Engineer	£20K-£45K
Graphic Designer	£16K-£45K
Fashion Designer	£18K-£70K
Textiles Dye Technician	£16K-£34K

Skills and qualities

Attention to detail, problem solving, design, creative skills, ICT skills, marketing, commercial awareness





Education



Useful subjects

English, maths, sciences, languages, ICT, history, geography, RE, design & technology

Teaching and education is a growing sector, not only in the UK but around the world, and universities in particular are competing in a global market. This can be extremely rewarding work as you see your students succeed! The sector provides 45,370 jobs here which link to the many schools, academies, colleges and three large universities. There are also a number of training providers here and local authority offers that provide teaching or learning support roles.

What is happening?

- ↑ The area has three excellent universities, with their own renowned specialisms, and a strong FE offer, plus many good local schools and academies. Career progression opportunities are good.
- ↑ There is a shortage of teachers for specific subjects such as maths, technology, physics, chemistry, history and design technology. Bursaries are available for some subjects. In FE and HE, tutors with an industry background linked to their specialism are highly sought after.
- ↑ With growing educational technology in lessons, virtual learning will increase, including broadcasting lessons to students externally. In future individual AI devices could be used, giving students very personalised learning.
- ↑ E-learning (online courses) are also growing for adults, meaning more opportunities in design, marketing and e-product user support.
- ↑ For many jobs you need a degree but some roles can be entered at a lower qualifications level and there are support roles too, for example admissions officer or school lunchtime supervisor.
- ↑ The range of apprenticeships to access roles in the sector is increasing.
- ↑ Roles include secondary education teachers, teaching assistants, EFL teacher, primary and nursery education teachers and senior education professionals. There are also other roles such in special needs, student support, careers and administration.
- ↑ There is a shortage of males in early years, primary and secondary education.
- ↑ There is a growing focus on helping adults to gain more skills, both in helping people into work, and then encouraging people to 'upskill' in the workplace.

Local employers include:

- ↑ Sixth Form and Further Education colleges
- ↑ Schools, academies, special schools
- ↑ De Montfort University
- ↑ Loughborough University
- ↑ University of Leicester
- ↑ Leicester City Council
- ↑ Leicestershire County Council
- ↑ Language schools
- ↑ Children's centres
- ↑ Training providers
- ↑ Private tuition organisations



WHAT YOU COULD EARN

Nursery Worker	£14K-£24K
Secondary Teacher	£23K-£67K
Head Teacher	£44K-£115K
Higher Education Lecturer	£33K-£55K
Learning Mentor	£14K-£24K
Education Office Staff	£15K-£30K
Adult Tutor	£19k-£27K
Education Welfare Officer	£20k-£41K

Skills and qualities

Presentation skills, creativity, problem solving, communication, people management, planning, patience, team work, listening



<https://getintoteaching.education.gov.uk>
www.tes.com www.tefl.org.uk www.feadvice.org.uk

Other Exciting Local Sectors!

Space

↑ With local university expertise, the iconic National Space Centre attraction, and an existing business base, Leicester and Leicestershire is well placed for the national growth in this sector. Space technology is used in many ways to support our modern life, from medical equipment to mobile phones!

↑ There are currently 3,000 people employed across 100 space linked enterprises, such as those based at Pioneer Park.

↑ The Space Research Centre at the University of Leicester offers specialist skills and equipment for the design of space missions and new instrument testing. Every year since 1967 has seen a Leicester-built instrument operating in space.

↑ The new Space Park in Leicester will be a world-leading hub for space and space-enabled industry, and for the translation of space research and Earth Observation (EO) data into commercial services. Space scientists of the future will be trained on site, and it is estimated that 2,500 jobs will be created at the park.

↑ Engineering, maths, science and computing skills (especially in programming and data analyst/management) are in demand.



www.spacecareers.uk
www.spacecentre.co.uk
<https://le.ac.uk/spacepark/future>
<https://nationalspaceacademy.org>
www.loucoll.ac.uk/tags/space-engineering

Sport



↑ Leicester and Leicestershire is well known for sporting achievements and has 11 major sporting venues/clubs, including LFCFC, Leicester Tigers, Leicester Riders and Leicester Hockey Club, plus motor racing events at Donington Park and Mallory Park, and horse racing at Leicester Racecourse.

↑ The area has world-leading university research and training capabilities which include exercise, health, engineering, rehabilitation and sports performance.

↑ The sector (9,500 jobs) comprises mainly of sports and fitness facilities, sports clubs, manufacturing and the sale/rental of sports equipment.

