



Chelmsford College

Progression Tutorials

Progression Options

2026

Level 1 and Level 2

Your Next Steps
explore....discover....plan

Name: _____

Course: _____

Life Skills Tutor: _____

What next?

It is time to start thinking about what you will do once your college course finishes. This workbook, together with the tutorial, will help you as you prepare to make decisions about your next steps.

It contains exercises and information including contact details of who can help you. Use the websites listed to find out more about your options.



Useful websites

Where to look for information on different careers

- nationalcareers.service.gov.uk/explore-careers
- bbc.co.uk/bitesize/careers
- successatschool.org/career-zones
- youthemployment.org.uk/careers-hub

Want to consider an apprenticeship? Have a look at:

- www.gov.uk/apply-apprenticeship (National Apprenticeship Service)
- amazingapprenticeships.com
- higherin.com
- <https://www.essexopportunities.co.uk/apprenticeship-hub/>
- <https://www.bestapprenticeships.com/industry/>

Thinking of a job? Check out the following sites.

- essexopportunities.co.uk
- gov.uk/find-a-job
- <https://www.reed.co.uk/jobs/jobs-in-essex>
- <https://www.cv-library.co.uk/>

Voluntary work: -

- chelmsfordcvs.org.uk
- wildernessfoundation.org.uk/volunteer

Advice if you have a disability: -

- disabilityrightsuk.org

College Course

Tick either **YES** or **NO** for the following questions:

YES

NO

Once I have finished my course, I will be able to move onto the next level of my course automatically

I could consider applying for the **next** level of a **different** course

I could apply to more than one college at any one time

If you want to carry on studying at college what do **you need to do** about this?

Write down some action points for yourself....



Action Plan

Use the college website to find out more about courses.

1. _____

2. _____

3. _____

4. _____

Apprenticeships

Tick either **YES** or **NO** for the following questions:

YES

NO

I can apply for an apprenticeship and a college course at the same time

Apprenticeships can start at any time of the year

Apprenticeships take place in the work place

What do **you need to do** if you are interested in applying for an apprenticeship?

Fill in some action points for yourself below...

Action Plan

Register on the National Apprenticeships Service website.

1. _____
2. _____
3. _____
4. _____

If you are interested in an apprenticeship, complete an expression of interest form by scanning the QR code



Part-time jobs/ Voluntary Work

Tick either **YES** or **NO** for the following questions:

YES

NO

Voluntary work will allow me to learn new skills

I will need a CV if I am looking for a part-time job

I may have to be over 18 to be able to start some part-time jobs

If you think you would like to find a part-time job or voluntary opportunity what do you need to do next?

Action Plan

Register on the Job Hub on TEAMS, see QR code.



1. _____
2. _____
3. _____
4. _____

You will need a CV if you are applying for a part-time job. Here is an example of what you could include. Ask for help if you need it. See contact details at the end of this workbook or ask your Life Skills Tutor or teacher to check what you have written.

SAMPLE OF CV

PERSONAL DETAILS:

Janet Jones
123 College Road
Chelmsford
CM1 5CV

← make this bold and centred

Telephone: 01245 123456
Email:

→ this section should be different for each job applied for. It should highlight your specific abilities to do the job.

PERSONAL PROFILE

50/60 words which describe briefly but accurately why you are applying for the job and the relevant skills/abilities you have to enable you to do the job

KEY SKILLS:

What are you particularly good at:

Communication skills College/part-time job
Leadership skills Student rep/sports team
IT skills College course

→ give the full course title e.g. BTEC

EDUCATION:

Current course first, students should mention relevant units studied. List all relevant GCSEs including all results

→ If advert requests specific subjects mention them

SKILLS/TRAINING:

Non-exam qualifications/Duke of Edinburgh/Driving Licence/
Computer Literacy/Young Enterprise Scheme/Diploma of Achievement

↑ Time to mention all those extra skills you have!

WORK EXPERIENCE:

If relevant to the job you are applying for, describe tasks undertaken. Highlight anything being requested in the current job application, e.g. able to work as part of a team, good communication skills.

→ Keep this brief but relevant!

PART-TIME EMPLOYMENT:

Again give details if it is appropriate. Outline personal skills used and experience gained.

HOBBIES AND INTERESTS:

Try not to write a list! If football is a hobby, do you play? Do you support a particular team? If you read - what do you read? Try to make this section say something about the sort of person you are.

→ Can indicate if you are a team player, good with people etc.

REFERENCES:

Try to have one academic and one employment reference.

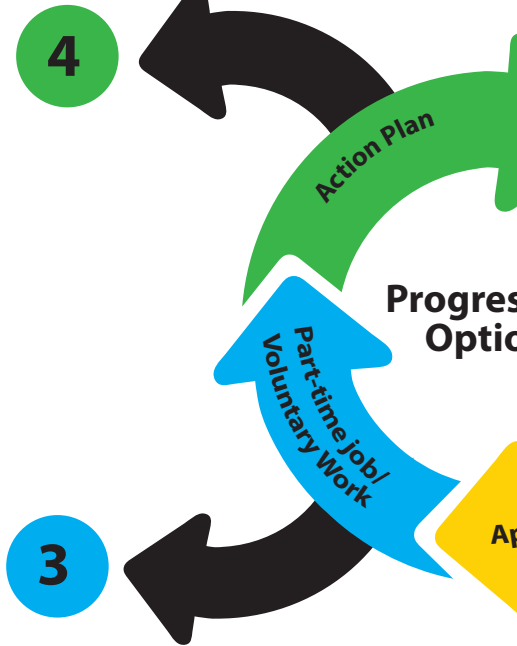
Progression

Action plan:

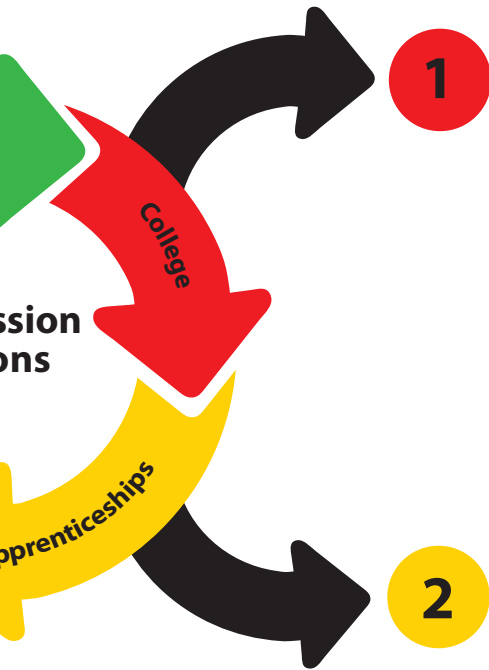
- Register on the Job Hub on Teams or use QR code.
- Talk to my Life Skills Tutor about courses
- Get advice about my options from careers team
- Make sure I attend Progression Fair in College this term

Part-time Job/ Voluntary Work:

- What type of work do I want to do?
- How much time do I have to work part-time or on a voluntary placement?
- Where do I look?
- Who can help me?



Wheel



College:

- Do I want to carry on with the same subject?
- Do I want to move up to the next level of a **different** course?
- Do I have enough information about other courses?
- Do I want to apply to other colleges as well?

Apprenticeships:




- What do I know about apprenticeships?
- Where can I look for more information?
- Do I have the right qualifications?
- I could practise interview skills and get my CV ready

Skills Checklist




All your activities including college work, hobbies, clubs/teams, voluntary or part-time work will allow you to develop skills. You need to make a link between your skills and what employers want.

What are your strengths and what **do you need to** work on to improve?

Tick the box that best describes you

	↓	↓	↓
	I am good at this 	I am OK at this 	I am not confident 
Team Working:			
Joining in discussions			
Encouraging quieter group members			
Happy to take the lead			
Accept opinions of others			
Learning from others			
Communication:			
Asking questions			
Explaining things to others			
Able to give a presentation			
Listening to others			
Speaking in a group			
Work is well presented			
Using email appropriately			
Problem Solving:			
Working to a set of rules			
Thinking about alternatives			
Trying to understand why something goes wrong			
Working out an answer			

Skills Checklist

	I am good at this 	I am OK at this 	I am not confident 
Numeracy:			
Using a calculator for basic maths			
Understanding charts and graphs			
Handling numbers in my coursework			
Information Technology (IT):			
Using WORD to produce work			
Researching on the internet			
Producing a presentation using software			
Using a spreadsheet			
Working with People:			
Talking to people I don't know			
Dealing with difficult people			
Answering questions			
Building good relationships			
Support and encourage others			
Self-Management:			
Meeting deadlines for coursework			
Organising my work			
Working to a goal			
Getting to places on time			
Asking for help if need be			
Checking work for mistakes			

Action Points

	YES	NO
Am I clear about what I am going to do once my course has finished?	<input type="checkbox"/>	<input type="checkbox"/>
Have I got a second choice/back up plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do I need to find out about other colleges and/or Apprenticeships?	<input type="checkbox"/>	<input type="checkbox"/>
Is my CV up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Do I need to talk to my Life Skills Tutor/Teacher?	<input type="checkbox"/>	<input type="checkbox"/>
I need to book an appointment with a careers advisor in college?	<input type="checkbox"/>	<input type="checkbox"/>
Have I registered on the Job Hub on TEAMS?	<input type="checkbox"/>	<input type="checkbox"/>

Remember

- **START** finding out about your options **NOW!**
- Do what is best for you. Don't pick something just because your friends are doing it.
- Use the **JOB HUB on TEAMS** on check on local vacancies and careers information.
- Start writing your CV and get it checked.
- Talk to the careers team if you need help or advice. Make an appointment with us to talk about your options. Our contact details are at the end of this workbook.
- Make a note of these college events coming up. You will receive more information nearer the time.
 - National Apprenticeship Week - 9th-13th February
 - Progression Fair - 2nd March
 - National Careers week - 2nd-7th March
 - Clean Energy Jobs and Careers Fair - 22nd April

Notes

Who Can Help Me?

The Careers Advice Zone Team are based in the college to support and help you with your progression options.

Ask for Sarah-Jane, Moira, Fiona, Jo or Cary when you come to see us.

Also discuss your plans with your parents or carers. Talk to your teachers or life skills tutor about your ideas.



Moulsham Street
Opposite Reception, Ground Floor
Monday - Friday
careersadvicezone@chelmsford.ac.uk
Call 01245 29 30 31

Princes Road
Room P128, First floor
Monday - Friday
careersadvicezone@chelmsford.ac.uk
Call 01245 29 30 31



Take a step in the right direction

College sites

Moulsham Street, Chelmsford CM2 0JQ | Phone 01245 265611
Princes Road, Chelmsford CM2 9DE | Phone 01245 265611
Email (all sites): careersadvicezone@chelmsford.ac.uk | website: www.chelmsford.ac.uk

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