



• *Your Potential To Deliver* •

Getting On . . .

You can help your child

A CAREERS GUIDE FOR PARENTS

2000

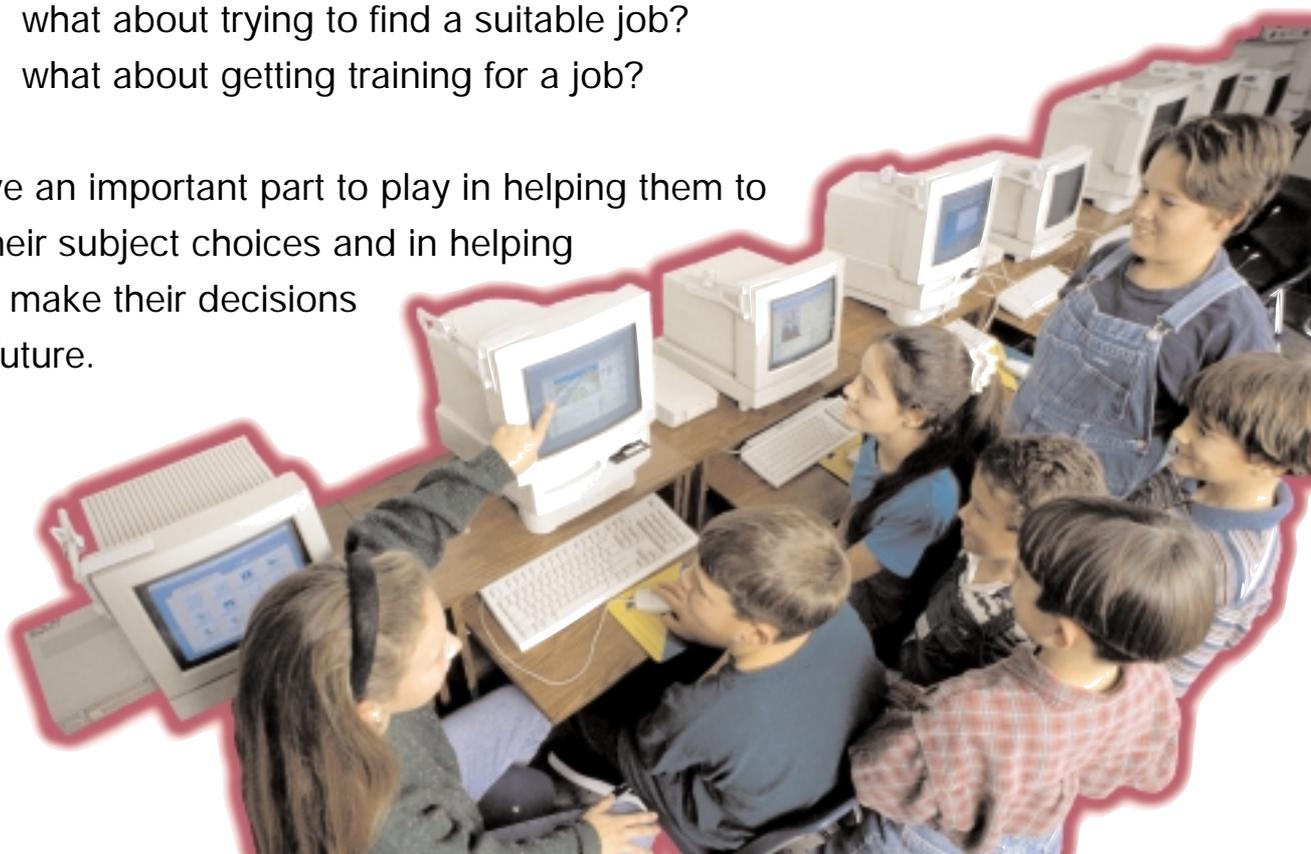
Introduction

This guide has been prepared to help you play your part in helping your child with the decisions they'll have to make about their future. If you have a son or daughter in school aged between 14 and 16 then read on.

In year 9 your child will be asked to make decisions about what subjects to study in Years 10 and 11. At sixteen, they will be faced with making tough decisions about the future.

- whether to stay at school or go to college?
- what about trying to find a suitable job?
- what about getting training for a job?

