

Oathall Community College

Work Related Learning



Post 16 Information Booklet

2018 – 19

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12 September 2018

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 in this decision making process.

The law has changed regarding the school leaving age. Students must continue in education or training until the end of the school year in which they turn 18. 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 is 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.

Many colleges now operate an online applications facility via their individual websites. Applications to colleges using paper forms are dealt with by the school. Please note deadlines for submission of applications, which are included within this booklet, as it is important that all deadlines are met.

We are running a careers drop-in service every Wednesday afternoon after school from 3.10 - 4.00pm during October and November. This service is timed to coincide with the college application process to support students during this critical period. Please feel free to pop into the Careers Office if you require assistance with completing application forms, to discuss course choices or anything college/career related. Should you need to discuss anything in more depth, please request an individual careers interview.

**If you are planning a summer holiday, please be aware that students are required to be available soon after the GCSE exam results are issued on 22 August 2019, as colleges hold taster days, interviews and enrolment sessions before the beginning of the autumn term.**

We hope that you have an enjoyable and informative evening.

Yours sincerely

Mrs F Hatchard  
**Assistant Headteacher**

Mrs K Ferros  
**Work Related Learning Administrator**

# **COLLEGES AND ORGANISATIONS ATTENDING THE POST 16 OPPORTUNITIES EVENING**

## **WEST SUSSEX**

COLLYER'S SIXTH FORM COLLEGE  
Horsham

CRAWLEY COLLEGE  
Crawley

HAZELWICK SCHOOL SIXTH FORM  
Crawley

ST PAUL'S CATHOLIC COLLEGE SIXTH FORM  
Burgess Hill

## **BRIGHTON & HOVE**

BRIGHTON, HOVE & SUSSEX SIXTH FORM COLLEGE (BHASVIC)

BRIGHTON INSTITUTE FOR CONTEMPORARY THEATRE TRAINING (BRICTT)

BRIGHTON INSTITUTE OF MODERN MUSIC (BIMM)

BRIGHTON & PORTSLADE ALDRIDGE COMMUNITY ACADEMIES (BACA & PACA)

DV8 SUSSEX

GREATER BRIGHTON METROPOLITAN COLLEGE (formerly City College & Northbrook College)

VARNDEAN COLLEGE

## **EAST SUSSEX**

PLUMPTON COLLEGE

SUSSEX DOWNS COLLEGE (Lewes)

UCKFIELD COMMUNITY TECHNOLOGY COLLEGE SIXTH FORM

- AIS – Apprenticeships in Sussex
- ARMED FORCES – Army; Royal Air Force
- BRIGHTON & HOVE ALBION FC
- CAPITA – Apprenticeships provider
- INSPIRING THE FUTURE – Apprenticeship Support & Knowledge for Schools
- JACE TRAINING (Crawley) – Training and Apprenticeship provider
- NHS
- PRUNERS (H Heath) – Training opportunities in hair & beauty
- SIGTA (Uckfield) – Training and Apprenticeship provider
- STEVE WILLIS TRAINING (B Hill) – Training courses in Building Engineering Services

# COLLEGE OPEN EVENINGS

INSTITUTION	OPEN EVENINGS
BRIGHTON ALDRIDGE COMMUNITY ACADEMY Lewes Road, Brighton BN1 9PW Tel: 01273 691191 www.baca-uk.org.uk	Tuesday 13 <sup>th</sup> November 2018: 6.00 – 8.00pm
BRIGHTON, HOVE & SUSSEX SIXTH FORM COLLEGE (BHASVIC) 205 Dyke Road, Hove BN3 6EG Tel: 01273 552200 www.bhasvic.ac.uk	Wednesday 14 <sup>th</sup> November 2018: 6.30 – 9.00pm Thursday 15 <sup>th</sup> November 2018: 6.30 – 9.00pm
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	Saturdays: 6 <sup>th</sup> October 2018 3 <sup>rd</sup> November 2018 1 <sup>st</sup> December 2018  <i>Places need to be booked via the BIMM website and fill up fast!</i>
BRIGHTON INSTITUTE FOR CONTEMPORARY THEATRE TRAINING Bird Studios, New England St, Brighton BN1 4GW Tel: 01273 603333 www.bricct.co.uk	
BRIGHTON METROPOLITAN COLLEGE Pelham Street, Brighton BN1 4FA Tel: 01273 667788 www.gbmc.ac.uk	Wednesday 10 <sup>th</sup> October 2018: 5.00 - 7.00pm Wednesday 31 <sup>st</sup> October 2018: 5.00 – 7.00pm  Places can be booked online
CHICHESTER COLLEGE – BRINSBURY CAMPUS North Heath, Pulborough RH20 1DL Tel: 01243 786321 www.chichester.ac.uk	Saturday 6 <sup>th</sup> October 2018: 10.00am – 1.00pm
COLLYER'S SIXTH FORM COLLEGE Hurst Road, Horsham RH12 2EJ Tel: 01403 210822 www.collyers.ac.uk	Wednesday 7 <sup>th</sup> November 2018: 6.30 – 9.00pm Thursday 8 <sup>th</sup> November 2018: 6.30 – 9.00pm
CRAWLEY COLLEGE College Road, Crawley RH10 1NR Tel: 01293 442200 www.crawley.ac.uk	Saturday 10 <sup>th</sup> November 2018: 10.00am – 1.00pm
DV8 SUSSEX 12 Queen Square, Brighton BN1 3FD Tel: 01273 550432 www.dv8sussex.com	Wednesday 17 <sup>th</sup> October 2018: 6.00 – 8.00pm Wednesday 13 <sup>th</sup> November 2018: 6.00 – 8.00pm

