



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

# *Progression and Life*

## *Post 16*



*Years 10 and 11*

*Help and support for young people, parents and carers*

## **Introduction**

As you would expect CHCHS places great importance on teaching, learning and study. Doing the very best you can to maximise your full potential will make progression and life choices easier and more varied in the future. We also value extracurricular activities and opportunities which enhance the educational experience, allow personal growth and develop the whole person.

Applying for jobs, apprenticeships or places at colleges or universities is now very competitive and so it is vital that students can demonstrate a range of experiences and skills which help them stand out. Some examples of activities which develop life and workplace skills include: being a member of a team e.g. sports or debating teams; playing a musical instrument, being a member of a band or choir; taking part in extracurricular activities, such as Duke of Edinburgh Award scheme or lunch time clubs; university and company visits and programmes; becoming a mentor or prefect; joining the School Council; volunteering and taking part in work experience placements.

Such experiences are examples of activities which demonstrate involvement in school or community life and which in turn help with the development and improvement of life and workplace skills. They also provide examples which can be used for application forms, C.V.s and personal statements.

The options and choices after Year 11 can be daunting and confusing. There are many different routes and pathways and decisions should be made based on reliable and up to date information. It is never too early to begin gathering information about course options, ways of study and learning and all the different settings where education and training might take place, to ensure young people make decisions which best suit them, their aspirations, interests and strengths.

All young people are entitled to independent and impartial careers information, advice and guidance on the full range of post 16 options. Mr Gaffey, our Careers Lead is always available to answer questions and provide information in school.

Contact email: [kgv@cardinalheenan.com](mailto:kgv@cardinalheenan.com) Tel: 0113 8873240.

We also provide access to an independent career advisor, Wendy Kerley to provide careers guidance and support in next step choices after Year 11.

Contact email: [wendy.kerley@wkcareers.co.uk](mailto:wendy.kerley@wkcareers.co.uk)

We hope this booklet will provide an overview of different post 16 routes and other useful information. Young people parents and carers are strongly advised to spend time researching various choices and options and get detailed information from different providers. Please make the most of any help and support offered and engage with any opportunities provided to maximise potential life choices.

## *Things you can do to plan post 16 – life after Year 11*

- **DO NOT WORRY** – it is completely normal to be unsure or even have no idea about what you want to do in the future. Few students at 15 or 16 years of age, have a definite career or life plan. Decisions do not have to be made alone so use the help, advice and support offered in school, independently or online.
- Begin researching ideas as soon as possible – it is never too early to start
- Talk to Mr Gaffey, our Careers Lead or Wendy Kerley, our Independent Careers Advisor.
- Try and involve yourself in extracurricular activities and/or clubs, volunteering etc. in or outside school
- Organise work experience or volunteering, when and where possible, to explore different types or areas of work, especially linked to interests, skills or preferred career choice. Year 10 students can undertake 2 weeks work experience at the end of the summer term.
- Think about your interests, aspirations and skills and careers, jobs or courses which might suit. There is a great deal of information online, details of which can be found later in this booklet.
- Investigate any qualifications preferred or required for courses/careers of interest
- Visit National Careers Service - <https://nationalcareers.service.gov.uk>. Try the online tools to find out what your skills are and what kind of way forward might suit you.
- Attend school and/or college open days, offering post 16 programmes, to meet staff and providers who can answer any questions about the learning, working or training opportunities on offer.

During the coronavirus pandemic there may be opportunities to engage in a number of remote and virtual activities, such as tours, open days, projects etc.

## **Government Requirements post 16**

It is widely recognised that young people participating in education or training after the age of 16 years will have better career prospects, be less likely to encounter unemployment and experience higher earnings over the course of their working lives.

### **Raising the Participation Age**

This was introduced by government in 2014. It made it compulsory for young people to remain in education or training until their 18th birthday (at least). It is very important to choose the post-16 option that is best for you.

Post 16 education and training can take many forms and be delivered in a variety of settings. A young person may decide to:

- Attend a school sixth form or sixth form college
- Attend a further education college
- Begin an apprenticeship or traineeship within a company or organisation
- Enter employment with training

Many of these choices can then lead to Post 18 education, training or employment. A young person aged 18 or over may decide to:

- Attend a university
- Attend a further or higher education college
- Begin an apprenticeship or traineeship, including degree apprenticeship
- Enter employment with training
- Enter employment

### **Level 2 qualification in English and Maths GCSE**

Achieving a GCSE grade 4-9 in both Maths and English helps students to progress to further study, training and skilled employment and in many cases is a requirement of a course, training or job.

Currently If a student gains a level 3 in Maths and/or English they are supported by their post 16 provider to resit the relevant qualification each year, up to the age of 19 years.

Those achieving below level 3 may have the opportunity to take “stepping-stone” functional skills qualifications.

## **Making decisions for the future after Year 11**

### **Researching Ideas**

Making a well-informed post 16 decision is key and there is a variety of ways young people can research their ideas. Included in this section is useful information to help begin that research.

### **Career choices**

To explore career ideas linked to a personalised profile and the Leeds labour market visit:

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

To look at “job families”, specific career ideas and to take a Buzz Quiz which will match skills with job ideas visit:

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

[www.ucas.com/ucas/16-18-choices/find-careerideas](http://www.ucas.com/ucas/16-18-choices/find-careerideas)

[www.careermap.co.uk](http://www.careermap.co.uk)

[www.careeralchemy.co.uk/choosing-career-paths.html](http://www.careeralchemy.co.uk/choosing-career-paths.html)

### **Post 16 Providers**

It is useful to look at the websites of Post 16 providers to see their prospectus. Local examples include Notre Dame Sixth Form College, local schools who have sixth form provision, Leeds City College, Leeds Arts University and Leeds College of Building. Remember to attend any Open Days at any provider you are considering.

### **Post 16 Qualifications**

#### **A levels, T Levels and Vocational courses (Level 3 Qualifications)**

Research choices available at:

<https://guest.startprofile.com/article/117>

#### **Choosing A Level Subjects**

The Russell Group is a group of 24 of the leading research-based universities and they have created a website to help with choices of A Level subjects.

[www.informedchoices.ac.uk](http://www.informedchoices.ac.uk)

More information about A Level combinations and where this could lead are offered by Which.

<https://university.which.co.uk/advice/a-level-choices/six-things-you-need-to-know-before-makingyour-a-level-choices>

#### **Level 2, Level 1 and Entry Level Vocational Courses**

There are a wide range of vocational courses at different levels within Leeds. Vocational courses offer learning linked to an area of work. Local providers include Leeds City College, Notre Dame Sixth Form College (Level 2) and Leeds College of Building.

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

Apprenticeships include work and training and are advertised at:

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

It is also possible to search for opportunities on company websites and by contacting training providers. Group sessions about Apprenticeships will also take place in School.

### **Other useful websites and information**

#### **Some career specific websites**

*Medicine:*

<https://www.bma.org.uk/advice-and-support/studying-medicine/becoming-a-doctor/widening-participation-in-medicine>

Medicine and medicine/health related careers

<https://medicinehealth.leeds.ac.uk/medicine-undergraduate/doc/widening-access-medical-schools>

*NHS Careers:*

[www.stepintothenhs.uk](http://www.stepintothenhs.uk)

*Careers in the media:*

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

*Careers in Construction:*

[www.goconstruct.org](http://www.goconstruct.org)

#### **Higher Education - University**

UCAS is the search and application tool for University. View University courses and look at the A levels and BTEC options and the grades that specific degree courses will accept at:

<http://searchucas.com/>

More information about university can be found at UNIFROG

[www.unifrog.org](http://www.unifrog.org)

#### **Degree Level Apprenticeships**

<https://www.gov.uk/apply-apprenticeship>

#### **Vocational Courses**

There are a wide range of vocational courses at different levels within Leeds. Vocational courses offer practical hands on learning which is usually mainly coursework based and links to an area of work.

### **College and Sixth Form Applications**

In School we are committed to supporting your son or daughter to explore Post 16 options and to make informed choices about their future.

Leeds City Council have invested in a Careers software platform called Start in Leeds ([www.startinleeds.com](http://www.startinleeds.com)) which has been designed and developed by U-Explore Limited. The platform will offer all young people and parents the opportunity to access through their computer, phone and tablet, the best and most up to-date information to inform career choices. It is designed to inspire young people to look at the full range of career opportunities in and around the city and to help them to improve their chances of securing high-skilled employment.

An additional feature on this website includes a common application form which can be completed and sent to a number of Post 16 providers in Leeds. We will support your child with this process in School if required.

Some providers have elected to use their own online application process. This includes

Notre Dame Sixth Form College – Apply on [www.notredamecoll.ac.uk](http://www.notredamecoll.ac.uk)

Applications to other providers can be made directly on their own website.

We understand the importance of our pupils being able to access independent and impartial advice and guidance about their future options. An Independent Careers Adviser visits School two days a week and provides one to one Careers Guidance Appointments and/or Group Sessions for all our Year 11 Pupils. Wendy Kerley can be contacted on [wendy.kerley@wkcareers.co.uk](mailto:wendy.kerley@wkcareers.co.uk) and updates a twitter feed for school @WendyKerley2.