↑ A cluster of national governing bodies of sport are based at SportPark (at Loughborough University) home to many of the country's top sports organisations, which may offer job roles.

↑ The sector provides a range of 'first jobs' for young people in leisure centres, sport and fitness clubs, as well as through hospitality and events at key venues.

↑ Career opportunities vary but include coaching (participation to performance level), nutritionist and health, leisure assistants, green keepers, ground support, social media and marketing, retail sales, hospitality, data analytics, project/event management, sports development, exercise and fitness, innovation, design and manufacturing.

↑ Job competition is high; many more young people study sports courses related to available jobs. Think about which part of the sector you would like to work in/the type of work you would like to do. Think about the skills/knowledge/qualifications you already have and those you need to develop to be successful in that role.

www.careers-in-sport.co.uk
www.gov.uk/apply-apprenticeship
www.skillsactive.com www.cimspa.co.uk/
www.lrsport.org www.sportpark.org.uk

Other Exciting Local Sectors!

Low Carbon and the Environment



↑ The low carbon sector locally employs 3,100 people in energy alone, with specialisms including solar panels, wind energy, recycling, sustainable building, offshore power and electric vehicle servicing.

↑ Leicestershire is home to several energy and low carbon related businesses, including Smart Power Systems, Intelligent Energy, GenGame, CENEX, Rockhaus Developments, Forest Rock, DNV GL, National Grid, E.On and Octopus Energy.

↑ There is an Energy Infrastructure Strategy, setting out what could be done to make Leicester and Leicestershire more eco-friendly.

↑ Many organisations have sustainability managers or officers, to embed 'green' practice across the company; most work places have recycling facilities, for example.

↑ The area is home to much of the National Forest, and also has some specialisms in 'smart grid' development (local power networks that respond to peaks in power usage, saving electricity).

↑ The efficient use of limited natural resources and sustainability is a growing area across all industry. For example in logistics, Tarmac and Aggregate Industries operate environmentally friendly rail freight operations from their quarries when distributing products.

↑ Skills in demand are mechanical / electrical engineers, plumbing and heating engineers, wind and solar energy technicians, environmental scientists, green technologists, research and graduates in physics, chemistry and geology.

www.futuremorph.org
www.euskills.co.uk/careers/
www.sciencecareerpathways.com
www.semta.org.uk www.eti.co.uk
www.engc.org.uk

Public Services



↑ This area employs 20,220 people and includes the civil service, police, local government, the fire service, tax, libraries, immigration and the prison service. The range of apprenticeships available across all areas is increasing, and there are even opportunities in organisations such as MI5 or MI6!

↑ Local authorities and district councils offer a broad range of services from housing to youth work; there are a variety of careers available. Equally the army, navy and airforce also have multiple options within them to support frontline forces, such as engineering, communications support and law.

↑ Cyber crime is increasing and is a growing area of police work. Algorithms, data analytics and facial recognition tools can aid police work, for example by using data to identify crime patterns.

↑ In the fire and rescue service, a lot of focus is on community safety and fire prevention.

↑ Leicestershire Police, Leicester City Council, Leicestershire County Council, Leicestershire Fire and Rescue Service, the army, navy and airforce, tax offices, immigration and prisons are all key employers.

www.civilservice.gov.uk/recruitment
www.leicestershire-fire.gov.uk
<https://leics.police.uk/join-us>
www.leicestershire.gov.uk/jobs
www.leicester.gov.uk/jobs
www.prisonandprobationjobs.gov.uk



These pages give a flavour of some of the wide range of industries across the area, but it is not possible to show every industry or role. Use the web sites across the guide to research career ideas or find out about local opportunities through some of the ideas suggested on pages 22-25 and the back page.

About Enterprise Zones!

Enterprise Zones are designated areas across England that provide tax breaks and government support to businesses basing themselves within the zone. They are great places to do business especially for both new and growing firms.

Leicestershire has two Enterprise Zones which are:

Loughborough and Leicester Science and Innovation Enterprise Zone (three sites)

↑ Loughborough University Science and Enterprise Park (advanced manufacturing, energy, sport science and low carbon)

↑ Charnwood Campus, (life sciences/ biomedical)

↑ Leicester Waterside offers employment and office space, and Pioneer Park (knowledge based businesses) – including the University of Leicester's Space Park site.

The MIRA Technology Park – (automotive research and development bordering Hinckley)

↑ The largest automotive technology park in Europe, with fantastic, advanced £300m test facilities available

↑ Over 35 businesses onsite and 510 jobs created since 2011

↑ An on-site training centre for the automotive industry from September 2018



What does this mean to me?
Enterprise Zones help areas to prosper as development sites grow, attracting clusters of business to shape key sectors, and creating new jobs and opportunities!