INSTITUTION	OPEN EVENINGS
HAZELWICK SCHOOL SIXTH FORM Three Bridges, Crawley RH10 1SX Tel: 01293 403344 www.hazelwick.org	Tuesday 18 <sup>th</sup> September 2018: 5.15 – 7.15pm
HOLY TRINITY CE SECONDARY SCHOOL SIXTH FORM Buckswood Drive, Gossops Green, Crawley RH11 8JE Tel: 01293 423690 www.holytrinitycrawley.org.uk	Thursday 1 <sup>st</sup> November 2018: 6.00 – 8.00pm
IFIELD COMMUNITY COLLEGE SIXTH FORM Crawley Avenue, Crawley RH11 0DB Tel: 01293 420500 www.ifieldcc.w-sussex.sch.uk	Thursday 22 <sup>nd</sup> November 2018: 6.00 – 8.00pm
NORTHBROOK METROPOLITAN COLLEGE (West Durrington Campus) Littlehampton Road, Goring-by-Sea, Worthing BN12 6NU Tel: 0845 1556060 www.northbrook.ac.uk	All Worthing and Shoreham campuses –  Wednesday 17 <sup>th</sup> October 2018: 5.00 – 7.00pm Wednesday 14 <sup>th</sup> November 2018: 5.00 – 7.00pm  <b><i>Please check website for details of subject areas at each campus</i></b>
ORIEL HIGH SCHOOL SIXTH FORM Maidenbower Lane, Crawley RH10 7XW Tel: 01293 880350 www.oriel.w-sussex.sch.uk/sixth-form	Wednesday 19 <sup>th</sup> September 2018: 6.00 – 8.30pm
PLUMPTON COLLEGE Ditchling Road, Plumpton BN7 3AE Tel: 01273 890454 www.plumpton.ac.uk	Saturday 29 <sup>th</sup> September 2018: 9.00am – 12.00pm Saturday 10 <sup>th</sup> November 2018: 9.00am – 12.00pm
PORTSLADE ALDRIDGE COMMUNITY ACADEMY Chalky Road, Portslade, Brighton BN41 2WS Tel: 01273 416300 www.paca.uk.com	Tuesday 6 <sup>th</sup> November 2018: 6.00 – 8.00pm
ST PAUL'S CATHOLIC COLLEGE SIXTH FORM Jane Murray Way, Burgess Hill RH15 8GA Tel: 01444 873898 www.stpaulssixthform.co.uk	Thursday 15 <sup>th</sup> November 2018: 6.00 – 8.00pm  <i>(Pre-register for fast-track entry via website)</i>
ST WILFRID'S CATHOLIC SCHOOL SIXTH FORM St Wilfrid's Way, Old Horsham Road, Crawley RH11 8PG Tel: 01293 421421 www.stwilfrids.com	Thursday 15 <sup>th</sup> November 2018: 6.30 – 8.30pm

INSTITUTION	OPEN EVENINGS
<p>SUSSEX DOWNS COLLEGE - LEWES CAMPUS  Mountfield Road, Lewes BN7 2XH  Tel: 01273 483188  www.sussexdowns.ac.uk</p>	<p>Friday 5<sup>th</sup> October 2018: 4.30 – 7.30pm  Saturday 6<sup>th</sup> October 2018: 10.00am - 12.30pm  Tuesday 29<sup>th</sup> November 2018: 4.30 – 7.30pm</p>
<p>THOMAS BENNETT COMMUNITY COLLEGE  SIXTH FORM  Ashdown Drive, Crawley RH10 5AD  Tel: 01293 526255  www.thomasbennett.tkat.org</p>	<p>Wednesday 7<sup>th</sup> November 2018: 5.30 – 7.30pm</p>
<p>UCKFIELD COMMUNITY TECHNOLOGY  COLLEGE SIXTH FORM  Downsview Crescent, Uckfield TN22 3DJ  Tel: 01825 764844  www.uckfield.college</p>	<p>Thursday 8<sup>th</sup> November 2018: 5.30 – 8.00pm</p>
<p>VARNDEAN COLLEGE  Surrenden Road, Brighton BN1 6WQ  Tel: 01273 508011  www.varndean.ac.uk</p>	<p>Thursday 18<sup>th</sup> October 2018: 6.30pm prompt  <i>(International Baccalaureate Evening only)</i>    Saturday 29<sup>th</sup> September 2018: 11.00am – 2.00pm  Wednesday 7<sup>th</sup> November 2018: 6.30 – 9.00pm  Thursday 8<sup>th</sup> November 2018: 6.30 – 9.00pm</p>

- ★ College prospectuses can be collected at the college open evenings.
- ★ These are also available from the LRC at Oathall.

# INDEPENDENT SIXTH FORM OPEN DAYS

INSTITUTION	OPEN DAYS
<b>ARDINGLY COLLEGE</b> Ardingly, Haywards Heath RH17 6SQ Tel: 01444 893320 <a href="http://www.ardingly.com">www.ardingly.com</a>	Saturday 15 <sup>th</sup> September 2018: 9.30am
<b>BRIGHTON COLLEGE</b> Eastern Road, Brighton BN2 0AL Tel: 01273 704200 <a href="http://www.brightoncollege.org.uk">www.brightoncollege.org.uk</a>	Saturday 13 <sup>th</sup> October 2018: 9.30am – 12.30pm
<b>BURGESS HILL SCHOOL FOR GIRLS</b> Keymer Road, Burgess Hill RH15 0EG Tel: 01444 241050 <a href="http://www.burgesshillgirls.com">www.burgesshillgirls.com</a>	Saturday 6 <sup>th</sup> October 2018: Whole School: all day Monday 10 <sup>th</sup> October 2018: Sixth Form: 6.30 – 9.00pm
<b>CHRIST'S HOSPITAL</b> Horsham RH13 0YP Tel: 01403 246555 <a href="http://www.christs-hospital.org.uk">www.christs-hospital.org.uk</a>	Saturday 8 <sup>th</sup> September 2018: 8.45am – 1.00pm Saturday 25 September 2018: Sixth Form Taster day
<b>HURSTPIERPOINT COLLEGE</b> College Lane, Hurstpierpoint BN6 9JS Tel: 01273 833636 <a href="http://www.hppc.co.uk">www.hppc.co.uk</a>	Saturday 6 <sup>th</sup> October 2018: 10.30am
<b>ROEDEAN SCHOOL</b> Roedean Way, Brighton BN2 5RQ Tel: 01273 667500 <a href="http://www.roedean.co.uk">www.roedean.co.uk</a>	Saturday 6 <sup>th</sup> October 2018: 10.00am
<b>WORTH SCHOOL</b> Paddockhurst Road, Turners Hill RH10 4SD Tel: 01342 710200 <a href="http://www.worthschool.org.uk">www.worthschool.org.uk</a>	Saturday 6 <sup>th</sup> October 2018: 10.15am – 1.30pm Saturday 3 <sup>rd</sup> November 2018: 10.15am – 1.30pm

Places can be booked by either visiting the schools/colleges' websites and registering to attend online, or by contacting the admissions office.



