



Longley Park Sixth Form College

CAREERS & PROGRESSION
Longley Park



Careers & Progression An Introduction

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The Guidance Centre F30a

We are very proud of our spacious Guidance Centre, which is well stocked with the latest information on higher education, gap year, funding, scholarships, apprenticeships and general careers resources. As well as the connexions resource library we also have PCs with interactive careers programmes as well as internet links resources. Our experienced Careers and Progression Adviser Phil Nelson in partnership with Connexions, have many years of experience in helping young people to achieve their goals.

Advice and support is available all year around aiming to help our students with any issues that affect their personal welfare and become barriers to their future aspirations. Careers and educational guidance remains very much at the centre of our ethos.

This is further enhanced by the careers education delivered by the guidance team and progress tutors in the tutorial programme. A series of events, visits and conferences are also available for our students to take part in. We invite guest speakers from occupational areas and universities, offer CV and application workshops. We run coach trips to university open days and UCAS conferences as well as organising our own higher education evening for both students and parents.

You can make an appointment to see an adviser in the Guidance Centre or at Student Services. Alternatively just pop into use the resources.

Computer Based Careers Resources in the Guidance Centre

Access via: Start menu - All Programmes – Careers

Adult Directions

This is an interactive programme, networked in the college.

This has an excellent careers matching facility to help to generate ideas as well as a database of careers information.

Funderfinder

A programme to help students find additional funding for higher education.

Careerscape

Careerscape Online provides detailed careers information, real-life case studies, topical articles and lots more...

Useful Websites

www.ucas.com

Essential HE website for general information with course and institution search facilities. Use the site index for specific information and links to other sites

www.aimhigher.com

A government site promoting the advantages of HE. Good finance information.

www.hotcourses.com

Help with university and career choices. Excellent search facilities and accurate database of educational opportunities.

www.opendays.com

Details of University and College open days.

www.realuni.com

Alternative guide to universities written by students.

www.skill.org.uk

Website for National Bureau of students with Disabilities.

www.fulbright.co.uk

Information about studying in the US and Fulbright Scholarship information.

www.erasmus.ac.uk

University courses offering time overseas.

www.gap-year.com

Year out opportunities

www.bunac.co.uk

Working holiday opportunities overseas.

www.gap.org.uk

A charitable organization offering the largest number of oversea placement opportunities for 17-20 year olds

www.yini.org.uk

The Year in Industry Scheme offers one year paid work experience.

www.nusonline.co.uk/

Gives information about what it is like being a student at university, university finance etc.

www.push.co.uk

Information about universities, what facilities they have, what their accommodation is like, clubs and societies etc.

www.dfes.gov.uk/studentssupport

A government website giving information about student support in higher education.

www.offa.org.uk

Essential to research university fees and bursaries available.

www.hero.ac.uk

Contains information on all aspects of higher education.

www.qaa.ac.uk/reviews

Look at reports and reviews of universities and faculties.

www.ukcoursefinder.com

A great website aiming to generate university course ideas.

