Making Decisions 2020/21



Post 16

**Young people must participate in learning until their 18th birthday.**

**Apprenticeship**

**Training**

e.g. Traineeship

**Volunteering**

with part-time study

**Sixth form**

**College**

and UTC

**Employment**

with part-time study

You will need to continue studying English and Maths if you haven't achieved GCSE grade 4 or above (grade C or above before 2017) in these subjects.

These charts show the opportunities available and what young people were doing at the time they were contacted (September-December 2

**➀ Think about … your likes and dislikes**

🞎 What you enjoy and are good at

🞎 What you don’t like doing and find difficult

🞎 What you liked or disliked about any work experience or voluntary work you have done

🞎 How far you can travel to school, college, work or training provider. Consider time and cost

🞎 How you learn best – in the classroom, practical workshops, tutorials, on-the-job training

🞎 What kind of environment you would like to work or study in.

**➁ Think about … your future goals and ambitions**

🞎 How you plan to achieve these

🞎 Whether you need specific subjects or qualifications for a particular career or to study a Higher

Education course

🞎 Research careers, courses, jobs, apprenticeships and training…

**www.ychertfordshire.org** >Jobs and careers

[**https://nationalcareers.service.gov.uk/**](https://nationalcareers.service.gov.uk/)>Job profiles

**www.careerpilot.org.uk/**

**https://icould.com/**

**www.ucas.com/further-education**

**www.gov.uk/apply-apprenticeship**

**www.gov.uk/find-traineeship**

**www.getingofar.gov.uk/**

**➂ Prioritise which factors are most important to you**

🞎 To help you organise your ideas and make it easier to decide which option to choose

🞎 Use the **pros and cons checklist** on **page 2** to help you decide

**➃ Compare your requirements with the options available and make your decision**

**Top tips to help you decide**

**The choice you make should be right for YOU** - before making a decision, you need to have a clear idea about what you are looking for and what you would like to get out of the next move you make.

www.ychertfordshire.org – Jobs and Careers

For more information visit…

**Apprenticeship**

🞎 Earn money

🞎 ‘On the job’ learning style

🞎 Different environment to full-time study

🞎 Develop transferrable skills

🞎 Nationally recognised qualification

🞎 Longer working day than sixth form or college

🞎 Combining full-time work with study can be demanding

🞎 Learn specific job skills

🞎 Entitled to the same working conditions as other employees

🞎 Can progress to a higher/ degree apprenticeship

🞎 Many national employers offer their own apprenticeship schemes at a range of levels

**Employment with part-time study**

🞎 Flexible – could fit around other commitments

🞎 Gain experience of the world of work

🞎 Develop transferable skills

🞎 Earn money

🞎 ‘On the job’ learning style

🞎 Different environment to full-time study

🞎 Longer working day than sixth form or college

🞎 Learn specific job skills

🞎 Some national employers offer their own school leaver schemes working towards qualifications at a range of levels

**Training e.g. Traineeships**

🞎Could be suitable if you don’t feel ready for a full-time job or apprenticeship

🞎 Gain experience of work

🞎 Develop skills

🞎 Help prepare for work

**Sixth form**

🞎 Familiar environment

🞎 May need to study at more than one sixth form to get the range of subjects

🞎 There may be a dress code

🞎 May have to attend all day, every day

🞎 Convenient

🞎 Travel time/cost

🞎 May be more structured than college

🞎 May have less independence than at college

**College including UTCs**

🞎Travel time/cost

🞎 Increased independence

🞎 New learning environment

🞎 Wide choice of vocational subjects

🞎 Plan and control your own workload

🞎 More self-discipline may be required than at sixth form

🞎 May not need to be in college all day, every day

🞎 There may be learners from a range of age groups

**Volunteering with part-time study**

🞎 Flexible – fit around other commitments

🞎 Develop transferable skills

🞎 Unpaid

🞎 Gain experience of the world of work

**Pros and cons checklist**

Use the points below to help you compare the pros and cons of each option and work out what’s important to you.

www.ychertfordshire.org – Jobs and Careers

For more information visit…

**Once you’ve decided – identify your skills and qualities**

You will need to understand your personal qualities and strengths when completing an application for…

* How motivated and enthusiastic you are
* How well you would cope with the demands of the course or job
* How good your communication skills are
* How you can use your initiative
* How well you are able to work as part of a team
* Whether you are able to be flexible and adapt to different situations
* Your personal achievements including academic qualifications and experience both in and out of school
* Why your skills make you suited to the course/job/placement you are applying for

**Use the worksheet on page 4…**

* Think of the three skills or qualities which describe you best
* Try to make these are varied and relevant to the job or course application
* If you’re not sure about which to choose ask the opinion of someone who knows you well
* Think about what evidence you could use on an application form or at an interview to illustrate these skills or qualities, such as examples of when you have used you own initiative or how you have worked as part of a team

A school or college course

A job, apprenticeship or traineeship

A voluntary work placement

✓

✓

✓

i

Market yourself on

an application, CV or at an interview by showing…

**The skills you have learnt from school subjects**

In **maths** - handling data. In **English** - presenting information. In **science** – analysing and problem solving. In **group projects** - planning, organisation, team work and leadership skills?

**Don’t forget...**

**Thinking about your personal abilities early can help you make the most of your chances**

**Help from YC Hertfordshire**

**www.ychertfordshire.org** >Support for young people

**Your nearest YC Hertfordshire Access Point is…**

**Watford Young People’s Centre (opposite the fire station)**

**206-210 Lower High Street**

**Watford WD17 2EL**

**01923 482828**

**For help for those with learning difficulties and/or disabilities, contact the LDD Team…**

01438 844999 email: YC.LDD@hertfordshire.gov.uk

**Help is also available from the National Careers Service…**

**https://nationalcareersservice.direct.gov.uk** >Contact an adviser



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www.ychertfordshire.org – Jobs and Careers

For more information visit…

**Example 1**

**Example 2**

**Skill or Quality**

**Skill or Quality**

Making decisions – Your skills and qualities worksheet

**Example 3**

**Example 1**

**Example 3**

**Example 2**

**Example 3**

**Example 1**

**Example 2**



**Choose the three skills or qualities which describe you best.**

**Then write down examples of how you have used them.**

**You can use these examples to market yourself on a job or course application, on your CV or at an interview**

**Skill or Quality**