# PROCESSING OF COLLEGE APPLICATIONS

Below you will find information concerning applications to colleges. It is imperative that deadlines are strictly adhered to; otherwise it cannot be guaranteed your application will be processed on time. *(This information does not apply to independent sixth form applications.)*

**It is suggested that students should apply to more than one college. A decision about which college to attend can be made after your interviews.**

## **PLEASE NOTE:**

**It is important to note the applications policy for BHASVIC and Varndean College. You cannot apply to BHASVIC and Varndean as joint first choice colleges. To apply, complete the ONLINE application form on the website of your first-choice college – you can add the other college as your second choice if you wish.**

**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 to apply late if you are unable to secure apprenticeship training.**

## **PAPER APPLICATIONS DEADLINE**

**Monday 26<sup>th</sup> November 2018**

## **ONLINE APPLICATIONS DEADLINE**

**Friday 7<sup>th</sup> December 2018**

## **PAPER APPLICATIONS - PLEASE DO NOT SEND DIRECTLY TO COLLEGES**

All application forms must be handed to Mrs Ferros in Reception by Monday 26<sup>th</sup> November. She will arrange for references and grades to be included and will deliver applications to colleges.

Application forms should be completed neatly in BLACK pen – make a photocopy and practice first if necessary.

## **ONLINE APPLICATIONS**

These must be submitted to colleges by Friday 7<sup>th</sup> December 2018. You may still be able to apply after this date but priority is given to applications received by the deadline. Colleges will then request references from the school.

## **SCHOOL CONTACT INFORMATION**

When completing your applications, you will be asked to give the name of the person at Oathall for the colleges to contact to request your school reference and predicted exam grades. This is Mrs K Ferros, Work Related Learning Administrator, email: [kferros@oathall.org](mailto:kferros@oathall.org)

# **COLLEGE INTERVIEWS**

Interviews take place from December to April. You will be contacted directly, often by email or text, with details of your interview so it is very important that you provide your mobile number and an email address that you use and check regularly.

If studying an Art / Photography subject, students will be required to take a portfolio of evidence with them.

If students have chosen Dance / Performing Arts they will be expected to attend an audition.

## **WHAT NEXT?**

- **Look at the displays this evening and collect information**
- **Go to the colleges' open evenings**
- **Refer to the colleges' websites for up-to-date course information, as prospectuses are printed some time before and details do change**
- **UCAS now provides a database of all post-16 courses. The website can be accessed at [www.ucasprogress.com](http://www.ucasprogress.com)**
- **Look at the careers websites listed in this booklet**
- **Encourage your son or daughter to talk to:**
  - **teachers**
  - **careers advisers**
  - **friends**
  - **current students**
  - **you**

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

# FACTORS TO CONSIDER WHEN MAKING SUBJECT AND COLLEGE CHOICES

<b>Courses</b>	<p>Not all courses are available at all colleges so check what each college has to offer</p> <p>Some courses have specific entry requirements and these can vary between colleges, e.g. to study Psychology you may need GCSE science at grade 6 and English at grade 6.</p> <p>Look carefully at the modules within a course. These can vary considerably at different colleges.</p> <p>Look at how the course is assessed, e.g. most A levels are 100% examination, whereas BTECs include a practical element and coursework.</p> <p>You are more likely to succeed if your choices fit your interests and abilities.</p> <p>If you have no career in mind – try to choose a range of subjects in order to keep your options open.</p>
<b>Progression</b>	<p>Is this the right course or combination of courses to meet the entrance requirements for the subject you wish to study at university? E.g. to study medicine you must have A level Chemistry. The UCAS website is very useful for researching this <a href="http://www.ucas.ac.uk">www.ucas.ac.uk</a></p>
<b>Facilities</b>	<p>What else does the college offer to support learning?</p> <p>What extra-curricular activities do they provide?</p>
<b>Quality</b>	<p>Results - look at the individual subject pass rates for the subjects you are interested in studying, not just the overall results for the whole college.</p>
<b>Travelling</b>	<p>Can you get there? Consider the cost. Be realistic.</p>
<b>‘Feel’/ethos</b>	<p>Do you like it?</p>
<b>Guidance</b>	<p>Do they offer careers support and guidance for university applications or your chosen next step?</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
- PROCESS COLLEGE APPLICATIONS
- AS PART OF THE REQUIREMENT TO PROVIDE INDEPENDENT AND IMPARTIAL CAREERS ADVICE, WE USE THE SERVICES OF AN EXTERNAL CAREERS ADVISER WHEN REQUIRED
- PROVISION OF IMPARTIAL AND INDEPENDENT CAREERS GUIDANCE VIA THE 'KUDOS' ONLINE PROGRAM
- CAREERS STAFF ARE ALWAYS ON HAND TO ANSWER QUERIES
- CHECK THE CAREERS NOTICEBOARD FOR THE LATEST INFORMATION AND NOTICES

**CAREERS ADVISER: MRS S BIRD**

**[sbird@oathall.org](mailto:sbird@oathall.org)**

***COME AND SEE ME - I'M HERE TO HELP YOU***

# UNDERSTANDING QUALIFICATIONS

## What level should you choose?

The qualification level shows how demanding the course is going to be – the higher the level, the more difficult the qualification. There are nine levels, ranging from Entry level up to level 8. Every level includes different types of qualifications. Some are subject based, e.g. A levels. Some are vocational (work and job related), e.g. BTECs, City and Guilds, Apprenticeships.

Students work at the level that suits their abilities and experience in a particular subject. Once you have gained a qualification at one level, you can move up to the next level. When deciding what level to study after Year 11, you need to consider:

- Your starting point – what level are you working at now?
- The end point – can you move on to higher level qualifications?
- Job entry requirements – most jobs require level 2 qualifications and many ask for qualifications at level 3 and above.
- Higher Education entry requirements – most courses require level 3 qualifications and a grade 4 or above in GCSE English language and mathematics.
- Apprenticeships start from level 2 and are available up to degree level (level 4 and above).

## QUALIFICATION LEVELS

	UNIVERSITY		
LEVEL 8	Doctorate PhD		
LEVEL 7	Master's Degree MA, MSc, MPhil		
LEVEL 6	University Degree BA, BSc		
LEVEL 5		Foundation Degree FdA, FdSc	HND
LEVEL 4			HNC
LEVEL 3	A level	L3 Extended Diploma (National Diploma)	L3 Diploma (National Certificate)
LEVEL 2	GCSE Grades 9-4	L2 Diploma (1st Diploma)	
LEVEL 1	GCSE Grades 3-1	L1 Diploma (Foundation)	
ENTRY LEVEL 3	Key Stage 3	E3 Diploma (Foundation)	
	SCHOOL / 6TH FORM	F.E. COLLEGE	

# OPTIONS AT 16+

## **THE FULL TIME EDUCATION PATH AT POST 16**

The post 16 qualifications framework encourages young people to choose a broader curriculum. This means that there are now more options available in full time education than ever before.

