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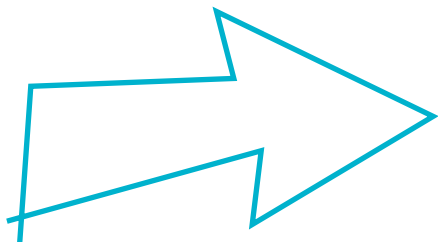
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A GUIDE FOR 17-18 YEAR OLDS.



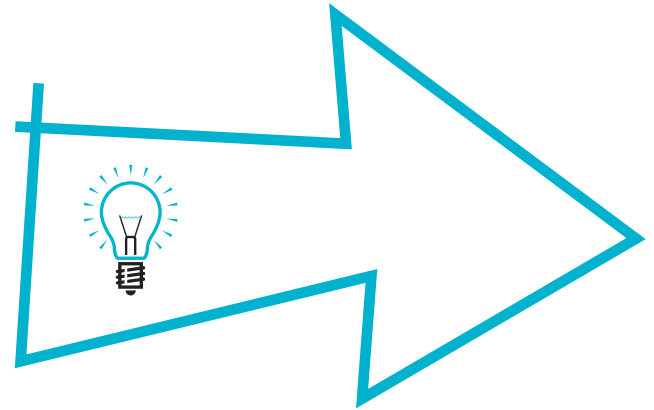
This year many of you are going to complete qualifications that you have worked hard for and you will want to take the next step to expand your horizons, more than you have ever done before.

You may be just finishing a course at a sixth form or college and many of you will have everything sorted out for next year.

Others will be considering what else there may be out there. It's not always that easy to figure out what's next on your agenda – work, study, or travel.

However, there are plenty of signposts to help you travel through the next few years and beyond, if you know where to look for them.

**THIS IS A GUIDE WITH SOME 'SIGNPOSTS'
TO HELP YOU ALONG YOUR WAY!**



WHAT ABOUT GOING INTO WORK AND CONTINUING YOUR TRAINING?

If you want to enter the world of work rather than continue with education, earn some money and get experience then there are plenty of options out there for you to explore.

Opposite are a couple of signposts to start you off.

NATIONAL APPRENTICESHIP SERVICE

As an apprentice, you can earn while you learn and gain recognised qualifications as you work.

<http://www.apprenticeships.org.uk/Be-An-Apprentice.aspx>

The types and variety of apprenticeships available have changed over the years, so visit this part of the website to appreciate the scope available:

<http://www.apprenticeships.org.uk/Types-of-Apprenticeships.aspx>.

FOUNDATION DEGREES

Find successful work-based qualifications: 'Earn and Learn'. Designed and delivered in partnership with employers and Higher Education providers (universities and colleges) to equip you with the knowledge, understanding and skills relevant to your employment and to further your career.

Integrates academic and work-based learning and allows students already employed to undertake a programme of study whilst continuing to work. Follow this link to the fdf website:

<http://www.findfoundationdegree.co.uk/single.aspx?id=3> where you can view case studies, find out further information on Foundation degrees, more about the types of courses offered, see which universities/colleges provide them.

HIGHER NATIONAL CERTIFICATES AND DIPLOMAS

If you want to go on to higher education and gain a recognised qualification to do a specific job, a BTEC HNC or HND could be for you. HNCs and HNDs focus on 'learning by doing' and can lead into a new career, or help you progress in your current line of work.

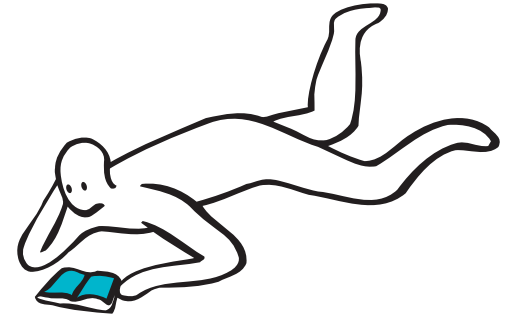
HNCs (Higher National Certificates) and HNDs (Higher National Diplomas) are work-related (vocational) higher education qualifications. While bachelors degrees tend to focus on gaining knowledge, HNCs and HNDs are designed to give you the skills to put that knowledge to effective use in a particular job.

For more information take a look at the Direct Gov website:
http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG_10039026



WANT TO CARRY ON STUDYING, BUT 2010 IS JUST NOT THE RIGHT TIME FOR YOU TO GO TO HIGHER EDUCATION?

Whatever the reason for not going into higher education this year, do not despair. If things have not quite worked out as you had hoped and university or further study looks unlikely, whether this is due to grades or finance, there are alternative options available to you.



UCAS

www.ucas.ac.uk

The UCAS website is full of all the information you could need when applying to universities. It also provides information on what to do if all does not go according to plan. There are many options and alternative ways of getting a university place and this site will guide you through these.

- Deadlines for applications
<http://www.ucas.com/students/importantdates>.
- Where to start – <http://www.ucas.com/students/wheretostart>
- UCAS Tariff Points – http://www.ucas.com/students/ucas_tariff/

It is important to note that UCAS points can be gained through routes other than academia. Extra-curricular activities such as Drama, Music and Sports can give you extra UCAS points through examinations.

- Student Finance – <http://www.ucas.com/students/studentfinance/>

**"APPLY AGAIN, KEEP APPLYING, AND GIVE A GOOD ACCOUNT
OF WHAT YOU HAVE BEEN ABLE TO ACHIEVE IN THE MEANTIME"**

DIRECTGOV

Directgov is the government website that provides extensive information on every aspect of education, careers, money and general support that is available.

- How to apply for Higher Education Courses is also accessible via Directgov: <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/ApplyingForAHigherEducationCourse/index.htm>
- There are now so many different types of qualifications out there and many different routes that they can take you, this link will explain what your qualifications are worth and what can be done with them. <http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/index.htm>
- Access to more general information for young people is on the same site at: http://www.direct.gov.uk/en/EducationAndLearning/14To19/index.htm?PRO=whats_next
- Glossary of University Application Terms: http://www.pearsonpublishing.co.uk/universityapplications/student/digital_files/glossary.pdf

PUBLICATIONS

There are many books available that will offer guidance on what courses are available at which universities, tips on how to apply and also what to do if unsuccessful.

<http://www.trotman.co.uk> (access to many books)

Updated edition of the Guardian University Guide:

<http://www.guardian.co.uk/education/university-guide-2010-subjects>

OPEN UNIVERSITY

Find out more about the opportunities for young people wishing to study with The Open University by visiting www.openuniversity.co.uk/18to24. Here you can download a prospectus, get details of particular courses and qualifications and information about charges (if any), start dates etc. You don't need any particular grades to study with the OU and you can study part-time whilst gaining work experience. The OU enables study from home, work or even on the bus; at a time that suits you, offering choice and flexibility, with several start dates.

CONNEXIONS SERVICES

<http://www.connexions-direct.com/>

"THIS ORGANISATION IS FOR YOU IF YOU ARE 13-19, LIVING IN ENGLAND AND WANT ADVICE ON GETTING TO WHERE YOU WANT TO BE IN LIFE".

Advice is "don't panic", for those who have not secured a university or college place. You've done well to achieve your examination results and there remains a range of options.

Visit this very handy link for details on educational courses in your area (signposted from the ConneXions website):

<http://yp.direct.gov.uk/14-19prospectus/>

County services as follows:

<http://www.connexionsbedfordshire.org.uk>

<http://www.cambridgeshire.gov.uk/childrenyoungpeople/connexions>

<http://www.youthoria.org/>

<http://www.essexconnexions.co.uk/homepage/>

<http://www.connexions-hertfordshire.co.uk>

<http://www.connexions-norfolk.co.uk/> or <http://helpyouchoose.org/>

<http://www.connexionsuffolk.org.uk/> or www.connexions4suffolk.org.uk

To find your local ConneXions centres and their services visit:

<http://www.connexions-direct.com/index.cfm?pid=72>

ConneXions also provides support up to the age of 25 for people who have learning difficulties or disabilities (or both).

INSPIRING FUTURES

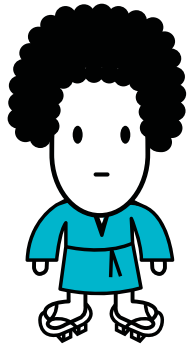
Inspiring Futures supports young people to make informed decisions about their future. They specialise in careers guidance and skills development training. They also have links to other sites with which they work.