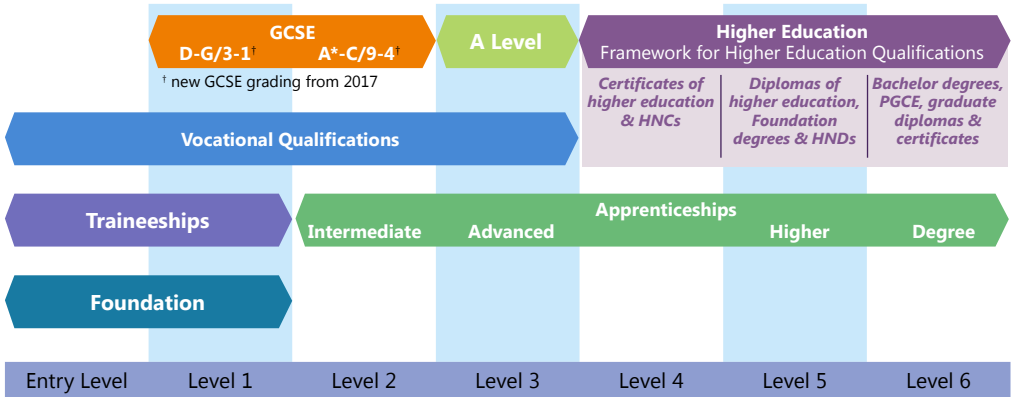


www.lusep.co.uk www.charnwoodcampus.com
www.leicester.gov.uk/waterside www.miratechnologypark.com

Qualifications and Pathways

Which Qualifications?

Use the chart below to find out which level you are at and where you can go next.



As you can see from the summary table above, the main options at 16 are:

Vocational

These qualifications, such as BTEC, OCR or City & Guilds are courses that are related to **an area of work**, suiting those who are looking for specific job learning, often including some work experience. Such qualifications can lead to either apprenticeships or higher education. In schools and colleges vocational courses go from entry level to level 3. Some schools offer a range of vocational subjects while colleges often have a more extensive programme.

Ideal for those with a clear career idea, who like a mix of theory and practical learning

Suits those who want to learn as they earn, and are ready for the workplace, combined with some part time study

Apprenticeships

Apprenticeships are a **real job with nationally recognised qualifications**, and 'hands on' experience and training. The employer provides training in the workplace, combined with a college or training provider helping with theory and assessment of the qualification aspect. You will also be paid! There are hundreds of different job roles to choose from and you can advance in your chosen career; there are growing numbers of degree apprenticeships! Find out more on www.gov.uk/apprenticeships-guide. Explore films on different apprenticeships www.amazingapprenticeships.com

Academic

AS and A levels are the best known of the post 16 qualifications. Some students focus on a particular field – for example sciences – and do all their subjects in this area. Other students do a mixture of subjects, maybe including something totally new to them, and keep their options open for post 18 routes; developing knowledge and research skills. Many students who successfully study A levels go on to higher education (some degree courses require specific subjects so do investigate this!) but they are NOT the only route.



Traineeships

A traineeship is a route into an apprenticeship or job. This programme could help you to develop the skills that employers are looking for and includes a work placement and work preparation. Find out more at www.gov.uk/find-traineeship.

Foundation Learning

There are a range of options that have been developed for 14-19 year olds to help you to increase your progression, such as **study programmes**, which combine academic or vocational qualifications, and functional skills with work experience and other activities to help you to develop employability skills, confidence and progression.

Work with Training

Another option is to move into the work place! Some local and national employers offer training schemes for young people leaving school or college. You can research company websites, send in 'speculative' letters to see if they have any opportunities, ask personal contacts in workplaces (via family or friends), use social media or look in the local newspaper. You can also find a list of some opportunities here: www.allaboutschooleavers.co.uk.
*See also page 25 for job hunting tips

T levels

You may start to hear more about T levels, a new level 3 qualification with a focus on acquiring the specialised skills needed for a chosen career, and an industry placement of at least 45 hours; T levels will start to be offered from 2020, but may not be available across every industry initially.

How do you find out about the different options?

During year 11 you should be offered impartial advice and guidance on your post 16 options. You can also get information from individual schools and colleges by requesting a prospectus. All schools and colleges have websites and these should include post 16 options. You can also get information, advice and guidance on courses and apprenticeships from your school careers lead. The main website for apprenticeship vacancies is www.gov.uk/apply-apprenticeship.