- Academic A levels
- Courses leading to other qualifications such as the International Baccalaureate, NVQs, BTECs, City & Guilds
- Additional GCSEs or re-takes

### **A LEVELS (Level 3 Qualification)**

- Typically a student will study three A levels and will need to gain five 9-4 grades at GCSE, including English and Maths. Students achieving mostly 9-8 grades at GCSE may be able to take four A levels.
- Most A levels (with the exception of Art & Design courses) will be assessed by 100% examination. Science courses will include a practical assessment.
- A levels can be taken in conjunction with other courses, e.g. BTECs.
- A levels are graded A\* - E and score points which count towards university entrance.

### **INTERNATIONAL BACCALAUREATE (IB) (Level 3 Qualification)**

The International Baccalaureate is only offered at Varndean College (but also available at independent sixth forms). It is internationally recognised and understood by universities and employers as an excellent preparation for further study and employment. This stand-alone course is a rigorous and challenging alternative to A levels, studied over two years, and is broadly equivalent to four A levels. It gives a very broad based learning and is good for students who are not sure which career path they want to travel.

To gain this qualification you must:

- Study six subjects from the subject groups of language, second language, individuals and societies, mathematics and computer science, the arts, and experimental sciences.
- Complete an extended essay, having researched and investigated a topic of special interest.
- Follow a “theory of knowledge” course.
- Participate in creativity, action and service projects.

You need to be organised, have a strong interest in broad areas of study and activities and be able to cope with ongoing assessment as well as exams.

As with all qualifications, you should check carefully with individual institutions for exact entry requirements, but generally at least six GCSEs are required at grades 9-6 including English, Maths and Science. (For some specialist degree courses such as medicine at top universities, A levels are preferred. You should check university entry requirements to ensure that the IB is accepted for the course you may wish to study.)

## **EXTENDED PROJECT QUALIFICATION (EPQ) (Level 3 Qualification)**

If you are aiming to study at a top university, you should seriously consider taking the Extended Project Qualification in your second year. Universities value the EPQ as a preparation for higher level study. It involves independently researching and writing a 6,000 word dissertation on a chosen topic that fits with your studies or one that is of personal interest.

## **GENERAL CONSIDERATIONS**

Colleges require a minimum of five GCSEs at grades 9-4 for a three A level programme (these must include English and Maths). Many courses require a minimum of five GCSEs at grade 6. To take certain subjects at A level, e.g. Maths, Sciences, Languages, a student would be expected to gain at least a grade 6 at GCSE in that subject.

Not all courses are available in every college and students need to find out for themselves what each college has on offer.

**In deciding which subjects to take, students must give careful thought as to what they want to do afterwards: some higher level courses or employment opportunities require particular subjects, studied at particular levels, e.g. to become a doctor you will need to study Chemistry at A level.**

## **MOVING ON TO UNIVERSITY**

It is important to note that if a student is thinking of going to university, most require that a student takes three full A levels. There are also level 3 vocational courses, e.g. BTECs, which can lead to higher education.

Your choice of A level and BTEC subjects can have a significant impact on the course options available to you at university. You need to be aware of the likely entry requirements, in terms of both the grades you need to achieve and the actual subjects you study. Many universities are now more specific about the qualifications they expect of their applicants.

- If you have **already decided on a course** that you would like to study at university, we recommend that you take a close look at the course requirements at a number of universities before you finalise your subject choices, to check that your A levels / BTECs will be suitable for your application.
- If you have **not yet decided on a course** that you would like to study at university, we recommend that you select subjects to maximise your potential course choice. Certain A level subjects are considered either essential or useful for a number of degree courses, so choosing one or more of these will help you keep your higher education options open.
- Whether or not you have an idea of the course you want to study at university, having the right information now will give you more options when the time comes to make your mind up. We recommend that you take a look at the '**Russell Group: Informed Choices**' guidance, which includes advice on the best subject combinations for a wide range of university courses: <http://russellgroup.ac.uk/informed-choices>

Research must also be carried out if students are considering taking professional courses where certain subjects should be studied at A level to enable entry onto these degree courses. For example, to study Medicine, A level Chemistry is usually essential, plus at least one from Biology, Maths and Physics. However, admissions criteria for each Medical School vary and do need to be checked individually.

You can easily find out a good deal from the universities' own websites, which can be accessed either directly or via the central UCAS (Universities and Colleges Admissions Service) website [www.ucas.com](http://www.ucas.com)

As universities are now becoming more transparent about what they are looking for, applicants need to make sure that they are better informed at an earlier stage. Although maximising your grades at GCSE next summer is obviously the current top priority, spending some time looking very closely at university requirements may also turn out to be time well spent.

If you require further guidance please see Mrs Bird, our careers adviser.



## **BTEC QUALIFICATIONS (Levels 2 and 3)**

BTEC qualifications are specialist vocational qualifications valued by industry and higher education alike. They encourage and stimulate student achievement through innovative learning and assessment styles, by focusing on the applied knowledge and understanding of the specific sectors, e.g. Business, Health & Social Care, IT, Sport, Public Services, Performing Arts, Media.

- Available at levels 2 and 3. If you plan to move from level 2 to level 3, you need to ensure you have sufficient units to be able to progress on to the higher level.
- Designed to industry standards.
- There are three “sizes” of BTEC: Certificate, Extended Certificate and Diploma (Subsidiary Diploma and Extended Diploma), and are equivalent to one, two or three A levels.
- All units and the overall qualification will be awarded a mark of Pass, Merit or Distinction.
- A period of work experience or day release can be part of the course.
- Level 3 BTECs in relevant subject areas meet many universities’ entry requirements, especially if studied alongside academic A levels. Check these on [www.ucas.com](http://www.ucas.com)

Students work individually and as part of a team. They need to have a commitment to and an interest in a specific area of work. During the course a portfolio of work is prepared as evidence. Ideal for those who prefer continual assessment and enjoy coursework.

## **LEVEL 2 COURSES**

It is now a statutory requirement that all students are required to retake GCSE Maths and English Language if they do not attain a minimum of grade 4 in Year 11. These retakes can be taken alongside A levels / BTECs if other entry requirements are met, or alongside a Level 2 programme of study. Students can then progress to Level 3 courses the following year.

## **FOUNDATION LEARNING**

These are Entry level and level 1 programmes. These courses include three distinct components:

- Vocational qualifications
- Functional skills (English, Maths, ICT)
- Personal and Social Development (PSD) qualifications

Dependent on which college you go to, vocational taster choices are offered in a variety of subjects, e.g. art, beauty, business, catering, childcare, construction, media, engineering, IT, motor vehicle, photography.

