

MAIDEN ERLEGH
TRUST



Student Careers Pack

Get ready for your future!

A guide to help you prepare for your next steps after Year 11 and beyond...



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Contents

Section 1: Discovering more about yourself and Careers

- i) The importance of you getting to know *you*
- ii) Strengths, skills and what you enjoy
- iii) Tasks: Where are you now + Take Action!
- iv) Personality and Careers Quizzes
- v) Career Websites

Section 2: Post 16 options and Qualifications at Entry Level, Foundation/Level 1, 2 & 3 – something for everyone!

Section 3: The UK National Qualification Framework

- i) Qualification Levels: Entry Level – Level 8

Section 4: Further Education –

- i) Sixth Forms
- ii) Further Education College

Section 5: Looking ahead: Higher Education (university)

Section 6: Apprenticeships – from GCSE to degree level

Section 7: Understanding Grades –

GCSEs, A-Levels, Applied Levels, Vocational (e.g. BTEC, CTEC, T-Levels, etc.)

Section 8: Preparing yourself – *top-tips*+ Timeline

Section 1: Discovering more about yourself and careers

i) Getting to know you!

Knowing yourself...Your

- **Strengths** (what you're especially, naturally good at)
- **Skills** (*soft, *hard & *transferable skills you have developed already, and want/need to develop in the future – *more about these later)
- **values** (what is important to you)
- **preferences** (what you prefer/like most)

As well as...

- **what you enjoy**
- **what brings you the most fulfilment / satisfaction**

...Can help you:-

- 1) Consider **careers** that will **suit you** well and you'll **enjoy!**
- 2) Discover **routes** into those careers, which suit you best (e.g. education, apprenticeship, etc. – more about these later 😊)

Quick task:



Talk to someone who knows you quite well – family, carer, teacher, friend, etc.

Ask them:

1) What do you think my strengths are (what am I good at)?
Write down/type what people shared.

.....

2) Can you see me working in a particular job sector / job?
Write down/type what people shared.

.....

3) **What type of job would I like to do?**.....
.....

Section 1: Discovering more about yourself and careers

ii) Strengths, skills and what you enjoy

TASK: Get some paper/a book or create a computer file – call it '**Career Ideas**', '**My Career Plans**', or something similar. In it - begin to brainstorm – think about what makes you, **YOU** – write down/type out *your* abilities, skills, strengths, and the things you really enjoy...

A few examples:

School subjects you are good at / really enjoy at 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.
- An ability to communicate in another language
- A subject/s you especially enjoy.

A strength or 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.
- You love cooking others tell you they like a particular dish you make
- You are able to fix and mend things – bikes, computers, clothes
- Working with computers, small business ventures
- Success within a sport – within a team, competitively, or achieving at a certain level – e.g. different belts within Judo, School, Local, County or National Teams, etc.

A quick word about skills, strengths, and weaknesses:

Thinking about what you're good at and enjoy may be new to you, but now is a very good time to start. To help you, below are some definitions and examples to help you...

SKILLS

What is a 'hard skill'?:

A hard skill does not mean it is difficult. It refers to a "talent, skill, or proficiency in a particular area". They are easier to measure.

"**Hard skills** are teachable abilities or **skill** sets that are easy to quantify (measure). You typically learn them through the classroom, at work or through studying training/teaching resources." In other words, they are measurable through exams, assessment, and observation.



Soft/Transferable Skills

A definition of a Soft Skill – *Wikipedia* describe soft 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 organisation, teamwork, strong communication, etc. 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 and universities. They are more difficult to measure, but you can show you have them through providing examples – e.g. developing strong teamwork skills through playing sport or resilience through overcoming obstacles you have faced.

TASK: Research the words below. Write down their meaning. List ones you already have. Give examples of when and where you use them (e.g. analytical thinking in English Literature and History lessons). You can ask at home, your teachers, or talk about it with your friends.

Also write down/type those you would like to work toward or improve upon. Using SMART goals – how will you do it?:

Adaptability

Analytical Skills

Critical thinking

Commercial awareness

Communication

Creativity

Decision making

Flexibility

Initiative

Innovation

I.T. Skills

Leadership

Negotiation

Networking

Numeracy Skills

Organisation

Presentation skills

Problem solving

Research

Resilience

Teamwork

Time management....

and motivation!

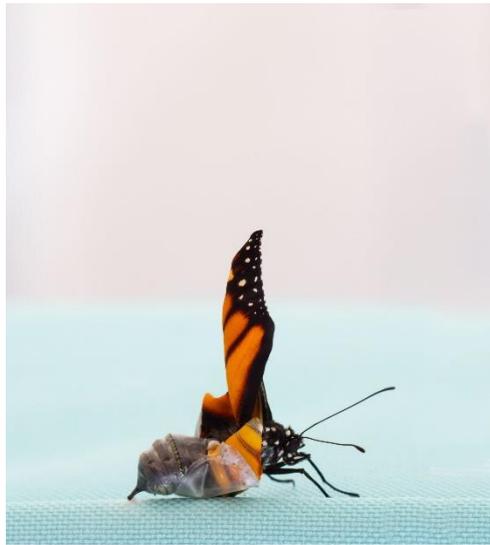
There are more soft/transferable skills, can you find them using UNIFROG ('Know how library' – type 'skills' in the keyword bar / via google?

Strengths: These include the things which come naturally to us – you may be especially good at organising, leading, teamwork, listening, speaking, making cakes, fixing things. When we use our strengths - we often feel great; it feels natural/easy for us to do those things.

A word about 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* weaknesses? Employers will be keen to know how you are working on your weaknesses too. Always seek to frame weaknesses in a positive way by letting Employers know how you are working on them. A common interview question – Tell us about your strengths and weaknesses! Start preparing now, it will help you 😊.

We can link strengths, skills, and what we enjoy to different types of **careers** – to help you choose the type of work which will suit you, really think about these things.

Can you see what is in the picture below?



Yes - it's a butterfly emerging from its chrysalis!

- In many ways, we can draw an analogy from the butterfly – in life, we go through different stages.
- We develop, change, and grow – sometimes this involves great effort (just like the butterfly working hard to emerge from the chrysalis!).
- During Year 10-11 you consider + apply for your next steps after school.
- You consider who you are and what you might do with your life relating to work...
- **There is so much potential in YOU!**
- What you choose now may change in the future...that's absolutely okay.
- Growth and change are positive.
- Some people follow one job throughout their lifetime, others do many types of job...It's all okay...



