

STEP UP

on to the ladder of opportunity

PROGRESS FOR SUCCESS

Are you
on a Level 1
or Level 2

What do you
want to do
when your
course
finishes?

SUCCESS

Employability Skills

Work Experience

Qualifications

CVs

Interview Skills

Industry Knowledge

Communication

Volunteering

Apprenticeships

Higher Education

Part-time work

Soft Skills

Transferable Skills



This booklet has information to help you with your next steps.

Begin with *the end in mind*

What are you aiming for?

What do you want to do once your course has finished?



This booklet has information on:

- Where to look
- Who can help
- What your options are

It will try to answer some of the questions you may have about your next steps.

Have a look at some of the case studies at the end of this booklet. You can also look at the questions and answers.

There are also lots of useful websites listed to give you more information.

Step One

Start planning for your future...

Consider what makes you tick; your interests and skills. What do you enjoy doing and why? Things you are good at or don't enjoy!

Explore all options; different courses or an apprenticeship and jobs you could consider.

Plan how and when you need to apply for things. Decide what other information you may need to help you make a decision.

Step Two

How will you reach your goal?

What are your options? You could...

Continue your education

This will allow you to focus on a particular area or areas of interest and develop the skills and knowledge needed for the work place. You may decide to study a different subject from the one you started on. Progress from Level 1 to Level 2 or from Level 2 to Level 3.

Do an apprenticeship

An apprenticeship is a real job with training so you can earn while you learn and pick up recognised qualifications as you go.

There are different levels of apprenticeships and they can last from 12 months to 5 years depending on their level. Follow the link in 'Useful Websites' for more information.

Look for a full time job

If you are considering this option and you are not 18 years old then you should be looking for a job that includes training. There are important things you need to think about.

Have you got an up-to-date CV ready? It may be worth doing some volunteering to improve your CV and show recent work experience. You may also benefit from practising interview tips so you are giving the best first impression to employers.

Remember employers advertise vacancies on social media as well.

Consider a supported internship

The College offers supported internships for young people (16-24) with learning difficulties who want to get a job and need extra support. You will spend a minimum of a day per week in college. The rest of the time will be spent in a work placement. To apply for a supported internship you will need to have a current EHCP and want to get into work. A Job Coach and Workplace Mentor will support you. More information is available on the College website.

The careers advisers in the Careers Advice Zone can help you with information about all of these options.

Give us a call or drop in and see us in M004 to make an appointment or email us and we will get back to you as soon as possible. All our contact details are listed in this booklet.



Step Three

Now is the time to start making plans about your next steps.

Talk to your tutor about moving up to the next level of your course.

You could register on the apprenticeship website.

Who else do you need to talk to for help with making a decision about your options?

We hope you find some useful careers and employer information to help you from the various industry related events and visits that the Careers Advice Zone Team organise throughout the academic year.

Make sure you attend the Progression Fair on Tuesday 5th March 2024 which will be held in the College and is organised by the Careers Advice Zone Team.

You will receive more information about this and other events nearer the time.



Case studies

Here are some examples of what some students have told us.

Cooking has always been something I have been good at and enjoy. After I finish my Level 2 in this subject, I am thinking of applying for Level 3 in Travel and Tourism so I can hopefully work abroad or on a cruise ship in the future. I can use the skills I have gained from my catering course to help me find a part time job in the industry whilst I am studying.



I have always enjoyed helping my family with DIY projects indoors and I did a multi-skills construction course in school as part of my Year 11 studies. I chose to do Level 1 carpentry in college and am looking forward to completing my Level 2 next year as I know the skills I learn will help me get a job in the construction industry.

I would like to work in an office when I finish my studies but first I need to get better grades in English and maths. I am doing the IN2 course in college which is introducing me to different subjects as well as helping me improve my grades in English and maths. I am thinking of applying for the Level 2 Diploma in Digital and IT skills for next year.

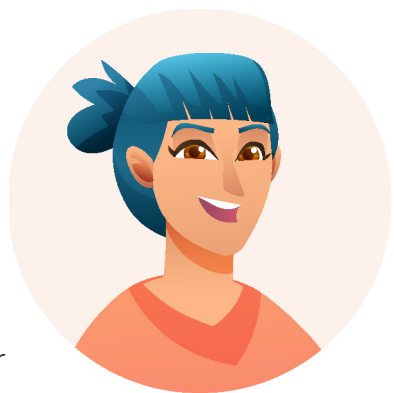


Design and Technology was my favourite subject in school and so I decided to apply for engineering in college. After my Level 2 I am going to apply for an Advanced Apprenticeship in engineering with a local company. I have updated my CV, so I have it ready to send to employers in the future. Alongside my studies, I have learnt additional skills like teamwork, presentation skills and more about the engineering industry.



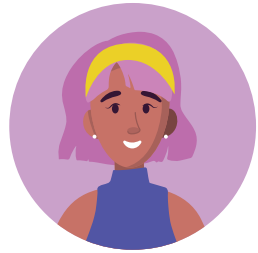
I finished my childcare course and although I enjoyed it, I realised I did not want to continue with this subject to the next level. Being creative and making videos has always been something I have enjoyed. After talking through my options with the Careers Team, I applied for Level 2 Creative Media and am enjoying learning new skills and making new friends.

I am on the Employment Pathway of the Inspire programme in college. It has helped me become more independent and is helping me prepare for work in the future. I have an EHCP as I have additional learning needs. I feel that a supported internship would be a good option for my next steps where I can be in the workplace with the support of a mentor to help me.



FAQs (frequently asked questions)

You may have some questions about what you can do once your course has finished. Here are some popular questions and answers which may help you.



I want to change courses next year to study a different subject. What should I do?

Find out as much as possible about the course you want to do next year. You could talk to a tutor of the new subject and also speak to your current tutor about moving up to the next level of your course.



Can I apply for an apprenticeship and a course at College at the same time?

We always suggest that students have a Plan A and a Plan B - a first choice and a backup plan. You can apply for both and choose one that is best for you if you get offers from both options.



What do I need to do if I want to apply for an apprenticeship?

You can look on the National Apprenticeships Service website - see link under 'Useful Websites' in this booklet for information on apprenticeships and traineeships. Make an appointment with the Careers Advice Zone team. There is information about apprenticeships on our website under Careers in the section labelled 'Support'.



Will I still have to do English and maths if I am on an apprenticeship?

If you have not achieved a grade 4 in English and maths at GCSE level or a pass at Functional Skills Level 2 then you will be expected to study these subjects on your apprenticeship or traineeship.

What can I do if I am not accepted for the next level of my course at College?

Your case will be looked at by different members of staff before a final decision is made and there is also a review panel for any student who is not recommended for further study at Chelmsford College. You can always come and talk to us in the Careers Advice Zone and we will talk through the options with you.



I have heard a lot about T Levels. What are they exactly and where can I find out more about them?

T Levels are new courses that follow GCSEs and are equal to 3 A' Levels. They focus on vocational skills and can help students into skilled employment, higher study or an apprenticeship. T Levels will offer students a mixture of classroom or workshop-based learning and 'on-the-job' experience. More information is available on www.tlevels.gov.uk. Chelmsford College offers T Levels in various subjects.

Further details can be found on the College website.

Who can help me if I am not sure what to do in the future?

You could talk through your ideas with your parents/carers or your tutor. Use some of the careers quizzes listed under 'Useful Websites' at the end of this booklet. Any of the careers advisers in the Careers Advice Zone can help you with ideas and where to look for more information.



How do I book an appointment with a careers adviser in College?

Call into M004 (Moulsham Street campus) or you can email us at: careersadvicezone@chelmsford.ac.uk phone us on 01245 293031. Appointments are also available at Princes Road campus



If your query is not answered here, then please get in touch with us in the Careers Advice Zone and we will do our best to help you.

Useful websites

Need some career ideas? Try one of these quizzes to help you:

- icould.com (Buzz Quiz)
 - sacu-student.com (Careers Quiz)
 - nationalcareers.service.gov.uk/skills-assessment
 - ucas.com/careers-advice
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Where to look for information on different careers:

- nationalcareers.service.gov.uk/explore-careers
 - ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs
 - bbc.co.uk/bitesize/careers
 - successatschool.org
 - youthemployment.org.uk/careers-hub/
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Want to consider an apprenticeship?

Have a look at:

- apprenticeships.org.uk (National Apprenticeship Service)
 - amazingapprenticeships.com/apprenticeships
 - notgoingtouni.co.uk
 - ratemyapprenticeship.co.uk
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Thinking of a job? Check out the following sites:

- gov.uk/find-a-job
 - getmyfirstjob.co.uk
 - indeed.co.uk
 - essexopportunities.co.uk
 - learnlive.uk.com/vacancies
 - cv-library.co.uk
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Planning on going to university in the future? Check out:

- www.ucas.com
- theuniguide.co.uk
- discoveruni.gov.uk



Want to be your own boss? If you are thinking of self employment visit:

- livewire.shell/what-is-shell-livewire.html
- princes-trust.org.uk
- youthemployment.org.uk/important-questions-to-ask-yourself-before-self-employment-1223yfd

Are you in care or a care leaver? You may find these sites useful:

- becomecharity.org.uk
- becomecharity.org.uk/for-young-people/propel
- careleavers.com

Information, advice and factsheets if you have a disability:

- disabilityrightsuk.org
- hive.evenbreak.co.uk
- greateressex.yourfutures.uk

If you want to try some voluntary work visit:

- chelmsfordcvs.org.uk
- vinspired.com
- wearencs.com/what-is-ncs (National Citizen Service)

Who can help you?

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

Ask for Sarah-Jane, Moira, or Fiona 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
Room M004, 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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