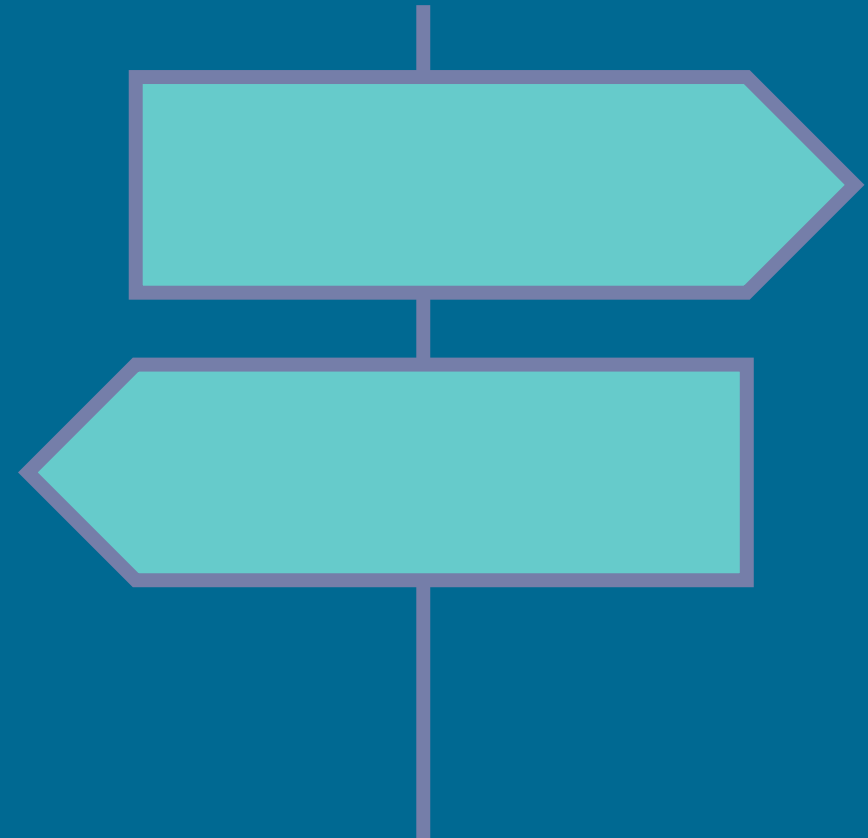




THE CAREERS &
ENTERPRISE
COMPANY

My Choices

Parent and Carer Guide



Introduction

What is the My Choices programme about?

The end of Year 11 and Year 13, leaving college or in between options, the build-up and immediate response to results days can be challenging time for young people and their families. Faced with sometimes difficult or scary decisions about next steps, you may appreciate resources to help guide your son or daughter's thinking, particularly if their plans need to change.

This guide is designed to support on and around results days, with links to useful resources or videos to help your son or daughter make the right decision for them.

The guide is also useful for young people well before Year 11 and Year 13, to help them consider their choices.

Transition Event in partnership with LearnLive

On Monday August 3rd 2020, The Careers and Enterprise Company, in partnership with LearnLive, will be hosting an online event for students, parents and carers, showcasing the range of support available. This will be the link to the broadcast and later, the recordings [here](#).

The recorded event will be available for you to use on results day and throughout the year to support young people's decision making over the next academic year.

To register simply [click on this link](#) and fill in the details on screen. Once you have subscribed to the [Learn Live](#) channel you can gain access to all future on-demand and live stream broadcasts with just your email address without needing to register again.

Ways to Use this Guide

Consider what is most useful to you right now: whether that is immediate sources of support to help your son or daughter make the best choice for their immediate future or something to consider helping them make longer term decisions. Look at the section headings and click on the link to take you directly to the pages that are of most interest to you.

Remember, encourage your son and daughter not to limit themselves, but to take the time to explore something they perhaps have not considered before. The more awareness they have, the more confident you can be they are making the best choice for them.



