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discover



CAREER CONVERSATIONS

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Yorkshire
CAREERS HUB

THE CAREERS &
ENTERPRISE
COMPANY

Leicester &
Leicestershire
CAREERS HUB

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INTRODUCTION

The world of work is changing all the time. Many of the jobs we do today, won't be needed in a few years' time and many of the jobs available to your young person in their future don't yet exist.

How, then, do we support our young people to navigate this changing landscape?

This guide is designed to inspire you as a parent / carer / family member. Written in collaboration with key businesses in Leicester and Leicestershire and Hull and East Yorkshire, we hope you have interesting conversations at home using the tools, tips and tricks provided.

Remember, not all conversations about the future need to lead to a plan of action. You and your young person may be feeling overwhelmed by the options available and that is understandable. The act of talking things through can be a relief and reduce the stress around decision making. This guide is not designed to be used all at once, take your time, and pick and choose what you talk about and when. Hopefully, by creating the space to explore together you can – when you are ready – make informed choices together about what comes next.

For more information, please reach out to the school Careers Leader (contact information can be found on the school website) who can support your query. The Careers Leader is usually a member of the Senior Leadership Team and will have other roles within the school. If you require a more in-depth conversation about options, the Careers Leader can introduce you to the Careers Adviser who is qualified to support your young person through one-to-one information, advice and guidance. Sometimes, the Careers Leader and the Careers Adviser might be the same person.



SKILLS

The ability to do something

As businesses adapt to the changing work landscape, it is important for young people to explore their interests and their values. By understanding themselves and what drives them, they will be able to make more informed decisions about the right pathway, industry or organisation to choose for their next step.

Over the next few pages, there are some questions to discuss with your young person and some information from local businesses to inform those conversations. Take some time, grab a drink and explore the incredible skills of your young person together.

What are your favourite subjects?

Do you know any jobs related to those subjects?
Explore this [site](#) to see where your young person's favourite subjects could take them.



Which of your interests or skills do you think will help you most in your career?

Try this [fun quiz](#) or this [long quiz](#) to help your young person discover their skills and interests.
Not sure what your strengths are? Talk to your teachers or Careers Adviser!



What positive impact would you like to have in a future job? (e.g., helping others, giving back to your community, creating something beautiful, cheering people up, protecting the environment?) Don't forget to share what you (parent!) care most about too.

The Local Skills Improvement Plan (LSIP) has developed a series of KSBs or Knowledge, Skills and Behaviours. These are the employability skills that are important to businesses.

Look through these lists with your young person. The highlighted ones are most commonly needed for entry level jobs. Which of these can they already demonstrate? Which of these do they need to practise?

Use the space on the next page to make some notes.

KNOWLEDGE

- a. Technical and vocational knowledge
- b. Knowledge of health and safety
- c. Financial knowledge
- d. Basic literacy
- e. Basic numeracy
- f. Marketing theory
- g. Social media understanding
- h. Leadership and management theory
- i. Sustainability and environmental practice
- j. Basic IT
- k. Advanced IT
- l. Employment rights, law and practice (e.g. EDI)



SKILLS

- a. Communication – verbal
- b. Communication – written
- c. Team working
- d. Customer service/support
- e. Office administration
- f. Management and leadership
- g. Sales
- h. General employability
- i. Standard industry software
- j. Coding and programming
- k. Time management
- l. Project planning and project management
- m. Occupational or vocational skills



BEHAVIOURS

- a. Polite and courteous
- b. Hard working
- c. A team player and collaborative
- d. Self-motivated
- e. Resilient and adaptable
- f. Innovative
- g. Eager to learn
- h. Smart and well presented
- h. Ethical and honest
- i. Reliable
- j. Assertive and confident
- k. Quality focussed and results driven



MY SKILLS

What are my best skills and why?

What do I need to practise more and why?

What does my family think?



Take some time to ask your young person these questions. Use the links provided to explore their answers together.

