



# CHOICES



Whether you're considering an **academic**, **vocational** or **apprenticeship** pathway, we've got you covered with expert advice to help you get ready to embark on your career journey.

# Welcome to the latest edition of Choices Magazine!

Choices Magazine is dedicated to helping you make important decisions after turning 16. Although it has been written for Year 11s, it may also be useful for Year 12s in 6<sup>th</sup> form or college. We have also included some information for your parents or carers.

Making post-16 choices can be both daunting and exciting. To help, we have included links to many useful sites. As ever, if you have any questions, speak to a Careers Adviser, do your research and always have a backup plan.

Your Careers Adviser at school can give you information, advice and guidance on:

- » Qualifications and subjects
- » Choosing a sixth form, college or an apprenticeship
- » Choosing a career
- » CVs, job applications and interviews
- » University

For free impartial advice via phone, email or secure web chat, you can also contact the National Careers Service. Visit [nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk) or call 0800 100 900.

# Contents

Your choices	2
Work and skills in a changing world	3
Academic	6
Apprenticeships	10
Vocational	14
Entering the world of work	17
Celebrating neurodiversity	20
Advertising yourself	22
TOP TIPS for applications	24
TOP TIPS for interviews	25
Financial support	27
Advice for parents and carers	30
Useful resources	31

# Your choices

In Year 11 (or Year 12, if you are doing a one-year course), you will have to make some big decisions about your future. You will likely choose one of three pathways:

**Academic, Vocational or Apprenticeship.**

## When to choose a career path?

You must continue in education or training until at least your 18<sup>th</sup> birthday. From here, you have lots of options. You can continue at school, go to college, get an apprenticeship or traineeship, or even start your own business.

## Making your choice

Before you decide what direction you want to go in, you can try answering the following questions:

- » What am I good at?
- » What do I enjoy?
- » What are my favourite subjects at school?
- » What are my current career ideas and plans?

Next, you need to find out about the opportunities available to you, the different routes you can take, and how and when to apply. You can check the websites of schools, universities or businesses, or give them a call about the best way to apply.

If you are unsure about what you want to do, you may have access to online career programmes through your school to help you decide. To find out more information, flip to the resources section at the back of this magazine.

This magazine is a guide but there are many other places to get support. Check out the resources on page 31.





**TIME TO REFLECT**

**Consider the following questions to help you start thinking about your plans:**

What are your favourite subjects?

What are your expected grades?

Do you have any career ideas yet?

What might stop you from achieving your career goals?

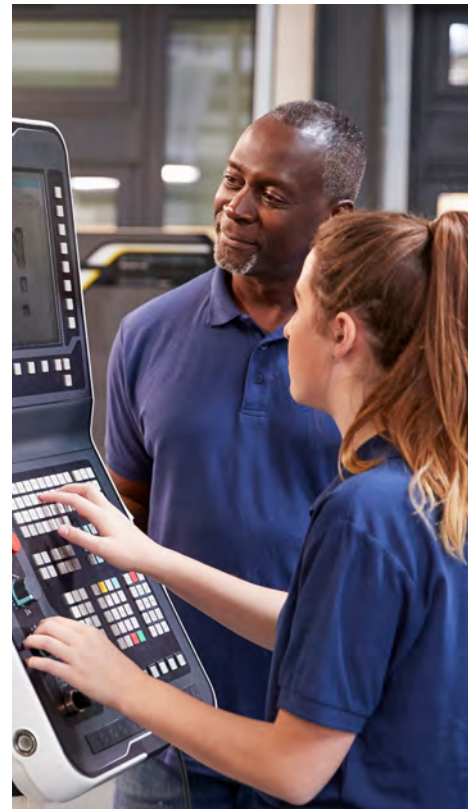
# Work and skills in a changing world

**When you are thinking about what job you would like to do, consider the changes happening in the world of work right now. We use Labour Market Information to make sense of these changes and to predict future trends.**

## Changes in the world of work

The past few years have transformed the labour market. More people are working from home than before, and many prefer a blended approach between home and the office. But there are many jobs that need workers to be in the workplace. This is often the case in health and social care, hospitality, education, retail and transport & logistics.

We are also seeing more employers adopting a four-day working week in response to a growing demand. Employers and employees need to be flexible and able to adapt to change.



## People are living longer

Medicine and healthcare are advancing all the time. We know more about the benefits of leading a healthy lifestyle, therefore, people are living longer. This means we need people working in health and social care, to look after older and frail people. Job areas that are important to this include:

- » Healthcare
- » Social care
- » Bioscience
- » Pharmacology
- » Leisure

## Caring for the environment

The UK government has set targets for the reduction of greenhouse gas emissions to almost zero by 2050. To achieve this target, new low-carbon technologies need to be implemented. This means new skills and new jobs are needed, for example:

- » Wind turbine engineers
- » Solar panel installers
- » Smart meter installers

## Medical apprenticeships

It is now possible under the NHS to become a medical doctor through the apprenticeship path and make a difference in people's lives without taking the traditional route.

## New technologies

Technology is constantly changing. New jobs are being created because of it, but advances in technology also make other jobs redundant.

Artificial intelligence (AI), robotics and mobile devices such as smartphones have created new lines of work. Some of the new jobs that have emerged are:

- » iOS developer
- » Social media and digital marketing manager
- » Cybersecurity analyst
- » Big data architect



## What skills are needed now and in the future?

Employers want people with skills, attributes and strengths that they can apply to different settings. These are called transferable skills. Here are some that employers are looking for:

- » The ability to solve problems and make decisions
- » Critical thinking
- » Interpersonal skills (the ability to work and communicate well with others)
- » Creativity

Adaptability and resilience will also become increasingly important qualities. These skills will help people adjust to the changing work environment with its evolving technologies.

## How to demonstrate your skills

You use transferable skills all the time. This could be at home, at school or by taking part in activities or hobbies.

Writing these down is useful as you can then use them on a CV, on an application form, or in an interview to demonstrate how you have used a particular skill. Look at the examples below:

**Example:** Timekeeping – I attend a dance school at weekends and some evenings. When I have classes or performances, I ensure that I am on time, allowing myself enough time to get where I need to be and to get changed into my costume.

**Example:** Written communication – I write articles for the school newsletter. When I do this, I make sure that my writing is clear and easily understood.





# Academic

If you enjoy studying academic subjects in a classroom setting and perform well in exams, this route is the one for you. It is the most popular route to university and for some degree courses, A-levels are the only acceptable qualification.

On the next page are the main routes available to all Year 11s who wish to pursue the academic pathway. They include examples of basic entry requirements and the main qualifications on offer.