You have an important part to play in helping them to make their subject choices and in helping them to make their decisions for the future.



How you can help

Encourage them to:

- talk to you about their career ideas
- talk to other people about their jobs
- think about what they are good at and enjoy
- consider all the options available
- use the careers information in school
- gain experience of the world of work
- consider new and unusual career ideas.

You can also:

- visit your local Career Development Centre
- take an active interest in your child's planning
- attend parents' evenings.

How we can help

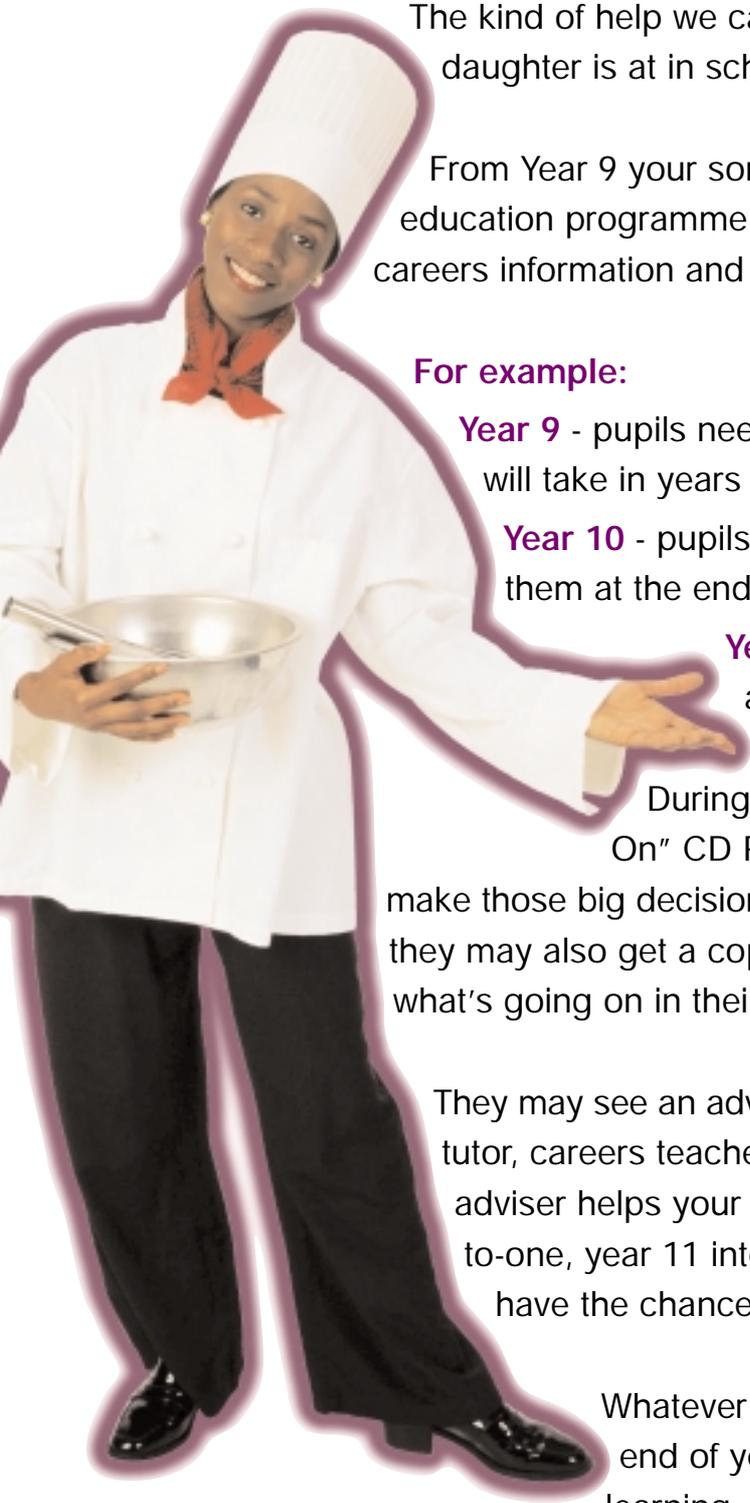
We can help young people with:

- careers information
- career planning
- vacancies for 16-18 year olds
- local labour market information
- job seeking and keeping skills
- extra support if they need it
- details of other people who can help them.