OPTIONS

The pathways after school & college

A career is a lifelong journey. It's likely that during a working life people experience many different job roles. If your young person has their heart set on a specific job role right now, that's great! However, the world of work is always changing and the choices they make now, do not mean that they won't be able to change their career direction in the future, so don't put too much pressure on them to get it right straight away... not everyone does!

The law says that your young person must participate in further education or training until they are 18 years old. They have three main options to consider:

- to study full-time within a school, college or university
- to do an apprenticeship
- to get into full-time employment or volunteering (more than 20 hours a week) but this must be combined with part-time study or training.

Explore the next few pages together and reach out to the school Careers Leader for more specific information and further support.



My path has included...

(education, apprenticeship, university, work, homemaking etc).

Is there anything that surprises you or you want to know more about?

How much do you know about the routes you can take after age 16: A-levels and further education [college] options like T-levels, apprenticeships, or traineeships?

See what's available [here](#) or watch this [video](#).

Who can help you at school/college with questions about your next steps or career?

Is there a Careers Leader, Careers Adviser or Head of Careers?

How well do you understand T-levels - the new technical alternative to A levels?

They were developed with leading employers to give you the skills you need and always include work experience. Could T-levels be right for you? Find out more about T-levels here. Look up local colleges offering T-levels [here](#).



Does your young person have SEND?

Have you considered a supported internship? It's work experience that your school or college designs with a local employer so that it suits you. Find out more [here](#).



Do you know which study option allows you to earn while you learn?

The answer is Apprenticeships. They also give you an 84% chance of employment after you qualify. Would you like to work and study at the same time? Apprenticeships start at GCSE level and go up to degree level, and lots of universities offer the chance to work in industry as part of the course. Some are more competitive than Oxford or Cambridge. There's one for almost every career - arts, business, engineering, construction, law, agriculture, social media, and more. [See this list](#). Learn more [here](#).



Young people with special educational needs (SEND) get free education and training up to age 25.

Have you thought about what you would like to do after school or college?

Keep studying? | Combine work and study? | Volunteer and study?


Learn more about all these options [here](#).






How will you get work experience as part of your next step?

T-levels involve more classroom study than apprenticeships, but both give you the chance to experience an industry while you continue your studies. Many university courses also offer a year in industry. Find out more about [here](#).




Know anyone who's completed an Apprenticeship, T Level, or Supported Internship?

Talk about their experiences or ask them to share what it was like. You can also read these [short stories](#) to hear how others have found their experience of these options.





What are the 3 most important things for you in a future job or career?

Try this [Pathway Planner](#) to help your young person make decisions about their future.



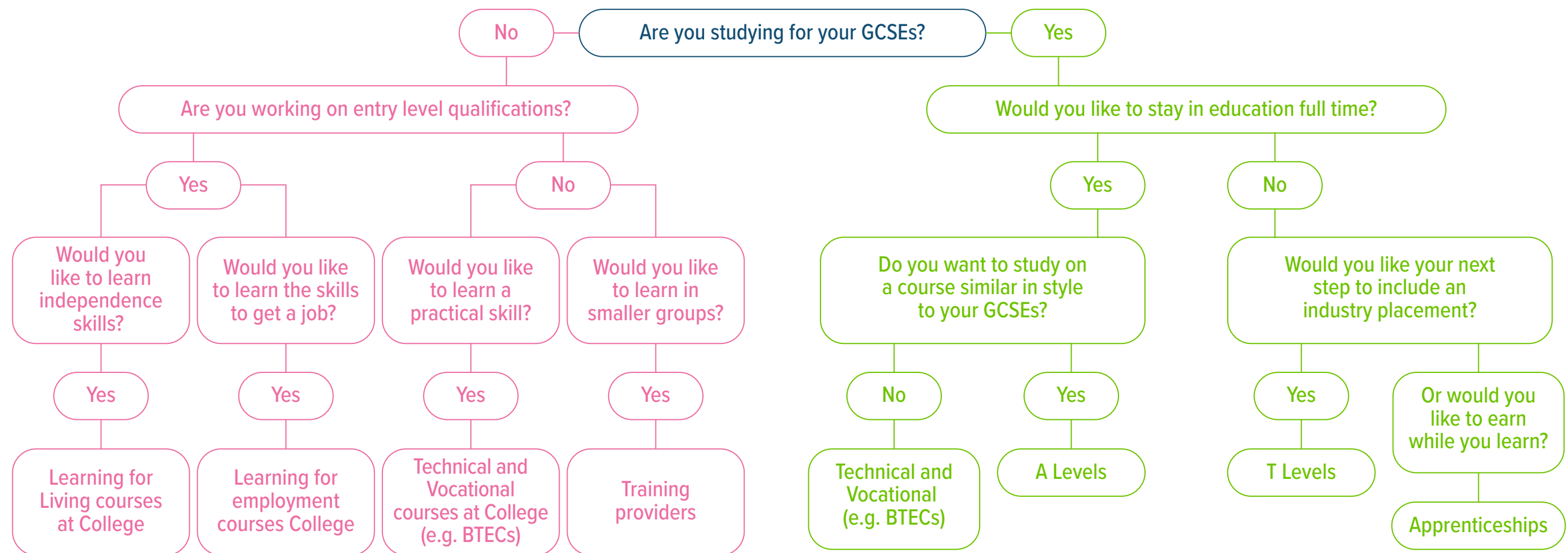
Keep talking about next steps!