DID YOU KNOW?

There is a Leicester Employment Hub www.leicesteremploymenthub.co.uk which highlights Leicester and Leicestershire apprenticeships and has a local events page!



Moving from year 11 to post 16

Whichever route you choose at the end of year 11 there will be changes to the way you work.

School, college, apprenticeship or work?

If you go on to further education, whether this is at school or a college, you will be expected to do far more independent study.

Staying at school offers you familiarity. You know the school and the school knows you– so there is less of a settling in period.

Going to college offers you a fresh start and an adult environment - there are no lower year students around - and the chance to meet new people from different backgrounds. Colleges also tend to have a wider range of courses, especially vocational ones. It might be that the course you want to study only exists at particular institutions.

If you start an apprenticeship, traineeship or employment with training you will be expected to manage your own time effectively and to show an increasing level of initiative as you get established with your placement or employer.

See www.ucas.com or www.notgoingtouni.co.uk for more information on options.

How to decide:

- ↑ Speak to teachers and other people who know you well
- ↑ Think about how you like to learn
- ↑ Research using UCAS progress, college and apprenticeship websites
- ↑ Use careers websites to see which job areas interest you and also see videos of different work places
- ↑ Visit open days and careers fairs
- ↑ Try and get some work experience or voluntary work to see what it's like in a workplace
- ↑ Speak to a careers adviser

Thinking of university? Post-18 and UCAS points

You can progress to university from different level 3 courses: A levels, BTECs and apprenticeships. Entry to university is usually based on points – a university will offer a place based on the number of points you have; there is a tariff system. See more detail on this on the UCAS tariff points pages on: www.ucas.com

Equally you may wish to do a higher apprenticeship or higher course in college, or upskill in the workplace.



Looking for Work and Apprenticeships

There are permanent, temporary, seasonal and part-time vacancies in lots of places:

Apprenticeships

Search for local apprenticeship vacancies on the National Apprenticeship Service website

www.gov.uk/apply-apprenticeship as well as learning more about the apprenticeship programme.

The Leicester Employment Hub holds regular apprenticeship events around the area, and has local area events page, see more on:

www.leicesteremploymenthub.co.uk

Careers and job centres

Jobcentre Plus offices have many local job opportunities. The National Careers Service may also have local offices, or Connexions (in the city) and Careers Advice (in the county) can help. Use Google to find your nearest offices.

Social media and the internet

Many companies have their own website with a careers or jobs section. Some companies advertise positions through social media such as Facebook, LinkedIn or Twitter. Or try a job search site which allows you to search within a particular work area or location, such as Indeed.

Recruitment agencies

A recruitment agency will look at your skills and experience and then match you to a suitable job which may be a temporary or permanent position. Search online via

www.yell.com or
www.agencycentral.co.uk



Newspapers and magazines

Local and newspapers can be a good source of job vacancies, such as the Leicester Mercury, and also have online job search facilities. National newspapers carry some trainee roles and have online job searching too.

A bit of local knowledge

Shops, cafes and other businesses sometimes advertise positions in their window showing how you can apply. There may be business or industrial parks near you that could have vacancies. Find out if a company near you is hiring.

Ask around

Family and friends might have a vacancy going at their workplace that would suit you. Let them know you're looking!

Speculate!

Many jobs are not actually advertised, so a well-planned 'speculative' application or CV to a company is worth a try!

Seasonal work

There are often new vacancies over the summer (such as for events, hospitality or agriculture) and at Christmas (retail, warehouse, production lines, events). Keep an eye out as these can be advertised across any of the above sources.

Need some wheels? If you're keen on a job but don't know how you're going to get there, there is a Wheels to Work moped scheme available in some areas. See www.w2wleics.co.uk

Show Your Skills!

As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the attributes that employers are most looking for and how to highlight them:



As well as qualifications, employers also look for the skills people have when they're applying for jobs!

Employers like someone who...	What you can do
Has good communication skills	Speak calmly and confidently, making eye contact with the employer. Answer questions 'fully', not just 'yes' or 'no'. If you've done a presentation at school, explain how you presented it clearly and why.
Takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
Is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Once you secure a job, be open to different tasks and ideas in the workplace
Has employability or transferable skills	Is there something you've done at school or in your spare time that shows how you've used a skill? This could include giving presentations, fund raising or playing a team sport.
Is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
Can work well in a team	Use examples of how you contributed as part of a team from school, groups you may be in (such as Air Cadets, sports teams, scouts) or your hobbies to show how you can get on with others. Explain how you listened, discussed and negotiated as part of a team to complete a task.
Is reliable	When you get a job or an apprenticeship, be on time every day. Ring into work if you're unwell (but not just a headache) to let them know you won't be coming in.
Has commercial awareness	Research how the company you are applying to works, and makes a profit, and think about how it could grow.
Has customer awareness	Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.
Can problem solve	Explain how you would identify a problem and how you would solve it. Try to come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to resolve that was difficult then it shows that you're not afraid of a challenge





The benefits of work experience!

Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment, whether paid or voluntary. You can learn new skills and explore information about an industry by spending time in a workplace, seeing if a type of work will suit you.

The National Citizenship Service is a great way to gain teamwork and business skills, managed by LEBC, see more on www.leics-ebc.org.uk or www.ncsyes.co.uk

Employers will be impressed if you know something about them!

- ↑ Always research both the job role and the company that you are applying to.
- ↑ Think about what you can bring to the role, and give examples of this in the application or CV.
- ↑ Always spend time carefully tailoring any applications or CVs to reflect the skills needed for the role.
- ↑ There is a lot of on line support and advice to help with job interviews – have a look at what's available on 'Google' (search for practice job interview questions) or 'YouTube' (see videos of job interviews), or practice questions and answers with a friend or relative.



You can find good online support on:
www.barclayslifeskills.com
The Princes Trust
www.princes-trust.org.uk



Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment

When Can I Get a Part-Time Job?

The earliest that young people can start work is 13 years old. There is more scope for longer hours at 14 and then at 15, and restrictions on the types of work they may do. All young people of compulsory school age between the ages of 13 -16 require a work permit to work on a part-time basis and/or during school holidays.

What job can I do?

You could undertake newspaper deliveries, car washing (by hand in a residential area), domestic work in hotels (and other premises such as offices and shops), retail work, office work, hairdressing salon support, riding stables help, work in kennels and catteries (depending on the nature of the work) and cafes and restaurants (front of house only). See more on this on www.gov.uk/child-employment/restrictions-on-child-employment.

Other work areas (e.g. kitchen porter) may be possible but the child employment licence team will need to assess what is feasible.

There may be other paid roles that you can consider, such as:

- ↑ **Babysitting** – ask relatives, neighbours or family friends if they need any help.
- ↑ **Dog walking** – ask around to see if anyone you know needs a dog walker.
- ↑ Helping others with jobs such as **gardening**.



Local case study:

One student got her first job at 14 by emailing the editor of a local community magazine asking if he had any delivery rounds available. She was taken on immediately and after a few months he increased her hours (and money). She found her next job (a waitress in a dessert parlour) by looking for adverts in windows of city centre shops. She now works part time at the Co-op whilst doing A levels. It all looks good on the CV!

You do not require a work permit to do odd jobs at your home or a neighbour's home, babysitting or work experience organised by your school

'Word of mouth' is a powerful tool in the jobs market; you should let family/friends/ neighbours know you are looking for work; lots of people gain employment through somebody who knows somebody else who is hiring!

Volunteering is another great way to gain experience and skills and in doing so you can gain valuable contacts through networking. Prospective employers also favour those who show a commitment to organised groups such as cadets, sports clubs, scouts or similar.

Businesses intending to employ school-aged children must apply for a **child employment permit** (no charge) before they can be employed. Employers should contact either Leicester City Council or Leicestershire County Council (see links below) to download the relevant child employment permit. Part of the licence application involves gaining consent from the young person's school to ensure that attendance and attainment are not impacted.

www.leicester.gov.uk/business/licences-and-permits/child-employment-licence/
www.leicestershire.gov.uk/employing-children

What do Leicester and Leicestershire Employers Say?

99.6% 
**OF BUSINESSES
LOCALLY ARE
MICRO (0-9 STAFF)
(10-49 STAFF) SMALL
OR MEDIUM
ENTERPRISES (50-249 STAFF)**

Some recent local research with employers summarised that:

- ↑ Employers really value young people with good communication skills, knowledge about their business, a strong work ethic and realistic expectations.
- ↑ Useful skills across many industries include: commercial awareness, digital, an entrepreneurial spirit, and an understanding of e-commerce.
- ↑ Leadership and management skills will become more important over the next few years.
- ↑ It helps if you are 'open' to different sectors and areas of work; many organisations have a range of different roles and once employed, you can apply for internal opportunities to upskill or change department.
- ↑ There are growing numbers of opportunities across industries to replace people who are retiring.

Find a big opportunity in a small company!

