

Post Year 11 Education, Employment or Training Guide



Who we are

This booklet has been put together by Oxfordshire County Council's Education, Employment and Training (EET) Service to give you some development activities that will help you in your future education or employment steps. We support all young people from school year 11 through to 13 in finding suitable education, employment or training.

Each year we write to every year 11 to make them aware of the options available to them. This letter aims to make you aware of the choices available to you, as well as introduce us. You will likely get a couple of calls and emails from us over the next few years just checking in. We have a duty to check on all young people, so please let us know even if you are satisfied with your current situation; this really helps us!

Your plan may be to stay on in your school's sixth form, but there are many other options available to you. You will need to be in some form of learning up until your 18th Birthday. This could be school, an apprenticeship, a traineeship or work alongside some part-time learning or training.

To find out more please visit <https://oxme.info/learn/school-leaving-age>.

Advice on Next Steps

*After year 11 you can go in many different directions;
it can be difficult to know what is available.*

Your school is required to provide you with careers information and advice, so you should ask who you can talk to about your options.

As well as through school, you can find information and advice on the following websites:

OXME



Oxfordshire's website for young people with information on different aspects of growing up including education and training. There is a webchat service available and you can find out about support for when you finish in the summer.

www.oxme.info

National Careers Service

You can find job profiles and information about which careers will be in demand in the future. The website has a section specifically for young people.



If you want to speak to an advisor you can call 0800 100 900.

<https://nationalcareers.service.gov.uk/>

National Apprenticeship Finder



Everything you need to know about apprenticeships and traineeships.

You can also search for vacancies in your area.

<https://www.gov.uk/apply-apprenticeship>

.GOV Traineeships

A traineeship is a course with work experience that gets you ready for work or an apprenticeship.

It can last up to 6 months.

<https://www.gov.uk/browse/education/find-course>

Get My First Job



Find out about live apprenticeships, training and Job vacancies and get in touch with employers.

Tips about applying for jobs and how to impress at interviews.

www.getmyfirstjob.co.uk

ICould



Ideas to get you thinking about your future career.

www.Icould.com

Your Options



Apprenticeships

Apprenticeships can be a great way to earn whilst you learn, gaining both valuable experience in the workplace whilst achieving an accredited qualification. They can be a great way to take the first step on a lifelong career.

All of Oxfordshire's apprenticeships are listed on our website:

www.oxme.info/opportunities

Amazing Apprenticeships have a huge amount of resources available around apprenticeships, including apprentice interview practice and case studies.

www.amazingapprenticeships.com

Employment with Training

Employment with training includes jobs that are not apprenticeships, but you still gain an accredited qualification or high-quality training.

The training can be either part of the job and chosen by the employer or it can be a part time course that you have chosen to do in your free time that doesn't even relate to your job.

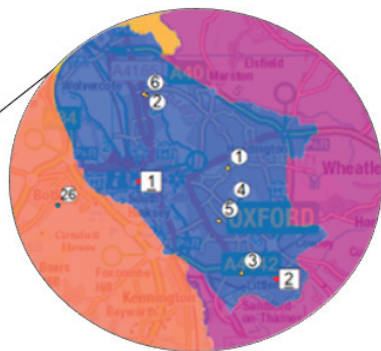
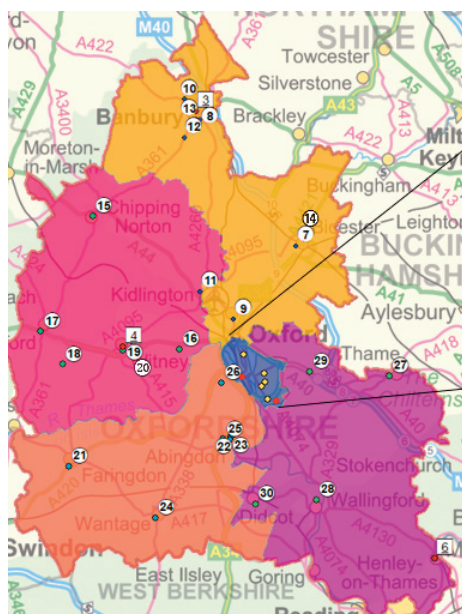
Unsure of your next or long-term steps? The following sites can help:

www.barclayslifeskills.com/i-want-to-choose-my-next-step/school/wheel-of-strengths

