

OATHALL COMMUNITY COLLEGE
Work Related Learning



Advice and Guidance
on the
Post 16 Application Process

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18 September 2013

Dear Parents

A warm welcome to our annual Post 16 Opportunities Evening. Making decisions as to what to do at post 16 level is never easy and the purpose of this evening is to assist you and your son or daughter in this decision making process.

The law has changed regarding the school leaving age. Students must now continue in education or training until the end of the school year in which they turn 17. You can continue your education or training at a college, with a specialist provider or in a workplace.

Please take time to visit all the further education establishments and other organisations represented here this evening. There will be plenty of opportunity to talk with representatives and to pick up relevant brochures and literature. Enclosed within this booklet are a list of open evenings for local further education colleges and schools. It is strongly recommended that you attend as many of these as you can, to help make an informed choice about post 16 destinations.

Please note that most college applications are dealt with by the school*, a timetable for which is included within this booklet. Please read carefully: it is important deadlines are met. (**The one exception is St Paul's Sixth Form College as their application process is completed on-line.*)

We are running a careers drop-in service in the Careers Library on Mondays from 3.10 - 4.00pm on the following dates: 14 October, 21 October, 4 November, 11 November and 18 November. This service is timed to coincide with the college application process to support students during this critical period.

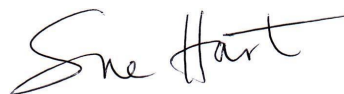
After this evening, please do not hesitate to contact the Careers Office if you have any queries regarding colleges, choices or applications. Students are welcome at any time to visit our Careers Library and seek advice from staff. Individual careers interviews are available on request.

We hope that you have an enjoyable and informative evening.

Yours sincerely



John Blackholly
Head of Vocational Learning



Sue Hart
Work Related Learning Co-ordinator

COLLEGES AND ORGANISATIONS ATTENDING THE POST 16 OPPORTUNITIES EVENING

MID-SUSSEX

CENTRAL SUSSEX COLLEGE (CSC)
Haywards Heath Sixth Form, Burgess Hill & Crawley Campuses

COLLYER & SIXTH FORM COLLEGE
Horsham

ST PAUL & SIXTH FORM COLLEGE
Burgess Hill

SUSSEX DOWNS COLLEGE
Lewes Sixth Form College

BRIGHTON & HOVE

BRIGHTON, HOVE & SUSSEX SIXTH FORM COLLEGE (BHASVIC)

BRIGHTON INSTITUTE OF MODERN MUSIC (BIMM)

CITY COLLEGE

VARNDEAN COLLEGE

EAST SUSSEX

PLUMPTON COLLEGE

WEST SUSSEX

CHICHESTER COLLEGE (Brinsbury Campus, Pulborough)

NORTHBROOK COLLEGE (Worthing)

- ARMED FORCES . Army; Royal Marines; Royal Navy
- APPRENTICESHIPS IN SUSSEX . Apprenticeship opportunities in our area
- BUSY BEES NURSERY (H Heath) . Training opportunities in childcare
- JACE TRAINING (Crawley) . Apprenticeship provider
- POLICE . Career opportunities within the Police service
- REWARDS TRAINING (Crawley) . Apprenticeship provider
- SIGTA (Uckfield) . Training and Apprenticeship provider
- STEVE WILLIS TRAINING (B Hill) . Training courses in Building Engineering Services

COLLEGE OPEN EVENINGS

INSTITUTION	OPEN EVENINGS/DAYS	
<p>BRIGHTON, HOVE & SUSSEX SIXTH FORM COLLEGE (BHASVIC) 205 Dyke Road, Hove BN3 6EG Tel: 01273 552200 www.bhasvic.ac.uk</p>	<p>Wednesday 20th November 2013 9.00pm Thursday 21st November 2013 9.00pm</p>	<p>6.30 - 6.30 -</p>
<p>BRIGHTON INSTITUTE OF MODERN MUSIC (BIMM) 7 Rock Place, Brighton BN2 1PF 38-42 Brunswick Street West, Brighton BN3 1EL Tel: 08442 646 666 www.bimm.co.uk/brighton</p>	<p>Saturday 12th October 2013</p>	<p>Places need to be booked via BIMM website</p>
<p>CENTRAL SUSSEX COLLEGE CRAWLEY CAMPUS College Road, Crawley, West Sussex RH10 1NR Tel: 01293 442200 www.centralsussex.ac.uk</p>	<p>Wednesday 13th November 2013 8.00pm</p>	<p>4.00 -</p>
<p>CENTRAL SUSSEX COLLEGE HAYWARDS HEATH CAMPUS Harlands Road, Haywards Heath, West Sussex RH16 1LT Tel: 01444 456281 www.centralsussex.ac.uk</p>	<p>Wednesday 6th November 2013 8.30pm Thursday 7th November 2013 8.30pm</p>	<p>5.30 - 5.30 -</p>
<p>CHICHESTER COLLEGE BRINSBURY CAMPUS North Heath, Pulborough, West Sussex RH20 1DL Tel: 01243 786321 www.chichester.ac.uk</p>	<p>Wednesday 9th October 2013 7.00pm Wednesday 5th March 2014 7.00pm Taster Day: Tuesday 18th February 2014</p>	<p>5.00 - 5.00 -</p>
<p>CITY COLLEGE BRIGHTON AND HOVE Pelham Street, Brighton BN1 4FA Tel: 01273 667788 www.ccb.ac.uk</p>	<p>Wednesday 16th October 2013 7.30pm Tuesday 19th November 2013 7.30pm</p>	<p>5.30 - 5.30 -</p>

COLLYERS SIXTH FORM COLLEGE Hurst Road, Horsham, West Sussex RH12 2EJ Tel: 01403 210822 www.collyers.ac.uk	Wednesday 13 th November 2013 9.00pm Thursday 14 th November 2013 9.00pm	6.30 - 6.30 -
NORTHBROOK COLLEGE (West Durrington Campus) Littlehampton Road, Goring-by-Sea, Worthing, West Sussex BN12 6NU Tel: 0845 1556060 www.northbrook.ac.uk	Tuesday 12 th November 2013 Wednesday 13 th November 2013 Thursday 14 th November 2013	<i>Shoreham Campus</i> <i>Broadwater Campus</i> <i>West Durrington Campus</i> 6.00 - 8.00pm
PLUMPTON COLLEGE Ditchling Road, Nr Lewes, East Sussex BN7 3AE Tel: 01273 890454 www.plumpton.ac.uk	Saturday 2 nd November 2013 Saturday 1 st March 2014 Saturday 10 th May 2014 (Open Day) Taster Courses: w/c 28 th October 2013 w/c 17 th February 2014 w/c 23 rd June 2014	9.00am - 12.30pm 9.00am - 12.30pm 10.00am - 5.00pm
ST PAUL'S SIXTH FORM COLLEGE Jane Murray Way, Burgess Hill, West Sussex RH15 8GA Tel: 01444 873898 www.stpaulssixthform.co.uk	Thursday 14 th November 2013	6.00 - 8.00pm
SUSSEX DOWNS COLLEGE LEWES CAMPUS Mountfield Road, Lewes, East Sussex BN7 2XH Tel: 01273 483188 www.sussexdowns.ac.uk	Friday 8 th November 2013 7.30pm Saturday 9 th November 2013	5.00 - 10.00am - 12.00 noon
VARNDEAN COLLEGE Surrenden Road, Brighton BN1 6WQ Tel: 01273 508011 www.varndean.ac.uk	Thursday 24 th October 2013 7.45pm <i>(International Baccalaureate Evening only)</i> Saturday 28 th September 2013 3.00pm Wednesday 13 th November 2013 Thursday 14 th November 2013	6.30 - 6.30 - 9.00pm 6.30 - 9.00pm 11.30am - 6.30 - 9.00pm 6.30 - 9.00pm

★ Prospectuses and application forms can be collected at the college open evenings.

★ These are also available from the Careers Library at Oathall.

PROCESSING OF FURTHER EDUCATION APPLICATIONS

Below you will find information concerning applications to Colleges of Further Education. It is imperative that deadlines are strictly adhered to; otherwise it cannot be guaranteed your application will be processed on time.