Many young people like to approach well known, large companies for career opportunities, but there can be strengths in working for a smaller sized company. Over 99% of local businesses are micro (0-9 staff), small (10-49 staff) or medium enterprises (who employ 50 to 249 staff).

Why work for a smaller business?

- ↑ Your input will be valued; as part of a smaller team your contribution is more noticed
- ↑ Lots of variety; you will learn about the day to day aspects of how a business is run
- ↑ Quick progression; for those who show potential
- ↑ Contact with senior managers; you can build a good relationship and raise awareness of your work ethic

New and upcoming businesses tend to be micro, small or medium, so it is worth having a good look around you, or searching for local companies via Google or Yell.



Job Applications – Covering Letters and CVs

Many job adverts may ask you for a CV and/or covering letter.

What is a covering letter?

This is a summary letter capturing why you are applying for a role and to highlight how your skills and experience fit that role.

A professional covering letter, with a tailored CV can really make your application stand out!

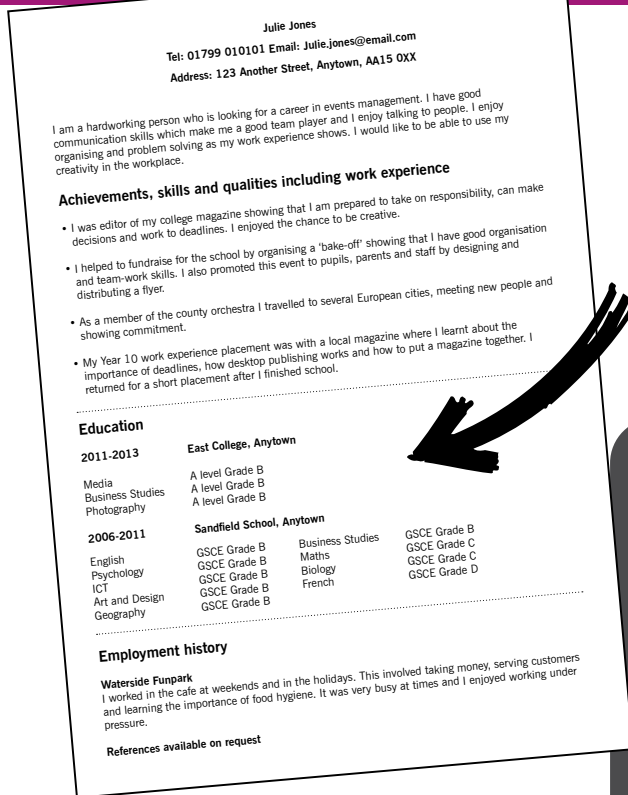
When looking for a job or an apprenticeship, getting things right at the application stage will help your chances of success.

Covering letters

- ↑ Write the letter out in rough first and check for mistakes.
- ↑ Use the person's name if you know it and end the letter 'Yours sincerely' then your name. If you don't know their name, begin 'Dear Sir/Madam' and end it 'Yours faithfully'.
- ↑ If you're replying to an advert, include the job title and reference.
- ↑ Include your full address, phone number, email address and the date.
- ↑ Highlight what skills and experience that you can bring to the job.
- ↑ Say why you want to work for that particular company - do your research on them!
- ↑ Emphasise your enthusiasm and commitment for the role, company or sector.
- ↑ Keep the letter relevant to the job and to the point.
- ↑ Check your spelling.

See a 'Job Hunters
Survival Kit', created by
local young people on:

<http://getsetleics.co.uk/>



Writing your CV

What is a CV?

A CV (short for Curriculum Vitae) is an outline summary of your qualifications, skills, achievements and career to date, and is commonly used as a method of highlighting relevant information to a prospective employer, to see if you are a good fit for a job role.

TOP TIP!

Tailor your CV to the job that you are applying for! A well planned, tailored CV is far more effective than giving out a standard CV.

sample CV layout

- ↑ Keep it brief and to the point – no more than two pages of A4.
- ↑ Use a computer, use the same font throughout and use clear headings.
- ↑ Start with your name, address, telephone number and email address.
- ↑ Write your current position or qualification first and work backwards.
- ↑ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).
- ↑ Include a covering letter with your CV.
- ↑ Read through the CV before you send it off, checking for any mistakes.
- ↑ Make a copy – you may need to use it again and it will be easier to update.
- ↑ Many websites, such as the **National Careers Service** (www.nationalcareersservice.direct.gov.uk) and www.barclayslifeskills.com have further examples of CVs and more hints and tips. You can also find more information on writing CVs via Google and YouTube.

Job and Apprenticeship Applications



Application forms

Some employers give you application forms to complete as part of their recruitment. Most of them are online nowadays.



Whether you apply online, or using pen and paper, the following tips will help!

- ↑ Read through the form first and the notes that go with it.
- ↑ Make a rough copy of your answers first, and be careful not to use 'text speak' on your final application.
- ↑ Make sure your answers are neat and clear and that you don't have any spelling mistakes.
- ↑ Make sure that your skills and abilities meet those needed for the job.
- ↑ Use the space provided to support your application to really sell yourself – tell them why you should get the job.
- ↑ Attach an extra piece of paper if you need to (white or cream A4).
- ↑ For your first referee, use your head teacher or principal if you are at school or college and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.
- ↑ Make sure you fill in every section of the form – they are asking for a reason!
- ↑ Remember to sign and date the form, sending it back as soon as you can.
- ↑ Sometimes an employer brings the closing date forwards if they have already received enough applications.
- ↑ Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!
- ↑ An untidy application form will give a bad impression to an employer and may cost you the job.

The way some employers recruit is changing! Many are using social media, such as Twitter, LinkedIn, Snapchat and Facebook. Some employers are starting to use video CVs or video applications.

Getting it right the first time

Employers may receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable.

Check your applications for

- ↑ Too much information
- ↑ Not enough information
- ↑ An email address that isn't appropriate for an employer
- ↑ Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
- ↑ Make sure that you relate your skills to the job or apprenticeship on offer

Preparation can win you the job or apprenticeship; you can shine if you do some company research, rehearse interview questions and be enthusiastic!

JOB

There are lots of sample interview questions online and you can also see examples of job interviews on YouTube.



Applying for a job or apprenticeship by phone

- ↑ Make sure you know the name of the person you need to speak to. If you're not sure, ask for the personnel or human resources department or main reception.
- ↑ Do some research about the company.
- ↑ Prepare the questions you want to ask beforehand and have them written down in front of you. Practice what you will say.
- ↑ Have a pen and some paper ready to write down anything you feel is important.
- ↑ Introduce yourself clearly and thank the person at the end of the phone call.
- ↑ Make sure you have enough credit on your phone!

Interviews

- ↑ Make sure you know where the interview is being held and that you can get there on time. (Leave some time for delays.)
- ↑ Be polite, friendly and punctual.
- ↑ Find out about the company or organisation first, for example what they do and how big they are.
- ↑ Prepare some questions that you want to ask about the job or apprenticeship.
- ↑ Practice possible questions and answers with a friend or relative.
- ↑ Try to answer all the questions with more than just 'yes' or 'no'. For example, tell them about a time when you have solved a problem, or worked as part of a team.
- ↑ Make sure you have everything you need for the interview such as certificates.
- ↑ Speak clearly, smile and thank the interviewer at the end.
- ↑ Be positive-show your spark and personality!



Make a great first impression by dressing smartly and appropriately for the role.

Your Rights at Work

In the workplace

There are various rules and laws that apply to the number of hours you can work and the types of jobs you're allowed to do if you're under 18 years old. For more information go to www.gov.uk/child-employment

The websites ACAS (www.acas.org.uk) and CAB (www.citizensadvice.org.uk) also have good web pages for young people related to employment rights.



How much will I get paid?

Your pay will depend on your qualifications, skills, experience and whether you're doing an apprenticeship or other training programme. There are different levels of minimum wage:

£4.20 an hour for under 18 year olds. (Must be above school leaving age. Doesn't apply if you're doing an apprenticeship.)

£5.90 an hour for 18-20 year olds.

£7.38 an hour for 21-24 year olds.

£3.70 an hour for apprentices age 16 - 18 or in their first year (some employers pay more than this)

Based on the minimum wage, the starting salary for an 18 year old could begin at £11,351 a year for a job working 37 hours a week. The National Living Wage was introduced in April 2016 for all working people aged 25 and is currently £7.83 an hour.

Pay scales correct as at 1 October 2018. Minimum wages often increase each year (each April) and you can see the latest figures on www.gov.uk

See what's on offer on www.gov.uk/apply-apprenticeship

Staying on in education or training until 18 (raising the participation age)

Young people in England have to continue in education or training until their 18th birthday as research generally shows that the more qualifications you have, the better career prospects you have. This doesn't mean that you have to stay on at school, there are a number of options that you can choose:

- ↑ Study full-time such as in a sixth form or college, or with a training provider
- ↑ Work or volunteer over 20 hours per week, combined with part-time education or training
- ↑ An apprenticeship or traineeship

For more information go to www.gov.uk/know-when-you-can-leave-school

Looking for Work if You're Disabled



If a job advert or application form displays the 'disability confident' symbol, or the 'positive about disabled people' symbol, you may be guaranteed an interview if you meet the basic conditions for the job.