Foundation Learning programmes are designed for students who have, for various reasons, had limited achievement at school. They are designed to promote progression to level 2 study and/or employment, as well as helping students to achieve nationally recognised qualifications at Entry level and level 1.

## **FUNCTIONAL SKILLS**

These are practical skills in English, Maths and ICT which allow individuals to work confidently, effectively and independently in life. They are available as stand-alone qualifications and also feature within the qualification routes for Apprenticeships and Foundation Learning.

## **THE EMPLOYMENT OPTIONS AT POST 16 (WORK BASED LEARNING)**

This option suits students who know what they want to do for a living. You can leave school and find employment with work based training, e.g. NVQs, Apprenticeships, Traineeships.

### **NATIONAL VOCATIONAL QUALIFICATIONS (NVQs) (Levels 1 - 5)**

- Level 2 equivalent to 4 GCSEs, level 3 equivalent to 2 A levels
- Practical, skills based courses usually taken once in a job, in areas such as Hairdressing, Catering, Childcare, Animal Care, Construction trades and Motor Vehicle Engineering.
- Some colleges make it possible for students to work towards NVQs while based in full time education. Students should refer directly to college prospectuses for more information.
- You need to have a strong interest in a specific area of work, be self-motivated, able to work by yourself and also as part of a team.
- Assessment is through coursework.

### **APPRENTICESHIPS**

Apprenticeships take between one and five years to complete and cover 1,500 job roles in a wide range of industries, e.g. Accountancy, Business Administration, Animal Care, Catering, Construction, Customer Service, Engineering, Hairdressing, Health & Social Care, IT, Motor Industry, Retail, Telecommunications and many more. Apprenticeships are now available up to degree level and beyond.

#### **Intermediate Apprenticeship (Level 2)**

- Entry requirements vary. Some require specific qualifications such as GCSEs in Maths and English at grade 4 or above. Others require you to pass an initial assessment.
- Trainees will be paid a training wage and work towards qualifications in NVQs, Functional Skills and Technical Certificates.
- Usually takes one year to gain a level 2 (equivalent to five GCSEs grades 9-4) after which it should be possible to progress to level 3.
- Training may take place solely in the workplace or on day release courses at college.

#### **Advanced Apprenticeship (Level 3)**

- Equivalent to at least two A levels.
- For 16+ year olds who have gained a minimum of five GCSEs at grades 9-4.
- Trainees will be paid a training wage and work towards qualifications in NVQs, Functional Skills and Technical Certificates.
- Training may take place solely in the workplace or on day release courses at college.
- Usually takes two years to complete and it is possible to progress to a Foundation Degree at university.

## **Higher Apprenticeships (Level 4 and above)**

Higher Apprenticeships offer ambitious existing apprentices and employees, as well as A level school leavers, a different route to traditional university study. There are more than 40 Higher Apprenticeships to choose from and apprenticeships at degree level are now available. Occupational areas include Accounting, Advertising & Marketing, Banking, Business, Construction, Engineering, Fashion & Textiles, Hospitality, IT & Web Professionals, Legal Services, Life Sciences; with many more in development.

## **How to Apply for Apprenticeships**

Visit [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) to register, search and apply for apprenticeship positions nationwide.

You can also look at local apprenticeship providers' websites to find apprenticeship opportunities in our area. Examples of these are:

[www.apprenticeships-in-sussex.com/](http://www.apprenticeships-in-sussex.com/)

[www.rewardstraining.co.uk](http://www.rewardstraining.co.uk)

[www.jace-training.co.uk](http://www.jace-training.co.uk)

[www.sigta.co.uk](http://www.sigta.co.uk)

[www.stevewillis.com](http://www.stevewillis.com)

You can also approach local employers in your chosen sector to enquire about possible apprenticeship opportunities.

## **WOULD YOU LIKE HELP?**

Students need to be proactive in arranging their own apprenticeship place but if you would like any further information, or help with registering and applying for vacancies, Mrs Ferros and Mrs Bird will be only too happy to help.

## **Remember ...**

**Students considering an apprenticeship should also, as a back-up measure, make a college application for a full-time course in the area you are interested in. If you do not find a job before the start of the college year you should start on the full-time course. If at any time during the full-time course you manage to find a suitable job, you can be transferred on to the apprenticeship programme subject to various conditions being met by your employer.**

## **TRAINEESHIPS**

A Traineeship is an education and training programme with work experience, to help young people aged 16-24 who are not quite ready to take up an apprenticeship or employment immediately on leaving school, assisting them to become 'work ready'.

At its core is work preparation training which includes CV writing and interview skills, English and Maths for those who need it and a high quality work experience placement which has to be for a minimum of six weeks and not more than six months.

Traineeships are exempt from the national minimum wage and employers are not required to pay trainees but are encouraged to support with lunch and travel costs.

At the end of the work experience placement employers are expected to provide trainees with a reference and an exit interview, or job interview if a role becomes available.

Visit [www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship) to register and apply for Traineeships, or contact local colleges and training providers to find out if they are offering Traineeship opportunities.

# A parent's guide to apprenticeships



As a parent, you want your child to get the best possible start in their career. There are many options available to young people after they leave school, and in this guide, we outline information and benefits about apprenticeships as a key route into a successful career.

**What's an apprenticeship?** It is a genuine job, with training, meaning you can earn while you learn and gain a nationally recognised qualification.

## What are the benefits?

Apprenticeships are now available up to degree level and beyond. Over 70 national universities are currently offering a range of degree apprenticeships with more to be confirmed throughout the year.

- Earning a salary and paid holiday;
- Excellent progression opportunities, whether looking to study further or climb the ranks within the workplace;
- Increased future earning potential – apprentices enjoy marked salary increases on finishing their training and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime.\*

## What levels are there?

There are various levels of apprenticeship to apply for depending on current skills and qualifications. Apprenticeships have equivalent educational levels:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at Grades A*– C or 9 – 4
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

All apprenticeships include elements of on the job and off the job training leading to industry recognised standards or qualifications. Some apprenticeships will require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

## How do you apply?

At any one time there are between 12,000 – 20,000 apprenticeship vacancies available online in a variety of careers and industries across England. Visit **GOV.UK/apply-apprenticeship**. You can search by keyword (job role, occupation type or apprenticeship level) and by location.

Once the right job comes up, your son or daughter can simply register on the website and follow the step-by-step instructions to apply for the role.

Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit YouTube and search apprenticeships/NAS.