We can also help you to help them. We can offer:

- clear, up-to-date impartial information about careers and opportunities in education and training
- advice from an adviser when you request it
- support when you need it to help your son/daughter to move successfully through education, training and employment.





The kind of help we can offer depends on what stage your son or daughter is at in school.

From Year 9 your son or daughter's school will have a careers education programme. This programme includes things like careers information and making choices.

For example:

Year 9 - pupils need to plan which subjects or courses they will take in years 10 and 11

Year 10 - pupils begin to think about the choices open to them at the end of year 11

Year 11 - pupils now need make decisions about their future learning

During year 11 each pupil will receive a "Getting On" CD ROM containing information to help them make those big decisions. Depending on which school they attend, they may also get a copy of the latest Career Planner to add to what's going on in their careers education programme.

They may see an adviser in groups or individually if they, their tutor, careers teacher or adviser feel they need more help. If an adviser helps your son or daughter make a decision in a one-to-one, year 11 interview you can ask for a report. You also have the chance to discuss this report.

Whatever your son or daughter decides to do at the end of year 11 we continue to help them into learning. If they are not already in education, training or employment they will have extra support and a personal adviser to make sure they have the best start on the learning ladder.

Did you know that 16 and 17 year olds had a new employment right from September 1999? If they are in a job without training and left school with few qualifications they have a right to paid time off for study or training. We can tell them about this right and advise them on what to do.

The Connexions Card Explained

All young people will be given a personal Connexions Card after their final year of compulsory education. This card represents their entitlement to further learning, along with careers guidance and information.

Young people will be able to access information covering post-16 learning options through the Connexions website (www.connexions.gov.uk).

This website also links directly to our own website (www.getting-on.co.uk).

Today, education and training has never been more important. The chance of getting a job and better pay depends largely on the skills and qualifications young people have to offer.

Throughout their working life, they are going to need to review the skills and knowledge they have, and be prepared to update them. By taking advantage of the wide range of post-16 education and work-based learning options, they'll have a firm foundation of learning on which they can build in the future.

Learning Works

Gaining qualifications has never been so important. The people who are getting the best jobs, and the best chances to get on, are the ones with qualifications that employers are looking for. Evidence show that earnings and the chances of becoming unemployed are linked to qualifications, or the lack of them.

Now, if your son or daughter:

- is 16 or 17 years old
- is employed
- not going to school or college full-time; and
- has not already got a qualification at "level 2"
([See Names Explained - page 16](#))

he or she is entitled to reasonable paid time off during normal working hours to study or train for that qualification.

The qualification they decide to do must be one that's going to help them in their future career, but it doesn't have to be one that's connected to the job they are doing.

Options

Choosing which subjects and courses to take at the end of year 9 and year 11 is not easy. The choices in year 9 will include some compulsory subjects and may also include some GNVQs, depending upon what the school offers.

After year 11 your child can choose between:

- full time education in school or college
- work based training
- employment.

What to consider when making these important decision:

- their strengths and weaknesses
- their likes and dislikes
- what each course contains
- the amount of course work in the subject
- how it might affect further learning opportunities
- what kind of jobs/careers it might be useful for.

If your child chooses to stay in full time education he/she can study one or more of the following:

- AS levels, which can lead to full A levels
- GNVQs (General National Vocational Qualifications)
- BTECs
- other vocational courses such as City & Guilds and RSAs.

Details of all full time courses and work based training opportunities can be found on the "Getting On" CD ROM or at your local Career Development Centre, should you wish to help your child to check them out.

If your child chooses the work based route he/she can do either:

- Work Based Training
- Foundation Modern Apprenticeships
- Advanced Modern Apprenticeships.

Needing Information on:

- jobs and careers
- qualifications
- job hunting
- learning opportunities.

Where to Look

- the school's careers library
- career development centres
- on the internet.
- the "Getting On" CD ROM

Working in the Humber Region

Young people now face more options about their choice of future job and training than ever before. One of the questions an adviser hears most is “where are the jobs?” Obviously, you have an important part to play in helping your son or daughter make the right decisions.

This section will help you find out more about the local economy and job opportunities. We hope that it will help when important decisions have to be made. Making predictions about the economy is always difficult, especially in today’s global marketplace where so many different factors can affect the growth or decline of industries and the jobs that depend on them.

Where are the jobs?

Over 70% of the people employed in the Humber region work in manufacturing, distribution, hotels, public administration, education or health industries.

Relatively few jobs exist in the high technology industries. Those that do tend to be in aerospace, chemicals and pharmaceutical industries.

Local employment reflects what is happening nationally and is moving away from jobs in manufacturing and construction industries to what is known as the service sector. In our region we still have more people working in manufacturing than nationally but fewer jobs in banking, finance and insurance.

The river Humber is one of the busiest shipping routes in Europe and handles more European trade than any other UK port. One in forty of the UK's transport companies is located around the Humber. Transport makes an important contribution to our region's economy.



Our region has more small employers than the rest of the UK. Most of our very large employers are involved in either manufacturing or the public sector.

A job for life?

It is no surprise that evidence shows that “a job for life” is no longer a realistic option. Young people starting work can expect to change jobs several times during their working life. Each of these changes may require more education and training to keep skills up to date.

Young people are required to be flexible and offer a range of skills. Many new jobs being created are part-time. Part-time working in our region is well above the national average and many of the new jobs are also temporary or short-term contracts.

Another trend in our region has been in self-employment. In May 2000, over 10% of the working population in our region was self-employed.

How much will I get paid?

Advisers can provide general information about pay levels for different jobs. This information varies quite dramatically for some jobs and needs to be looked at with care.

One message about pay is very clear. There is a strong link between the qualification, people have and how much they can expect to earn.

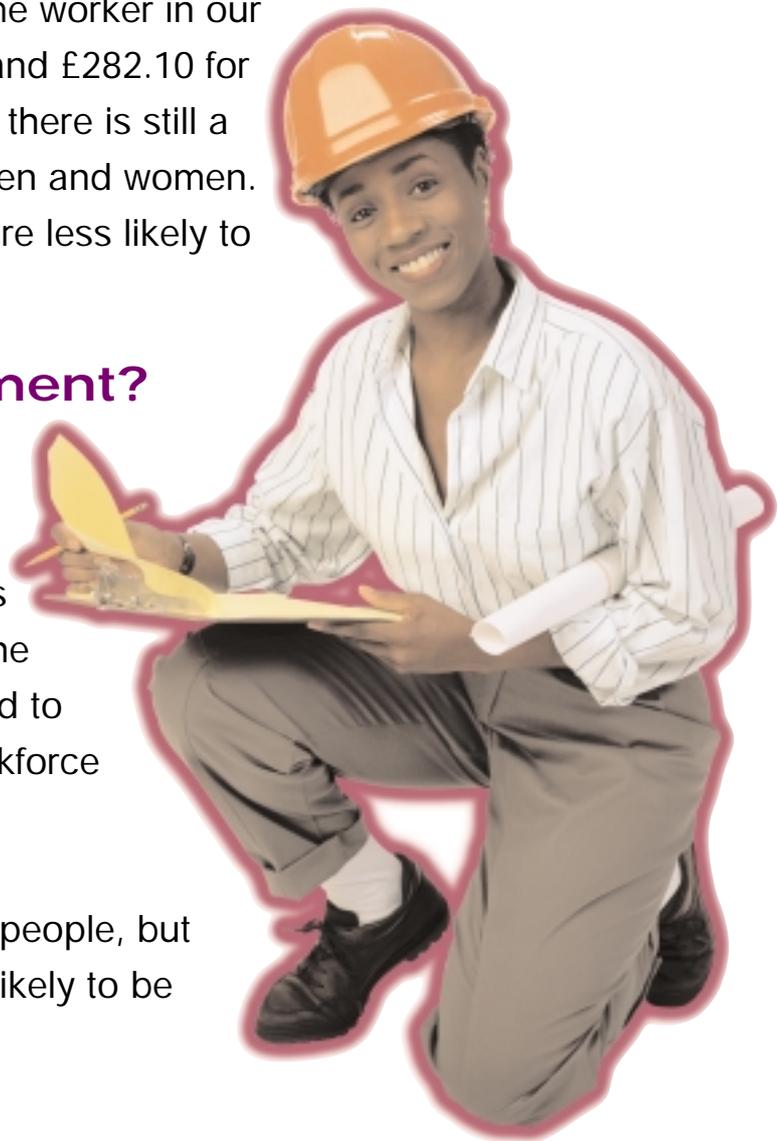
Average gross weekly pay* for a full-time worker in our region in 1999 was £393.60 for a man and £282.10 for a woman. Although the gap is closing, there is still a significant difference in pay between men and women. But, research also shows that women are less likely to become unemployed.

What about unemployment?

Unemployment has fallen but is still above the national average in our region and over the last three years has fallen at a slower rate*. In June 2000 the unemployment rate was 5.3% compared to 3.7% nationally. Around half of the workforce have been unemployed at least once.

Unemployment affects a wide range of people, but people without qualifications are more likely to be out of work at some time.

**Office of National Statistics 1999*



What are employers looking for?

Employers look for a range of skills and qualifications. Just as important is the constant need for people with “transferable” or “key” skills. These are skills which are relevant to all jobs. Employers in our region have identified the following skills as very important:

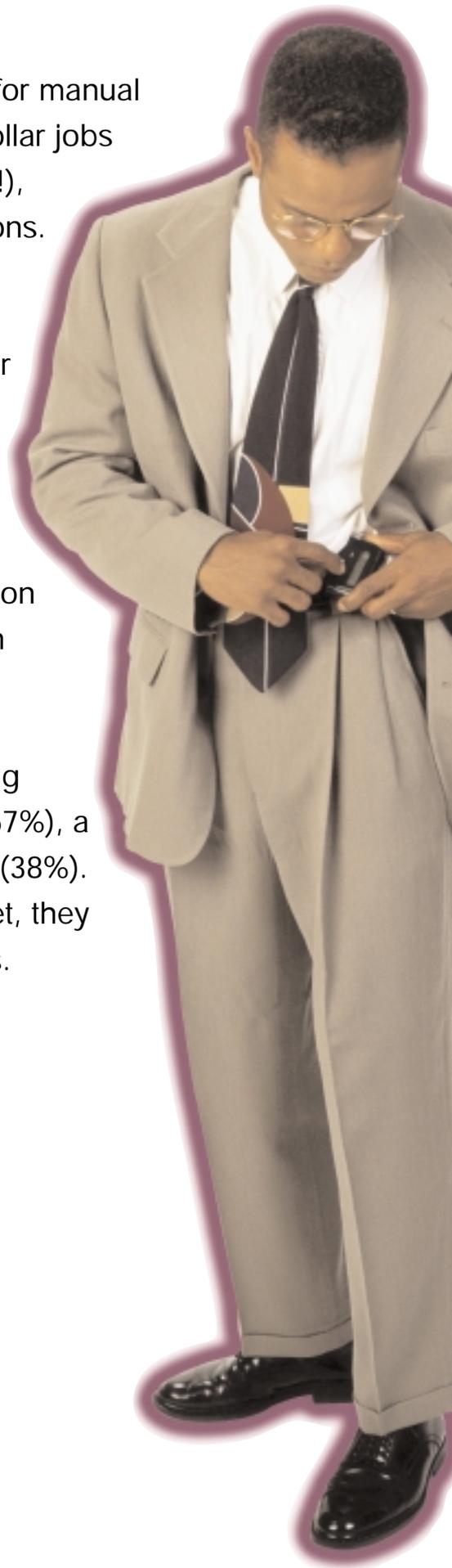
- **Communication**
Discussing topics, writing reports, using images, reading and responding to written materials.
- **Application of Number**
Collecting and recording figures, tackling problems, interpreting and presenting data.
- **Information Technology**
Preparing, processing and presenting information, evaluating the uses of information technology.
- **Improving own Learning and Performance**
Identifying targets, following plans to meet targets.
- **Working With Others**
Agreeing aims and responsibilities, working together to meet goals.
- **Problem Solving**
Working out a number of solutions and choosing the best.

Why is learning important?

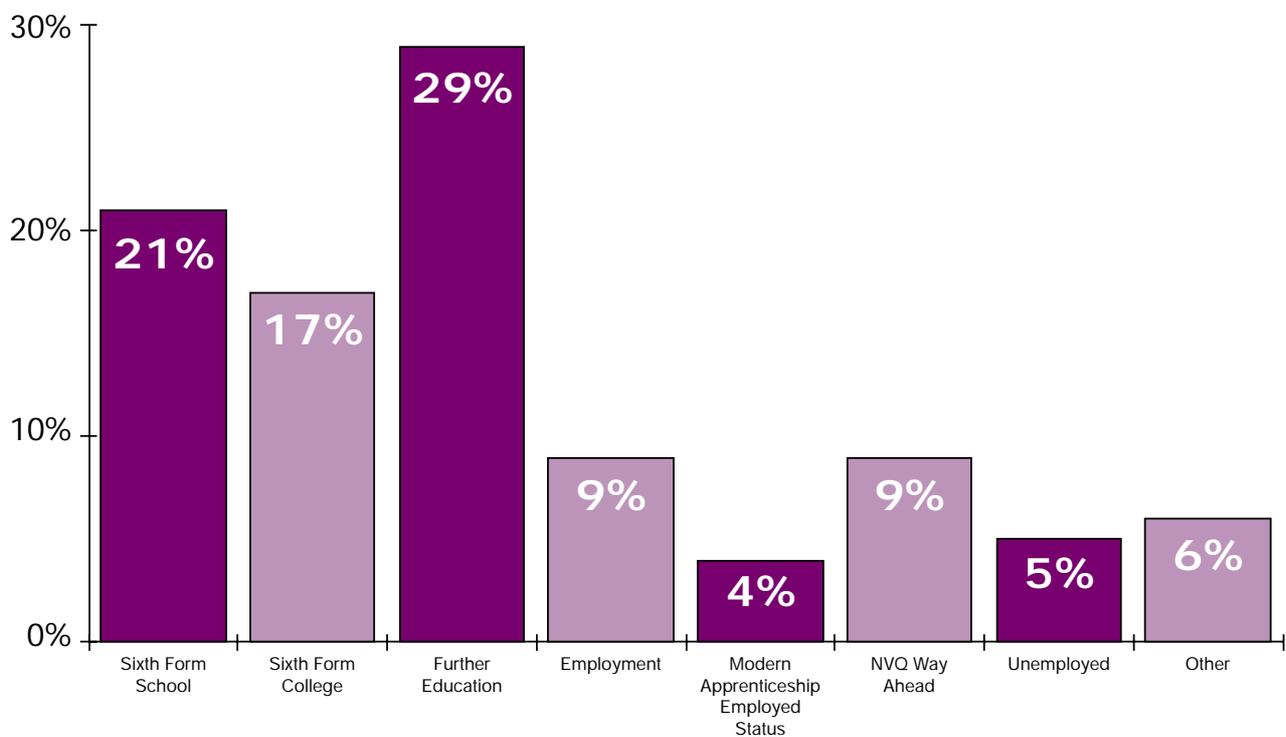
The structure of employment is changing. Demand for manual occupations is declining, whilst demand for white collar jobs increases (although not necessarily at the same rate!), especially those which require higher level qualifications. Higher levels of skill are now required in most jobs.

Across the whole UK working population, the number holding a qualification has risen dramatically from 60% in 1985 to 79% in 1996. The rise in the number holding higher qualifications, such as degrees or HNDs, has been even greater, from 13% in 1985 to 20% in 1996. The proportion of the working population with qualifications is lower in the Humber region than nationally.

The bar chart opposite shows the proportion of young people who now remain in education after Year 11 (67%), a substantial increase compared to just a decade ago (38%). If young people are to survive in the future job market, they must have qualifications and skills to offer employers.



1999 Year 11 School Leaver Destinations Humber Region Total (10,862)



The Humberside Partnership gratefully acknowledges the contribution made by Humberside Training & Enterprise Council in providing data in the production of this guide. The information contained in this booklet was correct at the time of printing but should only be used as a guide. If you would like to discuss any of the information contained in this publication in more detail with an Adviser, we will be pleased to arrange an appointment with you.

The address and telephone number of your nearest [Career Development Centre](#) are on the back page of this booklet.



Other Services ... for Adults

If you are interested in . . .

- looking at change of career
- returning to education
- undertaking training or re-training
- re-entering the labour market after childcare
- considering higher education.

We can provide you with:

- clear, up to date information
- independent and impartial careers advice
- help to draw up a personal career plan and review it if things change
- assistance with assessing your interests and abilities
- interactive computer aids
- practical help so you can find suitable education, training or employment.

Contact your local Career Development Centre



Names Explained

A (Advanced) levels

- From September 2000, A level courses have changed considerably. They are now made up of 2 separate components called AS and A2 levels.

AS (Advanced Subsidiary) levels

- Advanced Subsidiary level courses are the first half of the full A level. Students may choose up to five of these to study in Year 12 before selecting three A2 levels in Year 13. The AS level is a qualification in its own right so that, for whichever subjects students decide not to follow in Year 13, they can still gain an AS qualification graded A-E. The first examinations in AS levels will be taken in summer 2001.

A2 levels

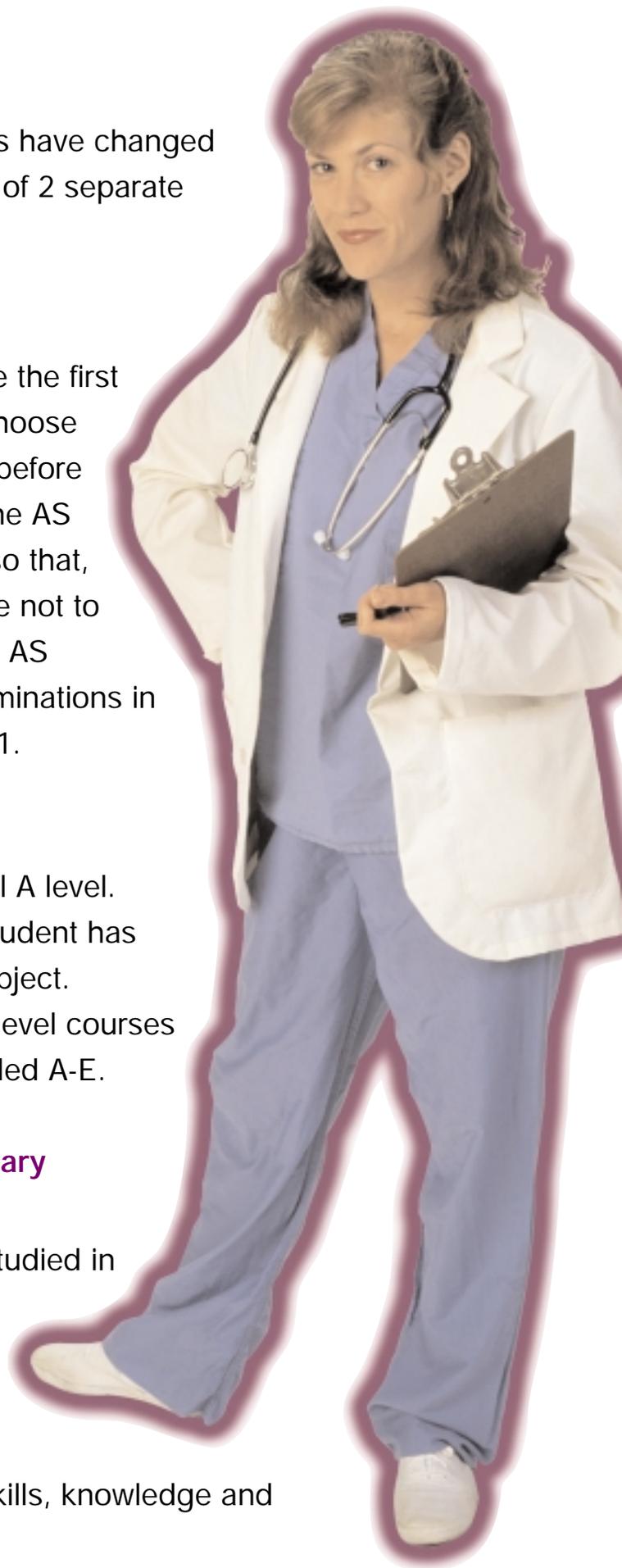
- A2 levels are the second half of the full A level. These cannot be studied unless the student has completed an AS level in the same subject. Successful completion of AS and A2 level courses leads to a full A level qualification graded A-E.

GCSEs (General Certificate of Secondary Education)

- General courses in specific subjects studied in years 10 and 11.

NVQs (National Vocational Qualifications)

- Work based qualifications based on skills, knowledge and understanding needed in jobs.



GNVQs (General National Vocational Qualifications)

- These are more vocationally-based than academic AS and A2 levels and are becoming known as 'Vocational A levels'. GNVQ have also changed with effect from September 2000. Students can elect to study units as follows:

Three-unit GNVQ

- These are equivalent in size and demand to a single AS level and are graded on the same A-E scale

Six-unit GNVQ

- These are equivalent in size and demand to a full six unit A level (AS+A2) and graded on the same A-E scale.

Full twelve-unit GNVQ

- These are equivalent in size and demand to 2 full six-unit A levels and are graded on the same A-E scale.

Students may follow programmes of study which mix academic and vocational qualifications but careful research will need to be done before making final choices to ensure that the qualifications they are working towards will allow them to progress on to the further study or employment of their choice.

Key Skills.

- Whatever choices students make, they will have the opportunity to gain a recognised qualification in the essential skills of communication, application of number and information technology, drawing on evidence from their chosen programme of study.

BTECs (now awarded by EDEXCEL)

- A broad based qualification in a particular work area usually studied at college. These courses are used as a preparation for work or further learning and can be studied at First, National and Higher National levels.

HE (Higher Education)

- Study leading to degree, diploma and post graduate study post 18, at college or university.

“Level 2” means:

- 5 GCSEs grades A* to C; or
- an NVQ 2; or
- an intermediate GNVQ; or
- a BTEC first; or
- another specified qualification.

LMI (Labour Market Information)

- Information on current local national and international labour market trends which are likely to affect the labour market and skills over the next few years.

Advanced Modern Apprenticeships

- Employed status work based occupational training to NVQ Level 3 or above including key skills certification.

Foundation Modern Apprenticeships

- Work related occupational training to Level 2 or above, including key skills certification.

Work Experience

This is an opportunity for young people to discover, in a safe environment, something new about their own skills and talents. It can also highlight the connection between the subjects they study and the skills needed in working life. Other real benefits include increased confidence in making relationships with older people and to sample different types of work.

Beverley Career Development Centre

3 North Bar Within
Beverley HU17 8AP
Tel: (01482) 862741 Fax: (01482) 863787
*Part-time Centres in **Hedon, Hornsea,**
Pocklington and Withernsea*

Bransholme Career Development Centre

76 Goodhart Road
North Point Shopping Centre
Bransholme
Hull HU7 4EF
Tel: (01482) 835780 Fax: (01482) 839188

Bridlington Career Development Centre

20 Blenheim Road
Bridlington YO16 4LD
Tel: (01262) 678943 Fax: (01262) 604411
*Part-time Centre in **Driffield***

Goole Career Development Centre

71-73 Boothferry Road
Goole DN14 6BB
Tel: (01405) 764558 Fax: (01405) 760024

Grimsby Career Development Centre

Queen Street
Grimsby DN31 1JA
Tel: (01472) 355303 Fax: (01472) 240337
*Part-time Centre in **Immingham***

Hessle Career Development Centre

Southgate
Hessle HU13 0SN
Tel: (01482) 647127 Fax: (01482) 640003

Hull Career Development Centre

Queen Victoria House
Alfred Gelder Street
Hull HU1 2AY
Tel: (01482) 223081 Fax: (01482) 218787

Scunthorpe Career Development Centre

60 Oswald Road
Scunthorpe DN15 7PQ
Tel: (01724) 282200 Fax: (01724) 281715
*Part-time Centres in **Barton and Brigg***

Visit our 'Getting On' website: www.getting-on.co.uk

CENTRE OPENING HOURS

Monday to Thursday	9:00 - 5:00
Friday	9:00 - 4:30
First Tuesday of every month	10:30 - 5:00

Please note some Centres are closed for lunch between 12:30 - 1:30.
For opening hours and addresses of Part-Time Centres, please
contact your nearest Full-Time Career Development Centre.



INVESTOR IN PEOPLE

The Humberside Partnership's key aim is to help people move successfully through education, training and employment.



A CAREERS GUIDE FOR PARENTS