Timetable part 1

[Go to part 2>](#)

Time slot	Section heading	Content
10.00 am - 12.00 pm	Being Prepared Adding Value	<p>Considering apprenticeships or employment? How can you make sure you are fully prepared and in the best position to make the strongest application?</p> <p>This segment will take you through tips for CV writing, applications, interviews and selection processes.</p> <p>It will also explore employability skills, what they are, how to demonstrate and build them through work experience, volunteering and Youth Social Action.</p>
	Decision Making and Finding Support	<p>Making the right choice about your future can be difficult with so many things to consider. Labour Market Information is a key factor, but what is it and how should you use it to help your decision making?</p> <p>There is a lot of support out there, but where should you go for advice and how do you make the most of the careers information, advice and guidance you receive?</p>

Timetable part 2

[Go to part 1>](#)

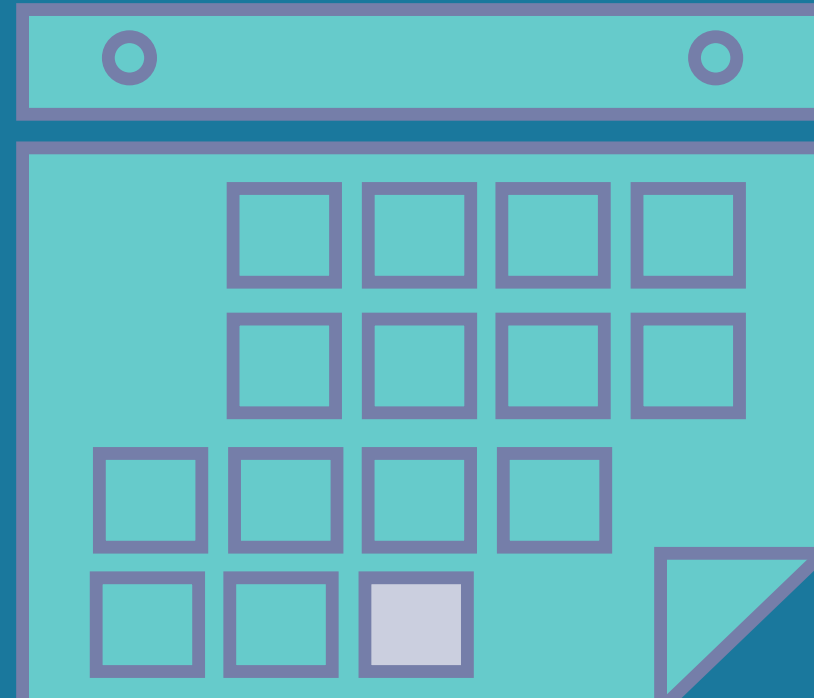
Time slot	Section heading	Content
12.00 pm - 2.00 pm	Pathways	After Year 11 and Year 13, there are so many pathways open. Which one is the right one for you? This segment makes sure you are aware of everything open to you, the advantages and disadvantages and where to go to find out more. It will help you identify choices and opportunities so that you can make an informed decision.
	Positive Wellbeing	The build up to Results Days can be nerve wracking and difficult. The pressure we put on ourselves to make the right choices can take its toll. This segment is all about how to deal with stress and how to maintain positive wellbeing.
2.00pm - 3.00pm	Support and Guidance Surgery	During this final section of the day, Careers Guidance professionals from The National Careers Service, will be on hand to answer any queries you may have about your next steps. Use the chat function to ask for any support and advice about your choices and receive personalised support and guidance.

Section 1

Preparing for Results Day

Encourage your son or daughter to take the time to think through their options and prepare before results day. None of us know exactly how these results will turn out. Students could have done better or not as well as they had hoped. Their original plans may have been impacted by the current pandemic. Be prepared for every scenario by exploring different options beforehand.

The section includes:



The **National Careers Service** are running the Exam Results Helpline in August, to support 16 to 18-year olds who are receiving GCSE, A-Level and/or technical education exam results. Young people or their parents can call **0800 100 900** to speak to a professionally qualified careers adviser, for advice on their next steps during a critical decision-making period. The helpline is available daily from 8am to 10pm.

Post 18

If your son or daughter has applied to university but they don't quite reach the requirements of their offer, they may like to consider clearing. Encourage your son or daughter to familiarise themselves, before results day, with other universities that do courses they are interested in with slightly lower entry requirements so that if they find yourself in that situation, they have already thought about other options.