## ***Careers and Enrichment***

### **The National Citizenship Service (NCS)**

This organisation offers opportunities for Year 11 students during the summer following GCSEs. Information can be found at:

[www.ncsyes.co.uk](http://www.ncsyes.co.uk) For summer 2019 see <https://wearencs.com/keep-doing-good>

### **Life Skills**

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

For students:

<https://barclayslifeskills.com/youngpeople>

For parents:

<https://barclayslifeskills.com/parents>

### **University Summer Schools and Programmes**

Many universities run summer schools and activities for Year 10 and 11 students and many of these are offered via school. Some information can be found on individual University websites, especially those aimed at specific subject or career areas. If you require more help or information please see Mrs Evans, Enrichment and Engagement Co-ordinator in school or email: [res@cardinalheenan.com](mailto:res@cardinalheenan.com)

### **Other useful websites:**

[www.successatschool.org](http://www.successatschool.org)

[www.futuregoals.co.uk](http://www.futuregoals.co.uk)

## ***Bursaries, discretionary bursaries and financial help post 16***

There is some financial help available for young people who meet certain criteria and some schools and colleges can offer their own discretionary help if finance is a concern. More information can be found at – <https://www.gov.uk/1619-bursary-fund> and <https://www.gov.uk/further-education-courses/financial-help>

The Grammar School at Leeds offers some full and part bursaries in certain circumstances. Information available at - <https://www.gsal.org.uk/admissions/fees-and-bursaries/>

## *The Importance and Benefits of Work Experience*

Work experience is a great way to gain experience and understanding of the working world, helping to develop the necessary work place, technical and soft skills which colleges, universities and employers are looking for on personal statements, CVs, applications and at interview. By working with a company or organisation you are exposed to and gain knowledge about the professional world of work.

There are many ways to engage with work experience but here at CHCHS we offer a two-week period towards the end of summer term for Year 10 students to complete work experience. *The Coronavirus pandemic has resulted in Year 10 work experience being cancelled for the academic year 2019-2020 and possible 2020-2021. Try and look for other opportunities at the end of Year 11, 12 and 13 or see advice on alternatives offered in this booklet.*

Other opportunities to gain work experience from 16 years include:

- Apprenticeships
- Casual work and part-time jobs
- Post 18 gap year
- Insight programmes
- Internships
- Project work
- Work placements
- Work shadows
- Voluntary work

The benefits and advantages of work experience include:

- Individual Reward – a sense of achievement and personal satisfaction, increased confidence and motivation.
- Development and improvement of soft skills needed for further/higher education and the workplace. These may include:
  - Communication
  - Self-Motivation
  - Leadership
  - Responsibility
  - Teamwork
  - Problem Solving
  - Decision making
  - Time management, working under pressure and to deadlines
  - Flexibility
  - Negotiation and conflict resolution
- Development and Improvement of new and existing technical skills.

- Develop and improve life skills
- Industry experience - build technical skills and industry knowledge. Also learn about career progression and develop useful knowledge for future interviews.
- Career taster/experience – is this a good career choice/fit for me?
- Proof of motivation and commitment to career/course aspirations – some courses/careers actively encourage or require work experience, whether paid or voluntary and shows you are dedicated and determined to follow a certain profession e.g. medicine, teaching, law
- Networking – making contacts is important in the world of work. Useful contacts can be made during work experience which lead to further opportunities and experience or even a job!



### **Looking After Your Health and Wellbeing**

Maintaining good physical and mental health is important throughout life and helps to promote resilience.

<https://www.mind.org.uk/information-support/for-children-and-young-people/looking-after-your-wellbeing/>

### **Physical Health**

We only have one body and if it is to last and stay in good condition it needs to be well looked after. Our body needs good nutrition, exercise and care to stay in good shape and to help us avoid illness and disease and good habits learnt when we are young can last a lifetime. Good physical health can also help maintain good mental health.

### **Nutrition and hydration**

[www.nutrition.org.uk/healthyliving/lifestages/teenagers](http://www.nutrition.org.uk/healthyliving/lifestages/teenagers)

<https://www.nhs.uk/live-well/eat-well/healthy-eating-for-teens/>

[www.nhs.uk/change4life](http://www.nhs.uk/change4life)

## **Exercise**

<https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/>

[www.nhs.uk/change4life](http://www.nhs.uk/change4life)

## **Mental Health**

Mental health is just as important as physical health and talking to someone can really help. The Pastoral team is always available in school to listen and support students, but you can talk to any member of staff. If you are struggling with anxiety, eating, sleeping, low mood, anger etc. or anything connected with your mental health then seeking help early is vital.

Useful websites

<https://youngminds.org.uk>

<https://www.barnardos.org.uk/mental-health>

<https://www.mind.org.uk>