PLEASE DO NOT APPLY DIRECTLY TO COLLEGES

ALL APPLICATIONS SHOULD BE HANDED TO MS HART IN THE CAREERS OFFICE, AS REFERENCES/GRADES HAVE TO BE ATTACHED

★ *The one exception is St Paul's Sixth Form College as their application process is completed online. Students will need to give Oathall's email address for reference requests - office@oathall.org*

It is suggested that you apply to more than one college as a back-up. Application forms should be completed neatly - make a photocopy and practice first if necessary.

Students considering an Apprenticeship should also make a college application as a back-up measure. It is easier to decline a place at college than apply later in the year.

Please note: There is a tri-form for BHASVIC/Varndean/City College. You may only apply to one of these colleges, except for different types of courses, e.g. AS levels at BHASVIC and BTEC Diploma at Varndean.

Please note: If you wish to apply for courses at more than one Central Sussex College campus (Haywards Heath, Burgess Hill, Crawley), you need to complete separate application forms.

APPLICATION DEADLINE

Applications for all colleges must be handed to Ms Hart in the Careers Office by
Monday 25th November 2013

INTERVIEWS

1) Interviews for **Central Sussex College - Haywards Heath Sixth Form**

These will be held here at the school during late January/early February 2014. Students will be notified of the date and time approximately two weeks before the interview date. Parents are invited to attend these interviews if they wish to do so.

2) Interviews for **all other FE Colleges**

Institutions will contact students direct with details of date and time of interview.

MANY COLLEGES NOW ONLY COMMUNICATE BY EMAIL TO ACKNOWLEDGE APPLICATIONS, TO PROVIDE INTERVIEW DETAILS AND OFFER PLACES. IT IS THEREFORE IMPORTANT TO CHECK YOUR EMAILS REGULARLY.

WHAT NEXT?

- Look at the displays this evening and collect information
- Go to the college open evenings
- Look at the various websites mentioned in this booklet
- Encourage your son or daughter to talk to:-
 - teachers
 - careers advisers
 - friends
 - current students
 - you

Help them to choose the college/option that is right for them!

FACTORS TO CONSIDER WHEN CHOOSING A COLLEGE

Courses	<p>Look carefully at the modules within a course. These can vary considerably at different colleges</p> <p>Some courses have specific entry requirements, e.g. to study Psychology AS you will need GCSE Science at grade B</p> <p>Look at how the course is assessed - % exam/coursework varies considerably between subjects and exam boards</p> <p>You are more likely to succeed if your choices fit your interests and abilities</p>
Progression	<p>Is this the right course or combination of courses for the university entrance requirements in your favourite subject?</p>
Facilities	<p>What else does the college offer to support learning?</p>
Quality	<p>Results - look at the individual subject pass rates, not just the overall pass rate inspection reports</p>
Travelling	<p>Can you get there? Be realistic.</p>
'Feel'/ethos	<p>Do you like it?</p>
Guidance	<p>Is there a careers office or library? Do they give help/advice with university applications?</p>

WHAT WE DO TO HELP

- POST 16 OPPORTUNITIES EVENING
- CAREERS EDUCATION MODULE IN PSD LESSONS
- CAREERS DROP-IN SERVICE DURING OCTOBER & NOVEMBER
- INDIVIDUAL CAREERS INTERVIEWS BY REQUEST
- PRESENTATIONS DURING OCTOBER FROM SUSSEX DOWNS COLLEGE (LEWES), CENTRAL SUSSEX COLLEGE, ST PAUL'S SIXTH FORM COLLEGE AND THE NATIONAL APPRENTICESHIP SERVICE
- PROCESS COLLEGE APPLICATIONS
- STUDENTS HAVE OPEN ACCESS TO THE CAREERS OFFICE AND CAREERS LIBRARY
- AS PART OF THE REQUIREMENT TO PROVIDE INDEPENDENT AND IMPARTIAL CAREERS ADVICE, WE EMPLOY THE SERVICES OF AN EXTERNAL CAREERS ADVISER WHO ATTENDS THE Y11 MENTOR AND CONSULTATION EVENINGS, AS WELL AS OTHER EVENTS DURING THE YEAR
- PROVISION OF IMPARTIAL AND INDEPENDENT CAREERS GUIDANCE VIA THE ~~£~~KUDOS~~q~~ AND ~~£~~CAREERSCAPE~~q~~ ONLINE PROGRAMS
- CAREERS STAFF ARE ALWAYS ON HAND TO ANSWER QUERIES
- CHECK THE CAREERS NOTICEBOARD FOR THE LATEST INFORMATION AND NOTICES

