

Overton Grange School

Post 16 options



Apprenticeship



Sixth Form



College

University



Name: **Tutor group:**

Careers appointment:

Careers drop-in sessions:

These are available in the Careers Office in the school library at break and lunchtime, every Monday-Wednesday.

Careers resources:

There is a wide range of college, university and careers resources available in the school library.

Making your choices for after Year 11

1. What would you like to do at the end of Year 11 when you leave school?

You will need to decide where to continue to learn and develop your skills, looking ahead towards potential career areas.

2. Would you like to ...?

- a) stay in full-time education (college or sixth form)
- b) start an apprenticeship or traineeship
- c) work or volunteer (for 20 hours or more a week) while in part-time education or training

The Government says you until you're 18 you must be in one of the above.

3. How will you find out more?

You can talk about your ideas with tutors and teachers as well as with family and friends. For more detailed information you can discuss options at your school careers meeting and with advisers at sixth form and college open evenings. Sixth forms and colleges (and, looking ahead, universities) have information about courses (including entry requirements and how/when to apply) on their websites and in prospectuses which are available in school. There are many useful resources online (see later section) from careers choices questionnaires if you are unsure of what you would like to do, to detailed information about courses, labour market information and careers.

4. What action will you take?

You will need to take action and apply for a place in a sixth form or college; we advise you to do this in the autumn term. For a sixth form or college place you are likely to be offered an interview to make sure you have applied for a suitable course at the right level. You can apply to several different places and hold several offers, which are likely to depend on you achieving minimum grades at GCSE level.

You can explore apprenticeship opportunities early in Year 11; some will allow you to apply in advance, however many are advertised nearer the time you will be able to start; it is recommended to have a college course/sixth form place arranged as a back-up.

5. What may you decide?

On GCSE results day you can confirm your first choice offer. We advise that everyone holds at least two offers, including a back-up plan should GCSE results not go as well as expected.

6. What support is available?

You can be visiting open evenings and making applications from the start of Year 11. To track your progress, every student will have an individual careers appointment to discuss Post 16 plans - your tutor will let you know the date and time (record on the front of this booklet). In preparation, read this booklet, answer the prompt questions on the inside back page and fill in the back page as you explore your options. Please bring this booklet to your careers appointment.

When considering your choices, think about your:

- **interests, skills and strengths**
 - what they are and where you will be able to use them
- **values**
 - what is important to you
- **attitude, motivation and discipline**
 - what is best for you
- **well-being**
 - keep a balance and ask for support if needed
- **flexibility**
 - look ahead, but be flexible, have a plan B
- **opportunities**
 - take them
 - extra and super-curricular - follow your interests
 - volunteer - find your strengths and skills
 - work experience – meet people and explore the world of work

A good starting point - Fast Tomato

Overton Grange has subscribed to Fast Tomato, one of the most popular online career guidance programmes for young people, helping you explore the many different career opportunities open to students. It is accurate, relevant and easy to use. The website uses detailed assessment tools to highlight your interests, attitudes and motivations, and suggests individualised and personally tailored careers and courses.

To access the resources go to www.fasttomato.com and sign up using the code OVES. You can then carry out the following:

- 1. Information gathering** - after a quick sign up, you answer 72 simple questions relating to work which normally takes less than 10 minutes.
- 2. Self discovery** – you are then shown your Career Profile. This includes information on your most suitable career interests, work styles and work places. This helps you appreciate how your unique make-up can fit into the world of employment.
- 3. Career suggestions** - your unique profile is analysed against more than 600 careers and the closest matches are highlighted for further investigation. They can be 'favourited' or replaced with closer matches. Any qualification discrepancies are shown and you may change the highest level of qualification you expect. This illustrates how important your school qualifications are in achieving your goals and career aspirations.
- 4. Career information** - extensive careers information including entry routes, video case-studies and salary are provided for each career.
- 5. A-level and post 16 options** - here, you can view A-level recommendations based on your interests and how relevant each subject is to your career suggestions and favourites. You can also find appropriate college subjects and apprenticeships.
- 6. Options at 18** - whether it's further or higher education at college or university, an apprenticeship or employment - you can view all your options at 18. The suggestions are calculated from the your career profile.
- 7. Subject information** - as with careers, subject suggestions link through to extensive background information.
- 8. Degree course search: UCAS** - a powerful search engine allows you to pinpoint appropriate courses from across the UK, as well as some courses taught in English in Europe.
- 9. Keeping track** - the planner keeps track of all the your selections - making sure the selections and qualifications are consistent.