Where are you now? + Take-action TASK: (Photographs courtesy of Liane Hambly)

Pick one (or more) picture/s that reflects how life after your studies looks to you. **Describe** the picture/s. **Notice** any feelings. Is there **anything you'd like to change about it?** **What** does that tell you – is there **any action you could take?**



What actions can you take to help you prepare and feel empowered around your next steps? Here are some suggestions:

- **Take** careers and personality quizzes
- **Write down** your interests, strengths, skills, values and preferences
- **Research** Job Sectors and Job Profiles on-line via UNIFROG
- **Share** ideas with Teachers, those at home and friends
- **Talk** through ideas and options with your Careers Adviser
- **Research** your options for after Year 11
- **Book** and **attend** Open Events at Sixth Forms and Colleges
- **Check** Google Classroom daily for updates / important information
- **Find** work experience (virtual / face-to-face)
- **Think** about careers which inspire **you!**

ACTIONS you are going to take to help you prepare for your future:

	ACTION	TIME FRAME (by when)
1	<i>e.g. Research jobs / job sectors</i>	<i>Specific date - day/month/year</i>
2	<i>e.g. Research sixth forms / college courses</i>	<i>As above</i>
3	<i>e.g. Attend college open events</i>	<i>As above</i>
4	<i>e.g. Search for apprenticeship opportunities</i>	<i>As above</i>
5	<i>e.g. Complete careers / personality quizzes</i>	<i>As above</i>

Important skills for career management and planning

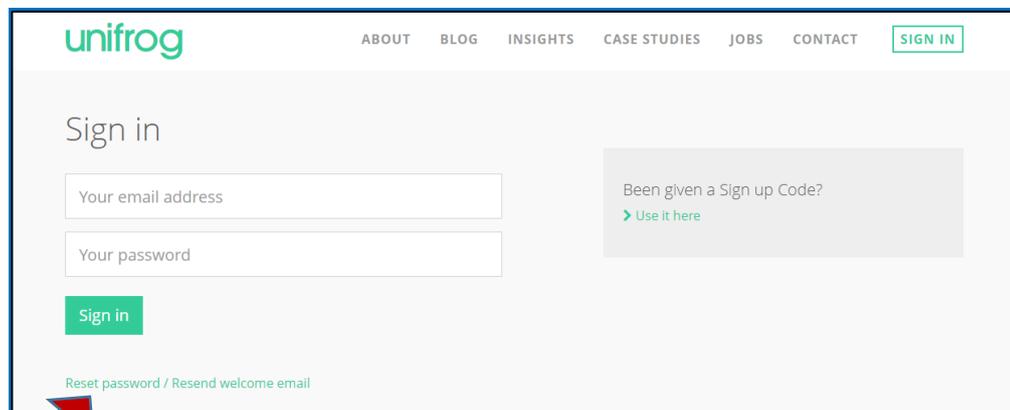
Did you know that there are specific skills that can help us plan and manage our careers (whether we are in a phase of education, training or working)? The following skills are key in helping us prepare for the future. The great news is – you may already have them, and if not - it's not too late to work on/improve them (we are all a work in progress 😊)...

- Adaptability:** "I am good at adapting to new situations."
- Accessing support:** "I feel supported and am happy asking for help when I need to."
- Curiosity:** "I'm interested in alternative options."
- Control:** "I take responsibility / rely on myself."
- Decision-making:** "I can be decisive when I need to be and know what influences my decisions."
- Information Technology:** "I can use IT for research, networking and applying on-line."
- Knowledge:** "I know what paths are open to me."
- Motivation:** "I am ready to get going / take action."
- Networking:** "I know people who open doors / help me find opportunities."
- Open to feedback:** "I take useful feedback on board."
- Optimism:** "I can remain positive when things get tough."
- Persistence:** "I see things through / don't give up easily."
- Planning / being Prepared:** "I am able to set goals and plan the steps I need to take."
- Problem-solving:** "If I have a problem, I can usually find my way around it."
- Realism:** "I'm aware of the challenges ahead and can compromise if required."
- Research skills:** "I can use different methods to find out about options."
- Resilience:** "I can bounce back when things don't work out."
- Risk taking:** "I believe it's better to try and fail than not to try at all."
- Self confidence:** "I generally feel good about myself."
- Self knowledge:** "I know my interests, values, strengths and what I need to work on."
- Self presentation Skills:** "I create a good impression in person and on-line."
- Social Confidence:** "I get on well with different kinds of people."

TASK: Using the list on the previous page - list x3-5 career management skills that you have:

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....

TASK: Ensure you can access your UNIFROG account: <https://www.unifrog.org/sign-in>



If you can't remember your school password – click 'Rest password / Resend welcome email...then check your school email. If you cannot access your account – please email me, Mrs Finlason at a.finlason@maidenerleghtrust.org – include your name, school and year group in your email.

Check out *your* UNIFROG Homepage:
<https://www.unifrog.org/student/home>

Complete quizzes (profiles):

Interests profile >

✓ Quiz last taken 13 May 22: A and S and C

Personality profile >

✓ Quiz last taken 13 May 22: INFJ

Work environments profile >

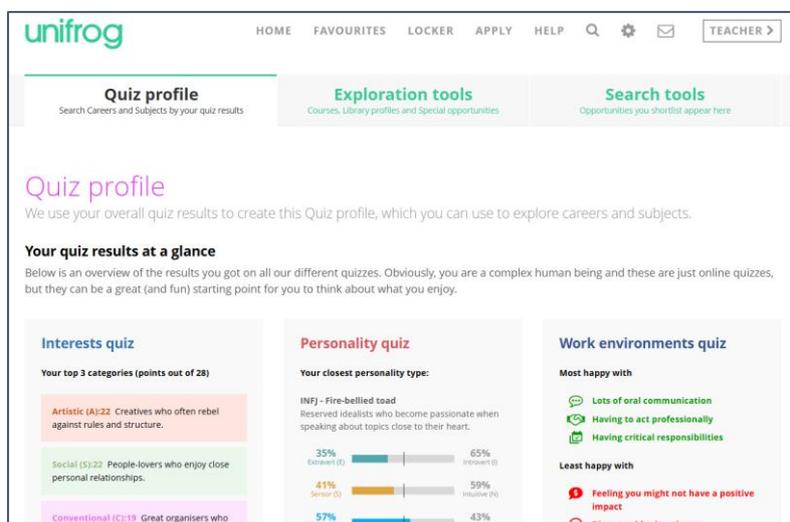
✓ Quiz last taken 13 May 22

Skills profile >

✓ Quiz last taken 2 Oct 24

Quiz profile >

✓ 4 of 4 quizzes complete



What do your quiz profiles say about you? Click on the 'Search the careers/subject library' links (below your results) to find jobs that might suit you – based on your quiz results!

1) What is your personality type:

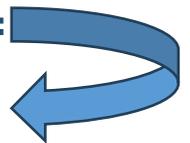
(e.g. Fire-bellied Toad, etc.).....

2) What are your 4 letters – e.g. INFJ, ESTP, etc.:

3) Using the 'Search the Careers / Subjects library' links (below your results on UNIFROG explore careers suggested for you. List the top x6 jobs suggested for you – that you are interested in:

.....

