

27 September 2019

Dear Parent/Guardian

Year 11 Careers and Destinations Strategy

As part of our careers and destinations strategy, I am writing to inform you of the provision that we have put in place to support your son/daughter in guiding them to make informed decisions about their next steps after Year 11.

Each student in Year 11 will be offered the following:

- A personalised and impartial 30 minute careers interview with a Level 6 qualified careers advisor from Adviza. The purpose of these interviews is to explore students' strengths, interests and soft skills. These sessions will also explore the different routes available to students' post-16 including studying A-Levels or Btec qualifications at Maiden Erlegh Sixth Form, applying to other local secondary schools and colleges and the apprenticeship route. You will then be sent a bespoke careers action plan for your child in summary of the meeting. Adviza has produced a very helpful and informative student careers pack which is attached to this letter.
- On Tuesday 26 November 2019, each student will participate in a 15-20 minute mock interview conducted by a local employer. In advance of this day, as part of the pastoral programme students will have learnt about becoming 'work-ready' and completed their own Curriculum Vitae which will be taken to the interview. Students will be asked a series of questions that will mimic a real mock interview and will be asked to carry out some research about the company they are being interviewed by.
- The Apprenticeship Support and Knowledge Company (ASK) will deliver an apprenticeship awareness assembly to students. Students who have expressed an interest in this route will then be given the opportunity to participate in an apprenticeship registration and application workshop.
- An invitation to our annual Trust Careers Fair on Tuesday 4 February 2020. We will again offer over 80 representatives from the world of work, colleges, universities and apprenticeship providers. The evening will provide young people with an opportunity to think through their future destination choices and the ability to talk directly to representatives from a huge number of different fields.

I hope that you will take the time to discuss the student careers pack and careers action plan with your child in preparation of exploring the different options available to them.

If you have any specific questions, please do not hesitate to contact me at school via the school office office@maidenerleghschool.co.uk.

Yours sincerely



Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations

Student Careers Pack



Created by Anna Finlason – Trainee Careers Adviser
September 2019

Contents

Section 1: Discovering more about yourself -

- i) Hard and Soft Skills
- ii) Careers Quizzes
- iii) Careers Websites

Section 2: The National Qualifications Framework –

- i) Levels 1-8

Section 3: Further Education –

- i) Sixth Forms
- ii) Further Education College:
Open Days 2019 + Maps

Section 4: Higher Education

Section 5: Apprenticeships

Section 6: Grades – GCSEs, 'A' Levels, BTEC, and Degree

Section 7: Preparing yourself – *top-tips*

Section 8: Inspiration

Section 1

Believing in yourself is the first step to success

Buy a book or create a file – call it 'Career Ideas', 'My Career Dreams', or something similar. In it - begin to brainstorm - list what makes you, you – your abilities, skills, strengths...

Hard Skills (measurable skills):

A definition of ability – “talent, skill, or proficiency in a particular area”

A definition of hard skills – “**Hard skills** are teachable abilities or **skill** sets that are easy to quantify. You typically learn them through the classroom, at work or through studying training/teaching resources.

List the abilities / hard skills, soft and transferable skills you have...

A few examples:

Subjects you are good at in school –

- where you achieve *your* best grades
- when you have achieved a clear outcome – won a prize or commendation for a piece of work / artwork / written work, etc.
- ability to communicate in another language

A skill you have acquired in your spare time – at a club, or at home –

- learning to play a musical instrument
- achieving a badge as part of a Uniformed organisation, e.g. Scouts, Girls'/Boys' Brigade, Guides, Air Cadets, Sea Cadets, Army Cadets, Volunteer Police Cadets, etc.
- Others tell you they love a particular dish you make
- You are able to fix and mend things – bikes, computers, clothes
- Success within a sport – within a team, competitively, or achieving a certain level – e.g. different belts within Judo, School or Local Team, etc

Can you think of any more examples? Write them down.

