

1	Apprenticeship	A system where young people combine working with studying to gain skills and qualifications in a specific trade or profession. Apprentices are paid while they learn.	10	A-Levels (Advanced Levels)	Two-year academic courses offered by colleges and sixth forms that students typically take after GCSEs, often required for university entry.
2	Employee	A person who is hired to provide services to a company on a regular basis in exchange for compensation, usually a salary or wages.	11	Apprenticeship	A work-based training program combining practical work experience with study, allowing students to earn a wage while gaining qualifications in a specific trade or profession.
3	Employer	: An individual or organisation that hires people to work for them, providing jobs and paying salaries or wages.	12	BTEC (Business and Technology Education Council):	Vocational qualifications that provide practical experience in a particular field, offered at different levels, and can lead to further education or employment.
4	Job Description	A document that outlines the duties, responsibilities, qualifications, and skills required for a specific job role.	13	NVQ (National Vocational Qualification)	Work-based awards in England, Wales, and Northern Ireland that are achieved through assessment and training, focusing on practical skills in various occupations.
5	Trade Union	An organisation formed by workers to protect their rights and interests, negotiate wages, and improve working conditions.	14	T-Level	A new type of technical qualification introduced in England, equivalent to three A-Levels, combining classroom learning with an industry placement.
6	Redundancy	A situation where an employer reduces their workforce because a job or jobs are no longer needed, often due to economic reasons or restructuring.	15	Diploma	: A qualification that can be academic or vocational, indicating the completion of a particular course of study or training.
7	Self-Employed	A person who runs their own business or works for themselves, rather than being employed by a company or another person.	16	Sixth Form	The final two years of secondary education in England, Wales, and Northern Ireland, where students typically study A-Levels or other qualifications.
8	Probation Period	A trial period at the beginning of an employment relationship, during which the employer assesses the employee's performance and suitability for the role.	17	Further Education (FE) College	: Institutions that provide education and training for students aged 16 and above, offering a wide range of academic and vocational courses.
9	References	Written or verbal recommendations from previous employers or other credible sources that support a		Foundation Learning	: Basic courses aimed at providing essential skills and knowledge, often used as a stepping stone to

		job applicant's suitability for a role.			higher-level qualifications.
	Functional Skills	Practical skills in English, Maths, and ICT that help students gain essential knowledge needed for work and everyday life, often included in vocational qualifications.		Traineeship	A program designed for young people who need to develop skills and experience to secure an apprenticeship or other employment, combining work experience with training in Maths and English.
	Advanced Apprenticeship	A higher level of apprenticeship that typically requires GCSEs and leads to qualifications equivalent to two A-Levels.		Vocational Qualification	A qualification that provides practical skills and knowledge related to a specific job or career area.
	Level 3 Qualifications	Qualifications that include A-Levels, T-Levels, BTECs, and other advanced courses, typically taken after GCSEs and required for university entry.			