



Meadow Park

Patience, Guidance and Determination

# School Leavers Guide

March 2023

## Important Points to remember:

- It doesn't matter what your starting point is, there is a career for everyone
- You have support in school. Your teachers and the careers advisor can give you advice
- You should speak to your parents or carers about your options
- You will have a careers interview in school and a transition meeting before you leave
- Your future is in your hands – you can aim as high as you want to
- Once you leave school, if you have a problem or you're unhappy on your course you should speak to the college direct or contact Mrs Morgan at school. You will be supported with any problems you are facing

**Contact Mrs Morgan**  
**0151 477 8100**

**FREEPHONE National Careers Service for help and advice**  
**0800 100 900**

Since 2013, the Raising of the Participation Age law has stated that young people must be in some form of 'education or training' until they are 18. This can include:

- **Full-Time Study** – this could be a qualification taken at a sixth form, college or training provider
- **Apprenticeships** – this involves working for an employer while studying for a qualification as part of your training. Usually, work makes up 80% of an apprenticeship and at least 20% (or one day a week) should be dedicated to studying.
- **Traineeships** – this is an option for pupils who would like to do an apprenticeship but may not have the experience, skills or qualifications to do so yet. Traineeships can last up to six months and involve a work placement, Maths and English qualifications and support with finding an apprenticeship.
- **Part-Time Study with Employment or Volunteering** – this could be working in a full-time job (classed as any work that takes place over more than two months and is over 20 hours per week) or volunteering (again, over 20 hours per week) while studying.

### How do I pay for post-16 education and training?

Education and training in the UK are free for young people until they turn 19. In addition, there is a **16-19 Bursary Fund** to help pupils from low income families pay for things like transport, food and stationery, which can be accessed at any sixth form, college or training provider you attend after Year 11 - [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

If you receive financial benefits from the government, such as **Tax Credits** or **Child Benefit**, it is important that you are aware of how these can be affected once your child leaves school. If your child is in full-time education, such as sixth form or college, your benefits will remain the same but if your child progresses into paid

employment or an apprenticeship, they will no longer be considered your dependant and your benefits for them will stop.

Many organisations also have their own financial support for pupils, so check first!

## Sixth Form Colleges

Sixth form colleges typically focus on A-Level qualifications; two-year courses that end in an overall examination and a grade from A\*-E, with a similar structure to GCSEs but looking at the subject in a lot more depth. Pupils can choose between a Secondary School Sixth Form or a Sixth Form College

Pupils can study:

**Traditional A-Levels** – Subjects like:

**Biology, Chemistry, Physics, English Literature, English Language, Mathematics, Geography, History, Languages, Religious Education, Music, Art**

**Alternative A-Levels** – Subjects like:

**Photography, Politics, Law, Sociology, Psychology, Business Studies, Film Studies, Media Studies, Economics, Politics, Sports Science**

**BTEC L3 Diplomas** – Some sixth form colleges offer BTEC qualifications that can be taken alongside A-Levels. These are usually made up of a number of separate modules and include practical assessments and coursework, as well as exams. Subjects can include **Health and Social Care, Applied Science, Travel and Tourism and Engineering.**

Pupils studying A-Levels usually select three or four subjects (depending on their GCSE grades) that they want to study at sixth form and if they study four, can choose to drop one subject after their first year of sixth form.

Sixth form colleges also offer something called the Extended Project Qualification (EPQ), an independent project that can provide pupils with UCAS points to put towards university.

**Entry Requirements** – Most sixth form colleges usually ask pupils to have 5 GCSEs at Grade 4+ or above but make sure that you do your research, as some courses, such as A-Level Maths, Physics, Biology and Chemistry, require pupils to achieve a Grade 6-7 at GCSE in order to demonstrate their deeper understanding of the subject.

## Colleges & Training Providers

Colleges and training providers usually offer BTECs or other vocational qualifications that focus on a specific area of study in a practical way, which can include:

**Further Education Colleges** – Offer everything from **A Levels** to **Hair and Beauty, Childcare and Construction**, through to **Business Management, Games Design, Automotive Engineering, Food Technology, Fashion Design, IT, Performing Arts, Photography and many more.**

**Smaller Training Providers** – In addition to the larger FE colleges, there are a number of smaller training organisations around the city and further afield that offer a range of vocational courses for pupils, including **Motor Vehicle, Business Admin, Customer Service, Health and Social Care, Construction, Personal Fitness, Hair and Beauty** and **Hospitality and Catering** and help for pupils wanting to progress on to apprenticeships or work, all delivered in a much smaller environment with class sizes of 10-15 pupils

**Specific Vocational Colleges** – Offer courses such as Electrics, Railway Engineering, Construction, Hairdressing, Accountancy and many more

### **Entry Requirements:**

- **Entry Level/Level 1**  
Can require anything from no qualifications up to 3 GCSEs (any grade)
- **Level 2**  
Usually requires 3 GCSEs at Grade 3 or above
- **Level 3**  
Usually requires 5 GCSEs at Grade 4 or above

**You can find further information on our school website, under the careers section.**

## **T Levels**

T Levels are new courses released in September 2020, which will follow GCSEs and will be equivalent to 3 A Levels. These 2-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares pupils for work.

T Levels will offer pupils a mixture of classroom learning and ‘on-the-job’ experience during an industry placement of at least 315 hours (approximately 45 days). They will provide the knowledge and experience needed to open the door into skilled employment, further study or a higher apprenticeship.

For more information on T-Levels and a list of providers, check out the links below:

<https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels>

<https://www.tlevels.gov.uk/pupils/find>

[Hugh Baird College are offering T Levels from September 2021](#)

## **Apprenticeships**

Apprenticeships involve working for an employer in a specific role while being trained to do the job by experienced staff, in a combination of on-the-job and off-the-job training at a college or training provider (this must be at least 20% of the apprenticeship).

Apprenticeships must be at least one year long and all apprentices must be paid a minimum of £4.15 per hour (although many companies pay more – some pay over £1000 per month!)

Apprenticeships can now be undertaken in a variety of industries, including **Engineering, Graphic Design, Software Development, Hair and Beauty** and **Catering** (and can be started as soon as an individual turns 16 and has left full-time education, although you can apply beforehand).

**Traineeships** – Opportunity for pupils aged 16-24 who do not have the relevant qualifications, experience or skills to start an apprenticeship but are interested in progressing on to one in the future.

**Traineeships** involve a programme of up to six months of study, including a work placement, qualifications in Maths and English and support with finding a job or apprenticeship once the course is completed. Pupils are not paid for taking part but can apply for a 16-19 Bursary Fund to help with costs.

### **Apprenticeship Information:**

<https://be-more.info/>

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

<https://amazingapprenticeships.com>

## **Applying for post-16 – How does it work?**

Pupils will begin applying for their post-16 options in year 11.

Here is a projected timeline:

- **October**  
Sixth form and college courses visible on application sites
- **January**  
Probable closing date for sixth form applications

**NOTE:** Colleges do not have the same deadlines but early applications are still advised!

- **December-February**  
Pupils are invited to sixth form/college interviews
- **March**  
Pupils begin to receive offers from sixth forms and colleges
- **March-July**  
You will take part in transition visits to help you settle in and make sure you're happy with the course

- **September**

You will start your new course.

**Apprenticeship and Traineeship applications run throughout the academic year so you have to look on apprenticeship websites throughout the year**

Apprenticeships have a much more detailed application process than sixth form or college and require the completion of an application / submission of CV / Interview and in some cases an online ability test / assessment centre – you will be supported through the process by staff in school.

Applications for College / Sixth form can be submitted online on the respective websites.

**Support is available for both all of our pupils and parents in school.**

## **Entry Requirements – What do I need to get in?**

The recent changes to the GCSE grading system have confused some people, so take a look at the information below to make sure you understand them.

Make sure you know what grades you might need to get at GCSE in order to move on to your chosen destination after Year 11.

Different post-16 and post-18 pathways may ask for different entry requirements depending on the course and/or college. For example, some apprenticeships require only GCSE English and Maths at Grade 3 and above, while some sixth form colleges ask for a Grade 5 -7 in the subject pupils wish to take.

If you get below a 4 in your GCSE English & Maths you will have to retake them every year until you reach 18.

# Useful websites

Information about different jobs for example qualifications, pay, skills required!

<https://nationalcareers.service.gov.uk>



Career videos to inspire you <https://icould.com/>



Search and apply for apprenticeships online

<https://www.apprenticeships.gov.uk/>



Learn more about the options available after finishing school, including sixth form, college, apprenticeships and university

<https://careerpilot.org.uk/>



Free careers software to help you connect your skills, hobbies and subject interests to what you might want to do once you leave school

<https://www.startprofile.com/>



Start volunteering to gain valuable work-related skills and experience <https://vinspired.com>



Improve your employability skills and start recording your experiences in a CV [www.barclayslifeskills.com](http://www.barclayslifeskills.com)



**Use Informed Choices digital tool to help you understand which A Level and BTEC subjects open up different University degrees**

<https://www.informedchoices.ac.uk> You can also use UCAS.com



**CareerOmeter** – This useful tool is available on the school website and a comparison of salaries/demand for different careers in a simple to use format.

<https://www.careerpilot.org.uk/information/careerometer>



# Employability Skills

**Interview skills** - <https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/interview-tips>

**CV Top Tips** - <https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/cv-tips>.

**Complete a QUIZ to see which job areas might suit you then start exploring opportunities. There's a huge variety of options you may not have thought of.**



**CAREER  
QUIZ**

[www.icould.com/buzz](http://www.icould.com/buzz)

[www.stepintothenhs.nhs.uk/careers/take-the-test](http://www.stepintothenhs.nhs.uk/careers/take-the-test)

<https://www.goconstruct.org/educational-resources/personality-quiz/>

<https://sacu-pupil.com/>

[www.truity.com/test/holland-code-career-test](http://www.truity.com/test/holland-code-career-test)

[www.barclayslifeskills.com/i-want-to-choose-my-next-step/school](http://www.barclayslifeskills.com/i-want-to-choose-my-next-step/school)

[www.futuremorph.org/my-future-finder](http://www.futuremorph.org/my-future-finder)

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

[www.startprofile.com/Login.aspx](http://www.startprofile.com/Login.aspx)

<https://careerfinder.ucas.com/>

[www.allaboutschoolleavers.co.uk/career-test](http://www.allaboutschoolleavers.co.uk/career-test)

[www.nationalcareersservice.direct.gov.uk/tools](http://www.nationalcareersservice.direct.gov.uk/tools)

**Ever wondered what it's like inside a University? – Try a University Virtual Tour!**

<b>University of Liverpool virtual tour of departments</b>	Take a look inside the Medicine / Veterinary / Dentistry / Engineering departments!	<a href="https://www.liverpool.ac.uk/virtual-open-day/">https://www.liverpool.ac.uk/virtual- open-day/</a>
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