Don't worry if you are unable to think of many examples right now, your abilities and hard skills will grow as you go through life and acquire more ☺

Soft and Transferable Skills

A definition of a Soft Skill – Wikipedia describe skills as:

“...a combination of people **skills**, social **skills**, **communication skills**, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve.”

A definition of Transferable Skills – Indeed.co.uk describe them as follows:

“...**Transferable skills**, also known as “portable skills,” are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like organization or strong communication. You can strengthen those skills and develop new ones that employers value across industries and jobs.”

Soft and Transferable skills are highly sort after by employers. Research the words below. Write down the ones you already have, and give examples. Also write those you would like to work toward or improve upon:

Adaptability

Analytical Skills

Commercial awareness

Communication

Decision making

Flexibility

Initiative

Innovation

IT Skills

Leadership

Negotiation

Networking

Numeracy Skills

Organisation

Problem solving

Research

Resilience

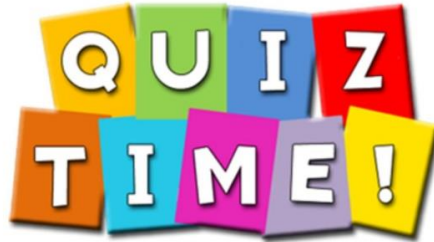
Teamwork

Time management....there are more soft skills, can you find them online?

Weaknesses: It is good to be self-aware. While we do not need to focus on our weaknesses all the time, it is important to be aware of areas you need to work on – is it *time management?* Or *Teamwork?* How can you improve on your weakntesses? Employers will be keen to know how you are working on your weaknesses too. Always seek to frame weaknesses in a positive way and let Employers know you are working on them.

A common interview question – Tell us about your strengths and weaknesses! Start preparing now, it will definitely help you 😊.

Careers Quizzes / Websites



Complete a careers quiz at:

- www.icould.com or www.ucas.com (Buzz Quiz – short Personality and careers matching test)
- www.prospects.ac.uk (You will need to register online)
- www.sacu-student.com (You will need to register online)



Research careers, find job profiles and related information at:

- <https://www.adviza.org.uk/>
- <https://www.allaboutcareers.com/>
- www.careersbox.co.uk
- www.icould.com (includes videos of people talking about their Job roles)
- <https://nationalcareers.service.gov.uk/>
- <https://www.studentladder.co.uk/>

Section 2

National Qualifications Framework

LEVEL 8	Doctorate PhD			
LEVEL 7	Masters Degree MS, MSc, MPhil			Masters Degree Apprenticeship
LEVEL 6				Undergraduate Degree Apprenticeship
LEVEL 5	Bachelor Degree BA, BSc		HND	Higher Apprenticeship
LEVEL 4		Foundation Degree FdA, FdSc	HNC	
LEVEL 3	A-Level	A2	L3 Diploma (National)	Advanced Apprenticeship
		A1 (AS Level)	L3 Certificate (National)	
LEVEL 2	GCSE Grades A*-C New grades 9-4		L2 Award/Certificate/Diploma (First)	Intermediate Apprenticeship
LEVEL 1	GCSE Grades D-G New grades 3-1		L1 Award/Certificate/Diploma (Foundation)	
			ENTRY LEVEL	

Section 3

i) Sixth Forms

Your School: Maiden Erlegh

<https://www.maidenerleghschool.co.uk/>

Other Sixth Forms:

Reading and Woodley:

Bulmershe	https://www.thebulmersheschool.com/
Denefield	http://www.denefield.org.uk/
Highdown	https://www.highdown.reading.sch.uk/
Hugh Farringdon	https://www.hughfaringdon.org/
John Madejski	https://www.johnmadejskiacademy.co.uk/
Kendrick	https://www.kendrick.reading.sch.uk/ (for Girls)
Prospect	http://www.prospect.reading.sch.uk/
Reading Girls	http://www.readinggirlsschool.co.uk/
Reading Boys	https://www.reading-school.co.uk/ (for Boys)
Waingels	https://www.waingels.wokingham.sch.uk/
The Wren	https://www.wrenschool.org/