If they are not quite ready for an apprenticeship or job, they could try a traineeship with a local employer to gain valuable work experience and the opportunity to improve their English and maths, if needed. Visit **GOV.UK/find-traineeship** for more information or to apply for traineeship opportunities.

**Brought to you by**  
**National**  
**Apprenticeship**  
**Service**

NAS-P-170003 April 2018

\*University education – Is this the best route into employment?  
AAT and CEBR Feb 2013

## Salaries

The minimum wage for apprentices is £3.70 per hour, but many employers pay more than this. This is dependent on the sector, region and apprenticeship level. E.g. some higher apprenticeships pay up to £500 per week.

More details on salaries and entry criteria in specific apprenticeship occupations can be accessed by looking at the vacancies on 'Find an apprenticeship'.

## Entry requirements

Apprenticeships are available to anyone over the age of 16, living in England. There are different entry requirements depending on the sector and job.

Recent legislation has come into effect which changes the minimum English and maths requirements needed to complete an apprenticeship for people with a learning difficulty or disability. The changes will lower the English and maths requirements for these apprentices to an Entry Level 3 qualification.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as defined by the employer. For more details, search Disability Confident on GOV.UK.

## School leaving age

The government has stated that all young people must stay in some form of education or training until at least their 18th birthday. This does not necessarily mean staying in school; young people have a choice about how they continue in education or training post 16, which could be through an apprenticeship or traineeship.

**Search apprenticeships on GOV.UK**

# **‘KUDOS’ – ONLINE CAREERS GUIDANCE**

To support the delivery of impartial and independent careers guidance, the school has purchased an online careers package to assist our students with their career and study options.

The **Kudos** online careers guidance and information program helps them to plan their future by getting them to think about possible career directions, make informed decisions and helps to raise their aspirations and achievement. The program is free to use and can be accessed both at school and from home, allowing parental involvement and support.

Young people explore career ideas in **Kudos** through four starting points:

1. **MyFuture** – take the test by answering Likes and Dislikes questions to give you a personalised list of career ideas you might like.
2. **Explore Work Areas** – explore the careers available in a particular area of work.
3. **Explore Subjects** – search for careers according to the subjects you like.
4. **Explore Careers** – find a career that you want to know more about and see if it is suitable for you.

Students can work through the program at their own pace. They can view detailed careers information on over 1,800 job titles and explore how well matched they are to them based on their interests and educational aspirations. **Kudos** also includes labour market information, videos and real life case studies, as well as links to university courses and live apprenticeship vacancies.

To access the program go to the Oathall website ([www.oathall.org](http://www.oathall.org)) and under ‘Quick Links’ on the homepage, select ‘Career Cascaid’. Click ‘Login’ and then select Kudos and log in with your school username and password.

If you are asked to change your password **DO NOT DO THIS**, and instead click on ‘continue without changing password’.

The first time you use the program you will be asked to confirm a few personal details and to select the qualification level you eventually hope to achieve.

A mini user-guide can be found on the following pages. If you require any help with using the program, please see Mrs Ferros in Reception.



# Kudos

## A User's Guide

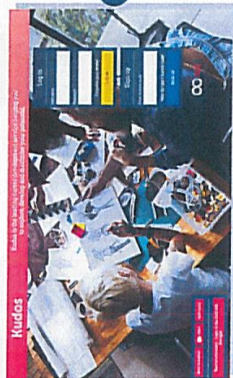
Kudos is designed to help you explore your possible career directions and learn about your future options. This guide will help you find your way around Kudos.

### Logging in

Go to [www.cascaid.co.uk/kudos](http://www.cascaid.co.uk/kudos)

If you have a username and password, enter it in the 'Log in' section.

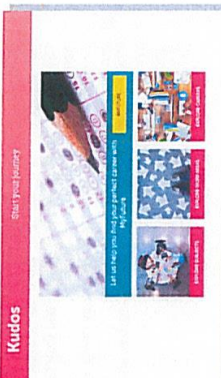
If your teacher/adviser has given you a licence code, enter it in the 'Sign up' section. This will allow you to create your own username and password.



### Starting Points

There are four main routes through Kudos which are divided into four starting points. These are:

- Take the test to find your perfect career
- Explore subjects
- Explore work areas
- Explore careers

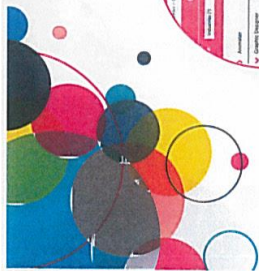


### 1 Take the test to find your perfect career

Answer the Likes and Dislikes questions to help Kudos give you a personalised list of career ideas you might like. This assessment is referred to in Kudos as MyFuture.

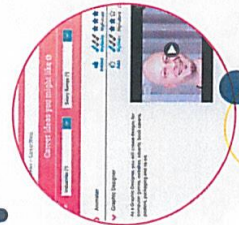






## Career ideas

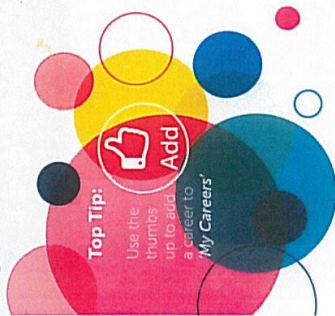
Kudos creates a personalised list of careers that you might like based on the information you have given so far.



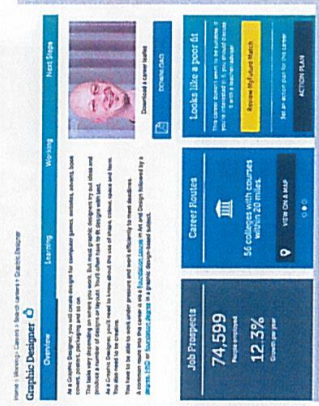
Click on the career title to view a summary including a video (most careers have a video). You then have the option of selecting 'Details' to discover more about the career including:

- An introduction to the career
- Job prospects – is it a good career to be considering?
- Pay & Opportunities – what salary can you expect to earn?
- How do I become – what is the best way or ways to get into this career?
- What will I do? – what will be your day-to-day tasks?
- What subjects will you need to study?
- Job prospects

You can see exactly why a career has been suggested and also review and maybe change the answers you have given Kudos.



**Top Tip:** Use the thumbs up to add a career to 'My Careers'



## 2 Explore Work Areas

This section allows you to explore the careers available in a particular area of work. For example, you can explore the different career options available if you were interested in design. You can click on the work area you like or the careers circle to view the different careers.



