

# WHICH WAY POST 16?



WHERE YOU END UP AFTER SCHOOL  
IS IN YOUR HANDS

# YOUR OPTIONS

There are three main options for education post-16, these are: Sixth form, College or apprenticeship

- **Sixth Form** - either at SDCC or at a different school to study Level 3 courses either A levels or BTEC's
- **Further Education Colleges** - do not offer A levels, however they do offer courses from entry to degree level.
- **Apprenticeships** - are where you work with an employer usually on four days a week and one day a week you attend college or training provider. You are paid a training allowance.

If you are not sure what you want to do as a job, it is a good idea to start thinking about and completing some research to help you to decide.

## UNIFROG

All students at Stoke Damerel Community College have access to Unifrog [www.unifrog.org](http://www.unifrog.org)

Use your school email as your login and then ask for a password reset. You will be asked to input your email address again and then you will be sent an activation code to your school account.

Always have a plan A **AND** a plan B. For example a place to study A Levels here in the sixth form **AND** a definite confirmed place somewhere else.

If looking for an apprenticeship you **do not** have one until you have a **CONTRACT** of employment. Again have a plan B, this can be a confirmed place on a college course or a place in the sixth form.

If a college or training provider says that you can do your training with them, this is **NOT** an offer of an apprenticeship. **They will expect you to find an employer.**

# SIXTH FORM LEVEL 3 QUALIFICATIONS

## A level Qualifications

A levels are a full **two year course**.

Students are required to select **three** subjects.

Students are required to have broadly achieved GCSEs at **grade 5 and higher grades in the subjects they wish to study at A level**.

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## Level 3 BTEC

They are designed to meet the very specific needs of Universities and employers. They have a vocational focus and they are assessed through coursework and exams.

Single awards equivalent to one A level (you would need to study 2 other subjects at level 3 to have a full timetable)

Double awards equivalent to two A levels (you would need to study one other subject to have a full timetable)

Triple awards equivalent to three A levels (this is a full time table).

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## Extended Project

Some students choose to also complete an Extended project. This is A-level standard standalone qualification designed to extend and develop students' abilities beyond the A-level syllabus and prepare for university or their future career.

**Students following a 6th form pathway usually progress onto University, Degree Level Apprenticeship or Higher Level Apprenticeships.**

# FURTHER EDUCATION COLLEGES

**Offer full time vocational courses** (based on a job or profession) they **do not** offer **A levels** there are several colleges in Plymouth with different vocational focuses.

They offer **BTEC's, T Levels** (where you spend 80% of your time at college and 20% of your time in a work placement) and **other Nationally recognised qualifications**.

In addition, if students have **not** achieved a **Grade 4** in English and maths, they will complete functional skills alongside their course to give them the equivalent.

Full time education after Year 11 is roughly classed as 20 hours a week made up from 16 taught hours with self-study making up the rest of the time.

It is **acceptable, even expected** to hold an offer for **several** courses for example you may have applied for a course at City College Plymouth and Discovery College.

You are able to make a final decision **once** you have received your GCSE results in August.

**Don't wait to apply** until you have your results as you may then not get onto the course you want to do as the courses fill up quickly.



## LOCAL FURTHER EDUCATION COLLEGES

<b>City College Plymouth</b>	Offers a variety of vocational and technical courses from Entry Level through to degree.
<b>Duchy College</b>	Offers a range of specialist subjects, both land-based and beyond across sport, public service and wider outdoor careers.
<b>Arts University Plymouth</b>	Photography, Art and Design, Performing and Production Arts, Fashion and Textiles, Graphics, Illustration and Game Arts
<b>Access Creative College</b>	Specialising in production, live and electronic music, and technology innovation.
<b>Achievement Training</b>	Animal Care, Beauty, Business Support Services, Childcare, Hair Therapy, Health & Social Care, Information Technology/ Digital Skills, Teaching & Learning, Foundation Learning
<b>Discovery College</b>	Business, Childcare, Employability, Health and Social Care, Performing Arts, Public Services, Sport, and Travel and Tourism.
<b>MPTC</b> (Military Preparation Training College)	This is a roll on roll off course that is for anyone who has a live application to one of the armed forces or is about to make an application. Students can leave the course at any time to begin their military training.