- **WhatUni Clearing search facility** in case you find your son or daughter are not able to attend their intended university choice
- **Hello Future** have a useful blog that pulls together useful links to support students through clearing
- **For individual support from UCAS** call the most appropriate number below with UCAS Personal ID number to hand:
 1. Undergraduate support 0371 468 0 468
 2. Conservatoire support 0371 468 0 470
 3. Teacher training support 0371 468 0 469
- **iCould** – A levels not gone to plan? and A-level results: what now? The good, the bad and the cold feet Unsure about what next? If you've done better or worse than expected or are just having second thoughts, here's a quick guide to

your options on or after results day.

- **Careermap** have produced guides for students to support UCAS Clearing and UCAS Adjustment

If your son or daughter has achieved much better results than anticipated, they may be offered the opportunity to go through adjustment on UCAS Track. They do not have to do this, but if they wanted to explore universities with higher entry requirements, adjustment allows them to see what is open to them.

- **UCAS** – advice on deferring including after you receive your results
- **Discover Uni** has launched new resources to help students consider their options when they receive their results and enter clearing this year. The downloadable booklets contain advice on choosing to go to university or college, reviewing course choices and planning for unexpected grades, along with information on deferrals and consumer rights.
- **UK University Search** are offering 3 webinars in the lead up to A Level Results Day covering:
 1. 10th August – Predicted Grades
 2. 11th August – Results Day Guide
 3. 12th August Clearing, Adjustment and Deferrals

Post 16

- **iCould** Choices after your GCSEs: how to decide what next From apprenticeships to A-levels, iCould's guide outlines choices after GCSEs and ideas on how to pick the right path.

Section 2

Finding Support

Making the most of careers information,
advice and guidance

What sources of CEIAG are out there for young people and how
do we help them to make the most of the support on offer?

The section includes:



Sources of support

'The Parents' Guide to' What's next – a free guide for parents to support over the summer - whether they're 15 and starting to think about what they might like to do when next year's GCSEs are over or whether they're 18 and making plans for adulthood, this guide helps parents understand what choices they have and what action they can take over the next six weeks to help them make their dreams a reality.

- **National Careers Service helpline 0800 100 900** – open to everyone 13+ years [The National Careers Service](#) has a range of online tools to help young people consider their next step. The digital resources include:
 1. Over 800 job profiles with information on expected salary and required qualifications
 2. Find a course tool to help young people find learning opportunities in their area
 3. A range of resources and advice to help apply for jobs
 4. [Career Choices at 16](#) - Help to plan for and choose options post 16
 5. [Career Choices at 18](#) - Explore the education, work and study choices available after 18

- **Fledglink app** provides digital careers advice, support and access to jobs and work opportunities for young people. [Click here for a quick guide](#)
- **Youth Employment UK have webinars to help you prepare for results day.**
 1. [A Level webinar 1pm 11th August](#)
 2. [GCSE webinar 1pm 18th August](#)
- **Young Enterprise** are holding webinars to support Y11 and Y13 students after results day

Post 16

Further education

- **BBC Bitesize Decision Tree** to help students [make good choices Post 16](#)
- **Unsure about T Levels?** Hear more about what they are and if they are the right choice for you, from Gillian Keegan, Minister for Apprenticeships and Skills.
- **Amazing Apprenticeships T Levels Guide**
- **Careermap** have a webpage with [everything a young person may need to know about Level 2/Intermediate level apprenticeships](#)

Post 18

Higher Education

- **UniTaster Days** Comprehensive listing of online university events. Not just virtual open days – but online tasters, webinars, downloadable online resources, videos etc.
- **Through Unibuddy** students can chat to current undergrads about their experiences.
- **'ReachUni'** is a three-step programme that gives students the support needed to reach a university that is a good fit: to become university ready, including making a great application to target universities.
- **Futurelearn for Schools** have an extensive range of courses from 100+ Universities so that students can explore subjects they are interested in as well as courses to support students transition into Studying at University covering study skills, mental and financial health.

Apprenticeships and Employment

- **Amazing Apprenticeships July Parents' & Carers' Pack** covers preparing for results day, boosting employability skills, the apprentice perspective during lockdown, Microsoft's new digital skills courses, a parent's take on apprenticeships and much more. Please download [here](#)

Making the most of support

- To help students understand the purpose of one to one guidance and how to best prepare for it, make use of the [My Week of Work videos on My Next Steps](#)
- Help to recognise the value of their transferable skills [here](#)
- Making decisions and changing pathways [here](#)



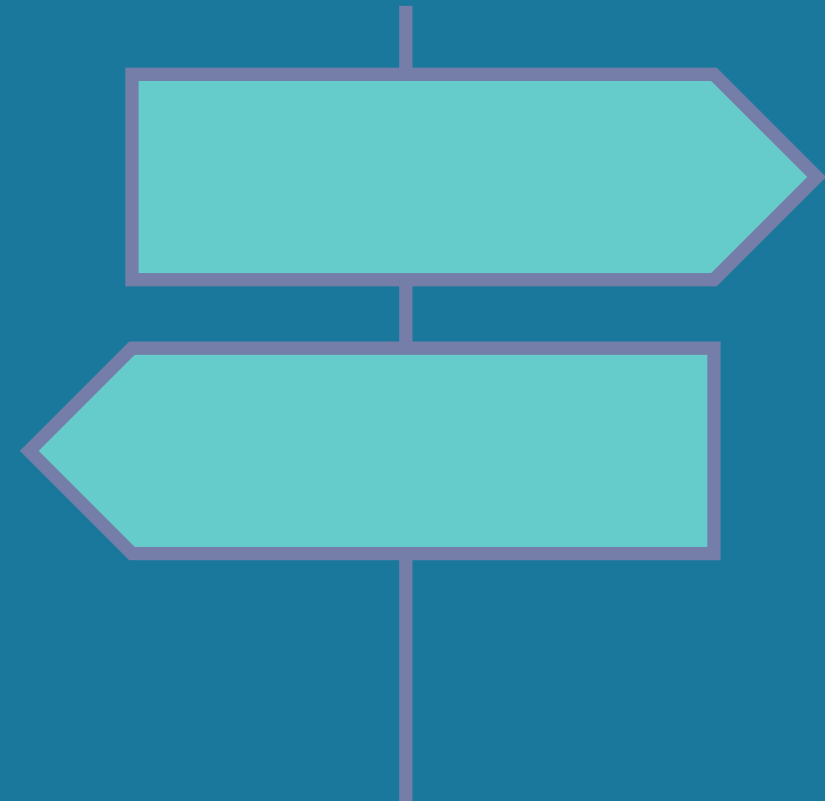
Section 3

Pathways

Identifying choices and opportunities

After Year 11 and Year 13, there are a variety of routes open to young people. It is important that they know about all the options so they can make an informed decision and find the pathway that suits them the best.

The section includes:



Overviews of pathways

- **The Department for Education** has put together a couple of simple and handy guides to inform young people and their parents about all of the options open to them Post 16.
- **A route comparison grid** which shows all of the routes available after GCSEs, along with additional information on each route such as the level of study, entry requirements, duration of the course, where it can lead etc.
- **A 2-minute animation** showcasing and explaining each choice in a simple, dynamic and visual manner
- **Youth Employment UK** share information on the range of routes into a chosen profession
- **iCould** – article on making the right choice and tactics on making the right choice
- **Fledglink** ‘Considering...?’ series: sign up to webinars exploring things to consider when making choices on topics such as internships, gap years and apprenticeships.
- **The National Careers Service** offer advice on taking time out before continuing with studies

Further Education

If your son or daughter has finished their GCSEs or is approaching that point in their education journey, these resources may help them decide what is the best pathway for them.

- **Aim Higher: Sixth form or college? What is the difference between these two Post 16 options?**
- **BBC Bitesize - Want to know more about college?** Have a look here
- **iCould - Choosing A-level subjects: five points to consider**
- **Everything you need to know about T Levels**
- **Advice and resources to help students prepare for T Levels industry placements**

Higher Education

- **Discover Uni** and **The Uni Guide** help young people decide if university is the right route for them, what and where to study with the ability to find and compare courses
- **The Uni Connect** programme from the Office for Students offers activities, advice and information on the benefits and realities of going to university or college
- **UCAS host live Q&A panels every Thursday on Facebook.** Everything from what you need to know about Clearing, preparing for results days, and what student life is really like. Responses to previous questions are on this video wall.
- **UCAS virtual open days** - [access here](#)
- **UCAS Support for 2021 entry: live sessions** to help students research for 2021. These will help connect students with sector specialists, so they can make the right decisions.
- **iCould** - [Eight questions to help you decide if university is the right next step for you](#)

Apprenticeships

- **Amazing Apprenticeships:** See the very latest apprenticeship information [through live broadcasts and access to recorded sessions](#)
- **Amazing Apprenticeships:** [Find out more about apprenticeships](#)
- [What is a degree apprenticeship and is it right for me?](#)
- **iCould** - [What is an apprenticeship and where could it lead?](#)
- **What apprenticeship pathways are there into Health Careers?** Search by career to find out about apprenticeship options

Traineeships

Following the government announcement in early July, of a £111m scheme to support traineeships for young people, this could be an area that sees increased interest from students, uncertain of their next steps.

- [Government information on traineeships](#)
- [Rate my Apprenticeship](#) - A guide to applying for traineeships
- [All about School Leavers](#) - What is a traineeship?

Employment

- **All About School Leavers search function** for employment opportunities and apprenticeships across sectors
- **Not Going to Uni** – search for opportunities by sector or region
- **The National Careers Service** [help to get a job section](#)
- **The WOW Show** a wealth of video content from employers exploding myths, finding out the facts and meeting trainees, apprentices and graduates to discover what the world of work is really like
- **The Department for Work and Pensions** will have a new youth offer for all 18 to 24 year olds making a claim for Universal Credit and who are in the intensive work search group, from Autumn onwards. This will have three elements:
 1. A structured 13-week programme – during which they will be referred to the most appropriate support such as a sector-based work academy, a traineeship, work experience, mentoring circles, careers advice or an apprenticeship. Once they have completed this programme, participants will be encouraged to take up work-related training or an apprenticeship.
 2. The introduction of young people's hubs where young people can access wider support.
 3. For young people with more complex needs, there will be an expansion of the Youth Employability Coaches model.



Section 4

Decision making and Planning

Investigating jobs and labour market information (LMI)

Making the right choice about their future can be difficult for young people, with so many things to consider. Labour Market Information is a key factor, but what is it and how should young people use it to help their decision making?

The section includes:



National LMI Picture

For Parents

- [EMSI](#) give an insight into national LMI throughout Covid-19
- [Nomis](#) from the Office for National Statistics and gives access to LMI from government sources. It provides summary data from national to local authority ward level.
- [LMI Futures Trends](#) has labour market information on 25 sectors and broad occupational groups focusing on future changes in the labour market and skills
- [UK Commission for Employment and Skills \(UKCES\)](#) Working Futures labour market projections for the period 2014 to 2024
- [WorldSkills UK](#) have produced a booklet outlining ways LMI data can be used to support students
- [Microsoft, LinkedIn & Git Hub, have launched a Skills/learning site for In-Demand Jobs](#): [LinkedIn](#) offer options to analyse their worldwide data for [labour market/trending jobs](#). You can see the top trending job categories in an Insight Report.



Section 5

Being Prepared

Handling applications and selection

If your son or daughter is planning to make applications for jobs or apprenticeships, make sure they are fully prepared by using these resources to support them through a variety of application and selection processes.

The section includes:



- **Fledglink** a series of 18 bitesized video modules taking someone through the whole journey of a hiring process from application forms/CVs/Cover letters, through to different interviews, psychometrics, assessment centres etc and loads of hints, tips and activities
- **Barclays Lifeskills** have a range of interactive tools, films and activities available including Virtual interview practice and preparing for different types of interviews and assessments
- **Skills to Succeed Academy** have a huge range of resources to support students, including creating a CV and practicing interview skills
- **Youth Employment UK: Looking for work** – a guide for young people. This booklet brings you all the information that you need to look for your first role or move on into a new position with a career you will love!
- **The Princes Trust programme** – ‘Get Into’ for students aged 16 to 30 who are looking for ‘on the job’ experience and training
- **Go Construct** - Support applying for jobs in the construction industry
- **Pathways CTM** have webinars to support both Assessment & Selection and Nailing the Interview
- **Founders4Schools** have a huge range of video resource to support decision making, career pathways, girls in maths, applications and much more

Interview preparation

- **The Princes Trust - Interview tips**
- **Sign up to experience a mock digital interview from Capgemini** - Digital Interviews are the norm for at least the initial stages of recruitment so this is a chance for the students to check it out and see what it’s like. To have the best experience and gain the most benefit, we recommend students research Capgemini beforehand.
- **Future Learn** - Video clip covering video interview success tips
- **Innovate my School** - Article with top tips for virtual interviews –
- **The National Careers Service** provides help to get a job by offering tips with CVs and preparing for interviews
- **Hewett Recruitment** share tips and hints for interviews and CVs

Assessments Centres

- **Shearman & Sterling** a video on getting through an assessment centre
- **Barclays LifeSkills Different types of interviews and assessments.** When applying for a job, there are different types of interviews and assessments students might be asked to do depending on the type of role, the industry, or the stage they're at in the interview process. Barclays LifeSkills can help young people to prepare and make sure they're ready for whatever might come their way.