Bracknell and Wokingham:

Edgbarrow School	www.edgbarrowschool.co.uk
Brakenhale School	www.brakenhale.co.uk
Ranelagh School	www.ranelagh.bracknell-forest.sch.uk
Sandhurst School	www.sandhurstschool.org.uk/
St Crispin's School	www.crispins.co.uk
Emmbrook School	www.emmbrook.wokingham.sch.uk
Charters School	www.chartersschool.org.uk
Easthampstead Park	www.epschool.org

*Please note, the above list is not exhaustive. You can find details of Local Authority and Independent schools via Council/Local Authority websites, google and google maps.

****Be sure to check dates of Sixth Form Open Days / Evenings and application deadlines****



ii) Further Education Colleges

College Open Dates 2019-20

Note - Dates that have been announced to date for this academic year – additional dates for some colleges may be added later. Check websites before attending in case details have changed.

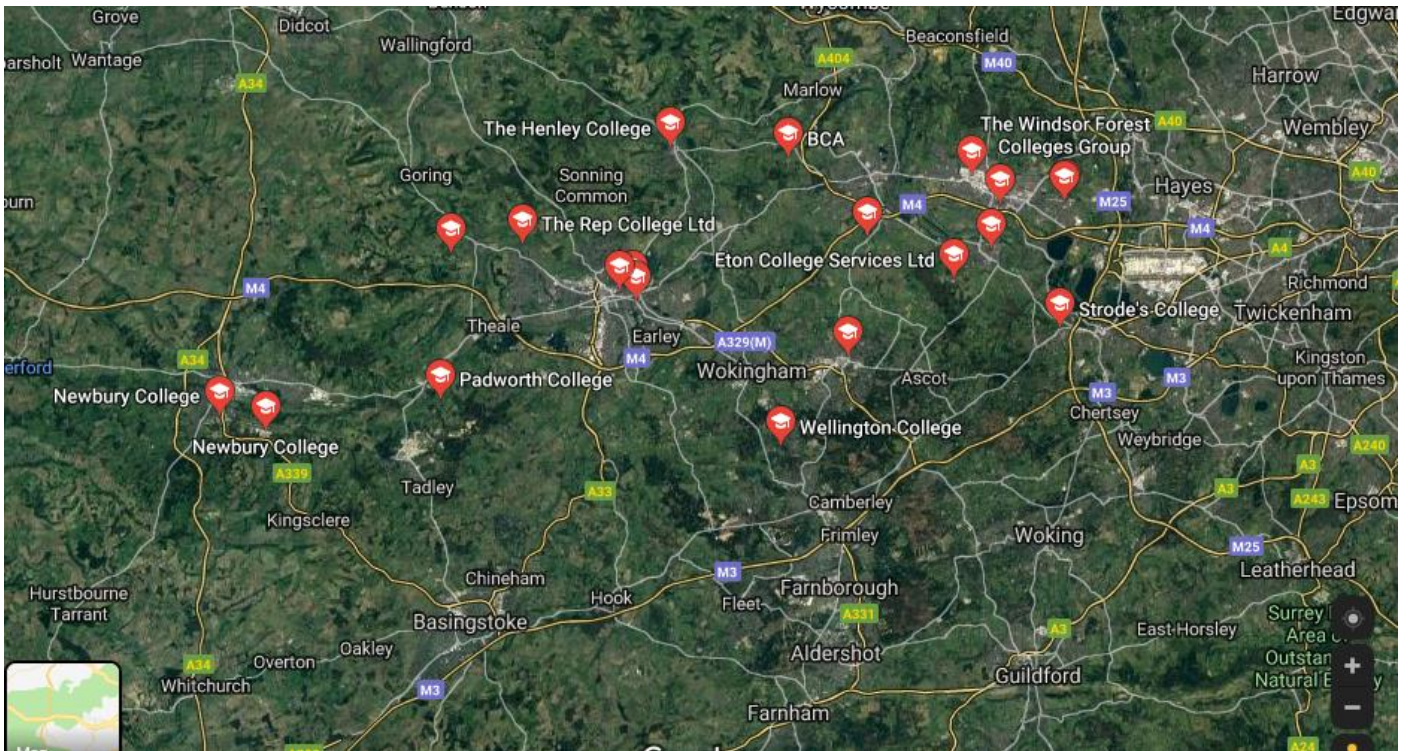
College	Contact details	Dates
BCA Hall Place Burchett's Green Maidenhead SL6 6QR	01628 824444 / 0800 071 1666 www.bca.ac.uk	Open events Saturday 5 October 2019 - 10am to 2pm Saturday 23 November 2019 - 10am to 2pm Saturday 1 February 2020 – 10am to 2pm, Wednesday 6 May 2020 – 5pm-7.30pm Taster days take place from Nov https://www.bca.ac.uk/events/
