



**Your Future**

We all have careers which grow and develop over time here's some ideas to think about.

**Keep your options open:** When considering your future think broadly. For example, you may want to be a nursery nurse now, but will you want to do this when you are 25? Take this into account when thinking about your ideas and consider all of your area of interest.

**Science options:** If you have an interest in caring professions, remember that Science plays a significant role in many jobs, such as those related to healthcare, so when considering options, research future requirements to ensure you don't close any pathways off.

**Be flexible:** If you have a clear idea about what you want to do, find out about the different routes into the chosen area. For example, you can become an Accountant or an Engineer by going to college and university or by completing an Apprenticeship. Think about what is best for you.

**Get some experience:** The best way to find out about a job is to try it. Some schools offer work experience placements, where you can learn about a job. Even if it feels like you are just making the tea, you will be doing more than that, such as experiencing a work environment, and proving yourself within the placement, ready to be given more responsibility.

**Volunteering:** is also a good way to find about what you like and dislike. For example, you may be interested in working in animal rescue, but are not sure how you would handle seeing an animal in distress. Find out more about Volunteering.

# What is ....

## An Apprenticeship

Apprenticeships are jobs with training and last between 1 and 4 years. They consist of a mix of work and study.

Apprentices get a training wage which usually increases over time, and is no lower than £2.73 per hour.

### There are three levels of Apprenticeship:

1. **Intermediate level Apprenticeships:** Level 2 (equivalent to five GCSEs at grades A\*-C)
2. **Advanced level Apprenticeships:** Level 3 (equivalent to 2 A Level passes)
3. **Higher Apprenticeships:** Level 4 and above.

### Entry requirements:

These are dependent on the nature of the job. Apprenticeships with highly regarded companies will ask for qualifications, skills and interests, but other will ask for less.

## A Traineeship

Traineeships are for young people who want to work, but need extra support to gain an apprenticeship or job. Traineeships provide an opportunity to develop the skills and workplace experience that employers require. They are available for 16 to 23 year olds (up to 25 for young people with learning disabilities).

## Study Programme

Study Programme can help you to improve your Math's and English, gain vocational qualifications and develop your employability skills.

It allows you to learn in a small, supportive environment. Before starting you will take part in an initial assessment so that the programme can be tailored to meet your needs. Start dates are available on a regular basis throughout the year meaning that you can start at a time that's right for you

## Further Education

If you would like to continue onto further education after year 11, you can choose where you would like to study. There are college courses for all levels of learners, so there is something for everyone. Schools and colleges vary so it's useful to do some research and think about where you would like to attend. Here are a few points to consider:

**Closing dates:** An application for any type of course needs to be done early (usually by January or February). Check with each organisation to find out their closing dates.

**School Sixth Form:** This could be your own school, or a sixth form at a different school, and if it's your school you may already be familiar with staff and surroundings.

**Sixth Form College:** Larger than a school sixth form and mainly 16-19 year olds, usually offering a wide range of courses.

**College of Further Education:** Larger than a sixth form college with a wide range of courses, often including full time, part time and evening courses.

### How to apply:

- At the start of year 11, go to college open days ask for course booklets, known as prospectuses;
- when you've decided which course/s you want to apply for (you can apply for multiple courses), complete the college application form, either paper based or online;
- respond to invitations made by colleges. If you are asked to go to an interview, do your best to attend, or call to rearrange.

## Jobs

**Part time employment:** Part time employment is a great way to gain work experience whilst studying. It is possible to work whilst studying, although some universities place restrictions on working hours. Check with your school, college or university before looking for part time work, or if you already have a job before you start, check that your hours fit with requirements.

### Looking for full time employment:

If you are under 18 you are required by law to remain in learning. However, if you are over 18 you can look for work.

## Recruitment Agencies

A recruitment agency acts as an intermediary between an organisation that is looking to employ someone and an individual who is looking for a job. Some recruitment agencies operating across Manchester:

- **Adecco** 0161 233 8100
- **Advance Search & Selection** 0161 233 7100
- **Aspire** 0161 245 4942
- **Forrest Recruitment** 0161 236 3600
- **Jobwise Ltd** 0161 236 2000
- **Macdonald & Co** 0161 605 0500
- **Morgan Hunt** 0161 838 3600
- **Office Angels** 0161 832 7600
- **Ruth Halliday Associates** 0161 839 7654
- **The Works** 0161 300 0122
- **Tate Manchester** 0161 236 2060
- **Venn Group** 0161 830 1830

## Where to go for advice.....

The agencies below can provide general information about a range of issues.

- **GOV.UK** has information on the National Minimum wage.
- **The Pay and Work Rights** 0800 917 2368  
(open Mon-Fri 8 am - 8 pm; Sat 9 am - 1 pm).
- **Disability Law Service** 020 7791 9800  
(open Mon-Fri 10 am - 5 pm).
- **Commission for Equality and Human Rights or the Equality Advisory Support Service**  
0808 800 0082

## Your Rights in Employment

### National Minimum Wage:

An employer must pay their employees a minimum amount per hour as defined by law.

### The rates from 1st October 2014 are:

- £6.50 - the main rate for workers aged 21 and over
- £5.13 - the 18-20 rate
- £3.79 - the 16-17 rate for workers above school leaving age but under 18
- £2.73 - the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship

**National Insurance:** You will be issued with a National Insurance Number just before your 16th birthday. This is personal to you, and when you start work you'll need to tell your employer your number. There's more information on GOV.UK

Once you get a job and are earning a wage over a set amount you'll start to make National Insurance contributions. Your National Insurance contributions are made to provide you with benefits at times when you are unable to work. The most common of these are:

- Contribution-based Jobseeker's Allowance (JSA)
- Statutory Sick Pay
- Statutory Maternity Pay
- State Retirement Pension.

If you don't receive your National Insurance Number, or mislay it you should tell your local Jobcentre Plus office or ring 0845 600 0643 (Mon-Fri 8.00 am - 6.00 pm). If you're under 20 and didn't receive a National Insurance Number automatically, you can also contact the National Insurance Registrations Helpline on **0845 915 7006** (Mon-Fri 8.30 am - 5.00 pm).