## 3 Explore Subjects

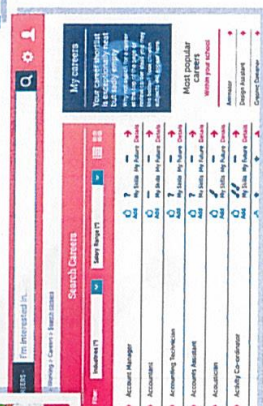
Use this starting point to search for careers according to the subjects you like. For example, you can explore the careers available if you studied applied sciences.

The add icon will allow you to save the subject to 'My Subjects'.



## 4 Explore Careers

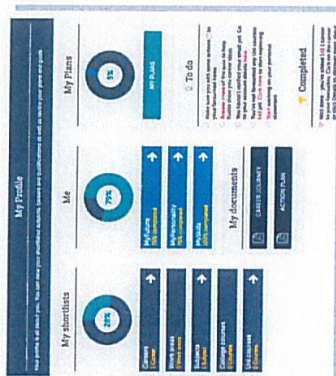
Find a career that you want to know more about by searching here. You can search for the career you have in mind and see whether the career is suitable for you, or if not, then why not. You can also click on 'Details' to find out more about the career.





## My Profile

Kudos features a central area called 'My profile' where you can review your activities.



## My Certificate

You can download your certificate from the 'My certificate' button. The more you explore and use Kudos the higher the level you will achieve.

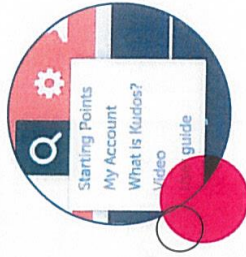


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## Cog Menu

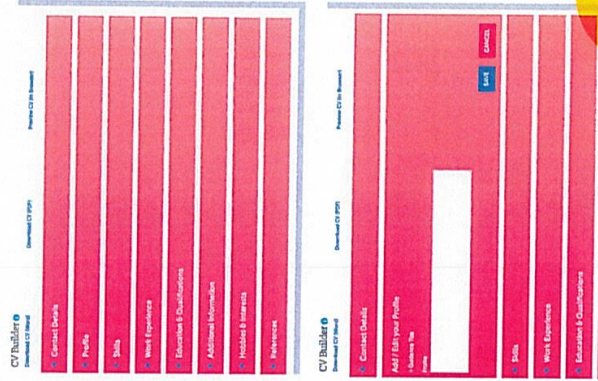
**Starting points:** this button will take you back to the four starting questions from which you began your journey.

**My Account:** you will be able to view your account details from here as well as change any information, such as your password.



## CV Builder

**CV Builder:** Kudos contains a structured CV builder to allow you to easily construct your CV. This can be located under 'Me' in 'My documents' on the left menu.



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## My Certificate

You can download your certificate from the 'My certificate' button. The more you explore and use Kudos the higher the level you will achieve.



4

# CAREERS WEBSITES

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

## Wired Sussex

Careers advice from local professionals in the digital, media and technology industry. Plus, you can sign up for free to a group that meets monthly in Brighton for young digital makers.

[www.wiredsussex.com](http://www.wiredsussex.com)

## National Careers Service

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.

<https://nationalcareersservice.direct.gov.uk>

## Creative & Cultural Skills

Want a career in design? This website offers advice, training and support to get into a design career whether it be in music, theatre, visual arts, design, jewellery or literature.

[www.ccskills.org.uk](http://www.ccskills.org.uk)

## Take OFF

Employability advice website for young people in the Mid Sussex area. This online resource offers top tips on how to look and apply for jobs, how to deliver the perfect interview and understanding what employers expect from young people joining their business.

<http://takeoff.gatwickdiamondjobs.com/>

## Tomorrow's Engineers

Engineers shape the world we live in, by designing, creating, testing, and improving almost every product or process you can think of! Visit this website for lots of information about the amazing careers available in engineering.

[www.tomorrowsengineers.org.uk](http://www.tomorrowsengineers.org.uk)

## Success At School

Young people can explore a full range of career profiles and advice, get the lowdown on top employers and access real work experience opportunities.

<https://successatschool.org>

## Hospitality Guild

Find out about careers in the fast growing hospitality industry. You could work in a multimillion pound business that employs thousands, find yourself in a small family run business, or travel the world - the possibilities are endless.

[www.hospitalityguild.uk](http://www.hospitalityguild.uk)

## Construction Industry Training Board

Information about the wide variety of careers in the construction industry, including all the building trades as well as engineering and management roles.

[www.citb.co.uk](http://www.citb.co.uk)

## Best Course 4 Me

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.

[www.bestcourse4me.com](http://www.bestcourse4me.com)

## Careers Box

This is a free online library of careers related film, news and information. You can match your skills to work and training opportunities.

[www.careersbox.co.uk](http://www.careersbox.co.uk)

## STEM Careers

Highlights the huge range of opportunities to anyone who pursues science, technology, engineering and maths subjects.

[www.wherestemcantakeyou.co.uk](http://www.wherestemcantakeyou.co.uk)

## Total Professions

Information and advice to inspire you to achieve your dream career. Case studies and videos will help you to get a feel for particular professions. Don't want to go to university? - You can explore alternative routes into the professions.

[www.totalprofessions.com](http://www.totalprofessions.com)