4) Explore the UNIFROG 'Careers library' - see the job profiles:



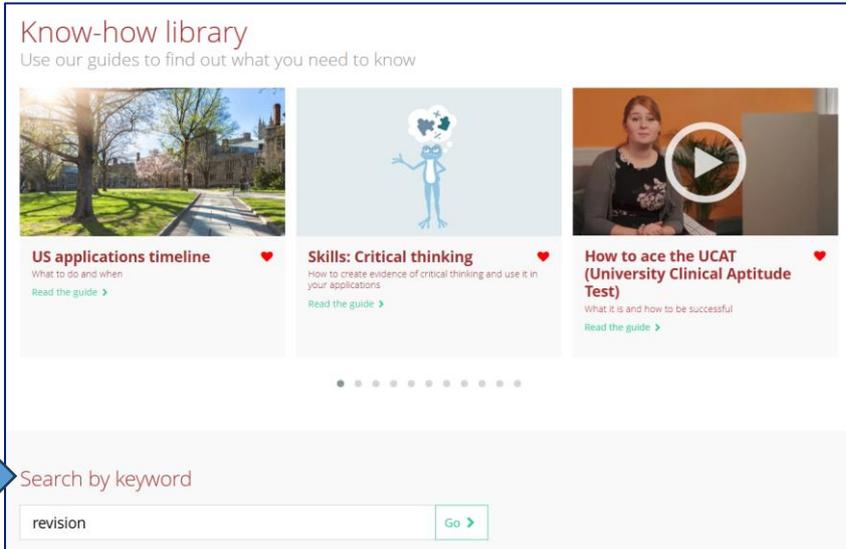
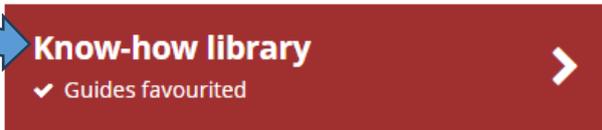
5) Record the amazing skills you are developing using the UNIFROG 'Activities' and 'Skills' tools:

Which skills are you especially strong in? Do they match the jobs you are interested in? List your skills below – with some examples of evidence:

e.g. Teamwork – I am a member of a local / school football team, a member of a uniformed organisation, I take part in school productions, etc.

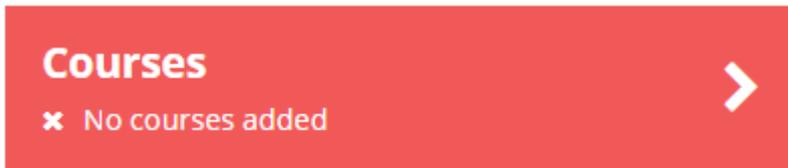
.....

6) Use the UNIFROG 'Know how library' to help you with a huge variety of things:



Enter keywords in the 'Know how library' search bar – e.g. CV, revision, a school subject, skills, etc.

7) Find virtual work experience + free courses in the 'Courses' tool:



Personality and Careers Quizzes – a great way to find out more about *exciting career options that may suit YOU!*

Get inspired!



Complete Personality and Careers quizzes at:

- **UNIFROG:** <https://www.unifrog.org/> complete the Interests, Personality, Skills, and Work Environment Profiles to learn more about yourself as homework. Explore Job Profiles + Post Year 11 options and beyond – e.g. Post Year 13 options – look ahead to see what you need now).
- www.icould.com or via www.ucas.com ('Buzz Quiz'– short Personality and career matching test)
- www.prospects.ac.uk (You will need to register online – it is free)
- www.sacu-student.com (You will need to register online – it is free)
- <https://www.16personalities.com/> (Learn about yourself and what makes you, you – also see the careers page to find out which careers may suit your personality – register for free)



Research careers, find job profiles and related information at:

- <https://www.unifrog.org/> (the one stop shop for all things – careers!)
- www.careerpilot.org.uk (excellent all-round website including information, skills matching and videos)
- <https://www.allaboutcareers.com/>
- www.icould.com (includes videos of people talking about their Job roles)
- www.healthcareers.nhs.uk - for a wide range of detailed NHS careers information
- www.prospects.ac.uk – good source of careers information and what you can do with your degree.
- www.planitplus.net - see careers areas or the careers match quiz
- <https://www.tomorrowengineers.org.uk/> - engineering information
- https://www.lmiforall.org.uk/explore_lmi/ (important 'Labour Market Information' – learn about salaries (what you will earn, estimated growth relating to different jobs/sectors, + more)

Section 2: Post 16 Options and Qualification Levels (Entry Level, and Foundation/Level 1, Levels 2 and 3)

There are so many exciting things you can do after your GCSEs! The best way to find out more is to start exploring 😊

The beauty of education and training between the ages of 16-18/19 is that it is usually **free**! The government wants every student to continue in some form of education / training until they are 18.

Now is the time when you can focus and go deeper into subjects/skills which especially interest **you**, sometimes enabling you to gain invaluable work experience, **and** you can choose your preferred way of learning. What you choose now will help, or may be required, to lead you into different/certain careers.

It important to research and understand what is available. Choose the options which will enable **you** to **excel** and get **your** best grades/outcomes, as well as follow a path which inspires you.

[Be sure to check entry requirements for different sixth forms, colleges and apprenticeships \(more on where to look soon\)...](#)

There are 8 levels of education in the UK. You are currently studying at GCSE BTEC Level (e.g. Level 1 or 2 depending on your final grades) OR Entry Level. Depending on a few things - you may be able to go on to study at Entry level, Level 1, 2 or 3. Some companies may even enable you to go on to study a level 4 apprenticeship after GCSEs!

You can find out more about all your options here:

https://www.youtube.com/watch?v=f_xAQNNi4pA + via the image on Page 11.

Below is a more detailed information about each option which may be open to you after you finish your GCSEs:

A-Levels (Level 3)

A-levels (advanced level qualifications) cover a variety of subjects and are exam based (apart from more practical subjects like Art, D.T. and Photography which involve more coursework + exams). They are one of the options allowing you to go on to university, if you achieve the required grades (plus certain subjects may be required to study certain degree courses). This form of study relies more on classroom teaching and independent study, followed by exams at the end of 2 years. Explore the subjects available at Sixth Form/s and some Further Education Colleges. Most people choose to study 3 A-Levels (standardly required by universities), but some opt to study 4 (and may then drop a subject if necessary). Be sure you are interested in the subjects you choose and will be most likely to achieve your best grades in them. Some degrees (e.g. Medicine) and universities (e.g. Oxford and Cambridge + some 'Russell Group' Universities) may require certain subjects and only accept A-levels. Some require top grades – A*'s and A's, while others will accept grades B – C or D, for entry). A-levels often require around 5 GCSE's at grade 5, with potentially grade 6 or 7 achieved in the subject you are aiming for (e.g. many schools require a 7 at GCSE to study A-level Maths, and a grade 6 in certain other subjects to study a Science subject, English or History, for example). Some colleges may require lower grades for entry. Students often find A-levels a much bigger stretch than GCSEs as they go much deeper into the subject. If you are unsure, talk with your teacher about whether A-levels will be a good fit for you. Also find out more here:

<https://www.careerpilot.org.uk/information/a-levels>

Applied Levels (sometimes also known as ‘Extended Certificates’) (Level 3):

One Applied Levels is the equivalent to one A-level but are balanced between coursework and exams – roughly 50-50, 60-40, etc. Subjects offered currently include: Applied Criminology, Applied Engineering, Human Biology, Applied IT, Applied Law, Applied Production Arts, Applied Psychology, Applied Public Services, Applied Science, Applied Sport and Exercise Science, and Applied Travel and Tourism. They are offered by some F.E. Colleges and Sixth Forms.

Applied Levels will suit those who wish to show their ability through coursework, as well as exams. They are also a good option for students who wish to do a more coursework-based qualification, but do not wish to commit to one subject area (as would be required with the BTEC Extended Diploma or T-Level). It is important that you discuss courses and where they can lead - with a Careers Adviser, if you are unsure.

<https://www.careerpilot.org.uk/information/vocational-qualifications/types-of-vocational-qualifications/applied-general-qualifications>

Apprenticeships (Levels 2 and 3: Intermediate and Advanced, and potentially Level 4: Higher)

Apprenticeships combine work with learning + you are paid a salary! This option is great if you are clear which career you would like to follow and you are looking to start work as soon as possible/prefer being practical and hands-on – learning ‘on the job’.

You can find out more about apprenticeships and search for vacancies in your local area by using

www.unifrog.org and via the official government apprenticeship site:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

There are many other useful websites where you can find out about and search for apprenticeship opportunities, within Section Six.

You can start an apprenticeship straight after your GCSEs (Intermediate level and Advanced level, and sometimes even at Higher level – depending on your GCSE grades/the company entry requirements). You can potentially follow apprenticeships all the way to degree level in some career sectors if you wish to. Some colleges list apprenticeship opportunities on their website which link back to the government website. Colleges do not tend to arrange apprenticeship opportunities – it is therefore usually down to the student to do this (e.g. to apply for opportunities or liaise companies who will then approach the college to formally create an apprenticeship). However, colleges often have teams who can support those who wish to secure an apprenticeship opportunity. It is important you read, understand, and then, if happy, sign a formal apprenticeship employment contract before embarking as an apprentice.

****It is strongly advised you apply for a college course as back-up***

Find out more here: www.careerpilot.org.uk/information/apprenticeships

T-Levels (Level 3)

T-levels are relatively new Level 3 courses which combine study at college with periods of work experience with a company. Like all Level 3 courses, they last two years. They will likely require the types of grades required to study A-levels or Level 3 BTEC (around grade 4 -5). This will be a good option if you feel fairly clear about your interests / career goals and if you prefer to be practical + gain experience, alongside studying. Certain subjects have already been rolled out at a few colleges – e.g. Business, Construction, Early Years, Engineering, Accounting/Finance, Health, and IT. They will eventually cover a wider range of subjects. You can find further information here:

<https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels>

<https://amazingapprenticeships.com/resource/t-levels-film-for-students/>

Technical/Vocational Courses – e.g. BTEC/CTEC, T-Levels, other Technical Awards, Certificates and Diplomas:

These are work-related courses delivered mostly by colleges, and some sixth forms. They are available at different levels, to suit your GCSE qualifications – ranging from creative to construction to computing to engineering to vehicle maintenance to media and many more subjects. These courses usually combine coursework with fewer exams. Some courses are 100% coursework based. You will need to work consistently throughout the course, meeting coursework deadlines.

Many Universities accept BTEC qualifications. Employers appreciate some of the employment skills you learn through studying this type of course – e.g. Time management, organisation, and the ability to meet deadlines.

More traditional universities (e.g. Oxford and Cambridge and some Russell Group universities) may not recognise BTEC or may require a single A-level alongside an Extended Diploma (the equivalent to taking 4 A-levels). Therefore, it is worth considering what you may like to study and where, if you are considering going to university – research the options, and work backwards. You can also speak with a Careers Adviser if you are unsure.

Level 3: Entry requirements for level 3 courses such as the BTEC Extended Diploma (equivalent to 3 A-Level), Diploma (equivalent to 1.5 - 2 A-levels) and BTEC National Certificate (equivalent to 1 A-Level) are usually around grades 4 and 5 at GCSE. Although the grade requirements are usually slightly lower than most schools/colleges to study A-levels, the course is still of an equivalent standard of education.

Level 2: Entry requirements for level 2 courses e.g. BTEC, are usually a certain number of GCSEs at grade 3.

Level 1: This is a post entry level qualification. Some colleges start students training for technical trades and professions at this level – e.g. Hairdressing and Motor Vehicle Maintenance (others start you on the Level 2 course, or even at Level 3). Level 1 courses are usually available in most subjects. They tend to require no qualifications, but you need to show enthusiasm and professionalism, and a desire to succeed, through your application and at interview.

Foundation Level 1:

- **Tiers 4 and 5:** for students who will benefit from increased support. Do not usually require certain GCSE grades.
- **Tiers 2 and 3:** supported studies especially for students who have an EHCP – leading to employment. Do not require certain GCSE grades.
- **Entry Levels 3, 2, and 1:** supported studies enabling students to progress toward higher level qualifications or employment.

Many courses are offered at all the local colleges. Some subjects like catering, construction trades, animal care and horticulture are only offered at some of the colleges so, again, check all these details carefully.

<https://www.careerpilot.org.uk/information/vocational-qualifications/what-are-vocational-qualifications>

Specialist Academies for sport:

If you are playing certain sports at a certain level and would like to further your opportunities in that sport, some colleges offer the exciting opportunity to gain specialist training in football, netball, basketball, and even rowing, while studying for qualifications. Colleges which have academies include, BCA, Bracknell & Wokingham, Henley, City of Oxford, Reading, and Uxbridge. *Please know that there are colleges outside of Berkshire that also have Sport Academies. Some Sixth Forms also have sport-related courses/academies affiliated with Football Clubs: e.g. John Madejski Academy (JMA) and The Piggott, in Wargrave. Many clubs, e.g. football clubs, have in-house academies.

Private / Public Schools and Scholarships:

Some students may opt to attend a Private (also sometimes known as a Public School) which involves paying a fee to the school each year. Some students gain Scholarships to these schools which means their tuition is fully/part funded.

For further help and assistance: If you require any further help, information, advice or guidance about any of these options please contact me – Mrs Finlason at:

a.finlason@maidenerleghtrust.org

If you have an Educational Health Care Plan (EHCP)

Students who have an EHCP (Educational Health Care Plan) – will have extra courses available to them – providing extra support. Many local colleges + some specialist education providers offer specialist courses for students who have an EHCP – including some fantastic courses to help students prepare and apply for work / further study + development of important life skills.

When you have an EHCP you will apply and each place of study/employer will request to see a copy of your EHCP. They look into how/if they can best support you + may suggest a certain course/level of course.

Further top tips:

- **Consider job/s - you are/might be - interested in** to help you map a path toward that goal.
- **Choose** subjects, courses, and routes that **inspire & interest you!**
- **Feeling overwhelmed?** Don't panic – this is normal. Try to focus on job sectors that interest and inspire you at first. Then explore jobs within that sector.
- **Some careers** will require very specific routes – e.g. Medicine, Veterinary Medicine & Dentistry. Others offer various routes – e.g. apprenticeship, working your way up from entry level or through taking a higher or degree level apprenticeship after Level 3 (e.g. after Year 13). You will have a chance to talk about your individual needs at your *Careers Appointment*.
- It is important to **choose options** that will **enable you to flourish** and **achieve your best grades**. A-Levels are not best for everyone, and BTEC, T-Level, or an apprenticeship do not suit everyone...
- Remember, you don't need to compare yourself to others.
What is best for **you?**



*“Be yourself.
Everyone else is already taken”*
Oscar Wilde

Researching your Post 16 Options

Researching post-16 pathways

Look at the sources of information below. How many have you used to help you find out about options after secondary school? Label each information source:

1. Conversations with careers advisors, teachers, or other school staff

2. Conversations with parents / carers

3. Conversations with friends

4. Conversations with older siblings or friends who have already left school

5. Conversations with professionals in the career sector you want to work in

6. Information provided by your school

7. Information provided by local colleges, sixth forms, or employers

8. Independent research using Unifrog

9. Independent research using other trustworthy websites

10. Independent research using social media or blogs

- **YES:** if you have used it
- **WILL USE:** if you intend to use it, but haven't yet
- **NO:** if you don't intend to use it

unifrog

Quick question...

What's the difference between a career and a job?

A **career** is the name for the journey you take through life, learning and work.

A **job** is a stop on that journey.

Education, training and other **life experiences** are tools to help you to navigate your career journey .



unifrog

Section 3: The UK National Qualification Framework

	ACADEMIC	VOCATIONAL		APPRENTICESHIP
Level 8	Doctorate (PhD, DPhil)	Award, Certificate, Diploma		
Level 7	Masters Degree (MSc, MA, MEng)	Award, Certificate, Diploma, NVQ PGCE (Postgraduate Certificate in Education – Teaching)		Masters Degree Apprenticeship
Level 6	Bachelors Degree (BSc, BA, BEng)	Graduate Certificate and Diploma, NVQ		Degree Apprenticeship
Level 5		Foundation Degree (FdA, FdSc)	Higher National Diploma (BTEC HND), NVQ	Higher Apprenticeship
Level 4		Higher Technical Qualifications (HTQ's) at Levels 4-5	Higher National Certificate (BTEC HNC), NVQ	
Level 3	A-Levels	BTEC Extended Diploma (= X3 A-Levels)	BTEC Diploma (= 1.5 - 2 A=Levels)	Advanced Apprenticeship
		T-Level (= x3 A-Levels)	BTEC Extended Certificate (= 1 A-Level)	
Level 2	GCSE Grades 4-9	BTEC Level 2, NVQ (National Vocational Qualification)		Intermediate Apprenticeship or Traineeship
Level 1	GCSE Grades 1-3	Level 1 Award, Certificate, Diploma + Level 1 in ESOL, Foundation Level, Essential Skills, Functional Skills, NVQ, and Music (grades 1-3)		
Entry Level		Entry Level Award, Certificate (ELC), Diploma + Entry Level in ESOL, (English for Speakers of Other Languages), Essential Skills Functional Skills, and Skills for Life		

Section 4: Further Education

A useful link to help you consider whether F.E. College or Sixth Form is right for you: https://www.youtube.com/watch?v=zDID_se44g4

IMPORTANT: You can apply for as many sixth forms and F.E. colleges as you wish – we recommend you apply to:

- at least 3 places.
- places with a *variety of entry requirements*, so you have back-up options, just in case things don't go achieve certain GCSE grades.
- Every student should apply to at least x1 college if applying for sixth forms.

So - having good back-up options helps to keep your options open if things do not quite to go to plan on exam day – it happens!

Check websites for courses and subjects on offer, as well entry requirements.

N.B.: If you are keen to find an **apprenticeship** also apply for F.E. college/s and/or sixth forms as back-up.

Start applying as soon as you can during Year 11.

***Check application deadlines* to avoid disappointment.**

i) Sixth Forms –

IMPORTANT:

If you are interested in attending a Sixth Form, you will need to start looking on School Sixth Form websites and booking Open Events during the Autumn Term of Year 11. It is usual to need to register / book a place online and, depending on the school. You may need to attend the event face to face or virtually). Look and book **as soon as possible** (many take place during the first term of Year 11 so start to check dates and book early).

Maiden Erlegh Trust Sixth Form: Maiden Erlegh School, Earley site: <https://www.maidenerleghschool.co.uk/>

(Click on Sixth Form tab. Please note, Maiden Erlegh School, and other Sixth Forms, may operate on a catchment area basis – meaning you will need to live within a certain distance of the school).

Other Sixth Forms – please check 'Open Event' dates via school websites regularly, and book online:

Reading and Woodley area:

Bulmershe	https://www.thebulmersheschool.com/
Denefield	http://www.denefield.org.uk/
Highdown	https://www.highdown.reading.sch.uk/
BlessedHugh Farrington	https://www.hughfarrington.org/
John Madejski	https://www.johnmadejskiacademy.co.uk/
Kendrick	https://www.kendrick.reading.sch.uk/ (for Girls)
King's Academy Prospect	https://www.prospect.reading.sch.uk/
Reading Boys	https://www.reading-school.co.uk/ (for Boys)
Reading Girls	https://www.readinggirlsschool.co.uk/
Waingels	https://www.waingels.wokingham.sch.uk/
The Piggott	https://www.piggottschool.org/
The Wren	https://www.wrenschool.org/

Bracknell, Wokingham & *Ascot:

Edgbarrow School	www.edgbarrowschool.co.uk
Brakenhale School	www.brakenhale.co.uk
Garth Hill College	www.garthhillcollege.com/
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.charterschool.org.uk
Easthampstead Park	www.epschool.org
The Forest	www.forest.wokingham.sch.uk/
The Holt	www.holtschool.co.uk/

*Please note, this list of sixth forms is not exhaustive (there are others). You can find details of Local Authority and Independent schools (self-funded schools) via Council/Local Authority websites, google, and google maps. Be sure to check each school's policies/guidelines regarding applications.

****Important reminder:** Be sure to check dates of sixth form Open Days / Evenings and application deadlines + attend/apply in time to avoid disappointment**



ii) Further Education Colleges

Please note – It is never too early to start attending Open Event at local F.E. colleges. Keep an eye on Google Classroom where you will be provided with a list of 'Open Events'. Additional dates for colleges will be added regularly. Please check websites regularly and before attending in case details have changed.

You will also have the opportunity to attend Open Events during Year 10/11.

****Remember to book a place for Open Events – usually via a link on the College website, as with Sixth Forms****
Some Colleges offer specialist technical/vocational courses in: Art, Animal Management, Construction, Hair/Beauty, Computing, Game Design, Engineering, Motor Mechanics/Vehicle Maintenance, + more...

College	Contact details
Abingdon & Witney, Oxfordshire Wootton Road, Abingdon, Oxfordshire, OX14 1GG	Tel: 01235 555585 Website: https://abingdon-witney.ac.uk/ Email enquiries: enquiries@abingdon-witney.ac.uk Specialises in: Agriculture, Animal Care / Management, Beauty, Construction, Equine Studies, Hairdressing, Motor Vehicle, Music, and more!

College	Contact details
<p>BCA Hall Place Burchett's Green Maidenhead SL6 6QR (Part of the Windsor Forest Colleges group)</p>	<p>Tel: 01628 824444</p> <p>Website: https://www.bca.ac.uk/</p> <p>Email enquiries: enquiries@bca.ac.uk</p> <p>Specialises in Animal Care / Management, Equine Studies, Agriculture, Horticulture, & other areas – including Art, Sport Academies – e.g. in Football and Rugby, etc.</p>
<p>BCoT (Basingstoke College of Technology) Worthing Road Basingstoke RG21 8TN</p>	<p>Tel: 01256 354141</p> <p>Website: www.bcot.ac.uk</p> <p>Email: nextyear@bcot.ac.uk</p>
<p>Bracknell & Wokingham College (Activate Learning) Church Road Bracknell RG12 1DJ (RG12 1EH for sat navs) (Part of Activate Learning group of colleges)</p>	<p>Tel: 0800 612 6008 – central telephone number for all Activate Learning Colleges</p> <p>Website: Bracknell and Wokingham College (activatelearning.ac.uk)</p> <p>Website for all Activate Learning colleges: Activate Learning - Activate Learning</p>
<p>City of Oxford College (Activate Learning) Oxford City Centre campus Oxpens Rd Oxford OX1 1SA</p> <p>Technology campus Cuddesdon Way Blackbird Leys Oxford OX4 6HN</p> <p>(Part of Activate Learning group of colleges)</p>	<p>Tel: 0800 612 6008 – central telephone number for all Activate Learning Colleges www.activatelearning.ac.uk</p> <p>Oxford City Centre campus: Courses in A-levels and business, Hair and beauty, hospitality and catering, furniture, sports and more!)</p> <p>Technology campus: Courses in IT and computing, construction, engineering, motor vehicle, plumbing, electrical)</p>
<p>Farnborough Sixth Form College The Sixth Form College Farnborough Prospect Avenue Farnborough Hampshire GU14 8JX</p>	<p>Tel: 01252 688200</p> <p>A level, BTEC & T-Level courses</p> <p>Website: https://farnborough.ac.uk/</p> <p>Email: admin@farnborough.ac.uk</p>

College	Contact details
<p>Henley College Deanfield Avenue Henley RG9 1UH</p>	<p>Tel: 01491 579988</p> <p>A-level, Applied Levels, BTEC & T-Level courses + Sports Academies</p> <p>Website: www.henleycol.ac.uk</p> <p>Email: info@henleycol.ac.uk</p>
<p>Langley College Station Road Langley SL3 8BY (Part of Windsor Forest Colleges group)</p>	<p>Tel: 01753 793 000</p> <p>Website: https://www.windsor-forest.ac.uk/</p>
<p>Newbury College Monks Lane Newbury RG14 7TD</p>	<p>Tel: 01635 845000</p> <p>Website: www.newbury-college.ac.uk</p> <p>Email: info@newbury-college.ac.uk</p>
<p>Queen Mary's College (QMC) Cliddesden Road Basingstoke RG21 3HF</p>	<p>Tel: 01256 417500</p> <p>Website: www.qmc.ac.uk</p> <p>Email: info@qmc.ac.uk</p>
<p>Reading College Kings Road Reading RG1 4HJ (Part of Activate Learning group of colleges)</p>	<p>Tel: 0800 612 6008 – central telephone number for all Activate Learning Colleges</p> <p>https://reading.activatelearning.ac.uk/</p>
<p>Sparsholt College Westley Lane Sparsholt Winchester SO21 2NF</p>	<p>Tel: 01962 776441</p> <p>Specialises in agriculture and related courses.</p> <p>Website: www.sparsholt.ac.uk</p> <p>Email: enquiry@sparsholt.ac.uk</p>
<p>Strodes College High Street Egham TW20 9DR (Part of Windsor Forest Colleges group)</p>	<p>Tel: 01784 437506</p> <p>Website: Windsor Forest College (windsor-forest.ac.uk)</p> <p>Courses: A Levels, Applied Levels, BTECs & T-Levels</p>

College	Contact details
<p>Uxbridge College Uxbridge Campus Park Road Uxbridge Middlesex UB8 1NQ</p> <p>Hayes Campus College Way Coldharbour Lane Hayes, Middlesex UB3 3BB</p>	<p>Tel: 01895 853333</p> <p>Website for Uxbridge (both campuses): https://www.uxbridgecollege.ac.uk/ Has sports acadmies</p> <p>Tel: 01895 853333</p>
<p>UTC Reading Crescent Road Reading RG1 5RQ</p>	<p>Tel: 0118 938 1020</p> <p>Specialises in STEM (Science, Technology, Engineering + Maths) subjects including A-levels and BTECs in IT and engineering</p> <p>Website: www.utcreading.co.uk Email: enquiries@utcreading.org.uk</p>
<p>Windsor College St Leonards Road Windsor SL4 3AL (Part of the Windsor Forest group of colleges)</p>	<p>Tel: 01753 793 000</p> <p>Website: https://www.windsor-forest.ac.uk</p>

Remember – the *more research you do*, the more options you will discover and the better decision you will be able to make about your next steps!

This research includes – completing careers quizzes, personality tests, online research, UNIFROG Tools (colleges, sixth forms, universities, apprenticeships, - tools, attendance at college / sixth form open events, keeping up with Google Classroom, etc.)

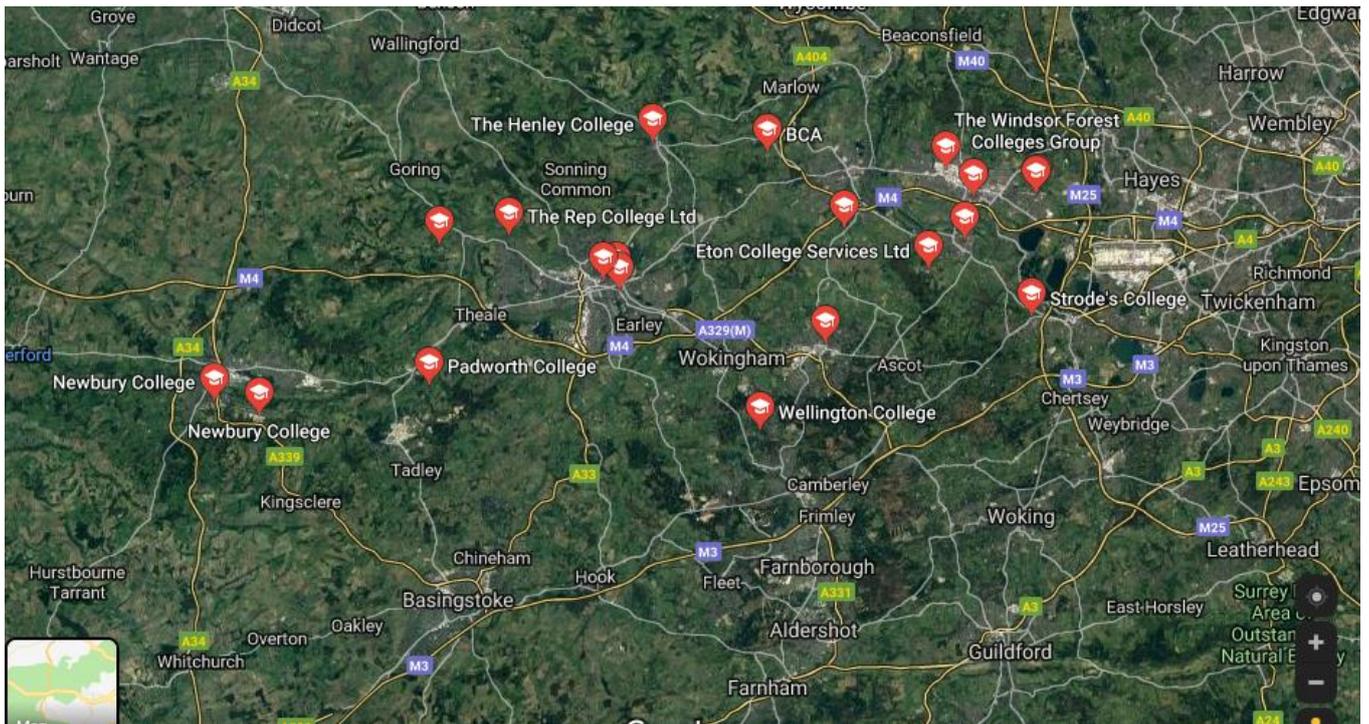


Apprenticeships
155 shortlists

College / Sixth Form
5 shortlists

How to find out where colleges are located:

Map showing F.E. Colleges in 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 5: Higher Education (University + some Further Education (F.E.) Colleges (levels 4-8):



Thinking about university? Some of you may already be considering attending university. Some of you may be required to attend university in order to follow the career you would like (e.g. Veterinary Medicine).

Some useful websites:

www.unifrog.org – explore universities and university courses, entry requirements, learn how to apply, attend webinars & conferences, & much more!

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. Has a fantastic 'What can I do with my degree?' section under the 'Careers advice' tab

<http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college> – help with A' level choice (also explore what the Russell Group university are)

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/2024/sep/07/the-guardian-university-guide-2025-the-rankings> – ranks universities and university courses (updated every September)

<https://www.springpod.com/degree-taster> – experience what it's like to study certain subjects at degree level!

*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/> - Offer flexible, often cheaper ways to study for a degree.



Section 6: Apprenticeships:

Apprenticeships are becoming increasingly popular and are a fantastic option if you like the idea of learning 'on the job', getting paid, and all while studying for and gaining a qualification.

There are apprenticeships available with all sorts of companies (large and small), in all sorts of careers and from Level 2 – 7.

If you are attracted to the idea of finding an apprenticeship to begin after Year 11, it is also important to apply for F.E. College/s / Sixth Form as back-up, as entry to Apprenticeships can be competitive. If you would like to find an apprenticeship after year 13, again, it is worth considering back-up options such as university, a Gap Year or finding a job.

Check the qualification you will gain and how it will enable you to go further in your education and training. If you need help with this, please do ask. Information can be found via the website links below, a Careers Adviser can help you.

Depending on your grades, you will be able to apply for a Level 2 (Intermediate) or Level 3 (Advanced) Apprenticeship after your GCSEs, and from Level 2-7 after you have completed Level 3 qualifications (including those gained via an apprenticeship). A few companies are beginning to offer Level 4 apprenticeships for students who have GCSEs – e.g. at Level 2 (previously, you were required to complete a level 3 qualification first).

Below are the different levels of Apprenticeship (with a rough idea of common requirements, although they do vary from Employer to Employer so please do check):-

- **Intermediate Apprenticeship** – GCSEs – including Maths and English - may be required at certain grades
- **Advanced Apprenticeship** – GCSEs usually required – including Maths and English – employers may vary in number of qualifications, grades and/or subjects requested.
- **Higher Apprenticeship** – usually a Level 3 qualification – some may require specific subjects/grades. Some companies may require a level 2 **qualification only.**
- **Degree Apprenticeship** – Level 3 qualification – some may require specific subjects/grades. Masters Degree level apprenticeships may start after Level 3 or *Level 6 (e.g. *after gaining a degree).

*** English and Maths GCSE/functional skills are often, but not always looked for OR you may be able to take/re-take them via the Employer as part of your apprenticeship***

Helpful websites:

There is not currently one, go to website for finding an Apprenticeship/apprenticeship information, so include a wide range of websites and assistance in your search.

You can find some recommended websites to explore on the following page...

www.unifrog.org – explore apprenticeship opportunities using the 'Apprenticeships Tool' + read guides to support you in writing applications & preparing for interviews.

www.findapprenticeship.service.gov.uk – a great source for finding opportunities - the government website – probably includes widest number of apprenticeships available. You can filter your search requirements. Includes email alerts for new opportunities and great top tips for applications. Please find more apprenticeship websites on the following page...

<https://www.berkshireopportunities.co.uk/find-my-job/> - lists Berkshire based opportunities.

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)

<https://www.milkround.com/jobs/school-or-college-leaver-schemes/apprenticeships>

www.gov.uk – Higher and Degree Apprenticeships

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

www.careermap.co.uk

www.ucas.com – see apprenticeship + Job finder sections

www.thescholarshiphub.org.uk – Degree Apprenticeships

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

www.young-professionals.uk

www.indeed.co.uk

<https://amazingapprenticeships.com/higher-degree-listing/> - explore higher and degree apprenticeship opportunities

Look at the websites of companies - They carry a huge amount of information on recruitment and opportunities. Top tip – using a search engine – type '[company name] + apprenticeships' – e.g. BMW apprenticeships, etc.

A great way to find out more about apprenticeships in general, apart from UNIFROG, is via the 'Amazing Apprenticeships' website

<https://amazingapprenticeships.com/>

It includes a vacancy snapshot, where the larger, more well-known companies offering apprenticeships provide information about applications – including when and how to apply.