Regular chats about jobs or careers help young people make tough decisions about their future. Find more [conversation starters](#) and more tips for supporting your child. If you need some inspiration, take some time together to look at our [Young Persons guide](#).



Try this flow chart to help you think about your options for Post-16. When you have Discovered an option, take a look at the Options grid to find out more information.



These are some of your options. Remember, your journey might not follow a straight line, you might turn back and try something else while you Discover what you enjoy.

Take a look at the next page to find out a little bit more about all of these options plus others.

Don't forget to speak to your family, your teacher and your Careers Adviser about what you are interested in.

For more information on qualifications and pathways speak to the school Careers Leader (information can be found on the school website) or a Careers Adviser.



DESTINATION: ENTRY LEVEL COURSES

These transition courses help you start your journey into further education, focusing on helping you transition into FE confidently. The aim is to support you to progress to vocational courses, training or employment.

DESTINATION: TRAINEESHIPS

A work focused study programme that prepares you for an apprenticeship or work. These can vary from 6 weeks to 6 months, depending on the employer. There are no formal entry requirements, it is up to the employer.

DESTINATION: APPRENTICESHIPS

A real job with training and a salary. A typical Apprenticeship is a level 2/3 qualification with the possibility to progress to higher and degree apprenticeships; but Supported Apprenticeships can start from Entry 3. The minimum apprenticeship study time is 1 year.

DESTINATION: TECHNICAL/VOCATIONAL (E.G. BTECS)

Qualifications that teach you how to do tasks specifically related to the industry and role you want to be in.

DESTINATION: STUDY PROGRAMMES

Centred on a range of vocational courses, independent training providers offer study programmes, which provide the opportunity to study different courses practically while also working towards your English and Maths qualifications. Study groups tend to be small and supportive, preparing students to progress to the next level of qualification.

DESTINATION: T LEVELS

A technical study programme similar to 3 A levels, with an industry placement which takes up 20% of the course. Designed to give you the skills that employers need. It is a level 3 qualification and typically takes 2 years to complete.

DESTINATION: A LEVELS

An academic qualification similar in style to GCSEs because you study different subjects, it prepares you for further study. It is a level 3 qualification and typically takes 2 years to complete.

DESTINATION: UNIVERSITY

Courses including different types of degree, including degree apprenticeships. It typically takes 3-5 years to complete a degree qualification.

DESTINATION: SUPPORTED INTERNSHIPS

A structured study programme/partnership based mostly with an employer. There are no formal entry requirements, it is up to the employer and the college.

DESTINATION: PAID EMPLOYMENT

Working in a job that you are paid to do.