BCoT Worting Road Basingstoke RG21 8TN	Tel: 01256 306484 www.bcot.ac.uk	Open events Mon 14 Oct 2019 - 4.30pm-7pm Sat 16 Nov 2019 – 10.30-12.30 Mon 10 Feb 2020 – 4.30pm-7pm Mon 11 May 2020 – 4.30pm-7pm Apprenticeship and Recruitment Fairs Mon 9 Mar 2020 – 4.30pm-7pm Mon 15 Jun 2020 – 4.30pm-7pm
Bracknell & Wokingham College Church Road Bracknell RG12 1DJ (RG12 1EH for sat navs) (part of Activate Learning Group of Colleges)	Tel: 01344 766200 / 0800 612 6008 www.activatelearning.ac.uk	Open events Sat 12 Oct 2019 – 9.30am-12.30pm Wed 13 Nov 2019 – 4pm – 7pm Wed 12 Feb 2020 – 4pm-7pm Sat 13 Jun 2020 – 9.30am-12.30pm
City of Oxford College Oxford City Centre campus Oxpens Rd Oxford OX1 1SA Technology campus Cuddesdon Way Blackbird Leys	Tel: 01865 550550 www.activatelearning.ac.uk Oxford City Centre campus: Courses in A-levels and business, Hair and beauty, hospitality and catering, furniture, sports and more!) Technology campus: Courses in IT and computing, construction, engineering,	Open events at both Oxford City Centre and Technology campuses Sat 19 Oct 2019 – 9.30am-12.30pm Wed 20 Nov 2019 – 4pm-7pm Wed 4 Mar 2020 – 4pm-7pm Sat 27 Jun 2020 – 9.30am-12.30pm Taster evenings: Usually take place in December and February each year