Other useful online resources for careers and Labour Market Information:

career coach

NESCOT and Croydon Colleges have links on their websites to this quick careers ideas generator

icould.com

A quick buzz quiz to get you thinking, stories about real people in their jobs, and lots of advice.

careersbox.co.uk

Videos and films about a wide range of careers and employers.

brightknowledge.org

Career information including CVs, interviews, job hunting and work experience.

ucasprogress.com

UCAS Progress is linked to the main UCAS (applying for university) site and covers 16-18 choices, with lots of information on your options. The general advice and information is very useful, however do not rely on the local course search tool as it is not consistently updated by all local providers.

notgoingtouni.co.uk

This website gives you information about alternatives to university, including gap years, apprenticeships, distance learning, sponsored degrees and jobs.

barclayslifeskills.com

This website has useful sections on work experience, social job hunting (online profiles), connecting through social media, social networking and a wheel of strength life skills activity. Sign up to access resources.

startprofile.com

Career choices and job pathways.

nationalcareersservice.direct.gov.uk

Job profiles, skills health check, contact careers advisers.

Other resources:

The school library has a range of careers resources, including career guides, college and university prospectuses.

College

Local colleges offer a wide choice of courses at a range of levels. Most focus on vocational courses, i.e. those that are related to specific job or career areas, though some offer A levels. To find out what they offer, look at the college websites, visit on open days (see poster in tutor room) and read their prospectus (see school library).

Some of the most popular courses are:

- Art and design
- Media
- Performing arts / music
- Digital media / games design
- Sports
- Hair and beauty
- Childcare
- Health and social care
- Cooking, hospitality
- Animal care / horticulture
- Travel and tourism
- Business
- Uniformed public services
- Engineering
- Computing / IT
- Motor vehicle mechanics
- Building trades, including carpentry, plumbing, electrician, plastering, construction.

Check the level of study and entry requirements - you are currently studying Level 2 courses (GCSEs) so should be looking to progress onto a Level 3 course at college, for which you are likely to need around 4 GCSEs grade C or 4/5. You may need to consider Level 2 or 1 courses if you haven't studied the subject before, if you need to develop practical foundation skills, or if you expect to achieve 2-4 GCSEs grade D or 3/4.

Check the college deadlines for applying, most prefer to receive applications before Christmas and some have earlier deadlines. You can apply to more than one course or college, so you can keep your options open. Be realistic about how easy it will be to get to college and keep up good attendance - consider the time and cost to travel to colleges behind the immediate local area.

Local colleges include:

NESCOT	nescot.ac.uk
Carshalton College	carshalton.ac.uk
Merton College	merton.ac.uk
South Thames College	south-thames.ac.uk
Croydon College	croydon.ac.uk
Kingston College	kingston-college.ac.uk
Coulsdon College	coulsdon.ac.uk
Guildford College	guildford.ac.uk

Local specialist colleges include:

ACM (music)	acm.ac.uk
UCA Epsom (art and design)	uca.ac.uk
Capel Manor (horticulture)	capel.ac.uk
The BRIT School (performing arts)	brit.croydon.sch.uk

College – how to apply

It is your responsibility to make your own college application, although there is plenty of support in school from tutors, your Head/Assistant Head of Year and the school careers manager, so please ask if you need help.

Follow these steps to making an application:

1. EXPLORE YOUR OPTIONS

Find out more about the courses on the college website and in their prospectus. Go to an Open Evening to experience what the college can offer. Chat to staff and current students to find out more about what studying at the college is like, and to choose a course.

2. APPLY

Read the course information to make sure the course is right for you. Follow the guidelines on 'how to apply', this is usually an online application. It would help to have ready your contact details and information about exams you will be taking (subjects and predicted grades), and keep a record of your registration details and passwords.