It means the employer is committed to employing disabled people. See www.gov.uk/government/collections/disability-confident-campaign

If you need support before you start to apply for jobs, a work coach at your local Jobcentre can help you to gain skills, and give support and advice on any funding that might be available. You may be able to access a supported internship or work experience which can help you to gain employment in the future.

You don't have to legally tell an employer that you have a disability and an employer isn't normally allowed to ask you questions about your health or disability before they offer you a job.

Candidates should discuss their condition, however, when it might pose a risk at work to themselves or others. For more advice go to www.gov.uk or www.disabilityrightsuk.org

Are you already in work and need support due to a disability or health condition? You may be able to get help at work if you are disabled or have a health condition through the Access to Work scheme: www.gov.uk/access-to-work/overview



What next?

This guide was produced to give you an idea about the wide range of industries, employers, and potential opportunities across the Leicestershire area.

You can explore career ideas through websites linked to sectors/roles shown in the guide, or by arranging to see a careers adviser in your school or college. If something you are interested in is not included in the guide, you can research other sectors/roles in the links below or overleaf.

If you are not in education, training or work, there are local agencies that can help you with your next steps, see the back page.

Schools, colleges and careers centres have access to websites such as **Kudos** (www.cascaid.co.uk), or **Start** (www.startprofile.com) where you can research your skills and ideas. Or call the **National**

Careers Service team on 0800 100 900. Try and get some work experience, voluntary work or extra curriculum activities to try out options, this will also help to enhance your CV and any job applications.

It is likely that your career path will change several times in your life time, so have back up plans and be flexible. Researching what's happening around you, and being proactive also help!

This guide was collated by the **Leicester and Leicestershire Enterprise Partnership**, in partnership with the **European Social Fund** and **Careers and Enterprise Company**. Thanks also to the **Leicester College careers team** and **De Lisle College** who helped with feedback and checks.

An online version of this guide is available at www.llep.org.uk

See LLEP area ESF programmes at www.llep.org.uk/esif-section/about-esif
www.careersandenterprise.co.uk

Useful websites for further help or research

Job or apprenticeship vacancies

National Apprenticeship Service
www.gov.uk/apply-apprenticeship
Find a job
www.gov.uk/jobsearch
Leicester Employment Hub
www.leicesteremploymenthub.co.uk
Leicester Mercury Jobs
www.leicestermercury.co.uk
Not Going to Uni
www.notgoingtouni.co.uk
Indeed - www.indeed.co.uk
LinkedIn- www.linkedin.com

Searching for employers or recruitment agencies

Find an agency
www.agencycentral.co.uk
Recruitment and Employment Federation
www.rec.uk.com
Yell - www.yell.com

Understanding your skills

National Careers Service
www.nationalcareersservice.direct.gov.uk
World Skills Live
www.worldskillsuk.org
iCould (buzz quiz/videos)
www.icould.com
Start - www.startprofile.com

Jobs and careers information

National Careers Service
www.nationalcareersservice.direct.gov.uk
Careersbox - www.careersbox.co.uk
Amazing Apprenticeships
www.amazingapprenticeships.com
The Student Room
www.thestudentroom.co.uk

Starting your own business

LLEP Business Gateway
www.llepbizgateway.co.uk

Local economic news

Leicester and Leicestershire Enterprise Partnership - www.llep.org.uk

Advice on starting work and job hunting

National Careers Service
www.nationalcareersservice.direct.gov.uk
Gov.UK - www.gov.uk
Not Going to Uni
www.notgoingtouni.co.uk
Barclays Life Skills
www.barclayslifeskills.com

Volunteering and work experience

Voluntary Action Leicestershire
www.volunteerleicestershire.org.uk
Leicester Education Business Company
www.leics-ebc.org.uk
Prince's Trust - www.princes-trust.org.uk

Higher Education and Graduates

UCAS - www.UCAS.com
Unistats - <https://unistats.ac.uk/>
What Do Graduates Do? www.hecsu.ac.uk
Prospects - www.prospects.ac.uk

Aged 16 to 19 and need support to move into education, employment or training?

Contact **Connexions*** (city service) or **Careers Advice** (county service)

www.leicester.gov.uk/connexions
Call **0116 454 1770** for Connexions or call into 2 Wellington St, Leicester LE1 6HL.

For Careers Advice (young people in the county) call **0116 305 6620**.

* up to 25 for young people with learning difficulties or disabilities

Good Luck!