Paper Based Careers Resources in the Guidance Centre

	<p>The definitive HE course guide for all students and their advisers, containing everything you need to know about qualifications needed for entry to Higher Education in the UK.</p> <p>The guide includes advice and information for students, a complete guide to the UCAS Tariff, university and college datafiles and course details such as course code, course structure, required subjects and the Tariff or grade requirements for all main UK qualifications.</p> <p>Also included is a CD-Rom, which contains entry requirements for the most common qualifications for 2005. The CD-Rom is searchable by both course and institution, and gives full entry requirements for all full-time undergraduate courses starting in 2004.</p>
	<p>Most prospective students will find that choosing a course and university that matches their specific needs is not easy. However, <i>Choosing Your Degree Course & University</i> will point them in the right direction. It is an ideal resource for those just beginning their research who are unsure about what or where they want to study.</p> <p>As well as providing detailed guidance on the things that need to be considered, it will help applicants start the process of narrowing down their options to a shortlist of courses and institutions. The book contains helpful overviews of each university, as well as detailed information on over 80 of the main university subjects, indicating how the individual courses at each institution approach the study of the subject.</p>
	<p>Written by Brian Heap, the UK's leading Higher Education expert, this is the definitive guide to university and college entry and is recognised as the indispensable guide for all university applicants. It is the only guide that lists courses subject-by-subject in descending points order, enabling applicants quickly to compare offers and to choose the most suitable university or college.</p> <p>New for this edition:</p> <ul style="list-style-type: none"> • Detailed degree subject rankings showing the UCAS points needed to get a place on every UK course • Descriptions of actual interviews and open days from last year's applicants • Updated 'Subject Information' and 'Special Features' sections with listings of unusual courses and alternative degree course choices • A wealth of additional independently researched subject information.
	<p><i>University Scholarships & Awards.</i> The new edition enables applicants, and overseas students source the wide variety of bursaries, scholarships and other awards on offer. Universities and colleges are listed alphabetically with a brief profile of each, the degree courses offered and the awards available. The awards are also shown separately by subject, as well as by country of origin for overseas students. The guide also includes:</p> <ul style="list-style-type: none"> • Information on awards offered by professional, commercial and other organisations • Guidance is given on university sponsorship and sandwich courses • Details of special awards available to disadvantaged students • Useful addresses and publications for further research.
	<p>For the inside track on completing the UCAS Form, students and their advisers need look no further than this best-selling title. As well as providing top tips and dos and don'ts from current admissions tutors, this invaluable book will guide the student through the entire Higher Education application process.</p> <p>Using examples from last year's applications, this essential guide will help students avoid making the most common mistakes and explains how they should best present their skills and achievements in order to write a winning Personal Statement.</p>

	<p>With graduate debt rocketing, the question of how to make ends meet is at the forefront of every student's mind. The tenth edition of <i>Students' Money Matters</i> set out to answer this question and will also provide students with all the skills necessary for them to learn how to cope on a budget.</p> <p>Presented in a lively and accessible style, the new edition of this best-selling title will help prepare students for the introduction of top-up fees in 2006 as well as providing invaluable advice to help students make the right decisions about loans, overdrafts, work experience, jobs and accommodation.</p> <ul style="list-style-type: none"> • The varying costs of being a student across the country • Useful tips, quotes and ideas on how to cope from current students • Vital advice on budgeting skills.
	<p>The Student Book has established itself as the one-stop applicant's guide to Higher Education as it answers all of the essential questions that prospective students have, including:</p> <ul style="list-style-type: none"> • What are the best and worst features of each HE institution? • Where are the hotspots for student nightlife? • What's the inside track from current students? • What are the employment and drop-out rates at each institution? • Where can I get the cheapest pint of beer from?
	<p>This essential guide has been written for students with a disability who are thinking about applying to university or college. By providing the latest information on the academic and cultural provisions available at each institution, the prospective student can quickly find the right university or college best suited to their specific needs.</p>
	<p>The practical advice offered in this updated edition covers new concerns such as tuition fees and keeping an eye on one's future 'employability'. It is packed with recommendations on making the most of university life, covering topics such as finding accommodation, choosing course options, earning while studying, and how to cope with debt.</p>
	<p>Packed full of good advice, <i>Getting Into guides</i> gives a clear account of what the subject is about, and the career routes it opens up.</p> <p>It also provides a wealth of background information on graduate destinations, the professional bodies and suggestions for further reading.</p> <p>Other Guides</p> <ul style="list-style-type: none"> • Medical School • Dental School • Business & Management • Oxford & Cambridge • Veterinary School • Psychology • American Universities

 <p>Your one-stop guide to over 750 careers</p> <p>Careers 2006</p>	<p>Each occupation entry concentrates on the key questions young people ask when beginning their research:</p> <ul style="list-style-type: none"> • Which career will suit me? • What will the career involve? • How much can I hope to earn? • What qualifications and skills will I need? • What will the working conditions be? • Will the studying be worthwhile? • What is the career's future outlook?
 <p>ADRIE CHERRERON</p> <p>Accountancy UNCOVERED</p>	<p>Careers Uncovered Series</p> <p>This innovative and exciting series exposes the truth about what it's really like to work in different career areas. Each book in the Careers Uncovered series contains unusual and thought-provoking facts about the profession as well as an overview of the different roles available from entry-level jobs through to the more senior levels.</p>
 <p>CVs and applications</p> <p>How to present yourself on paper & the web</p>	<p>This book shows you how to present yourself on paper so that you stand the best possible chance of getting an interview. Covers:</p> <ul style="list-style-type: none"> • Identifying your strengths and presenting your achievements to best effect • Presenting 'weaknesses' in the most positive way • Presenting yourself on paper in an appealing and eye-catching way • Seek out job opportunities in a creative way
 <p>2004</p> <p>Occupations</p>	<p>It contains comprehensive details of the majority of jobs existing in today's labour market. Each occupation is described in detail under these headings: background information, the work, work environment, skills and interests, entry requirements, training, late entry, opportunities, pay and conditions, prospects, related occupations and a list of addresses and publications for further information.</p> <p>Now only available on the internet on http://www.connexions-direct.com/jobs4u/</p>

Also available in the Guidance Centre

- General Connexions literature
- Apprenticeship information
- HE and FE Prospectus
- Information on GAP Year opportunities
- Voluntary Work Information

Looking Forward - Looking Back

My individual Progression Plan

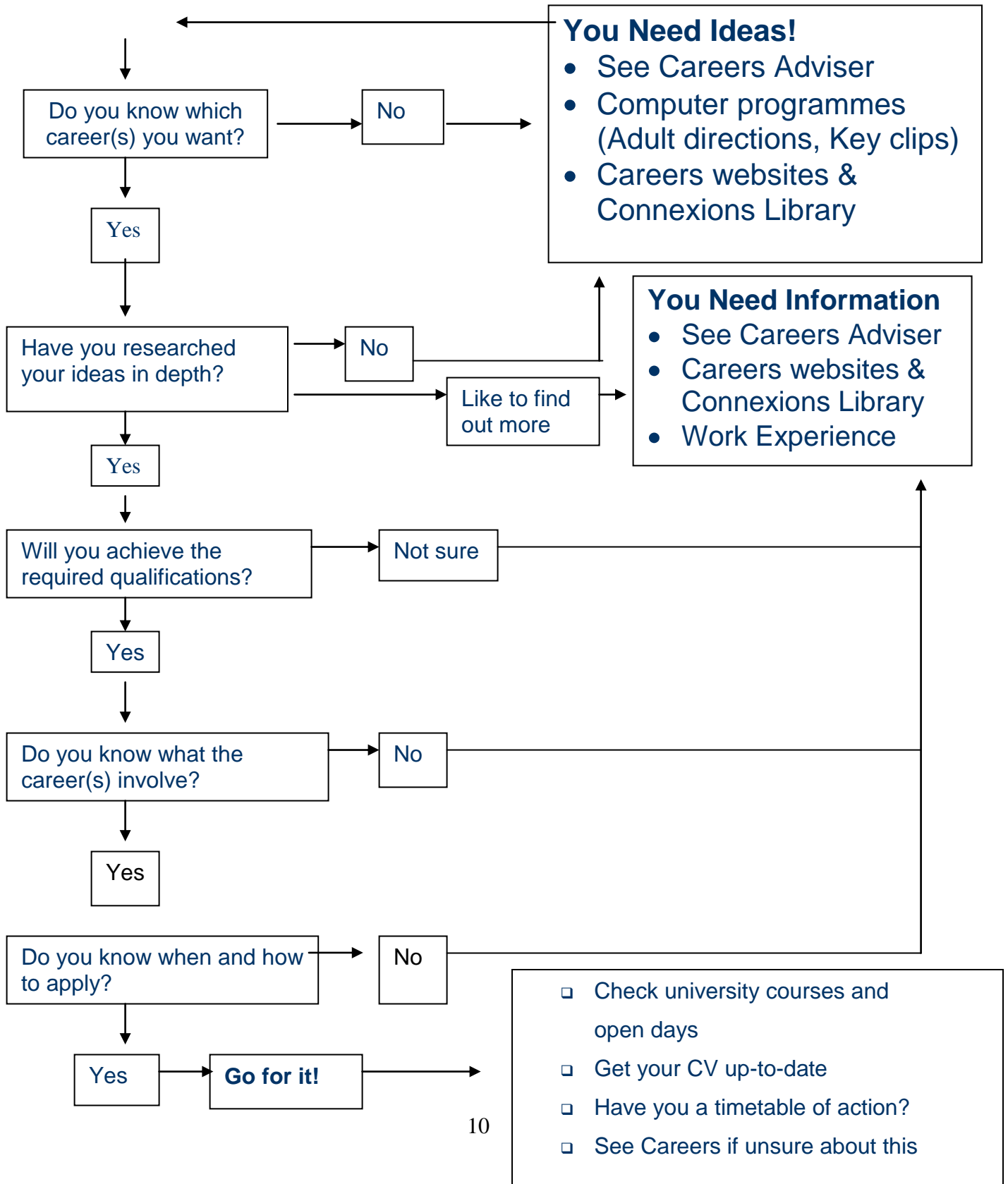
Where Am I now?	Name:
<u>Looking Back:</u> My GCSE / GNVQ Intermediate results. (Subjects & Grades):	
How I felt about my results in general: (pleased relieved, disappointed, could have done better etc...)	
Courses I am studying now:	
The difference between GCSEs and other level II Programmes and the courses that I am doing now: (much harder, more interesting, too much work, like to be left alone to get on with things, don't understand as much).	
<u>Looking Forward:</u> I have chosen these subjects because: (I like the subjects. I want to be ...)	

<p>What is it I hope to do when I finish? (university, job, travel)</p>	
<p>My long term career plans are: (job, not sure...)</p>	
<p>Things I need to do to achieve my goals: (Make sure I complete my course work, achieve high grades, pass GCSE English / Maths improve my essay writing skills etc...)</p>	
<p>Information that I need to help me with my plans for the end of my course: (university details, job information, student finance information, work experience etc ...)</p>	
<p>Things that I need to do to help me with my long term career plans: (see Careers Adviser, research jobs etc ...)</p>	
<p><u>Sources of Help:</u></p> <p>Progress Tutor. Careers and Progression support in College. Careers and university information available in the Careers Library. (Both the Guidance Centre F30a). Study sessions provided by subject teachers. Learning support.</p> <p><u>Opportunities:</u></p> <p>Opportunities to attend higher education events while at college. Work Experience – essential for some careers such as law, primary school teaching and health professions.</p>	

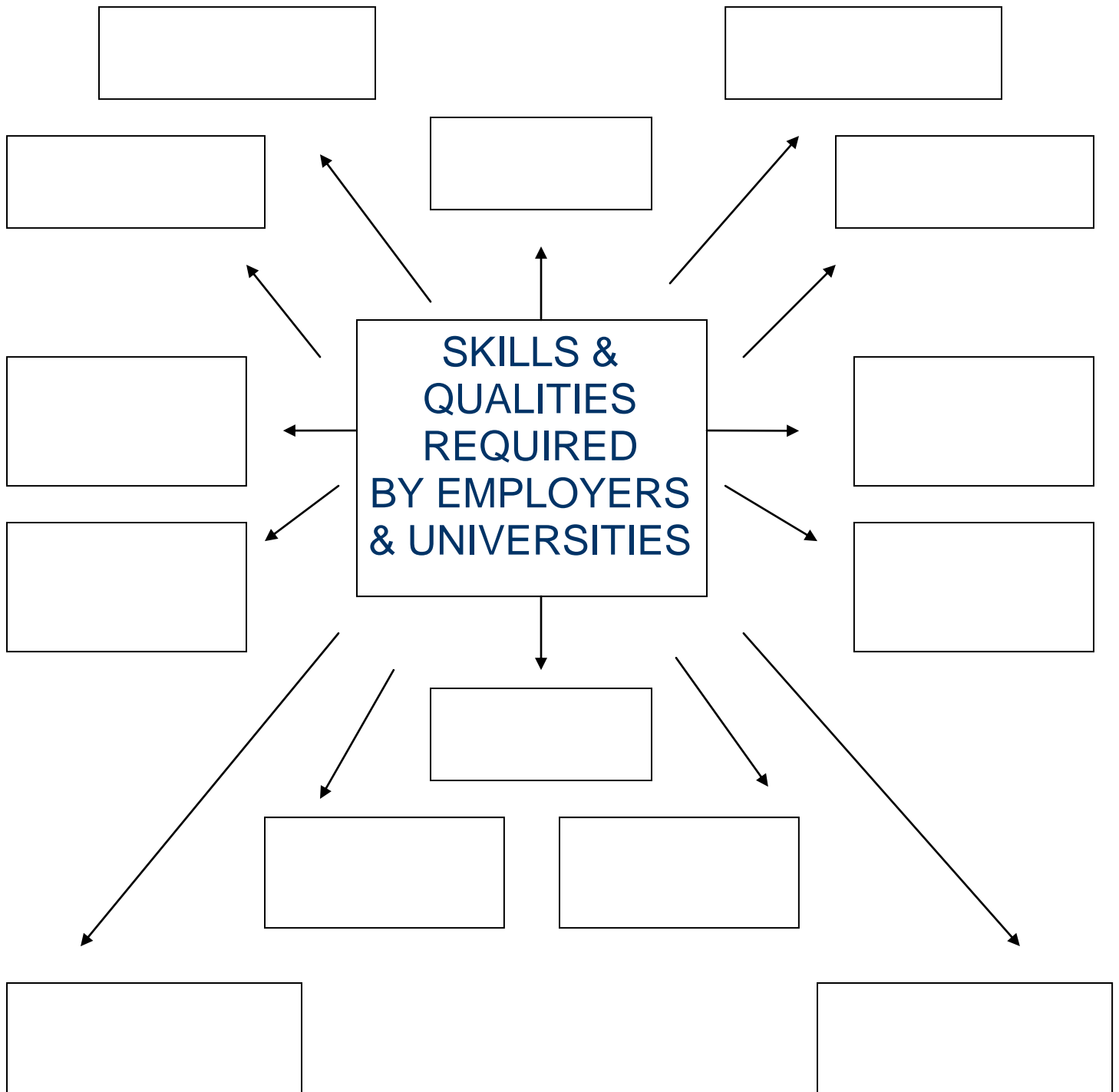
FORWARD PLANNING

Name

Tutor Set



Skills and Qualities



Personal Profile

Skills & Qualities

How I Can Demonstrate This



Careers & Progression: An Introduction Pack: Evaluation Form

Now that you have completed the Careers & Progression Introduction Pack in tutorials, we would like to know what you think of the information and activities provided. This will help us to plan how to help you in future.

NAME..... TUTOR.....

Q1. Did you complete all of the pack?

Yes

No

If no, please state why not

Q2. Overall, how useful did you find the pack?

Very useful

Quite useful

Not very useful

Not useful at all

Q3. Which section did you find most useful?

The Guidance Centre

Useful Websites

Careers Resources in the Guidance Centre

Tutorial - Looking Forward - Looking Back

Forward Planning

Tutorial - Skills & Qualities

Q4. Why was this section most useful?

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.....

.....

Q5. Which section did you find least useful?

The Guidance Centre

Useful Websites

Careers Resources in the Guidance Centre

Tutorial - Looking Forward - Looking Back

Forward Planning

Tutorial - Skills & Qualities

Q6. Why was this section least useful?

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Q7. What could we do to improve the pack?

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Many thanks for your help. If you have any questions about Careers or Higher Education, please see Phil Nelson or Laura Gibbons in the Guidance Centre (F30a).