As well as moving up the levels, you can also move across the routes, for example from A-levels to a degree apprenticeship.

## How to choose

If you are not sure what you would like to do, we advise that you go with subjects you are likely to do well at and that you enjoy!



## What qualifications are needed?

Some university courses require you to have specific qualifications. Speak to your Careers Adviser to see what requirements you need to meet.

### A-levels

The most common academic qualifications are A-levels. With A-levels, most students study at least three subjects. There are more than 40 A-level subjects, and the range available to you will depend on your school or college. At some schools and colleges, you can even study a mix of A-levels and BTEC Level 3 qualifications.

### International Baccalaureate (IB)

This is an academically challenging programme with final examinations that prepare students for university and working life. You choose one subject from each of five groups. This includes two languages, social sciences, experimental sciences, and mathematics. You also choose either an arts subject from a sixth group or another subject from groups one to five.

The programme includes:

- » an extended essay based on your own research and in-depth study, focused on one of the subjects you are studying;
- » theory of knowledge focusing on critical thinking and learning across your chosen subjects;



- » creativity, action and service enhance students' personal and interpersonal development. They combine activities and academic study of the arts and creative thinking as well as physical activity and community service.

### Core Maths

Core Maths is a generic title for a range of different Level 3 mathematical qualifications; it is not a qualification title in itself. Their key purpose is to widen participation in the study of mathematics from age 16. They also support the development of mathematical skills for higher education and employment.

The qualifications are an opportunity for students not studying AS- or A-level mathematics to enrol in a Level 3 mathematics course alongside their main programme of study.

They also offer a different range of progression opportunities to AS- or A-level mathematics. They will be useful for those progressing to higher education courses with a specific mathematical content. This includes psychology, geography, business, and management.



### Routes through learning

Examples of the qualifications and training available from entry to Level 8.

LEVEL	QUALIFICATION
8	<b>Doctorate - PhD, DPhil</b> Entry = degree and often Master's or postgraduate study
7	<b>Master's degree - MA, MSc, MPhil</b> Entry = degree or professional experience/other qualifications
6	<b>Degree and other graduate certificates/diplomas/Level 6 qualifications</b> Entry = Level 3 qualification
5	<b>Foundation degree, HND, DipHE and other Level 5 certificates/diplomas, etc</b> Entry = Level 3 qualification
4	<b>Higher National certificate (HNC)/Level 4 certificates/diplomas/NVQs</b> Entry = Level 3 qualification
3	<b>A-levels and IB diploma</b> Entry = 5/6 GCSEs grades 9-4 minimum
2	<b>GCSEs grades 9-4</b>
1	<b>GCSEs grades 3-1</b>

## Before applying to 6<sup>th</sup> form or college

Before making your choice of a college course or applying for 6th form, it is important to research your ideas. For detailed information about courses, visit the school or college website or read their prospectus.

Many schools and colleges have open days/ evenings or virtual events for students. These are great opportunities to ask questions and get a feel for what it will be like to study there.

If you are applying for entry in September 2025, make sure that you get your applications in as early as possible. Some courses are very popular and will fill up quickly. You may need to apply by the Easter holidays of 2025. Some popular schools/colleges even have application deadlines as early as December 2024.



## Applying for university

The subjects you choose at Level 3 could be very important for your university application, so make sure to plan carefully. Some university courses need you to take specific subjects or achieve certain grades. Some also ask that you show any work experience you may have before making an application.

All university applications are made through UCAS (the Universities and Colleges Admissions Service). There is one application form and you can apply to up to five courses.

The UCAS deadline is 29th January 2025. For applications to the University of Oxford and Cambridge, and courses in medicine, veterinary medicine/science and dentistry, the deadline is 15th October 2025.

### Did you know?

The number of students in higher education is growing. During 2021 - 2022, there were nearly 3 million students<sup>1</sup> enrolled in a higher education course in the UK. There are more than 30,000 undergraduate courses<sup>2</sup> offered by UK universities in various subject areas. This shows plenty of different career paths to choose from! The most popular course in 2021/22 was business and management with over 470,000 students enrolled in this subject.<sup>3</sup>

Other popular subjects were:

- » Medicine-related subjects
- » Social sciences
- » Design, creative and performing arts
- » Engineering and technology

You can also study a higher education course at a college. Over 240 UK colleges<sup>4</sup> are offering a range of higher education courses and qualifications.



## TIME TO REFLECT

### Consider the following questions to help you plan your application for 6<sup>th</sup> form or college:

What university or courses am I interested in?

What are the entry requirements for these courses?

When is the application deadline?

<sup>1</sup> Source: Higher Education Statistics Agency, HE student enrolments by level of study, Academic years 2021/22 (site accessed 17/07/2024)

<sup>2</sup> Source: The Complete University Guide, <https://www.thecompleteuniversityguide.co.uk/subject-guide>, (site accessed 17/07/2024)

<sup>3</sup> Source: Higher Education Statistics Agency, HE student enrolments by level of study, Academic years 2021/22 (site accessed 17/07/2024)

<sup>4</sup> Source: UCAS, <https://www.ucas.com/undergraduate/what-and-where-study/study-options/studying-higher-education-college>, (site accessed 17/07/2024)



# Apprenticeships

If you know what you want to do as a job or career and are ready for full-time work, an apprenticeship is an excellent option. It combines on-the-job training with practical studies and demands real commitment.



As an apprentice, you attend a college, university or training provider to gain a qualification for 20%, usually one day of your week. The qualification can sometimes be completed in the workplace.

You won't have to pay for your learning. Your employer and the government cover the cost and it can take between one and five years to complete an apprenticeship. This depends on its level and whether it is full-time or part-time.

You can start an apprenticeship directly after GCSEs, A-levels, BTECs or T Levels. You can also move up the levels, from Intermediate to Advanced or Higher to Degree.

To find useful information involving apprenticeships, flip to the resources section.

## Levels of apprenticeship

There are different levels of apprenticeship. The level that you start at will be determined by your experience, qualifications and what is available locally. You can search for apprenticeships on [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) and you can register and apply online.

### Intermediate apprenticeships

There are no set requirements here, but some GCSEs at grade 3 or above may be expected. You will be employed, earn a wage and gain a qualification.

## Advanced apprenticeships

Usually require four GCSEs grades 9-4. You will be employed, will earn a wage and may gain a qualification.

## Higher apprenticeships

Require a Level 3 qualification, e.g. A-levels or BTEC. You will be employed, will earn a wage and may gain a qualification.