Oxford OX4 6HN	motor vehicle, plumbing, electrical)	https://www.activatelearning.ac.uk/e vents
Farnborough College Boundary Road Farnborough Hants GU14 6SB Aldershot Campus Aldershot Construction College Unit 2, Holder Road Aldershot Hants GU12 4PQ	https://www.farn- ct.ac.uk/school-leavers/ A wide range of courses including A levels and BTEC vocational courses Call: 01252 405555 Bricklaying, Carpentry, Electrical Installation or Plumbing, Call: 01252 407607	Open events 16th October 2019, 4:00 pm - 7:30 pm 20th November 2019, 4:00 pm - 7:30 pm 26th February 2020, 4:00 pm - 7:30 pm Open events 17th October 2019, 4:00 pm - 7:30 pm 27th November 2019, 4:00 pm - 7:30 pm 4th March 2020, 4:00 pm - 7:30 pm
Farnborough 6th form College The Sixth Form College Farnborough Prospect Avenue Farnborough Hampshire GU14 8JX	https://farnborough.ac.uk/ Tel: 01252 688200 A level and BTEC courses	Open events 23 October 2019 3:30 pm - 9:00 pm 24 October 2019 3:30 pm - 9:00 pm 15 November 2019 1:45 pm - 3:30 pm 14 February 2020 1:45 pm - 3:30 pm 25 March 2020 5:30 pm - 8:30 pm
Henley College Deanfield Avenue Henley RG9 1UH	Tel: 01491 579988 www.henleycol.ac.uk	Open events Tue 15 Oct 2019 - 6pm- 8.30pm Sat 16 Nov 2019 – 10am-1pm Tue 26 Nov 2019- 6pm- 8.30pm Tue 28 Jan 2020 Tue 10 Mar 2020 – 6pm-8.30pm http://www.henleycol.ac.uk/apply/pr ospective-student-events/
Langley College Station Road Langley SL3 8BY (part of Windsor Forest Colleges Group (formerly East Berks College))	01753 793 000 https://www.windsor- forest.ac.uk Courses: Business & Accounting, Childcare, Computing & IT, Construction, Engineering, Foundation Learning, Hairdressing & Beauty Therapy, Health & Social Care, Hospitality & Catering, Motor Vehicle, Public Services, Sport, Teacher Training, Travel & Tourism. Also provide training on apprenticeships and traineeships	Open events Thu 7 Nov 2019 - 4.30pm-7.30pm https://www.windsor- forest.ac.uk/opendays

Newbury College Monks Lane Newbury RG14 7TD	01635 845000 www.newbury-college.ac.uk	Open events Tues 15 Oct 2019 – 4.00pm-8.00pm
Queen Mary's College (QMC) Cliddesden Road Basingstoke RG21 3HF	01256 417500 www.qmc.ac.uk	Open events Wed 2 Oct 2019 – 5.30pm-8.30pm Thu 3 Oct 2019 – 5.30pm-8.30pm https://www.qmc.ac.uk/news-and-events/events
Reading College Kings Road Reading RG1 4HJ (part of Activate Learning Group of Colleges)	0800 612 6008 / 0118 955 4300 www.activatelearning.ac.uk	Open events Wednesday 9 October 2019 - 4pm-7pm Wednesday 5 February 2020 – 4pm-7pm and Saturday 9 November 2019 - 9.30am-12.30pm Saturday 6 June 2020 – 9.30am-12.30pm. Taster evenings: Usually take place in December and February each year https://www.activatelearning.ac.uk/events
Sparsholt College Westley Lane Sparsholt Winchester SO21 2NF	Tel: 01962 776441 www.sparsholt.ac.uk	Open events Sat 12 Oct 2018, 10am – 2pm Sat 16 Nov 2018, 10am – 2pm Sat 1 Feb 2019, 10am – 2pm Sat 7 Mar 2019, 10am – 2pm Wed 1 Apr 2019, 4pm – 7pm Thu 18 Jun 2019, 4pm – 7pm https://www.sparsholt.ac.uk/opendays/
Strodes College High Street Egham TW20 9DR (now part of Windsor Forest Colleges Groups)	01784 437506 http://www.strodes.ac.uk Courses: A Levels, Applied Science, Art & Design, BTECs, Business, Counselling, Computing & ICT, Customer Service, English and maths, GCSEs, Health & Social Care, Languages, Maths, Media, Performing Arts, Recreational Courses, Sport, Teaching and Travel & Tourism.	Thu 24 Oct 2019 -4.30pm–7.30pm https://www.windsor-forest.ac.uk/opendays
UTC Reading (IT and engineering) Crescent Road Reading RG1 5RQ	0118 938 1020 www.utcreading.co.uk	Open events Wed 25 Sep 2019 – 5.30pm-7.30pm Wed 6 Nov 2019 - 5pm-7.30pm Wed 27 Nov 2019 - 5.30pm-7.30pm Post 16 open event: Wed 22 Jan 2020 - 5.30pm-7.30pm