DESTINATION: ENTREPRENEURSHIP

Setting up your own business as either a freelance service, a sole trader or a registered company.

DESTINATION: VOLUNTEERING

Working in the community or with a charity as a regular volunteer.



WORK EXPERIENCE

To observe and participate in a working environment

AN EXPERIENCE OF THE WORKPLACE CAN MEAN MANY DIFFERENT THINGS, DEPENDING ON THE AGE AND STAGE OF YOUR YOUNG PERSON AND THE ACCESSIBILITY OF A PLACEMENT. HERE ARE SOME EXAMPLES:

BLOCK PLACEMENT:

A traditional block placement where students attend a workplace for one or two weeks and participate in activities set by their workplace manager.

WORKPLACE VISITS:

Typically a short visit e.g. from 2 hours to a morning / afternoon session. This could involve a guided tour, a presentation about the business and an opportunity to try a task specific to that workplace.

MENTORING:

Business volunteers work with students 1:1 or in a small group, supporting them to make and action their plans. Typically short sessions spread over a number of weeks.

PROJECT BASED LEARNING:

Not necessarily onsite (useful for industries who cannot let students on site), this involves an employer setting students' tasks / challenges relevant to their work and providing feedback on them.

INSIGHT DAY:

A more hands-on experience than a workplace visit, insight days involve a full day of structured project-based activities at a workplace.

SOCIAL ACTION AND VOLUNTEERING:

Students working together to tackle an issue or support their local environment / community.

INTERNSHIPS:

Structured work experience spread over a number of weeks or months. Can be one day per week or could be full time. Typically unpaid.

PART-TIME WORK:

Often overlooked as work experience, paid work on weekends or in the school holidays teaches young people very important transferable skills and is highly valued by employers during recruitment.



Before you get into the detail of what placement, here are some conversations to have at home to help steer your search.

MY JOB PROFILE

Time: What times of day are you best able to work?



Space: What sort of space do you like working in?



People: Do you enjoy working as part of a team or do you prefer working independently?



Personal Care: Do you need to share any information about any medicines you need to take or facilities you need to access?



Travel: How will you get from home to work? Do you need to alter your start times?



REASONABLE ADJUSTMENTS

The Equality Act 2010 means that employers must make “reasonable adjustments” so disabled people can work.

A “reasonable adjustment” is something that will help you do your work. Here are some examples:

- adapted equipment, such as chairs, keyboards or voice recognition software
- changes to the work environment, such as lowering desks, using natural daylight bulbs, or changing entrances
- changes to the working day, like working from home, working part-time or working flexibly (you and your employers choose which hours you work)
- changes to your role like different tasks that suit you.

You can ask for reasonable adjustments when you are applying for a job or once you’ve started work.

Asking for reasonable adjustments will enable you to do your job better.

Access to Work

If you have a disability or long term physical or mental health condition, Access to Work can provide practical and financial support to help you overcome barriers to starting or keeping a job.

Access to Work can also give practical advice and guidance to employers, to help them understand physical and mental ill health and how they can support employees.

For more information about the Access to Work programme, or to make an application, contact the customer service team:

Web: www.gov.uk/access-to-work

Email: atwosu.london@dwp.gsi.gov.uk

Telephone: **0345 268 8489**

Textphone: **0345 608 8753**

MY REASONABLE ADJUSTMENTS

Use this space to think about what support you need to help you thrive in the future.

How would I describe my disability/ies to an employer?

The condition/s I have are...

This means...

To help me, I use...



Labour Market Information

Information about the world of work

Labour market information can tell you:

- which industries are recruiting and where they are located
- the number of people in certain types of jobs
- what qualifications and skills businesses are looking for
- growing or declining occupations
- general employment trends.

We have worked with key businesses in Leicester and Leicestershire and Hull and East Yorkshire to provide their labour market information to inform your discussions at home. Together with your young person you can learn about which businesses and industries are growing, dispel myths about job sectors and potentially find something you hadn't thought of before.

Let's hear from some of our growing businesses about their Skills, Options and Work Experience opportunities.

DIGITAL

BAE Systems

At BAE Systems we use virtual reality and digital engineering to design planes, cyber defence systems and more.

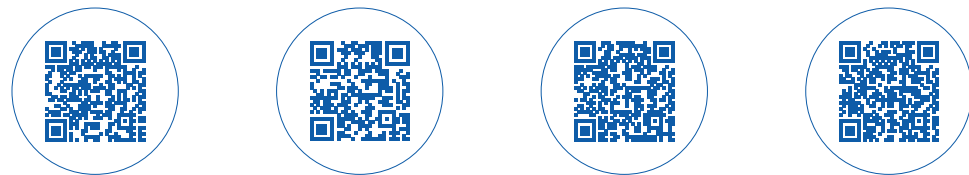
We're always looking for talented young people to join our diverse team of apprentices and graduates. You can help us keep the world safe. Learn more [here](#).

Does your child enjoy video games and using their creativity to design new things online?

They could work at a **local digital business** in the defence sector and use virtual reality to create submarines, ships, jets and more!

And if defence isn't their passion, there are digital roles in every industry.

Learn more about **digital job opportunities** for your young person [here](#).



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Holovis

Does your child enjoy immersive experiences at theme parks, making their own videos or streaming music? They could work at a local tech company like **Holovis** and travel the world creating digital experiences.

Digital salaries are 80% higher than jobs in other sectors - and there are more digital jobs available each year. Learn more about digital job opportunities for your young person [here](#).

We create immersive experiences for theme parks, festivals, and shows. We have jobs in everything from art and design to coding, logistics, or management. In the next few years, we'll need even more people like you to help us create wonderful experiences for everyone. Learn more [here](#).



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LOGISTICS

Kuehne+Nagel

Do you want a job with endless possibilities? Logistics could be for you.

From moving major sporting events, to dealing with classified cargo and finding new sustainable methods, Kuehne+Nagel is a leading global logistics company working on behalf of thousands of customers across the world.

So, why not check out our apprenticeship opportunities [here](#) or learn more about our graduate scheme [here](#).

Would your young person like to get work experience in one of the UK's biggest industries? The logistics sector offers many opportunities for all qualification levels in Hull & East Yorkshire and job numbers are only set to increase.

It's never too early to start preparing your young person for their future career - check out reasons to choose a **career in Logistics** and the **types of apprenticeships available**.



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BSS part of Travis Perkins

Looking to help your young person gain valuable work experience in a growing industry? Logistics is one of the UK's largest areas of work, with jobs available all across the country - and demand is only set to increase in the future. It's never too early to start preparing your young person for their future career - check out **careers in logistics** and **job opportunities** suited to all qualification levels, including **transport apprenticeships**.

As the UK's largest distributor of pipeline and heating solutions, our ambition is to be the leading partner to the construction industry. We offer 1000s of apprenticeships and a range of training opportunities. We're all about letting everyone be themselves at work. Plus, we offer flexible working and are a disability confident employer.



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GREEN

Aura, Centrica, Woods, Orsted

The good news is that green jobs are on the rise! These jobs focus on restoring the natural environment - whether in companies creating green goods like electric vehicles or companies reducing the use of natural resources and producing clean energy.

Did you know that the Humber region will get 10,000 new jobs in the wind industry by 2030? And £3 billion will be invested in the region to reduce carbon emissions. This will create local opportunities for young people who are good at problem solving, communication, teamwork, attention to detail or computer skills. Your child could work on some of the most innovative climate change projects in the world. It's never been so easy to be part of the solution.

Learn more about green jobs and skills [here](#).



Intelligent Energy

Is your child interested in tackling climate change? Did you know there are local employers doing just this? Learn more about green jobs and salaries [here](#).

Green businesses like ours are hiring more and more people each year and we need people like you. From **engineers** to **finance and operations**, to **marketing**... each role at Intelligent Energy helps protect the planet.

Learn more [here](#) and ask your school about our work placements next year.