You can also find out a great deal about apprenticeships and what they are like via the Youth Apprentice Ambassadors. **Many apprentices choose to join**

Apprentice Ambassadors Network:

<https://www.apprenticeships.gov.uk/influencers/become-an-ambassador-influencers#>

You can learn from Apprentices via the following website (top tips for applications, what it's really like to be an apprentice, and the pros and cons), all via video links:

[Apprentice ambassador stories \(apprenticeships.gov.uk\)](http://www.apprenticeships.gov.uk)



Section 7: Understanding Grades

Academic Grades: GCSEs and BTEC Level 2 equivalent

GCSE's

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

BTEC Level 1 / 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

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: Level 3 qualifications - A-Levels, BTEC/CTEC, T-Levels 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

See T-Level (Level 3)
UCAS Tariff points + A-
Level grade equivalents
on the following page...

UCAS Tariff points	T Level overall grade	A level equivalent
144	Distinction	AAA
120	Merit	BBB
96	Pass (C or above on the core)	CCC
72	Pass (D or E on the core)	DDD



"Success seems to be connected with action"...

Section 8

Top Tips

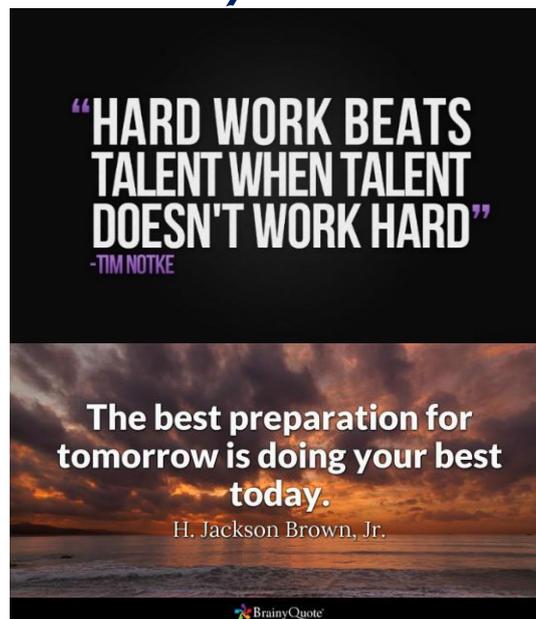
- **START NOW!** =It feels good & reduces panic 😊
- **Use** a **notebook** + UNIFROG – **Record** your ideas and research as you go along.
Invest time in YOU...you will not regret it!
- **Complete** Personality and Careers Quizzes – start by using www.unifrog.org
- **Explore** Job Profiles on Career websites – e.g. UNIFROG.
- **Talk** with your family, friends and Teachers/Youth Leaders who know you. **Ask them** how they see you and your unique strengths and skills. They may also be able to help you work through some career ideas.
- **Keep** an ongoing list of your strengths & skills with examples – use the 'Activities Tool' and 'Skills Tool' at www.unifrog.org to log them.
- **Research** your options after Year 11: What steps will you need to take to reach your career goals? Which routes suit **you** best? Use UNIFROG to record your ideas.
- **Attend** your Careers meeting 😊. It will be 30 minutes long. Be as prepared as you can – complete quizzes, etc, beforehand if you can. If you wish, bring your research and ideas notebook or file.
- **Visit** Sixth Forms and F.E. Colleges - check Open Day / Evening dates and times – add them to your calendar (*book a place, as required). You can start attending local F.E. College Open Events during the Spring/Summer Term of Year 10 (check college websites) and into the *Autumn and beyond of Year 11. (*Sixth Forms tend to host 'Open Events' during the Autumn).
- **Explore** Apprenticeships: If you would like to do an Apprenticeship after Year 11 – start by exploring opportunities found in the 'Apprenticeships Tool' at www.unifrog.org

- **Register** on the government apprenticeships website: <https://www.gov.uk/apply-apprenticeship> + explore other apprenticeship websites – e.g. Amazing Apprenticeships.
- **Search + apply** for Apprenticeships via a variety of websites from September of Year 11 onward. You will need to search for opportunities and apply on a regular basis (e.g. every 1-2 weeks). Also apply for F.E. College / Sixth Form/s as back-up.
- **Apply** to as many sixth forms and/or F.E. college Courses as you wish (3 or more recommended with a variety of entry requirements) – you just need to confirm or decline places once you get your GCSE results on GCSE Results Day in August (after your exams). Some courses are very popular – **apply as soon as you can during the Autumn Term – from 1st October before Christmas (check application deadlines for sixth forms)** + prepare of interviews.

And always **remember...**

Believing in yourself is the first secret to success

-Inspiration-

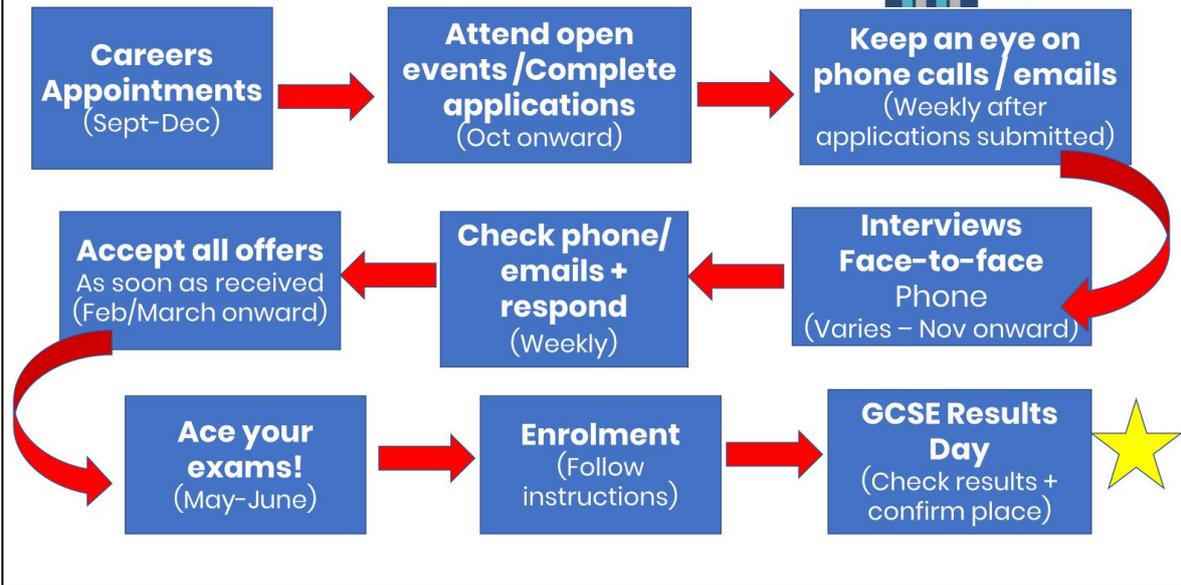


And...Run Your Own Race...

(Your journey is unique to you, avoid the trap of comparing yourself to others)



Timeline – Year 11



MAIDEN ERLEGH
TRUST



Anna Finlason - Careers Adviser
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