CV Writing and Cover Letters

- **The Patrick Morgan Foundation** have produced a [CV Workshop series](#) including how to improve your CV and a CV template. More workshops are under development, such as interview workshop
- **Fledglink** CV Advice around developing an impactful CV profile even without experience. See their blogs:
 1. [CV profile: how to make an impression in 9 seconds](#)
 2. [How to write a CV with no experience: the ultimate guide](#)
- **Barclays LifeSkills CV Builder.** It's important for young people to understand that employers see hundreds of CVs on a day-to-day basis, so making theirs stand out for the right reasons is vital. The key is to simply input important information that will make their CV stand out, such as their personal statement, key skills and achievements and qualifications, past work and voluntary experience and then download their readymade CV for free.
- **BBC Bitesize** [CV writing advice](#)
- **CV Writing Tips** from Wilmott Dixon
- **My Week of Work** [Lesson for Students on CV Creation](#)

Social media – brand

- **A Future Learn course** supporting students to create a professional online presence
- **Naturally Talented Me** is an innovative, free to use profiling platform, designed to help jobseekers identify and promote their natural talents to employers

Section 6

Adding value

Preparing for employment

The section includes:



Internships and Work Experience

- **IGD** is bringing together the food and grocery industry this summer to provide digital careers events for school leavers. Learn more [here](#). A free virtual work experience programme running from the 17th - 21st August for school leavers interested in a career in Sales and Marketing, Engineering or Technology, [register interest here](#)
- **Engineering UK** provide information on the different opportunities to develop skills and knowledge in Engineering before beginning work:
 1. [Tomorrow's Engineers: Work experience](#)
 2. [Tomorrow's Engineers: Develop your skills](#)
- **[Movement to work](#)** highlights virtual work experience opportunities
- **[Observe GP](#)** is an alternative to work experience for aspiring medics
- **[MyKindaFuture](#)** have developed a free, teacher facing, online platform with work experience opportunities
- **[Vantage](#)** is a free online platform for students interested in legal careers, enabling them to be contacted directly by law firms with work experience of insight day opportunities. Vantage also provide online webinars and advice videos on social media to help students better understand how to access a legal career
- **[Barclays LifeSkills Virtual work experience](#)** tool see the inner workings of a 'digital transformation' agency, and actively work with different departments on one exciting project, helping them solve problems and complete real-life tasks.

Developing Employability Skills

- **[Be Ready](#)**- employability skills programme with a range of micro learning courses
- **[Accenture's Skills to Succeed Academy](#)** features innovative simulations providing a safe environment to practice for real life situations e.g. a job interview, first day in a new job. Students can choose from 36 bitesize, interactive modules focused on the "how to", empowering learners to take ownership of their job search. To find out more about how the Skills to Succeed Academy can be used please see the [Getting Started Guide here](#)
- **[MOOC](#) or [Furture Learn](#)** - free online courses to develop skills and demonstrate drive
- **[Would you or your son or daughter like to learn a new skill?](#)** Find free, high quality digital and numeracy courses in [The Skills Toolkit](#).
- **[NatWest Dream Bigger](#)** is a fully funded programme focused on developing transferrable entrepreneurial skills in 16-18 year olds
- **[Barclays Lifeskills](#)** has a multitude of resources to help young people prepare for the future workplace
- **[Employability resources from PwC](#)**
 1. [PwC's Employability Skills Toolkit](#)
 2. [PwC's Employability Hub](#)

Developing Employability Skills (continued)

- **Essential Skills** that young people will need to support their **employability** in an unpredictable labour market can be clearly articulated and developed through **Skills Builder**: The Framework breaks down these 8 essential skills into 16 teachable and measurable steps. For every step of every skill there are short lessons to teach it and associated resources to re-enforce the learning in the classroom e.g. posters, certificates, tokens etc

skillsbuilder.org

skillsbuilder.org/resources

- **The Princes Trust** offer FREE programmes to people aged 16-30 to provide the confidence and skills needed to get a job in the sector.
- **Accenture Digital Skills and Futurelearn** course on Digital Skills for work and Life. You can access the course [here](#).