## Higher technical qualifications

HTQs are technical qualifications that have been developed by employers and awarding bodies so that students can develop the skills to do well in the workplace. They last between 1 and 2 years full-time, with part-time and distance learning options available. HTQs are available across sectors such as digital, health and science, construction, business and admin, and education and early years. By 2025, there will be even more sectors available.

## Degree apprenticeships

Require a Level 3 qualification, for example A-levels or BTEC, and allow you to combine practical, workplace training with a university degree. They can lead to a Level 7 qualification, depending on the apprenticeship you are doing.



## Routes through learning

Examples of the qualifications and training available from entry to Level 7.

LEVEL	QUALIFICATION
7	<b>Master's Level</b> Entry = degree or professional experience/other qualifications
6	<b>Degree apprenticeship</b> Entry = Level 3 qualification
5	<b>Higher Technical Qualifications (HTQs)</b> Entry = usually a Level 3 qualification
4	<b>Higher apprenticeship</b> Entry = usually a Level 3 qualification
3	<b>Advanced apprenticeship</b> Entry = 4 GCSEs grades 9-4 or Level 2 qualification
2	<b>Intermediate apprenticeship</b> Entry = some GCSEs grade 3 or above or Level 1 qualification
1	<b>Traineeship</b> Entry = interview and/or assessment

## Medical apprenticeships

The Medical Doctor Degree Apprenticeship (Level 7) was rolled out as an official qualification programme in 2022. The difference between this programme and a traditional medical degree is that you will study while working as a trainee practitioner.

The apprenticeship will last five years. As a medical apprentice, you will train and study for the same qualification as students taking traditional routes. However, you won't have to pay the cost of traditional medical training.

The start dates for the Doctor Degree Apprenticeships, at the time of writing, is expected to be September 2024. If you wish to apply for any type of medical apprenticeship, you can visit [healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships](https://healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships) for more information.

### What are the entry requirements?

Those applying for the Doctor Degree Apprenticeship must have similar qualifications to those applying for medical school. Specific entry requirements will be agreed between the employer and the medical school.

Visit the resources section on page 31 to find more resources about Doctor Degree Apprenticeships.

## What you will learn

There is a National Minimum Wage (NMW) for apprentices. All apprentices are paid a minimum of £6.40 per hour. This applies to all 16 to 18-year-olds and to those aged 19 and over in the first year of their apprenticeship.

For further information see [gov.uk/national-minimum-wage-rates](https://gov.uk/national-minimum-wage-rates)

## Employers offering apprenticeships

Here is a list of some employers who offer apprenticeships. This information is taken from [amazingapprenticeships.com/vacancies](https://amazingapprenticeships.com/vacancies)

- » British Airways
- » Royal Air Force
- » Accenture
- » Morrisons
- » Vets4Pets
- » Tui
- » Openreach
- » McDonalds
- » BBC
- » House of Commons

### Did you know?

In the 2022/23 academic year, over half of those who started an apprenticeship in England were under 25 years old<sup>5</sup>. Apprenticeships are becoming more popular, and more businesses are recognising them too.

The top five most popular apprenticeship starts by sector subject area during 2022/23<sup>6</sup> in England were:

- » Health, Public Services and Care
- » Business, Administration and Law
- » Engineering and Manufacturing Technologies
- » Retail and Commercial Enterprise
- » Information and Communication Technology





## TIME TO REFLECT

### **Consider the following questions to help you plan your application for an apprenticeship:**

What job or career am I interested in?

Which organisations offer this as an apprenticeship programme?

When is the application deadline?

<sup>5</sup> Source: House of Commons Library, Apprenticeship statistics for England, <https://commonslibrary.parliament.uk/research-briefings/sn06113/>, (site accessed 17/07/2024)

<sup>6</sup> Gov.uk, Explore education statistics 2022/23, (site accessed 18/07/2024)

# Vocational

Vocational qualifications like BTECs can be studied at further education colleges or schools and sixth forms. You now have the option to study for one of the new T Levels. These are equivalent to three A-levels.

Find out more about T Levels at [tlevels.gov.uk/students](https://tlevels.gov.uk/students).

Vocational qualifications are always tied to a particular area of work. They are especially suited to those who enjoy hands-on, practical experience.



## How to choose

As with the academic pathway, we recommend you choose a course or subject you are interested in and feel like you can do well in.

Vocational courses also tend to be preferred by students who prefer practical learning. If this is true for you and you already have a specific career in mind, the vocational pathway could be for you!

## What courses and qualifications are available?

### Levels 1, 2 and 3

Vocational or work-related courses train you for a specific job, like catering, hairdressing, carpentry, bricklaying, motor mechanics or childcare.

Vocational qualifications include those at Levels 1, 2 and 3 and others such as City & Guilds qualifications. They are provided by colleges, training providers, employers and some schools and 6<sup>th</sup> forms.

During your vocational course, you will be assessed on your practical skills and on how well you do the job. A lot of the time, students will enrol part-time as part of an apprenticeship.



## BTEC courses

BTEC courses are work-related qualifications which are a great way to combine theory with practice. They are ideal for students who are interested in a vocational role such as health and social care, travel and tourism, engineering, sport, business, art and design, performing arts, and public services. There are over 2,000 BTEC qualifications available across 16 sectors.

BTEC courses have compulsory and optional units and may include additional work experience. They are available at Levels 1, 2 and 3, and entry will depend on the GCSE or BTEC grades you gain at the end of Year 11.

Once you have finished your BTEC course, you may wish to continue studying at university (after Level 3), start an apprenticeship or go straight into employment.

## Routes through learning

Examples of the qualifications and training available from entry to Level 8.

LEVEL	QUALIFICATION
8	<p><b>Postgraduate diplomas and other professional qualifications</b> Entry = degree and often Master's or postgraduate study</p>
7	<p><b>Postgraduate diplomas and other professional qualifications</b> Entry = degree or professional experience/ other qualifications</p>
6	<p><b>Degree and other graduate certificates/ diplomas/Level 6 qualifications</b> Entry = Level 3 qualification</p>
5	<p><b>Foundation degree, HND, DipHE and other Level 5 certificates/diplomas/NVQs etc</b> Entry = Level 3 qualification</p>
4	<p><b>Higher National certificate (HNC)/Level 4 certificates/diplomas/NVQs</b> Entry = Level 3 qualification</p>
3	<p><b>Level 3 entry (diploma; extended diploma; BTEC; CACHE; C&amp;G; NVQ; OCR; UAL quals)</b> Entry = 4 GCSEs grades 9-4, Level 2 qualification or T Levels</p>
2	<p><b>Level 2 certificates and diplomas (BTEC; CACHE; C&amp;G; NVQ; OCR; UAL quals)</b> Entry = generally 3/4 GCSEs grade 3 or above, or Level 1 qualification</p>
1	<p><b>BTEC Level 1</b> GCSE grades 2-1 including English &amp; Maths or entry Level 3 qualification. Entry = interview or assessment</p>



## Did you know?

There are over 2,000 different subjects available across the different Vocational Technical Qualifications (VTQs).

NVQs are available in a range of subjects in almost every sector from healthcare to hairdressing.

Some other subjects include:

- » Social care
- » Teaching and childcare
- » Health and beauty
- » Business and management
- » Construction and property
- » Marketing

More information can be found here [skillsforcareers.education.gov.uk/pages/training-choice/vtq-vocational-technical-qualification](https://www.skillsforcareers.education.gov.uk/pages/training-choice/vtq-vocational-technical-qualification)

## Institutes of Technology

Institutes of Technology (IoT) deliver higher technical training and education. They are a national network of experienced education providers and leading industry employers. There are currently 21 IoTs in England.

IoTs offer a range of training from level 3 (T-levels) to level 7 (Master's degrees). They specialise in level 4 and 5 technical skills delivering Higher Technical Qualifications (HTQs), professional training and higher and degree apprenticeships.

Level 4 and 5 qualifications give students technical skills and occupational abilities that show employers they are ready for work. Qualified learners should be familiar with the workplace environment, equipment and procedures required for a role in their chosen sector.

Subject areas include:

- » Aerospace
- » Creative
- » Digital
- » Energy
- » Food and drink
- » Healthcare
- » Manufacturing
- » Maritime
- » Science
- » Transport

Find out more information here [institutesoftechnology.org.uk/](https://www.institutesoftechnology.org.uk/)



## TIME TO REFLECT

**Consider the following questions to help you plan your application for a vocational course:**

What job or career am I interested in?

Which schools, colleges or employers offer this vocational course?

When is the application deadline?

# Entering the world of work

## Work experience

### Why is work experience important?

Participating in any kind of work experience will give you an insight into the industry you are interested in. This way you will discover more about your own skills, talents, and knowledge.

Through work experience, you will learn about the skills required in working life and about the realities of starting a career. At the same time, you will identify the skills and talents you already have as well as those you will need to develop for the future.

By the end of your work experience, you will feel more confident, have interacted with different people and taken on responsibility yourself.

These new skills are great to list on your CV!

### How to find placements

There are many ways of finding your ideal work placement, but here are a few suggestions:

- » Speak to your family, friends and school.
- » Contact employers directly and send them your CV and a cover letter. You need to clearly outline why you wish to complete your work experience with them.

Many others may apply for work experience at the same time as you, so don't become disheartened. Sometimes it can take a while to secure the placement that you want.

### How to choose a work experience placement

When choosing a work placement, reflect on your interests, skills and the type of person you are. Ask yourself:

- » What are my career hopes for the future?
- » How will a placement help me achieve my goals?
- » How does the placement link to my studies and interests?

There are different ways of undertaking work experience, but you might consider one or more of the following – volunteering, part-time employment, or internships and traineeships.

“ I completed my work experience at a local pharmacy and now know all of the different aspects of the role. The Pharmacist told me how they got the qualifications and what they did in their spare time to give them the skills to help their studies and work.

One of our work experience students - London

”

## Part-time employment

Many students take on a part-time job while at school or college, to gain experience and to earn some money.

Part-time opportunities are often found in shops, supermarkets, cafés or catering companies. However, they are not always advertised, so always keep an eye and an ear out in your personal network.

Depending on the type of work, you might need to be at least 16 years old and have a National Insurance number.

Your National Insurance number should arrive automatically in the post just before your 16<sup>th</sup> birthday. If it doesn't arrive, telephone 0300 200 3500 or visit [gov.uk/apply-national-insurance-number-for-help](https://www.gov.uk/apply-national-insurance-number-for-help).

Any part-time work must not interfere with your school studies. There are guidelines about the hours you can work and restrictions on the type of work you can do. See [gov.uk/child-employment](https://www.gov.uk/child-employment)

Here are a few tips for finding a part-time job:

- » Ask your family, friends and neighbours if they know of any vacancies.
- » Write or update your CV, and draft a cover letter.
- » Contact employers directly – visit or phone them to find out about current vacancies.



“ My work experience was at my local leisure centre which was what I really wanted to do. I got to work on reception, in the gym, poolside and also on clip and climb helping with parties. I am only 15 at the moment but they have said as soon as I turn 16 they would love for me to work part-time with them.

One of our work experience students - North East

”

## Volunteering

Anyone can volunteer. It can be very rewarding and it is a great way to:

- » meet new people
- » gain new skills or develop existing ones
- » get work experience
- » make a big difference in your community, and
- » develop skills which employers look for.

There are many ways to volunteer and help others. From working in your local area or making a regular commitment to volunteer with a charity or community group.

There are several organisations that can help you find a way to volunteer that suits you. [Doit.life](https://www.doit.life) is a database of UK volunteering opportunities. You can search more than a million opportunities by interest, activity or location and then apply online.

Young people can also volunteer either at school or in their own time. If you are aged 16 or 17, you can take part in the National Citizen Service (NCS). See [ncsyes.co.uk](https://www.ncsyes.co.uk).





## Internships

An internship allows you to gain work experience with an employer. You can immerse yourself in a particular sector and job through hands-on experience and it can last from anywhere between a week to a year. Not all internships are paid, so you will have to check with your employer, but many will offer the National Minimum wage.

You can complete an internship as a student or graduate to build your professional skills. An internship can also lead to full-time employment with the same employer.

### Supported internships

A supported internship is an unpaid work-based study programme that lasts for at least six months. It should include an extended work placement.

Supported internships are for young people aged 16-24 with learning difficulties or disabilities with an Education Health and Care

Plan. As an intern, you will spend most of your time on work placements with an employer, while getting support from a trained job coach. You will also complete a personalised study programme at a school or college. This might include the chance to study for relevant qualifications.

You can apply for supported internships through your school or college. For more information visit [nationalcareers.service.gov.uk/explore-your-education-and-training-choices/supported-internship](https://nationalcareers.service.gov.uk/explore-your-education-and-training-choices/supported-internship)

### How to find an internship

- » Speak to your teacher or Careers Adviser about existing employer partnerships.
- » Reach out to employers directly to ask if they offer any intern programmes (more advice on applying online on page 24).
- » Search for opportunities on specialist internship websites (see resources section on page 31 for more information).

## TIME TO REFLECT

### Consider the following questions to help you plan for an internship:

What kind of experience or skills do I want to gain?

What internship would best suit my career path?

Are there any companies or organisations I admire/would like to work with?

# Celebrating neurodiversity

## What is neurodiversity?

Neurodiversity simply means the different ways peoples' brains work - we are all neurodiverse. Neurodivergent is when someone's brain processes, senses and learns differently from what is considered 'typical'. Some of the most common neurotypes are ADHD, autism, dyslexia, dyspraxia, and Tourette's Syndrome. However, acquired neurodivergence through health conditions including mental health are also increasingly falling under this umbrella term.

Neurodivergent people have many significant strengths. However, they may face specific struggles in workplaces that are not inclusive. They might need longer to process information, struggle with time management or with navigating team dynamics.

Employers are becoming more aware that embracing neurodiversity is important. Having a diverse group of people improves employee morale, increases customer loyalty, brings different viewpoints to the table, and positively impacts corporate culture.

Benefits of neurodiversity in the workplace:

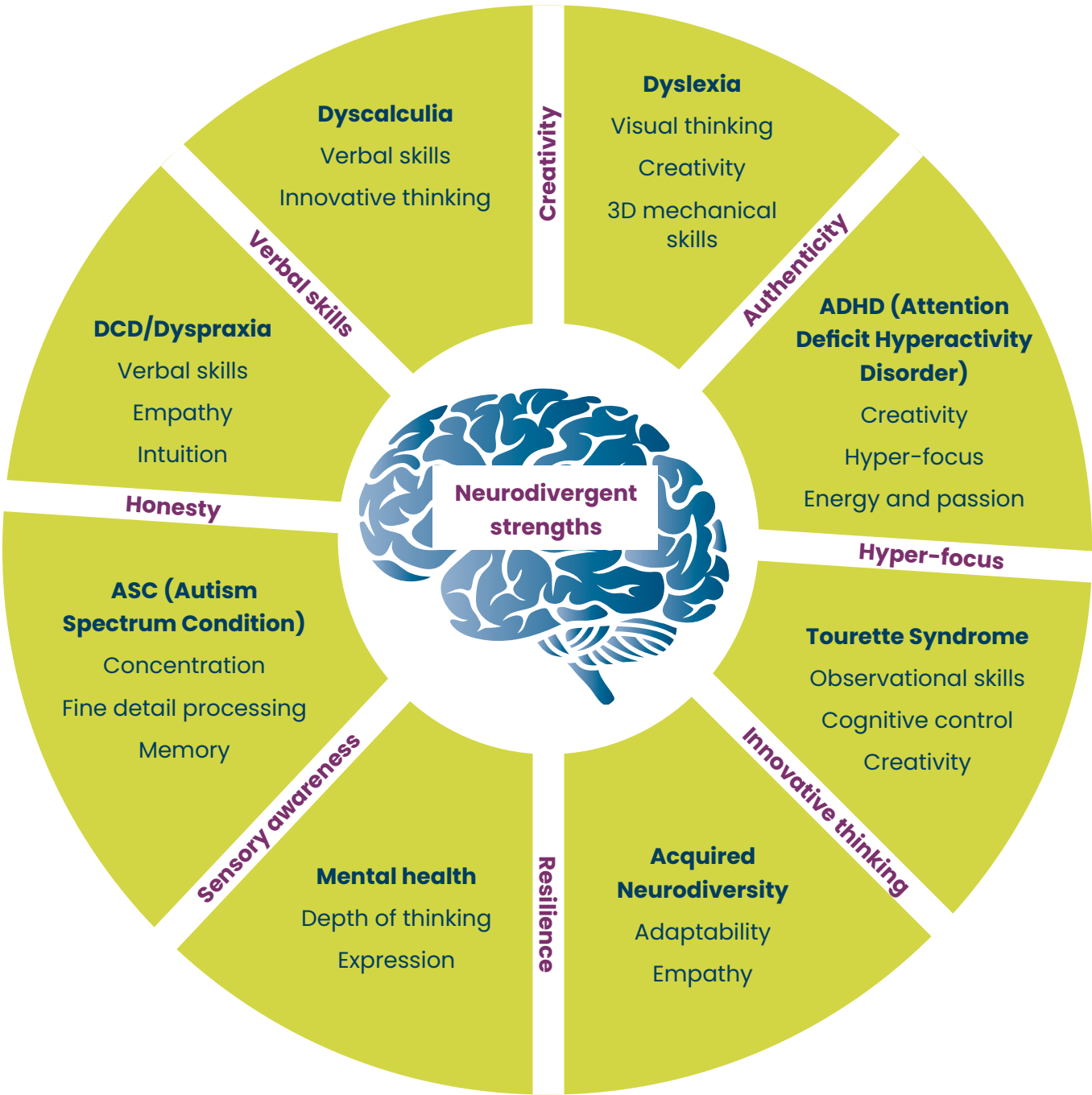
- » Problem-solving
- » Loyalty to people, a cause or an organisation
- » Providing a unique perspective

## Accessing support at university

Many universities have learning support plans in place to help you get the most out of your studies and adapt the course to your needs. If you are unsure of what support is available, reach out to your university to find out more.

## How to spot a neurodiverse employer

When looking for work, check if the organisation is Disability Confident. Do not hesitate to ask about the support they offer to employees who are neurodivergent.



# Advertising yourself

To apply for placements, apprenticeships and jobs, you may need to complete an online application form, record an application video or submit a CV and covering email.

In the age of social media and smartphones, we are always connected and use these tools to present ourselves to the outside world. People increasingly use social media to search for jobs or to start their own brand, especially in the creative industries.

It's important to know how to navigate these online spaces and what to look out for once you are ready to enter the professional world.



## Your online profile

Have you ever Googled yourself? The results that come back say a lot about you. Making sure the online 'you' is positive and professional is important when looking for work. Enable the correct privacy settings for your social media accounts. Also, think carefully before posting anything that you would not like future employers to see.



## Search for opportunities

Many companies post vacancies on their website and social media feeds first, so it can be helpful to follow those you would like to work for. Registering with specialist websites aimed at school-leavers like 'Get My First Job', 'Not Going to Uni' and 'Rate My Apprenticeship' can also be beneficial.



## Building your network

Platforms like LinkedIn or X (formerly Twitter) are great places to build your network and connect with other people. At the same time, you can join online groups and networks relating to careers that you are interested in. They are a good way to make connections with employers and hear about vacancies. Remember to always keep your profile up to date with work experience, training and qualifications undertaken.



## Your online presence

When browsing on social media, you will likely come across people who have built their own brands and made this their career. There are many ways to build your own brand and create a following on social media. It requires a lot of knowledge and consistency. However, if you are passionate about sharing a hobby or an aspect of your life with others, digital media marketing could be a great way to challenge yourself. There even are free courses available online to get you started, such as Google's Digital Garage or HubSpot Academy.





## TIME TO REFLECT

**Consider the following questions to help you build your professional network:**

What skill would I like to learn?

Which profession would I like to know more about?

Who is an expert in this field that I could approach?

What apps or tools can I use to reach out to new contacts?



TIPS

# for applications

## Online application forms

Most applications are now online, where you need to write answers or record video responses to set questions. Here are our top tips for completing your next application:

- » Visit the company's website and social media to learn as much as possible.
- » Which of your qualifications 'fit' the skills, duties and specifications wanted?
- » Check your spelling, punctuation, capitalisation and grammar, as well as any dates in your application.
- » In video applications, practice your answers to minimise the 'umms' and 'aahs'.
- » Save your application on your computer to remind yourself of your answers before an interview.
- » Double-check every answer before pressing the 'submit' button.

## Cover emails

You will always need a cover email when sending a CV. It should tell the employer why you are contacting them and very briefly highlight the qualification, experience or skills that are most relevant to the employer and/or its vacancy.

- » Keep everything short and simple - no essays are needed here!
- » Focus on the vacancy and include a sentence or two about the company to show you've done your research.
- » If you don't have the name of a person, start the email with 'Dear Team'.
- » Finish the email with: 'I look forward to hearing from you'.
- » Highlight your skills/qualities and how they will help you in the job you are applying for.
- » Get someone else to check your cover email for errors and to suggest improvements.

## Writing a CV

Not all employers use online applications, so you will still need a CV. A CV can also be used to promote yourself to a business in the hope that they might have a vacancy.

When preparing your CV:

- » refer to online guides but make sure to use one that is designed for UK school leavers;
- » check, and re-check, your spelling, punctuation, capitalisation, grammar and dates;
- » get someone else to check your CV for errors and to make further suggestions; and
- » use positive language throughout.

# TOP TIPS for interviews

**Congratulations on your interview invite! Attending a professional interview is often quite different from the environment we are used to at school or college. It is important to take extra care and time to prepare thoroughly and go in with confidence.**



## Interview preparation

Find out where the interview is held and plan how to get there – a practice run is very useful. If you are doing an online interview, have a trial run with the software in advance.

Gain an understanding of the organisation you're applying to. A Google search or browse of their website can help. Also, take some time to re-read the role description and person specification.

Check your application to ensure that you can answer questions on the information you provided. A friend, parent/carer or your Careers Adviser can also help you practice your answers to common interview questions.

Choose clothes that are smart and neat – it is better to be too smart than too casual. This goes for online interviews too.

# On the day of your interview

## Face-to-face interview

- » Get ready in plenty of time.
- » Check you have everything you need – the letter inviting you for the interview, directions to the company, and any paperwork they may have requested.
- » Give yourself enough time to get there; if you get held up, make sure you phone to say you are going to be late.
- » When you arrive, introduce yourself and ask for the person you are going to see.

## Virtual interview

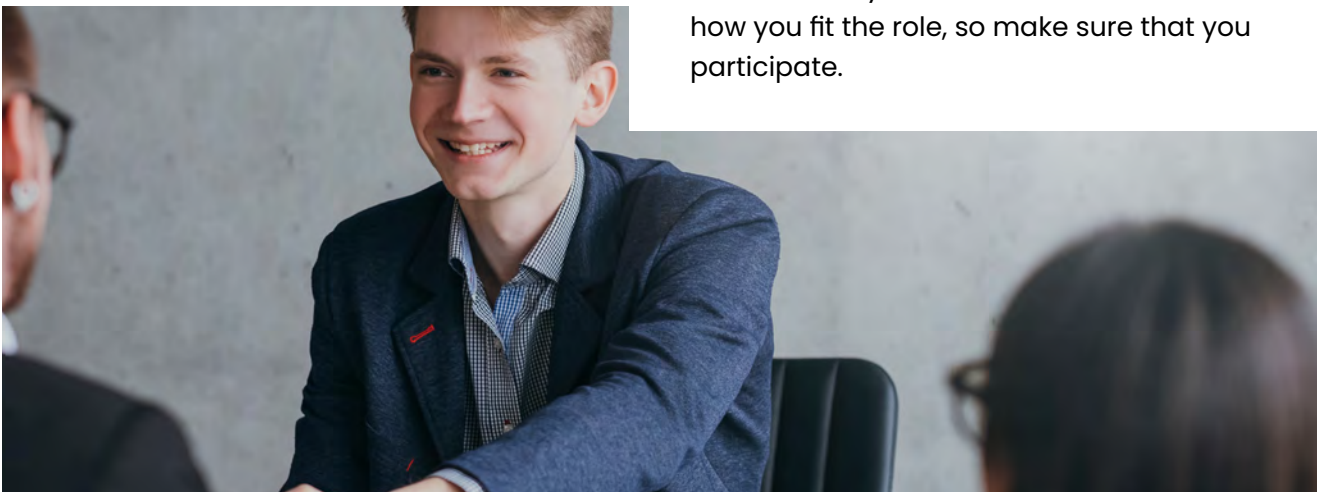
- » Ensure you are in a quiet space where you will not be disturbed.
- » Place your device so you have a neutral background behind you or put on a blur filter.
- » Whether you are logging in from your phone or PC, ensure that the device is fully charged.
- » Make sure you have a stable internet connection to avoid disconnecting mid-interview.

# During your interview

- » Remember it is an interview, so switch off your phone and don't chew gum.
- » Greet your interviewer in a friendly but professional manner – smile, say good morning/good afternoon.
- » Always be polite.
- » Body language is important – make eye contact and sit up straight to show you are engaged and listening.
- » Give full answers to the questions – don't just say 'yes' or 'no'.
- » Don't be tempted to make things up to make your answers sound better – tell the truth.
- » Ask relevant questions about the job and the training (avoid asking about pay, as it could look as if that is all you are interested in).
- » Thank the interviewer at the end of the interview.

# Assessment centre

Some employers or courses use assessment centres as part of the application process. You will probably be given the details of what an assessment centre involves if you are invited to attend one. This could include you working on presentations, group activities and discussions. Activities will be designed to see how well you would work in a team and how you fit the role, so make sure that you participate.





# Financial support

## The 16-19 bursary

If you are aged 16-19 years old and need help with the costs of continuing with full-time education or training, you may be entitled to receive a bursary.