3. BOOK YOUR INTERVIEW

You may be sent an email inviting you to an interview at the college. Let them know whether you'll be attending, or arrange a different interview slot.

4. THE INTERVIEW

This may be individual or in a group with other people studying your course. This is your chance to chat to the tutors about everything you want to know about the course, from what your timetable might be like, to trips / visits you can expect. You'll also be able to talk to staff about any additional needs you have.

5. THE OFFER

You may be offered a place to study at the college. Congratulations! You need to decide whether the offer they've made is right for you.

6. ACCEPTING THE OFFER

You may be asked to provisionally accept your offer to guarantee your place on your chosen course.

7. WELCOME AND INDUCTION DAY

You may receive information inviting you to a New Student Welcome & Induction Day taking place in summer. The day will give you an opportunity to meet new friends, take part in activities, and get to know the college and the staff.

8. JOIN AND ENROL

You will be given a date and time to go to college to sign onto your course and complete your enrolment. Enrolment begins on GCSE results day. If things haven't turned out as well as you had hoped and your grades are lower than expected please go along anyway and the college will help you to explore the options open to you.

Sixth Form

Sixth Forms offer different combinations of BTEC and A level courses – go to the open evenings (dates and times should be on their websites) of any you are interested in to find out what they are offering and how and when to apply.

Local school sixth forms include:

Overton Grange	Nonsuch
Carshalton Boys	Rosebery
Carshalton Girls	Stanley Park
Cheam High School	Sutton Grammar
Glenthorne	Wilson's
Glyn	Wallington County Grammar
Greenshaw	Wallington Girls

Local sixth form colleges (not attached to individual schools) include:

Reigate College	reigate.ac.uk
Esher College	esher.ac.uk

Subject choice

You will need to meet the minimum entry requirements to get in to a sixth form and to take specific courses - your GCSE grades will therefore affect your choices. You will be asked to choose 3 A levels or 2/3 BTEC Level 3 courses, or a mix, on application, and will receive an offer conditional on achieving certain GCSE grades. Your choice is also likely to be based on what you enjoy, what you are good at, what fits in with your career aspirations or what will keep your options open. It is good to have a back-up option (e.g. a college application) in case your plans need to change - it is better to have this done in advance rather than need to make a quick decision on results day.

The **fast tomato** careers online resource (see page 3 of this booklet) has a useful section to help you choose A level subjects.

The Russell Group's Informed Choices booklet, accessed via their website, gives you advice on which subjects to choose at A level. If you are not sure what you want to study at university, and to keep your options open, you should consider including at least one of the 'facilitating subjects' which are seen as good preparation for academic university study; these are: biology, chemistry, English literature, history, geography, physics, modern foreign languages, maths and further maths. If you do have ideas about what you may study at university and pursue as a career, you need to be aware of any subjects that may be compulsory or advisable to meet the entry requirements. The Informed Choices booklet will help you, but you should then check out individual university websites to get the latest information.

University

You need to be exploring university courses and entry requirements before you finalise your sixth form subject choices or college courses if you are considering going to university as a post 18 option. Many courses require specific A level / BTEC subjects as preferred subjects and at specific grades – it is good to be aware of this so you know the consequences of your choices.

A good place to get started is in the school library – we have most of the university prospectuses, which show all the information about the courses and the extras a university offers, for example opportunities to develop work skills or travel and study abroad. The fast tomato careers online resource (see page 3 of this booklet) has a useful section to help you choose university courses.

UCAS

ucas.com

The University and College Admissions Service (UCAS) is the central body through which all applications to UK universities are processed. It has comprehensive information on why, when and how to apply to university. Use the **course search tool** to find out which universities teach the subjects you are interested in, then visit some individual university websites to get further course information, take virtual tours and watch videos of students explaining what it is like to study there.

The Russell Group

russellgroup.ac.uk

This is a group of 24 universities that express a common goal of research and teaching excellence; their courses are academically rigorous and their students are sought after by employers. Every year many Overton Grange sixth formers receive offers from these and other top academic, competitive entry universities. There are many other universities who offer excellent academic and specialist education, and students in our Sixth Form are offered extensive support to help them decide which is the best university for them and to make effective applications.