# APPRENTICESHIPS

## What are they and how do they work?

An apprenticeship is where you are **employed** and have a **contract of employment** and have **paid holidays**.

You work with the employer for **80%** of your time. For the other **20%** of your time you complete training either online or by attending a **training centre or college**.

Some employers send their apprentices to college full time for the first year of their training, whilst others send their apprentices to college one day a week.

## Levels?

There are different levels and you usually need to have GCSE **English and maths** at a **Grade 4** to apply but this is not always the case.

If you do not achieve Grade 4 in English and maths you will complete **Functional Skills** in literacy and numeracy.

After Year 11 students can apply for the following levels of apprenticeships:

- **Level 2 – Intermediate Apprenticeship** - A level 2 apprenticeship is often referred to as an intermediate level apprenticeship
- **Level 3 – Advanced Apprenticeship** - A level 3 apprenticeship is known as an advanced apprenticeship. A Level 3 would be considered to be the same as 2 passes at A-Level.

## Where to find opportunities?

You can look for apprenticeships in different ways:

- Larger employers advertise on their own websites where they have details of apprenticeships with their other vacancies.
- The National Apprenticeship Service a website advertising current vacancies [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

- Use your network, ask family and friends if they know of anywhere looking for an apprentice, but follow this up and have a proper conversation with a job offer.
- Plymouth Makes all the local manufacturing companies are listed and advertise their vacancies.  
[Explore Manufacturing In Plymouth - Plymouth Makes](#)
- Amazing Apprenticeships: [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)
- REED is a recruitment agency and their website is [www.reed.co.uk](http://www.reed.co.uk)
- INDEED is also a recruitment agency and their website is [uk.indeed.com](http://uk.indeed.com)
- Skills Launchpad Plymouth has details of apprenticeship and also offer support once you leave school. [www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)

**You can also contact the colleges that provide the off the job training for apprenticeships:**

<b>Acacia</b>	01752 670811	<a href="http://www.acacia.ac.uk">www.acacia.ac.uk</a>
<b>Achievement Training</b>	01752 202266	<a href="http://www.achievementtraining.com">www.achievementtraining.com</a>
<b>CITB</b>	0344 994 4400	<a href="http://www.citb.co.uk">www.citb.co.uk</a>
<b>City College Plymouth</b>	01752 305300	<a href="http://www.cityplym.ac.uk">www.cityplym.ac.uk</a>
<b>Cornwall College</b>	03301 232523	<a href="http://www.cornwall.ac.uk">www.cornwall.ac.uk</a>
<b>Focus/DCET Training</b>	01752 348980	<a href="http://www.thefocustraininggroup.com">www.thefocustraininggroup.com</a>
<b>GHQ</b>	01752 218086	<a href="http://www.ghqtraining.co.uk">www.ghqtraining.co.uk</a>
<b>Greenlight Training</b>	01752 604713	<a href="http://www.greenlightsc.co.uk">www.greenlightsc.co.uk</a>
<b>Skills Group Training</b>	01752 332442	<a href="http://www.skillsgroupuk.com">www.skillsgroupuk.com</a>
<b>South Devon College</b>	08000 380 123	<a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>

# TRAINEESHIPS

- A course that includes a work placement that will get you ready for an apprenticeship or a job. You'll get work experience and some help to apply for your next steps.
- You can also improve your maths and English skills. You'll get work experience and some help to apply for whatever you do next.
- You'll spend a minimum of 70 hours in a work placement with the rest of your time in college or a training centre

Duration: 6 weeks to 1 year

Offered by colleges and training providers that provide apprenticeship training.

## HOW TO APPLY FOR JOBS AND APPRENTICESHIPS?

When applying for an apprenticeship or a job many employers ask for a CV.

A CV is a short, written summary of your skills, achievements and experience which relate to a role you want. You use it in the first stage of applying for jobs. Employers often ask for a CV instead of an application form but sometimes you'll need both.

It's your first chance to promote yourself to an employer. A good CV will get you to an interview. Use it to apply for advertised jobs, or to introduce yourself to employers you'd like to work for. They may have vacancies that aren't advertised.

You should always have a cover letter to go with a CV.

A **cover letter** introduces you to an employer and asks them to think about your application. It's a short letter, **3 to 5 paragraphs**, that you should send with your CV or application form.

You should always include a cover letter when you apply for a job using a CV. You can write it as an email if you're applying online, or print a copy to go with a paper application.



**There is a template on Unifrog that you are able to use for both a CV and a cover letter.**

There are also templates for both on REED: [www.reed.co.uk/career-advice/cvs/cv-templates/](http://www.reed.co.uk/career-advice/cvs/cv-templates/)

And INDEED: [www.indeed.com/profile/resume-templates](http://www.indeed.com/profile/resume-templates)  
[www.indeed.com/career-advice/cover-letter-samples](http://www.indeed.com/career-advice/cover-letter-samples)

## **‘STAR’ TECHNIQUE**

When completing application forms use the ‘STAR’ technique.

The STAR (‘Situation, Task, Action, Result’) technique is a recognised format used in applications and interviews to answer competency-based questions like “tell me about a time you solved a problem to a tight timescale”.

Using this method to answer interview questions allows the applicant to provide strong examples of proof that you possess the experience and skills for the apprenticeship.

### **Situation**

Explain a recent challenge or situation that relates to the question

### **Task**

Describe the tasks, objectives and targets relevant to the situation

### **Action**

Describe the action taken to complete the tasks and objectives, why those actions were taken and what the alternatives were

### **Result**

Explain the outcome of the situation, for example what objectives and targets were met

Don’t forget to describe key learnings from the situation and how they have been used since.

Usually if you have completed a good application or CV with a covering letter you will be invited in for an interview.

# PREPARING FOR AN INTERVIEW

**Unifrog** has videos and advice on preparing for interviews as does, The National Apprenticeship Service [www.apprenticeships.gov.uk/apprentices/interview-process](http://www.apprenticeships.gov.uk/apprentices/interview-process)

What you need to do...

- This includes deciding what to wear, making sure that it is clean
- How are you going to get to the interview
- Research the company, look at their website and recent publicity
- Look at typical questions and prepare answers ready for your interview
- Babcock and Princess Yachts will expect you to have completed some sort of project outside of school that relates to what you have applied to do as a job
- Think about any questions that you have for them
- Join the job club in school. Alongside our careers team we have sessions from employers telling you what to expect and how to answer questions
- Preparing answers for interview questions: [www.reed.co.uk/career-advice/interview-techniques/preparing-for-a-job-interview](http://www.reed.co.uk/career-advice/interview-techniques/preparing-for-a-job-interview)



# HELP AND SUPPORT

## Careers Team at SDCC

Careers Office located in the Sixth Form area, drop in during breaktime or email [careers@sdcc.net](mailto:careers@sdcc.net) or [strezona@sdcc-smhc.net](mailto:strezona@sdcc-smhc.net)

## Next Steps South West

Next Steps South West (NSSW) is a collaboration of fourteen partner universities and colleges throughout Cornwall, Devon and Somerset.

As part of the Uni Connect Programme, we help young people navigate their own personal journey to higher education. Across the region, we deliver events and activities designed to educate and inspire young people aged 13-19 years old, FE students aged 19+, and those that influence them, such as teachers, tutors, parents and carers. [www.nextstepssw.ac.uk](http://www.nextstepssw.ac.uk)

## UNIFROG

Everyone in school has access to this careers platform, use your school email as your login and request a password reset. [www.unifrog.org](http://www.unifrog.org)

NHS Careers information about over 350 jobs, including a careers quiz. [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)

## Support once you have left school organisations that can help you:

- You can still have support from the Careers Team in school. You will need to make an appointment email [careers@sdcc.net](mailto:careers@sdcc.net) or [strezona@sdcc.net](mailto:strezona@sdcc.net)
- Skills Launchpad [www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)
- National Careers Service careers information, advice and guidance. We can help you to make decisions on learning, training and work at all stages in your career. <https://nationalcareers.service.gov.uk/>
- CSW Group CSW offers a range of services to help guide you through your choices, provide information and offer support, from a quick chat to more intensive, long-lasting support. [www.swgroup.co.uk](http://www.swgroup.co.uk)
- Local colleges and approved trainers all have staff trained to help and support you.

**Good Luck!**

# WHATS YOUR PLAN?

**What do you want to do?**

*(Sixth Form, Further Education College or Apprenticeship)*

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**What do you need to do to get there?**

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**Who can help me?**

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**Miss Trezona** is always on hand for impartial help and advice.