		https://www.eventbrite.co.uk/o/utc-reading-5876146093 or www.utcreading.co.uk / news and events / events
West Thames College Isleworth London Road, Isleworth, Middlesex TW7 4HS Feltham 77 Boundaries Road, Feltham, Middlesex TW13 5DR	https://www.west-thames.ac.uk/ Tel: 020 8326 2000	Open events Isleworth Wednesday 16 October 2019 5-7pm Saturday 9 November 2019 10am-1pm Feltham For construction, engineering, logistics and motor vehicle courses Tuesday 5 November 2019 5-7pm
Windsor College St Leonards Road Windsor SL4 3AL (part of Windsor Forest Colleges Group (formerly East Berks College))	01753 793 000 https://www.windsor-forest.ac.uk Courses: A Levels, Art & Design, Business & Accounting, Foundation Learning, GCSEs, Media, Performing Arts, Science, and Visual Merchandising. Also provide training on apprenticeships and traineeships	Tue 22 Oct 2019 - 4.30-7.30pm https://www.windsor-forest.ac.uk/opendays
Uxbridge College Park Road Uxbridge Middlesex UB8 1NQ Hayes Campus College Way Coldharbour Lane Hayes, Middlesex UB3 3BB	For any enquiries please email: enquiries@uxbridgecollege.ac.uk call 01895 853333 https://www.uxbridgecollege.ac.uk/contact-us-at-uxbridge.html#	Open days 06 November 2019 3-8 pm Uxbridge Campus 20 November 2019 3-7 pm Hayes Campus

Map of F.E. Colleges, Berkshire



To find out where F.E. Colleges are located, you can use google maps:-

<https://www.google.com/maps/search/colleges+in+berkshire/@51.5724603,-0.9709554,10z/data=!3m1!4b1>



Section 4

Higher Education (University + some Further Education (F.E.) Colleges (levels 4-8):



Thinking about university? Useful websites:

www.ucas.com – The UK University application and information website

www.sacu-student.com – Personal Statement help and advice. Great student section

www.prospects.ac.uk – Graduate career prospects

<http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college> – help with A' level choice

www.thecompleteuniversityguide.co.uk – useful information

www.thestudentroom.co.uk – Forums on choosing universities / degrees / student life and much more!

<https://www.theguardian.com/education/ng-interactive/2019/jun/07/university-league-tables-2020> – ranks universities and university courses

*Some F.E. Colleges also offer degrees and HNC (Higher National Certificates) and HND (Higher National Diploma) courses

The Open University - <http://www.open.ac.uk/>
Offers flexible ways to study



Section 5

Apprenticeships:

If you would like to apply for apprenticeships to begin after Year 11, it is also important to apply for Sixth Form / F.E. College also, as entry to Apprenticeships can be competitive.

There are different types of Apprenticeship to consider:-

- Intermediate Apprenticeship – A range of GCSE grades required for entry
- Advanced Apprenticeship – 4+ GCSE's at 4-9 grades required for entry
- Higher Apprenticeship – 2+ 'A' levels required for entry
- Degree Apprenticeship – 2+ 'A' levels required for entry

Helpful websites:

There is not currently one, go to website for Apprenticeships, so include a wide range of websites and assistance in your search

www.getingofar.gov.uk - the government website

www.notgoingtouni.co.uk

www.thestudentladder.co.uk Excellent apprenticeship website offering placements with large high profile companies as well as advice.

www.getmyfirstjob.co.uk

www.allaboutcareers.com

[www.thebigchoice.com/School College Leavers](http://www.thebigchoice.com/School_College_Leavers)

www.gov.uk – Higher and Degree Apprenticeships

www.university.which.co.uk – Higher and Degree Apprenticeship Guide

www.careermap.co.uk

www.adviza.org.uk – young peoples' section

www.ucas.com – apprenticeship section

www.thescholarshipclub.org.uk – Degree Apprenticeships

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

<https://amazingapprenticeships.com/>

www.young-professionals.uk

www.indeed.co.uk

Look at the websites of companies. They carry a huge amount of information on recruitment and opportunities