Volunteering and Youth Social Action

- **Want to support your son or daughter to do their bit by volunteering?** Help young people build important, transferable skills and an impressive CV by encouraging them to explore the following opportunities.
- **Do It - Explore and find local volunteering opportunities**
– search areas of particular interest such as animals or environment
- **Explore opportunities to volunteer for Fare Share** – a charity that fights hunger and tackles food waste
- **Support for volunteering within the NHS** Also check local NHS organisations websites for information on volunteering & latest vacancies
- **Scout adventures** offer 8 or 12 month residential volunteering opportunities for young people 18 or over, where they help to deliver a wide range of outdoor activities to young people. February 2021 applications will open around 1st August
- **Youth Employment UK:** how young people can develop and showcase their skills without necessarily having been employed e.g. through volunteering
 1. youthemployment.org.uk/young-professional-training
 2. youthemployment.org.uk/looking-for-work-careers-booklet
 3. youthemployment.org.uk/employment-help-young-people/choices/volunteering-and-work-experience
- **National Citizen Service** - Build skills for work and life through the [National Citizen Service programme](#) and find blogs and challenges [here](#)



Section 7

Positive wellbeing

Self-determination

The build up to Results Days can be nerve wracking and difficult. The pressure young people put on themselves to make the right choices can take its toll. These resources will help young people to deal with stress and maintain positive wellbeing.

The section includes:



Self-determination

- **Power of Youth #iwill** support for all aspects of wellbeing, including loneliness and self care
- **Learn Now** – Take time for their wellbeing and personal development this summer. Fledglink’s free on-demand workshops and activities help you get prepared for your next steps during summer, as well as supporting their health and wellbeing.
- **Charlie Waller Memorial Trust** - Advice on looking after mental health and wellbeing during clearing
- **National Careers Week 2020: Dr Radha’s Top Tips for Dealing With Stress video and a booklet highlighting those Top Tips**
- **Article by The Uni Guide** to support with mental health during lockdown
- **WorldSkills UK: Skills with Me – Mindset Series.** The Tutorials demonstrate techniques and practices to equip young people with the skills to succeed in work and life
- **Mind for better mental health** – advice and guidance around broad mental health support
- **Student Minds** - the UK’s student mental health charity
- **BBC Bitesize resources** to support mental health
- **Banardos See, Hear, Respond** Partnership funded by the DfE Department for Education to support children, young people and families who are struggling to cope with the impacts of coronavirus.



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- Access Ed
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- BeReady
- Capgemini
- Careermap
- CDI
- CIPD
- Charlie Waller Memorial Trust
- Department for Education
- Department for Work and Pensions
- Discover Uni
- Do It
- ECITB
- Emsi
- Engineering UK
- Fare Share
- Fledglink
- Flying Start Southampton
- Founders 4 Schools
- Futurelearn
- Gov.uk
- HASO
- Hello Future
- HELOA
- Hewett Recruitment
- ICAEW
- iCould
- IGD
- Innovate my School
- Inspiring the Future
- JP Morgan
- LMI for all
- Mind
- MOOC
- MyKindaFuture
- National Careers Service
- National Health Service
- National Citizen Service
- Naturally Talented Me
- Not Going to Uni
- NatWest
- Office for National Statistics
- Office for Students
- Pathways CTM
- Prospects
- PwC
- RCGP
- RSC
- SEMLEP
- Scout Adventures
- Shearman & Sterling
- Siddiqui Education
- Skills Builder
- Skills for Care
- Speakers for Schools
- Student Minds
- The Parents' Guide to
- The Princes Trust
- The Uni Guide
- The WOW Show
- UCAS
- UKCES
- Uni Taster Days
- University of Warwick
- Vantage – Rare Recruitment
- Walsall Council
- WhatUni
- Which? University
- Willmott Dixon
- WorldSkills UK
- Young Enterprise
- Youth Employment UK

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