NEXT STEPS

We asked parents in Leicester and Leicestershire and Hull and East Yorkshire what questions they would like to ask businesses about workplace experience opportunities for young people.

Hear how our businesses answered the questions below by following the links to short videos.



1

What is the most effective way to contact an employer?
What to ask for, who to approach.
What is a reasonable request?



2

What if my son/daughter wants to work in a role that isn't accessible?
Perhaps for security reasons, or health and safety.



3

How far in advance can you arrange a work placement?



4

Do you provide feedback to student and parent?



5

What do young people need to prepare before their placement?



6

Do you have any advice for the young people after their placement?

A GLOSSARY OF LINKS

SKILLS

www.bbc.co.uk/bitesize/groups/cpw27rkvq6pt
www.bbc.co.uk/programmes/articles/4KKgF7C5tCqP1v1fC83wb8N/radio-1s-career-quiz-2022-take-the-quiz-to-find-a-potential-dream-job
<https://nationalcareers.service.gov.uk/discover-your-skills-and-careers>

OPTIONS

www.skillsforcareers.education.gov.uk/pages/skills-for-life
https://youtu.be/f_xAQNNi4pA?si=7mfyqyMvfXgH9Beg
www.tlevels.gov.uk/students/find?Postcode=Le1&NumberOfItemsToShow=15&ShouldSearch=True&TotalRecordCount=260&SelectedItemIndex=10&SelectedQualificationId=0
<https://notgoingtouni.co.uk/blog>
www.ucas.com/apprenticeships/degree-apprenticeships
www.ucas.com/further-education/apprenticeships-and-traineeships/supported-internships
www.skillsforcareers.education.gov.uk/pages/young-people
www.tlevels.gov.uk/students/about
www.apprenticeships.gov.uk/apprentices/real-stories
www.talkingfutures.org.uk/wp-content/uploads/2022/01/Pathway-Planner.pdf
www.talkingfutures.org.uk/wp-content/uploads/2022/01/Conversation-starter-activity.pdf
<https://llep.org.uk/app/uploads/2023/10/FINAL-LL-EP-WOW-GUIDE-LEICS-2023-2024-accessible.pdf>

DIGITAL

www.baesystems.com/en/careers/careers-in-the-uk/early-careers
www.baesystems.com/en/home
<https://technation.io/report/people-and-skills-report-2022/#tech-job-vacancies>
www.youthemployment.org.uk/careers-hub-sector/digital/
www.holovis.com/products
www.youthemployment.org.uk/careers-hub-sector/digital/
www.holovis.com/careers

LOGISTICS

<https://jobs.kuehne-nagel.com/global/en/c/apprenticeship-jobs>
<https://jobs.kuehne-nagel.com/global/en/c/students-graduates-jobs>
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/retail/why-choose-a-career-in-logistics-and-supply-chain-management
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/transport-and-logistics/transport-apprenticeships
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/retail/why-choose-a-career-in-logistics-and-supply-chain-management
www.leapapprenticeships.co.uk/leap
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/transport-and-logistics/transport-apprenticeships
www.wallaceschool.co.uk/blog/eight-reasons-a-career-in-logistics-is-the-right-choice-for-you#:~:text=Because%20logistics%20has%20so%20many,in%20novative%20individuals%20can%20advance%20quickly

GREEN

<https://nationalcareersweek.com/download/28363/?tmstv=1693939475>
www.intelligent-energy.com
www.intelligent-energy.com/about-ie/our-team/sandija-stankus/
www.intelligent-energy.com/about-ie/our-team/julia-waite/
www.intelligent-energy.com/about-ie/our-team/emily-foster/
www.intelligent-energy.com/about-ie-intelligent-energy/our-team/

NEXT STEPS

www.youtube.com/watch?v=9WvWC2tl4ho
www.youtube.com/watch?v=ueyofd4otc
www.youtube.com/watch?v=SV12IL9vCeQ
www.youtube.com/watch?v=yxrUzj9ipuw
www.youtube.com/watch?v=b-WLI89qo3l
www.youtube.com/watch?v=zGUVbOQfX8o



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