<https://amazingapprenticeships.com/resources/>



Section 6 GRADES

Academic Grades: GCSEs and BTEC Level 2 equivalent

GCSE's

	New grading structure	Old grading structure
	9	A*
	8	
	7	A
	6	B
Strong pass →	5	
Standard pass →	4	C
	3	D
	2	E
	1	F
	U	G
		U

BTEC Level 2 and GCSE grade equivalent

GCSE Grade	BTEC grade	Current points	New points
A*	Distinction*	58	8
A	Distinction	52	7
B	Merit	46	6
C	Pass	40	5
D		34	4
E		28	3
	L1 Pass	25	2.5
F		22	2
G		16	1
U		0	0



Academic Grades: 'A' Levels, BTEC Level 3 and UCAS Tariff Points Link for further information and copy of table on following page:

<https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/comparing-btec-to-other-qualifications/btec-ucas-points.html>

Academic Grades: 'A' Levels, BTEC Level 3 and UCAS Tariff Points

Extended Diploma	Diploma	Foundation Diploma	Extended Certificate	Certificate	AS level	A level	UCAS tariff points
D*D*D*							168
D*D*D							160
D*DD							152
DDD							144
DDM							128
DMM	D*D*						112
	D*D						104
MMM	DD						96
		D*					84
MMP	DM						80
							78
		D					72
MPP	MM						64
			D*			A*	56
PPP	MP	M	D			A	48
						B	40
	PP		M			C	32
				D*			28
		P		D		D	24
					A		20
			P	M	B	E	16
					C		12
					D		10
				P			8
					E		6

UK Degree Classification

<div><div>British Undergraduate Degree Classification System</div><div>Navigate your way through the the British undergraduate degree classification system which grades degrees (bachelor's degrees and integrated master's degrees) in the UK.</div></div> <div></div>			
Classification	Mark	OU Mark	Equivalent grade
First-class (1st)	70%+	85%+	A
Upper second-class (2.1)	60-69%	70-85%	B
Lower second-class (2.2)	50-59%	55-70%	C
Third class (3rd)	40-49%	40-55%	D

***OU = Open University**

Section 7

Top Tips

- **Use** a **notebook** or create a **file** – name it 'Careers Ideas' or something similar. **Record** your ideas and research as you go along. **Invest** your time in YOU...You will not regret it!
- **Complete** Careers Quizzes
- **Explore** Job Profiles on Career websites
- **Keep** an ongoing list of your abilities / skills with examples
- **Research** your options after Year 11 – what steps will you need to take to reach your career goals?
- **Attend** your Careers meeting 😊. It will be 30 minutes long. Be as prepared as you can – complete quizzes, etc. If you like, bring your research and ideas notebook or file
- **Visit** your Sixth Form, other Sixth Forms and/or F.E. Colleges (check Open Day / Evening dates and times – add them to your calendar (*book a place if necessary))
- **Explore** Apprenticeships:

If you would like to do an Apprenticeship after Year 11 – register with the government website – www.gettingofar.gov.uk

Apply for Apprenticeships via a variety of websites. Also apply for Sixth Form and/or F.E. College as back-up

- Remember – you can **apply** to as many Sixth Forms and/or F.E. College Courses as you like – you just need to confirm or decline places once you get your GCSE results in August 2020. Some courses are very popular – **apply soon**.

Always **remember**...

Believing in yourself is the first step to success

Section 8

- Inspiration -

**“HARD WORK BEATS
TALENT WHEN TALENT
DOESN'T WORK HARD”**
-TIM NOTKE



The best preparation for tomorrow is doing your best today.



H. Jackson Brown, Jr.