<http://www.inspiringfutures.org.uk/>

<http://www.myfuturewise.org.uk>

<http://www.careerscope.co.uk>

HOW YOU CAN MAKE THE BEST USE OF A YEAR OUT?



LEARN ABOUT A
COMPLETELY DIFFERENT
CULTURE AND SPEAK
THEIR LANGUAGE

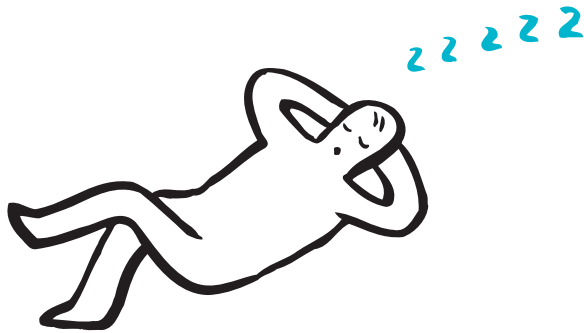
JUST BECAUSE YOU CANNOT GO TO UNIVERSITY THIS YEAR DOES NOT MEAN THAT HIGHER EDUCATION CANNOT FEATURE IN YOUR FUTURE. THIS SECTION OUTLINES YOUR OPTIONS AND WHERE TO FIND MORE INFORMATION.

Use the extra year you have to bulk out your resume.

- Take courses in extra-curricular activities, gain more UCAS points to help with re-application.
- Re-sit exams
- Learn a language
- Do work experience
- Volunteer
- Travel

Jumping straight into work or into further study aren't the only options available when you finish your studies. Taking time out to travel, work or volunteer is becoming much more popular and can benefit you in the future. A lot of employers look favourably on job candidates who have travelled and worked, believing the experience they get can help them in their careers.

The important thing to remember is to plan and organise your gap year, make the most of it.



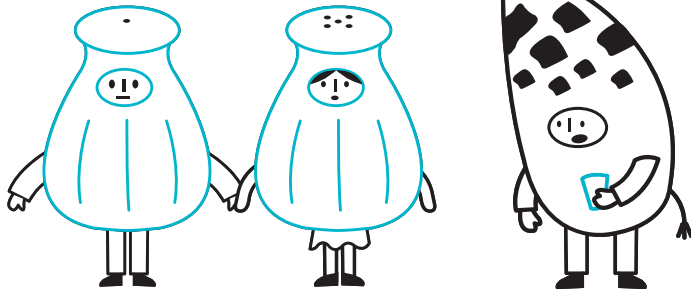
DO NOT DRIFT

It is pointless to take a year out and do nothing with it, use the opportunity to decide what you want to do with your future and gain the appropriate skills required.

Below are a couple of areas that may be of interest if you are considering a gap year as a starting point.

An insight to volunteering and work experience:
<http://www.direct.gov.uk/en/YoungPeople/Workandcareers/Workexperienceandvolunteering/index.htm>.

VOLUNTEERING AND WORK EXPERIENCE WEBSITES



YOUTH NET – is the UK's first exclusively online charity. We guide and support young people, enabling them to make educated life choices, participate in society and achieve their ambitions. <http://www.youthnet.org/>

V INSPIRED – connects 16-25 year olds with volunteering opportunities in their area. <http://www.vinspired.com/>

GAP WORK – Gap Year jobs, volunteer placements and seasonal work abroad. <http://www.gapwork.com/>

CSV – The UK leading volunteering and training charity. <http://www.csv.org.uk/?display=volunteering>

VOLUNTARY SERVICE OVERSEAS – Each year, hundreds of people complete rewarding placements as VSO volunteers in more than 40 countries. Find out now if there are opportunities for you to get involved - <http://www.vso.org.uk/volunteer/>

TAKING A GAP YEAR

This site contains a lot of information and great links to other sites that may be of use.

Gap-year.com <http://www.gap-year.com>

Within this site there are links for volunteering:

www.do-it.org.uk

www.timebank.org.uk/

and work experience:

www.student-jobs.co.uk/

As well as information on travelling and schemes abroad that you can take part in.