## Autocity

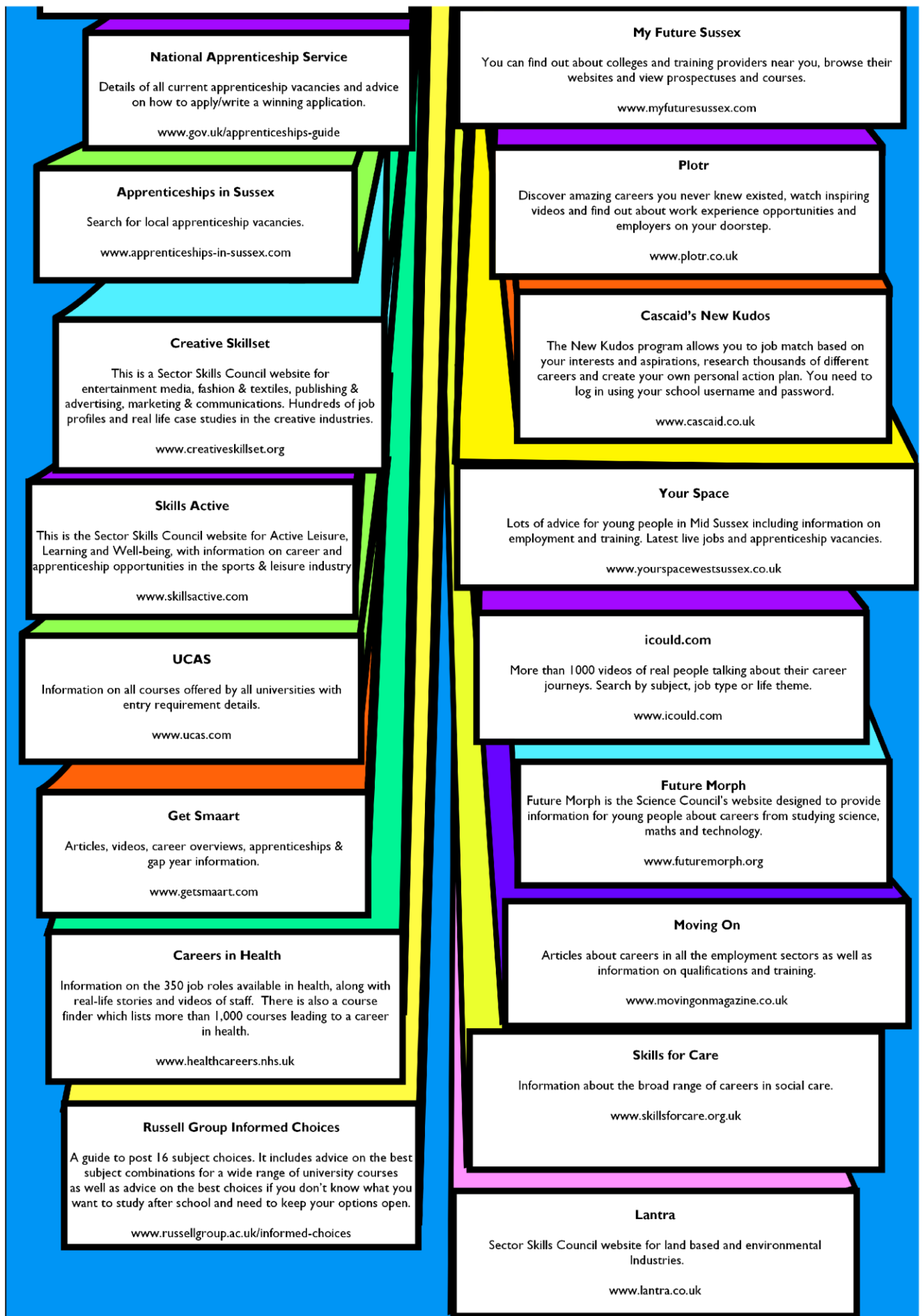
A one-stop-shop for info and advice on careers in the retail motor industry, including apprenticeship vacancies.

[www.autocity.org.uk](http://www.autocity.org.uk)

## Careers World

Click on your home region to find out about careers, apprenticeships, training courses, and college and university opportunities.

[www.careersworld.co.uk](http://www.careersworld.co.uk)





# 16-19 BURSARY FUND

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people aged 16 to 19 who need financial support to stay on in full and part-time further education or training. It can help with any education-related costs that may arise during the school year such as the cost of travel, uniforms, educational visits, books and equipment.

There are two types of bursaries:

**Vulnerable student bursary** – Students can receive up to £1,200 per year if at least one of the following applies:

- They are in local authority care or have recently left local authority care
- They receive Income Support or Universal Credit in their own name
- They are disabled and receive both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA) and either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name.

**Discretionary bursary** – You can apply for a discretionary bursary if you are not eligible for a vulnerable bursary but you need financial help to stay on in further education or training. Your college or training provider will have its own eligibility criteria as their funds are limited and they need to make sure it gets to the students who most need financial help to stay on in further education or training. The eligibility criteria might be based on your family's income, whether your parents receive benefits, or whether you have previously been entitled to free school meals. Payment of bursaries will depend on attendance, behaviour and standard of work.

You should make an application as soon as you have decided where you are going to study. The sooner you apply, the sooner you will start to receive support. Students should contact the student support services of the college they are going to.

For further information visit [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

## **Care to Learn**

If you are aged under 20 and have a child of your own and are the main carer, you may be able to claim Care to Learn. This provides help with childcare and travel costs for young parents who are in education. You are not eligible if you are an apprentice who gets a salary. Childcare payments go directly to the childcare provider, who must be registered with Ofsted. For further details visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) or call/email the Learner Support Helpline 0800 121 8989 [c2l@studentbursarysupport.co.uk](mailto:c2l@studentbursarysupport.co.uk)

## **Learner Support Helpline**

The Learner Support Helpline on **0800 121 8989** can provide financial help and advice to learners of all ages.

## **West Sussex County Council**

WSCC may be able to assist with certain costs for post 16 education (especially transport) where eligibility criteria are satisfied. Email: [Post16Transport@westsussex.gov.uk](mailto:Post16Transport@westsussex.gov.uk)  
Tel: 033 022 23588.

# TRAVEL TO COLLEGE

It is normally the responsibility of parents to meet all transport costs for full-time students aged 16+. You should bear this in mind when applying for colleges.

Students with special educational needs (normally this will mean that the student has either a Statement of Educational Needs, a Moving On Plan or an Education, Health & Care Plan EHCP) may be entitled to West Sussex County Council help with transport to a full-time course.

For more information:

[www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/help-with-transport-to-school/post-16-and-college-transport](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/help-with-transport-to-school/post-16-and-college-transport)

## **Sussex Student Card**

The Sussex Student Card allows students aged 16 or over and living in East Sussex, West Sussex or Brighton & Hove to obtain discounted travel if they are attending a school sixth, sixth form college or a college of further education. The card is available free of charge using application forms available at schools, colleges, your local train station or the school transport website

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/other-transport-discounts/sussex-student-card>

Once students have enrolled at their college in September, the application form needs to be countersigned by the college to confirm they are registered on the course, and then it can be sent off for processing.

## **Travel by Rail**

Students travelling on the Southern network are eligible to obtain discounts on season tickets valid for a minimum of one month, and any period above one month is possible up to a year. Tickets are discounted at 34% with a minimum payment of £30.80 per month. Application is made online via the Southern Railway website

<http://www.southernrailwaytickets.com/buytickets/furthered>

To qualify for a discounted rail season ticket you must have a valid **Sussex Student Card**. Each student card has a unique number; to apply for the Rail Season Ticket Discount Scheme you must include this number as part of your application.

## **Travel by Bus**

Young people aged 16 to 19 and in full time education are entitled to 25% off standard fares on Compass Travel buses on production of an appropriate ID card.

Acceptable forms of ID are Citizencards [www.citizencard.com](http://www.citizencard.com) or Sussex Student Cards [www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport)