



Derby
Derbyshire
Nottingham
Nottinghamshire

Next Steps

Derbyshire and Nottinghamshire

This resource is designed to help you learn about opportunities in Derbyshire and Nottinghamshire and support you to think about your next steps into training and into the world of work.



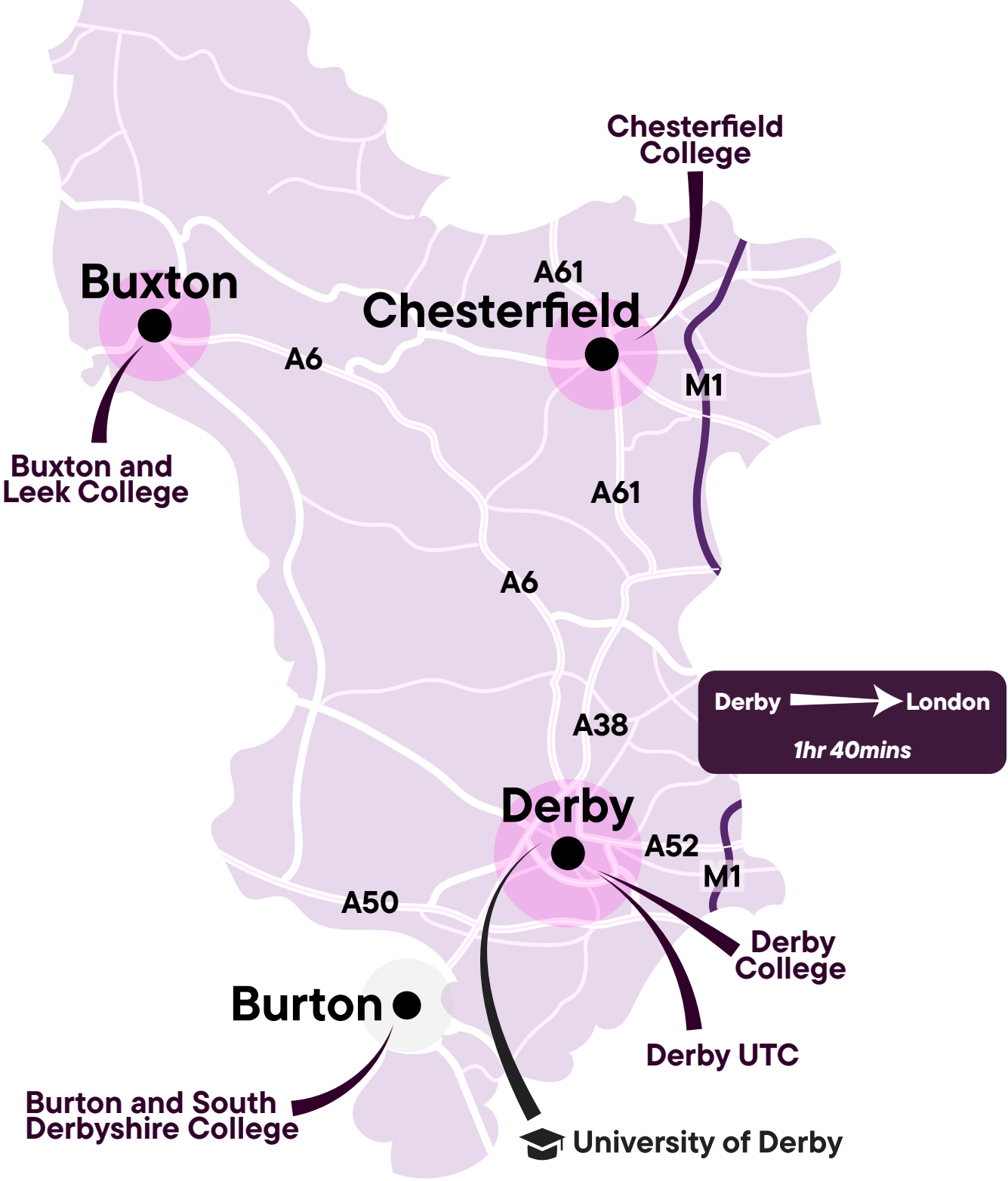
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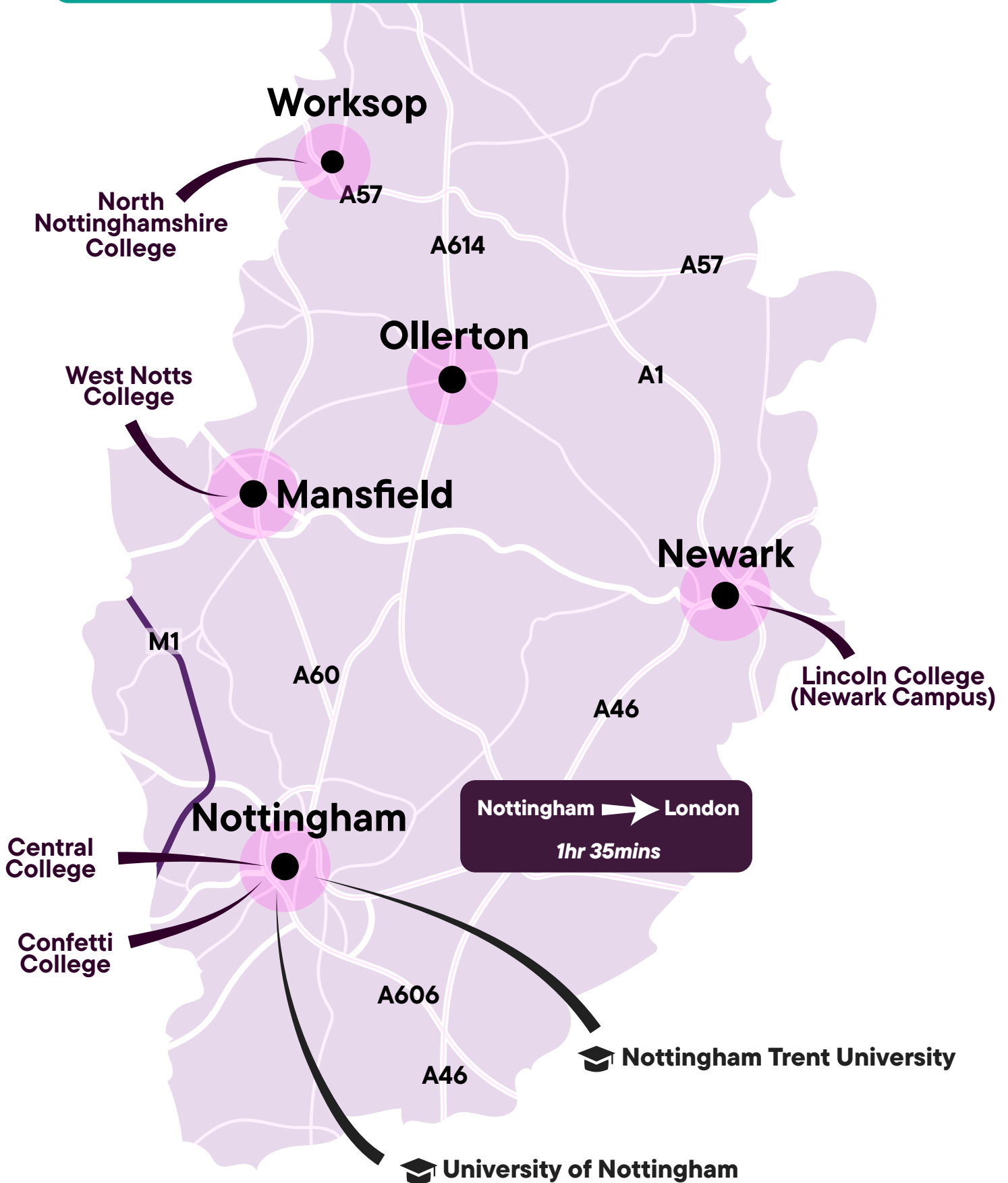
Map of Universities and Colleges in Derbyshire



Derby
Derbyshire
Nottingham
Nottinghamshire



Map of Universities and Colleges in Nottinghamshire



Next Steps Training:

Learning Pathways



We never stop learning, but people learn differently and as you reach 16-18 you will have choices to make about how you want your learning to take place. Some people learn by seeing and doing and feel ready to enter the world of work through an apprenticeship, where they will be mainly based in the workplace, with a small amount of time with a training provider. Some people want to go to college to study a vocational or technical course. These courses are linked to a specific industry sector and tend to be more practical. Others prefer learning in traditional academic way and choose to study A Levels at college or sixth form. All these learning pathways can lead to university and although university is often seen as being more traditional and academic, now more practical courses, college degrees and degree apprenticeships are changing what higher education looks like.

Remember that you legally need to stay in some form of education and training until you are 18. This includes apprenticeships, where you are employed, but still learning. You will also need to continue to work towards achieving a grade 4 in English or Maths if you do not achieve this in Year 11.

If you find a course that you like at college or sixth form, then you can apply through the college website. Look carefully at the entry requirements and make sure that you apply for a course that fits in with your predicted grades. If you change your mind about your chosen course or feel that you might gain higher or lower grades than you expected– then don't worry, contact the college admissions department directly to talk about this and they will help you with your next steps.

Remember that you legally need to stay in some form of education and training until you are 18. This includes apprenticeships, where you are employed, but still learning. You will also need to continue to work towards achieving a grade 4 in English or Maths if you do not achieve this in Year 11.



Things to consider when choosing a college or sixth form:

Does the college or sixth form give me what I need?

Ask yourself:

- *does the environment suit me?*
- *does it offer the course/s that I want?*

Am I likely to achieve the GCSE grades I need to get on the course I want?

Remember, different levels of course, have different entry requirements. Entry requirements can also vary depending on the sixth form or college.

See Next Steps Training: Types of Qualification

Can I get transport and how much will it cost?

Some colleges put on free buses and for some courses you may only need to attend three days a week - these are factors which will help you decide what your college day will look like and how affordable your options are. If you need to travel by train, remember the 16 – 17 Saver – this is a Railcard that gives you 50% off most train travel if you are 16 or 17 years old.

Find out more here: <https://www.16-17saver.co.uk/>



Next Steps Training:

Types of Qualifications

Whatever type of qualification you are looking for, there is something out there for everyone! Below is a summary of the main types of qualifications which you can study post-16.

When thinking about what qualification is right for you, you could ask yourself the following:

- *What subjects and job areas interest me the most?*
- *Where would I like to spend my time and what environment suits me best?*
- *How do I learn best and how do I like to be assessed?*
- *What opportunities are available in my local area?*



A Levels

These are qualifications you can take in a sixth form college, further education college or other training providers. These are two years in length and tend to involve academic, classroom-based learning. A Levels are usually assessed through exams. There are more than 40 A Level subjects on offer. Most students take three A Level subjects although a few may take four. Find out more about A Levels here: <https://www.ucas.com/post-16-qualifications/qualifications-you-can-take/levels>

T Levels

These technical qualifications are equivalent to taking three A Levels. With a T Level, 20% of your time is spent doing an extended work placement with an employer and the other 80% is spent learning at a college or training provider. T Levels are two years in length and are usually assessed via a combination of exams, coursework and practical assignments such as an employer-led project. One T Level is equivalent to three A Levels so they provide a pathway to university. If you don't achieve the GCSE grades you need to progress straight onto a T Level, you might be able to do a Level 2 Access to T Level course. T-Levels are available in 18 different subject areas, with 5 more planned to follow. You can find T-Levels in your area here: <https://www.tlevels.gov.uk/students/find>

BTECS

BTECs are vocational or work-related qualifications linked to a specific industry - you learn a particular set of skills and knowledge to work in a specific area of the labour market. These courses generally last between one and two years and are found at colleges and some sixth forms. BTECs are usually assessed via coursework. In some cases, you may be able to combine BTEC courses with A Levels. Some BTECs such as the BTEC Level 3 Extended Diploma are equivalent to three A Levels and are a pathway to university. Find out more about BTECs here <https://www.ucas.com/post-16-qualifications/qualifications-you-can-take/btec-diplomas>

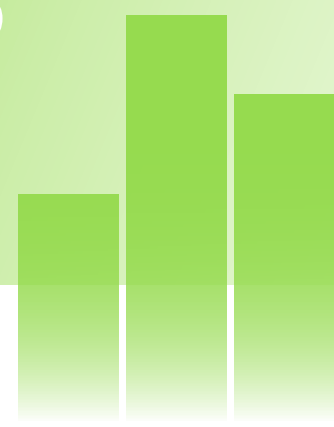
Apprenticeships

This is a paid job, where you are also working towards a qualification with a training provider or college at the same time. The length of your apprenticeship may vary depending on the level. Depending on the apprenticeship, you may be assessed through coursework, practical work and exams. (see Stepping into Work: Apprenticeships)

Other Study Programmes

If you are not quite ready for a full-time course or apprenticeship, there are other options you might want to consider. Check out college website for more information and ask for support at your school with finding and applying to courses, such as supported internships, and foundation and entry level courses. If you have additional needs or an EHCP, then talk to the staff at your school, they will be able to support you even further with your next steps.

Next Steps Training:



Qualification Levels

LEVEL	QUALIFICATION			
8	Doctorate			
7	Level 7 NVQ	Master's Degree/Postgraduate		
6	Higher Degree Apprenticeship	Honour's Degree		
5		Foundation Degree HND	DipHE	
4		HNC	CertHe	
3	Advanced Apprenticeship	Level 3 NVQ	AS/A Level	T-Levels
2	Intermediate Apprenticeship	Level 2 NVQ	GCSE Grade 9 to 4	
1	Traineeship	GCSE Grade 3, 2, 1		
ENTRY	SKILLS FOR LIFE			
	WORK-BASED LEARNING	VOCATIONAL TRAINING	ACADEMIC LEARNING	

What level am I?

When you are thinking about apprenticeships and college applications, give some thought to the level that you are going to be studying at, and the qualification you will finish with. Generally, you move up through the qualification levels, but sometimes you may have to consider a lower-level qualification to get the basic skills. For example, you may have to complete a Level 1 and/or 2 course in construction to show that you have developed the basic skills and knowledge, before moving onto a Level 3 course.

Next Steps Training:

Learning Providers

If you are interested in leaving school at 16 then you might want to consider further education, such as a college or another training provider. Listed below are just some of the learning providers in Derbyshire and Nottinghamshire. Some may be familiar to you, but others you may not have heard of. Further education colleges and training providers offer a wide range of vocational courses at different levels such as BTECs and technical qualifications such as T Levels which focus on the work-related skills and knowledge within a particular job or sector.

Learning Provider	Website
Buxton and Leek College (Buxton)	www.blc.ac.uk
Chesterfield College (Chesterfield)	www.chesterfield.ac.uk
Derby College (Derby)	www.derby-college.ac.uk
YMCA - Key College (Derbyshire)	https://keycollege.co.uk
Nottingham College (Nottingham)	www.nottinghamcollege.ac.uk
Confetti College (Nottingham)	https://confetti.ac.uk
Lincoln College (Newark Campus)	www.lincolncollege.ac.uk
North Nottinghamshire College (Worksop)	http://www.nnc.ac.uk/
Access Creative (Nottingham)	www.accesscreative.ac.uk
West Notts College (Mansfield)	www.wnc.ac.uk
Billborough Sixth Form College (Nottingham)	https://bilborough.ac.uk
Pro-Start Training	Start today - prostartuk.co.uk
DBC Training	www.dbc-training.co.uk
Work Pays	www.workpays.co.uk
Juniper Training	www.junipertraining.co.uk
Access Training	http://www.atem.co.uk/
Chameleon School of Construction	www.chameleonschoolofconstruction.co.uk
CT Skills	www.ctskills.co.uk

A guide to services and support for children and young people with special educational needs and disabilities (SEND) aged 0-25. For more information for young people in Derbyshire <http://www.localoffer.derbyshire.gov.uk/> and Nottinghamshire www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer

As well as the colleges above, there are many sixth forms attached to schools that you could consider, many offer some vocational qualifications (BTECs) as well as academic qualifications (A Levels).

Stepping into Work:

Part time Work

Taking that first step into the working world might seem like a real challenge. If you feel a bit stuck, look at these tips below to help you feel more confident about getting out there.

If you are interested in part time work, then you are probably thinking about earning some more money for yourself alongside your studies. Part time work can also help you develop **employability skills** which show employers that you are **work ready**. [See Understanding Skills](#)

To get started:

- Ask yourself what employers there are in your area and think about how you could get to work. (e.g. bus, car, walk, lift, cycle)
- Find out more about local employers – does the work they do interest you?
- Consider asking friends and family for any ideas of employers – they may be aware of opportunities with local businesses.
- Check out signs in businesses windows and follow some businesses on social media because vacancies are often advertised there.
- Contact employers directly, either by calling them, emailing or dropping in a CV and covering letter to see if they have any part time work opportunities – they might store your details and contact you later.

Give some thought to the hours you would like to work, you may be offered shifts, but make sure the time you commit to work is realistic and can be managed alongside your school/college work and your relaxation/social time. Are you old enough to work? Look at the government guidelines on their website (www.gov.uk/child-employment)

Stepping into Work:



Work Experience

You may have been told that you need to gain some work experience by your school, college or careers adviser; it may be important for any qualifications you are taking, such as T Levels; or you may simply feel some volunteering would be good for you or your CV to show future employers that you are work ready.

To get started:

- Make a list of companies that you would like to work with and check out their websites - they may have guidance about getting work experience.
- Think about what you are looking for in terms of the length of your placement or how regularly you want to go into the workplace and make this clear when you make your enquiries.
- Think about writing an email (ideally with a CV and covering letter) to organisations that interest you or call them up asking about work experience opportunities.
- Consider your contacts and talk to your teachers, or careers staff about links they might have.

Be persistent – some employers get a lot of work experience requests, so you may hear a few nos before you hear a yes.



Stepping into Work:

Apprenticeships

If you feel that you are **work ready** and excited about starting work at 16 or 18, then you may want to investigate apprenticeships as an alternative to full time college or university. Apprenticeships can be accessed at different levels: **Intermediate, Advanced, Higher and Degree**. You will be employed by a company but also working towards a qualification. Apprenticeships can be very competitive, and you may need to apply for quite a few before you are successful. Spend time tailoring your application to the apprenticeship you are applying for – carefully read through the job description and pick out the skills and qualities the employer is looking for, then highlight these in your CV and covering letter.

Things to consider:

What work environments would I like? What do I enjoy doing?

What are my skills? [See Understanding Skills](#) Where would I like to live?

To get started:

- Below are some good websites to help you find apprenticeships. You can search for apprenticeships in your area or throughout the UK. It's a good idea to sign up to the websites to keep updated and to get alerts when a new opportunity is advertised.
www.gov.uk/apply-apprenticeship (useful for post-16 and post-18 vacancies, especially with a local focus.)
www.allaboutschoolleavers.co.uk (useful for post 16 and post 18)
<https://notgoingtouni.co.uk> (particularly useful for post-18)
- Talk to learning providers and colleges at open days or by making enquires through their websites. If they offer the apprenticeship that you are interested in, they may also be able to support you with finding an apprenticeship and employer to take you on.
- Visit employers' websites and check out their vacancy pages to see if they are offering any opportunities. Some employers offer structured apprenticeship programmes for school and college leavers.
- Make yourself known, for example, if you want an apprenticeship at a local garage or graphic design company, contact the business directly and follow them on social media. Send a CV and covering letter explaining why you want to work for them and asking them if they would consider taking you on as an apprentice. For help writing a CV go to Success at School <https://successatschool.org/advisedetails/201/How-to-write-a-CV>



Higher and Degree Apprenticeships

Higher apprenticeships include qualifications at level 4 and above. They can be suitable if you want to move on from Level 3 qualifications, including advanced apprenticeships and T Levels. Degree apprenticeships are offered by universities and other higher education providers. They contain either a full degree or degree level qualification and go up to master's level (which is post-graduate). Because Higher and Degree Apprenticeships can be very competitive, it's a good idea to have a Plan A and a Plan B. For example, you could apply to university early in Year 13 then focus on other opportunities. Many companies recruit throughout the year so make sure you are pro-actively looking for opportunities, so make sure you are proactively looking for opportunities.

Higher and Degree Apprenticeships are available in a wide range of areas from Nursing Associate to Nuclear Scientist. For a full listing of 2023/24 vacancies go to <https://amazingapprenticeships.com/higher-degree-listing/>

From April 2024, the minimum hourly rate for an apprentice will be £6.40. This will be the minimum an apprentice can earn and many employers offer their apprentices a competitive salary. There are no student loans or tuition fees for an apprenticeship because it is funded by the government and the employer, however, the apprentice will need to cover the cost of their day-to-day expenses, such as lunch and travel. If the apprentice is 16 to 24 and a care leaver, they will receive a £1,000 bursary payment to support them in their first year of their apprenticeship. Salaries for Higher and Degree apprentices can be considerably higher, currently ranging between £16,000-£42,000.

Understanding Skills



Some essential skills are needed in every job, but the combination of skills you need might change depending on the job. For example, a data scientist might use problem-solving skills more than teamwork skills, whilst a customer service team leader will need high level communication skills to be successful.

Employers look for young people who are **work ready**, this could include:

- knowledge gained through qualifications and experience
- character traits such as determination and curiosity
- skills gained through participation in real-life activities such as work experience, part-time employment and volunteering.

When considering your skills, ask yourself: What do I like to do outside of school and college? How am I with my family and friends? How do I react to difficult situations? What subjects do I like and what skills am I gaining from them?

The Skills Builder Partnership, highlights the eight skills which are important for all young people to consider as they enter the world of work. You can get some help identifying your skills by completing Benchmark, an online self-assessment of your skills. At the end you get a spider diagram and downloadable skills report. Learn more about Skills Builder and the Benchmark tool here: <https://www.skillsbuilder.org/benchmark>



Barclays has a great website aimed at helping you to identify and develop your knowledge, skills and confidence ready for your next steps, whether that's college, sixth form, an apprenticeship, or finding your first part-time job. Go to Barclays Life Skills to find out more: <https://barclayslifeskills.com>

Hopefully this guide will support you to think about learning and work pathways and skills. Remember career planning is a process and it can take time to identify what it is you want and what opportunities are available. Don't worry if you haven't got it all figured out just yet!

Weblinks and Resources

National Careers Service <https://nationalcareers.service.gov.uk>

Job Centre Plus www.jobcentreguide.co.uk

Skills Builder www.skillsbuilder.org

Apprenticeship Support Centre www.apprenticeships.gov.uk/apprentices/support-centre

For more information on T-Levels <https://www.tlevels.gov.uk/>

Support for CV Writing <https://successatschool.org/advisedetails/201/How-to-write-a-CV>

Guide to Interviewing Well <https://successatschool.org/advisedetails/531/Job-interview-tips:-Your-complete-guide-to-succeeding-in-interviews>

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