VOLUNTARY AND COMMUNITY SECTOR (VCS)

OPPORTUNITIES IN THIS REGION

Don't want to travel abroad but still want to get involved in some volunteering or gain some work experience? There are plenty of organisations in the East of England that offer both.

Regionally, COVER (Community and Voluntary Forum: Eastern Region) offers use of VCS database, website and e bulletin as a brokerage vehicle to place people in VCS organisations as unpaid volunteers or in community programmes.

Visit www.cover-east.org, contact via info@cover-east.org

Sample opportunities that VCS organisations might offer:

- Administration - bookkeeping, accounting, filing, reception.
- Professional - marketing, accounting, project management project research, fundraising, campaigning, ICT services, advocacy services.
- Occupational - Health and Social Care services, social opportunity services, retail services, sports, arts, cultural, recreational services.
- Child/ Vulnerable adult protection - for work with children and or vulnerable adults CRB checks and vetting and barring checks would need to be carried out before any volunteering could begin.

Volunteers will be paid out of pocket travel and subsistence expenses.

YEAR IN INDUSTRY

The Year in Industry is a UK scheme that organises gap year placements for pre-university or undergraduate students.

Placements usually last around 12 months and start between July and September, depending on the company and students requirements. The Year in Industry charges a small administrative fee (£25) to all students that apply. <http://www.yini.org.uk/>

YOUTH FOR DEVELOPMENT (YFD) - A ONE YEAR OVERSEAS PROGRAMME

Volunteering opportunities for people aged 18-25. If you are ready to volunteer you can register today. <http://www.vso.org.uk/volunteer/youth/>

TEAM EAST FOR SKILLS

<http://www.teameast.org/>

PRINCES TRUST

Working in association with Team East for Skills and DirectGov http://www.princes-trust.org.uk/need_help.aspx

VOLUNTEER CENTRES EAST

<http://www.volunteering.org.uk/whatwedo/local+and+regional/volunteercenrefinder.htm?region=G>

WHAT ABOUT WORKING FOR YOURSELF?

DO YOU HAVE A SKILL OR AN INTEREST THAT COULD BECOME A BUSINESS?

If you have ideas that you are passionate about and think you could turn them into a business then make it happen! It is important to seek professional advice in this area so here are a couple of sites they may help start you off.

BUSINESS LINK – offers a range of advice and support online
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073875654>

SHELL LIVEWIRE is a UK online community for young entrepreneurs.
<http://www.shell-livewire.org/>

Further information about becoming self employed is available at:
<http://www.hmrc.gov.uk/selfemployed/>
<http://www.ukenterprisesolutions.com/businessstartup.php>



WHAT OTHER HELP IS AVAILABLE?

You may find this a particularly difficult time to find work or further study. There are options to help ease some concerns about your sought-after future.

BENEFITS

For those on low, or no income who have not explored the possibilities of benefit entitlement, there's the following link, hosted on the direct.gov website: <http://www.direct.gov.uk/en/youngpeople/money/financialhelpforyoungpeople/index.htm>

This provides the following three options:

- Financial Help for Young People in Education or Training
- Money to Learn
- Benefits for Young People

To investigate Jobseekers allowance, follow this link: <http://www.direct.gov.uk/en/moneytaxandbenefits/benefitstaxcreditsandothersupport>

A condition for receiving Jobseekers Allowance is that you actively seek employment. In view of the possibilities of in-work qualifications, you may decide to consider a longer term job/career at an earlier stage than originally planned. Advice on finding your first job is here: <http://firstjob.direct.gov.uk/index.html>.

WORK AND CAREERS

You may find the Work and Careers section generally useful in the 'Young People' area of the Direct.gov website <http://www.direct.gov.uk/en/YoungPeople/Workandcareers/index.htm>, for a variety of further considerations.

LONDON OLYMPICS 2012

The London 2012 Olympic Games and Paralympic Games are generating thousands of job vacancies and voluntary opportunities across the country.

- http://www.direct.gov.uk/en/homeandcommunity/gettinginvolvedinyourcommunity/volunteering/DG_070089
- <http://www.london2012.com/>

Jobcentre Plus can provide access to these jobs, advice and guidance on getting the training you need to get the job you want.