CAREERS STAFF: MR J BLACKHOLLY and MS S HART

COME AND SEE US - WE'RE HERE TO HELP YOU



‘KUDOS’ AND ‘CAREERSCAPE’

To support the delivery of impartial and independent careers guidance, the college has purchased licences for an online careers package to assist our students with their career and study options. The **Kudos** and **Careerscape** programs help them to make informed decisions and help to raise their aspirations and achievement. They can be accessed both at school and from home, allowing parental involvement and support.

What is Kudos?

Kudos is an impartial online careers guidance and information program that helps young people plan their future and make informed decisions, and is ideal for 13-19 year olds.

It provides young people a personalised experience based on their interests and educational aspirations to suggest suitable careers. They can explore these suggestions or look at their own career ideas; they can then see how well matched they are to them.

Students can consider their study and training options and record subjects that they are studying or are planning to study. They can add careers and subjects to their own personal Action Plan, where they can set goals and target dates. Up-to-date and accurate detailed information is provided on over 700 different careers (covering over 1,800 job titles). A ~~Notes~~ feature allows students to add their own notes to careers they are interested in or they add them to their *favourites* list.

What is Careerscape?

Careerscape integrates with Kudos to add extra features to the program. Young people can access information on subjects, study and training options and qualifications. These include: over 300 high quality career videos, printable career information leaflets, over 500 Real Live case studies and university-level course information linked to relevant careers. Lifestyle articles help to tackle broader social issues and Subject Link articles help young people understand how subjects link to particular careers.

To access these programs go to the Oathall website (www.oathall.org) and click on the ‘Careers Cascaid’ link on the right hand side of the homepage. You can then launch the Kudos and Careerscape programs here and type in your school username and password.

Online user guides are available to take you through what the programs have to offer. If you require any further help or guidance, please see Ms Hart in the Careers Office.

Careers Websites

Here are some websites and online services to help you with your post 16 and career choices

- ★ **National Careers Service**
<https://nationalcareersservice.direct.gov.uk>
Lots of info including Job Profiles, how to write a CV, and job interview techniques. You can also speak to an adviser over the phone, by text, email or webchat.
- ★ **My Future Sussex**
www.myfuturesussex.com
You can find out about colleges and training providers near you, browse their websites and view prospectuses and courses.
- ★ **Careersbox**
www.careersbox.co.uk
This is a free online library of careers related film, news and Information. You can match your skills to work and training opportunities.
- ★ **Best Course 4 Me**
www.bestcourse4me.com
Information on AS/A level and BTEC subject choices and what degree/career they could lead to, as well as what salary you can expect to earn.
- ★ **Apprenticeships**
www.apprenticeships.org.uk
This is a national website with details of all current apprenticeship vacancies.
- ★ **Apprenticeships in Sussex**
www.apprenticeships-in-sussex.com
Search for local apprenticeship vacancies.
- ★ **Cascaid**
www.cascaid.co.uk
The Kudos and Careerscape programs allow you to job match based on your interests and aspirations, research thousands of different careers and create your own personal action plan. You need to log in using your school username and password.
- ★ **Careers A-Z**
www.careersa-z.co.uk
Links to careers, course & job information.
- ★ **Gov.UK**
www.gov.uk
Go to the 'Education and Learning' section for information on apprenticeships, financial assistance and learning support.
- ★ **UCAS**
wwwucas.com
Information on all courses offered by all universities with entry requirement details.
- ★ **icould.com**
www.icould.com
More than 1000 videos of real people talking about their career journeys. Search by subject, job type or life theme.
- ★ **Get Smart**
www.getsmart.com
Articles, videos, career overviews, apprenticeships & gap year information.