Students who are most in need will be eligible to receive a bursary of up to £1,200 a year. This group includes:

- » people in care
- » care leavers
- » people claiming income support or receiving Universal Credit
- » those who get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit, and
- » those who receive Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

Other students facing financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Schools, colleges and training providers are responsible for awarding bursaries to students. Except for the £1,200 bursaries for students most in need, they decide on the amount. They will also decide when bursaries are paid and will set conditions that students should meet to receive a bursary, for example, regular attendance. For more information, see [gov.uk/1619-bursary-fund](https://www.gov.uk/1619-bursary-fund).



## Care to Learn

You can claim Care to Learn if you are under 20, caring for your child, and doing a school and college course or training programme that receives public funding (fathers are eligible if they are the main carers). An application can be made as soon as you have a confirmed place on a learning programme.

Funding is available for childcare costs, any registration fee where charged, any childcare fees you must pay in holidays and any additional travel costs you must pay to take your child to the carer. Your childcare provider must be registered with Ofsted. Find out more at [gov.uk/care-to-learn](https://www.gov.uk/care-to-learn).

## Further education residential support

You may be interested in studying a course that is not available within a reasonable travelling distance from your home. This is sometimes the case for young people wanting to study specialist courses, for example in dance, agriculture/horticulture, music, or art and design. This may mean living away from home at a residential college. Payments are for a maximum of three years. Contact the college you are interested in directly or find more information on financial support at [gov.uk/residential-support-scheme](https://www.gov.uk/residential-support-scheme).

## Child benefits and child tax credits

If you are continuing your studies or on an approved traineeship, your parents or carers will still be able to receive child benefit (if they are eligible). There is more information at [gov.uk/child-benefit](https://www.gov.uk/child-benefit) or call the helpline on 0300 200 3100.

They will also still get child tax credits and any other dependants' benefits they may receive for you. Check out the HMRC site on [gov.uk/government/organisations/hm-revenue-customs](https://www.gov.uk/government/organisations/hm-revenue-customs) to find out more information on both child benefit and tax credits. For tax credits help, call 0345 300 3900.

If you have no parent or carer to support you, you may be entitled to claim benefits yourself. See your Careers Adviser or speak to Jobcentre Plus for advice.

Other support may be available for students with learning difficulties or disabilities. See your Adviser for more details.





## Other financial support

Learning providers, such as colleges and training providers, have access to additional funding to support those facing difficulties in paying for books, equipment or field trips. If you face difficulties, speak to your tutor, or student support/welfare department.

## Travel support

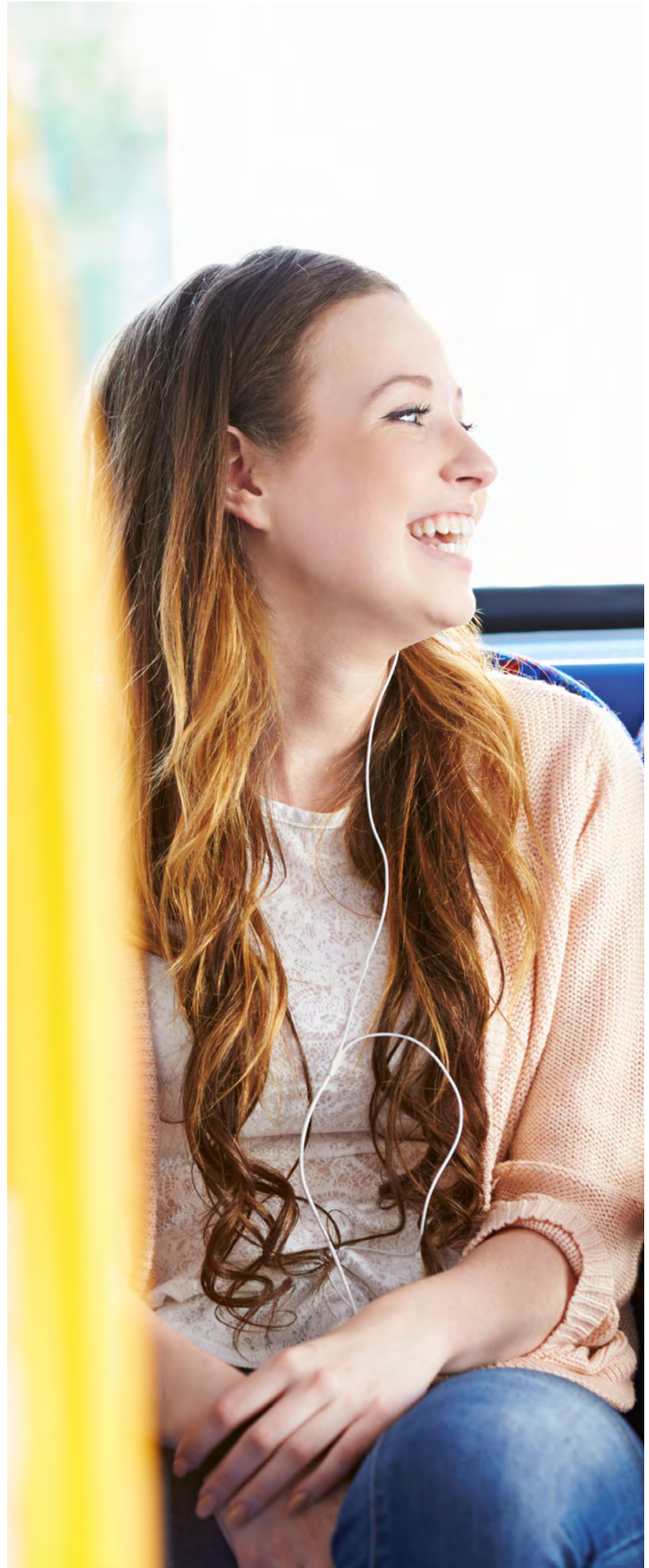
### In London

Apply online at [tfl.gov.uk/fares/free-and-discounted-travel](https://tfl.gov.uk/fares/free-and-discounted-travel) or at post offices in London.

### Outside London

If you are not in London, you will need to check with your school, college or local authority for any available help with travel costs. Your local council will have information on the services, discounts and concessions available in your area for travel to school sixth form or college.

For more information on funding for higher education, see [gov.uk/student-finance](https://gov.uk/student-finance)





# Advice for parents and carers

For more information on careers and advice aimed at parents, go to [parentalguidance.org.uk](http://parentalguidance.org.uk)

## How you can support your young person

There is such a wide choice of post-16 options, so here is a summary of key areas for you to consider when encouraging your young person to investigate further.

- » Read the information that they will have received from the school.
- » Talk to people who can help them, like teachers, Careers Advisers and people who run the courses (such as college lecturers and subject teachers in schools).
- » Attend college and school open days/events and check application deadlines. Be aware that popular courses fill up quite quickly.
- » Research apprenticeships, as these can provide an alternative career route. Look at [amazingapprenticeships.com/parents](http://amazingapprenticeships.com/parents). Apprenticeships can lead to degree-level study through higher apprenticeships and degree apprenticeships.
- » Remind them that better qualifications can improve job prospects and that there are fewer jobs available that don't require any qualifications.
- » Help them to see that their choices now will influence their immediate and long-term future. The 'best' choices are those that keep their options open for longer.
- » If they have a career in mind, they may need to take specific subjects and get specific grades and qualifications, in addition to doing relevant work experience.
- » They can find out about specific career requirements, by talking to their adviser or by looking online at [nationalcareers.service.gov.uk/explore-careers](http://nationalcareers.service.gov.uk/explore-careers).
- » Encourage them to have a backup plan, just in case. It will help them – and you – feel that there are other options and will give them a sense of having more control over their lives.
- » Access additional resources created specifically for parents and carers from The Careers & Enterprise Company: [resources.careersandenterprise.co.uk/resources/engaging-parents-careers-guidance-innovations-practice](http://resources.careersandenterprise.co.uk/resources/engaging-parents-careers-guidance-innovations-practice) and from Youth Employment UK: [youthemployment.org.uk/careers-advice-for-parents](http://youthemployment.org.uk/careers-advice-for-parents).

# Useful resources

Welcome to the resources section. Here you will find additional information on anything we have covered in this magazine.

## Making your choice

### 16 Personalities

Find out who you are and why you do things the way you do. This can help you understand what career paths may suit you

[16personalities.com](https://www.16personalities.com)

### Kudos by CASCAID

ask your Careers Adviser for access

### National Careers Service

Discover your skills and career options

[nationalcareers.service.gov.uk/discover-your-skills-and-careers](https://nationalcareers.service.gov.uk/discover-your-skills-and-careers)

## Academic pathway

### The Universities and Colleges Admissions Service (UCAS)

Information on how to apply for higher education courses, what courses are available and links to colleges and universities

[digital.ucas.com/search](https://digital.ucas.com/search)

TikTok: [ucas\\_online](https://www.tiktok.com/@ucas_online)

YouTube: [@Ucasonlineofficial](https://www.youtube.com/@Ucasonlineofficial)

Instagram: [ucas\\_online](https://www.instagram.com/ucas_online)

### The Russell Group

Access advice on the A-levels universities want for different degrees

[informedchoices.ac.uk/](https://informedchoices.ac.uk/)

### GCSE grading scale

Information about the GCSE grades for parents, employers and further and higher education providers

[gov.uk/government/publications/gcse-new-grading-scale-factsheets](https://gov.uk/government/publications/gcse-new-grading-scale-factsheets)

## Vocational pathway

### T Levels

A workplace skills programme equivalent to three A-levels

[tlevels.gov.uk/students](https://tlevels.gov.uk/students)

### Institutes of Technology (IoT)

Offer high-level courses and qualifications in STEM sectors

[gov.uk/government/publications/institutes-of-technology--2/institutes-of-technology](https://gov.uk/government/publications/institutes-of-technology--2/institutes-of-technology)

## Apprenticeship pathway

### National Minimum Wage (NMW) for apprentices

[gov.uk/national-minimum-wage-rates](https://gov.uk/national-minimum-wage-rates)

### Institute for Apprenticeships

Find general information on apprenticeships including Medical Doctor Degree

Apprenticeships

[instituteforapprenticeships.org/apprenticeship-standards/doctor-degree-v1-0](https://instituteforapprenticeships.org/apprenticeship-standards/doctor-degree-v1-0)

### Education Hub

A blog forum discussing all things Medical Doctor Degree Apprenticeships

[educationhub.blog.gov.uk/2023/05/16/nhs-doctor-apprenticeships-everything-you-need-to-know](https://educationhub.blog.gov.uk/2023/05/16/nhs-doctor-apprenticeships-everything-you-need-to-know)

### NHS apprenticeships

Discover medical apprenticeships from levels 2 to 7

[healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships](https://healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships)

## Work experience

### Vinspired

A volunteering charity for 14–25-year-olds  
[vinspired.com](http://vinspired.com)

YouTube: @vinspired

### The Prince's Trust

Offers a range of support, including local personal development programmes and help with starting your own business  
[princes-trust.org.uk](http://princes-trust.org.uk)

YouTube: @princestrust

Instagram: @princestrust

### The Duke of Edinburgh's Award

The world's leading youth achievement award  
[dofe.org/do](http://dofe.org/do)

YouTube: @theDofEUK

Instagram: @dofeuk

### National Citizen Service (NCS)

Offers experiences and skills for 15–17-year-olds  
[wearencs.com](http://wearencs.com)

Instagram: @ncs

YouTube: @ncs

Snapchat: @ncs\_official

### Careermap

Explore apprenticeship programmes, degree courses, internships and other career opportunities  
[careermap.co.uk](http://careermap.co.uk)

### GetMyFirstJob

Search for job opportunities specifically for career starters  
[getmyfirstjob.co.uk](http://getmyfirstjob.co.uk)



## Advertising yourself

### Google Digital Garage

Provides free digital marketing courses to complete online and in your own time  
[learndigital.withgoogle.com/digitalgarage](http://learndigital.withgoogle.com/digitalgarage)

### HubSpot Academy

Complete quick, practical courses or enrol in comprehensive certifications  
[academy.hubspot.com](http://academy.hubspot.com)

## Financial support

### 16–19 Bursary Fund

[gov.uk/1619-bursary-fund](http://gov.uk/1619-bursary-fund)

### Care to learn

[gov.uk/care-to-learn](http://gov.uk/care-to-learn)

### Funding for college accommodation

[gov.uk/residential-support-scheme](http://gov.uk/residential-support-scheme)

### Child Benefit

[gov.uk/child-benefit](http://gov.uk/child-benefit)

### HM Revenue & Customs (HMRC)

[gov.uk/government/organisations/hm-revenue-customs](http://gov.uk/government/organisations/hm-revenue-customs)

### Transport for London

[tfl.gov.uk/fares/free-and-discounted-travel](http://tfl.gov.uk/fares/free-and-discounted-travel)



Not found what  
you're looking  
for? Speak to your  
Careers Adviser or  
school/college for  
more information.

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