Alternatives to university

The decision whether or not to go to university is a personal one, and you should carefully weigh up the potential benefits against the financial implications. In some careers a university degree is essential, in many it is beneficial, and in others there are different pathways such as higher apprenticeships which can be considered excellent alternatives. Explore the many opportunities that will be available to you so you can make an informed decision. It is useful to try and arrange some form of work experience to see the opportunities beyond the classroom.

Apprenticeships

An apprenticeship is a way of learning a profession by combining studying the knowledge and skills at college with getting real work experience in a paid job.

There are apprenticeships available in a wide range of job sectors, such as:

- Agriculture, horticulture and animal care
- Arts, media and publishing
- Business, administration and law
- Construction, planning and the built environment
- Engineering and manufacturing technologies
- Health, public services and care
- Information and communication technology
- Leisure, travel and tourism
- Retail and commercial enterprise

When you apply for an apprenticeship you will need to show that you understand, are interested in and committed to the job or career area you have chosen to apply for. You can use the **fast tomato** online questionnaire (see page 3 of this booklet) to find and explore career areas that match your interests and strengths. To get further information and search for the right apprenticeship for you, a useful website is The Apprenticeship Guide which allows you to search apprenticeships by industry sector, interests and school subject. Look on **www.apprenticeshipguide.co.uk**

To see which apprenticeships are available locally the main website to look at is **www.gov.uk/education/apprenticeships-traineeships-and-internships**. You can search for vacancies either by keyword, location or level. Take note of the start date of the apprenticeship and the skills and qualities they are looking for in applicants. Use your time in school to build up evidence of skills and personal qualities (including attendance, punctuality, attitude and behavior) that will enable you to make a strong application, as the best opportunities will be competitive. The **Sutton Apprenticeship Hub** at getaheadsuton.org is another useful source of advice and local vacancies.

Local colleges can provide advice on apprenticeships – they offer training courses and advice on how to find the necessary matching employment. Croydon College will match you with an employer, so it is worth contacting them to see what is available. Many large companies offer nationwide apprenticeships and you can find these opportunities on their websites under 'careers'.

You should apply early for nationwide schemes, and make early contact with businesses you are interested in working for. Some local opportunities may only consider applications closer to the time you can start, i.e. when you leave Year 11, 12 or 13; it is therefore advisable to have a college or sixth form place as an alternative and back up.

Prompts to help you think about choices and careers.

1. What activities or subjects do you like doing?

(This is a good starting point so you know what courses/jobs to explore further)

.....
.....

2. What skills, subjects or personal qualities are your strengths?

(You can then find careers that enable you to use these)

.....
.....

3. How would you like to develop your studies or skills after you finish school?

(Which way of learning suits you; apprenticeship, college or sixth form?)

.....

4. Do you have any ideas on careers?

(Long-held dream jobs? These can give a clue to related careers to explore)

.....

5. What subjects, grades or qualifications do you think you need?

(Find out the different pathways you can take towards your career direction)

.....
.....

6. What would help you become more confident about your future career?

(Information, advice and support is available in school – let your tutor know)

.....
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If you have any questions or would like more advice or information on any aspect of careers please see your tutor or Mrs Simpson, the School Careers Manager (library office, open drop- in sessions every break and lunchtime Monday-Wednesday).

Careers exploration and post 16 plans log

Results of online resources used to generate suggested careers

(Record the top 4 suggestions and any others you are interested in)

Career Coach: (accessed via NESOCOT or Croydon College websites)

1..... 2

3 4

Fast Tomato: (fasttomato.com login code OVES)

1..... 2

3 4

Others:

College courses you are considering applying for:

(As a first choice or back up to sixth form / apprenticeships)

.....

Apprenticeship areas you are interested in:

.....

A level or BTEC subjects you are considering studying at sixth form / college:

.....

College and sixth form open evenings (visit in the Autumn term)

.....

Colleges, Sixth Forms and Apprenticeships applied to:

.....

.....

Interview dates:

Offers:

.....

First choice option and back up choice: (decide in the Spring term)

1.

2.