<https://www.ucas.com/careers-quiz>

www.prospects.ac.uk/planner

www.nationalcareers.service.gov.uk/skills-assessment



Oxford

- ① Cheney School
- ② Cherwell School
- ③ The Oxford Academy
- ④ Oxford Spires Academy
- ⑤ St Gregory the Great
- ⑥ The Swan School
- ① City of Oxford College – City Centre Campus
- ② City of Oxford College – Blackbird Leys Campus

Cherwell

- ⑦ The Bicester School
- ⑧ Blessed George Napier
- ⑨ Gosford Hill School
- ⑩ North Oxfordshire Academy
- ⑪ Marlborough C of E
- ⑫ Warriner School
- ⑬ Wykham Park Academy
- ⑭ The Cooper School
- ③ Banbury & Bicester College

West Oxfordshire

- ⑮ Chipping Norton School
- ⑯ Bartholomew School
- ⑰ Burford School
- ⑱ Carterton Community College
- ⑲ The Henry Box School
- ⑳ Wood Green School
- ④ Abingdon & Witney College – Witney Campus

Vale of White Horse

- ⑳ Faringdon Academy
- ㉑ Fitzharrys School
- ㉒ John Mason School
- ㉓ King Alfred's Academy
- ㉔ Larkmead School
- ㉕ Matthew Arnold School
- ⑤ Abingdon & Witney College – Abingdon Campus

South Oxfordshire

- ㉖ Lord William's School
- ㉗ Wallingford School
- ㉘ Wheatley Park
- ㉙ Didcot 6th Form
- ⑥ The Henley College

To find out more information on these education establishments head to: [Oxfordshire schools search | Oxfordshire County Council](#)

Sixth Form

Sixth form lets you continue your education in a setting you are already familiar with.

You are not limited to just your own schools sixth form; you can apply to join others. Go to each school's website for further details.

College

Colleges are a great way to continue your formal education, often offering a different range of qualifications and at different levels than what you can find in sixth form.

Oxfordshire has 3 colleges:

Abingdon and Witney College

A campus in Abingdon and one in Witney.

www.abingdon-witney.ac.uk

Activate Learning

Campuses in central Oxford, Banbury, Bicester and Blackbird Leys.

www.activatelearning.ac.uk

Activate are hosting online open days for you to find more about the courses they offer.

Visit their website for more details.

Henley College

Henley college have been hosting online tours, check their website for details.

www.henleycol.ac.uk

T-Levels

T-levels are a new qualification type available in Oxfordshire from September 2021. They are a mix of industrial and educational based learning, with 80% in the classroom, learning skills needed by the employer, and 20% in industry. They are currently only delivered by colleges and are the equivalent of three A-Levels.

<https://www.tlevels.gov.uk/students>

Traineeships

Traineeships is training that also involves a work placement. They are suitable for young people who want a job or an apprenticeship, but who do not yet have enough experience.

To find traineeships go to:

<https://www.gov.uk/browse/education/find-course>

Training

Oxfordshire has many providers that focus on different skills and career paths.

SOFEA - Didcot

 www.sofea.uk.com

 01235 510774

Synolos – Witney

 www.synolos.co.uk

 admin@synolos.org

 01993 222555

ACE Training – Construction training in Kidlington

 www.acetraining.co.uk

 info@acetraining.co.uk

 01865 370040

Aspire Oxford

 <https://www.aspireoxfordshire.org/education-training-and-employment-in-the-community>

 chris@aspiroxford.co.uk

 01865 204450

Trax - Oxford

 <https://www.traxeducation.com/>

 admin@traxonline.co.uk

 01865 318040

EMBS – Oxford and Banbury

 www.embs.ac.uk

 info@embs.ac.uk

 01865 776041

HEROS – Learn in a working stable, near Wantage

 www.heroscharity.org

 info@heroscharity.org

 01488 638820

Options for post 16 learning

Places/options to learn	Things to consider	Is this where you see yourself learning? ✓/x
School 6th Form	Year 12 – 13 (Yr. 14 in some schools)	
	Learning and timetabling is more flexible than Yr. 7 - 11, but you will be expected to study independently during your free periods.	
	You can usually wear your own clothes, but there may be specific instructions, such as business wear only.	
	Although A-levels and vocational courses are on offer, schools more commonly offer more A-level subjects	
6th Form College	For 16 – 19 year olds.	
	College campuses are often larger than school sites.	
	Learning and timetabling are more flexible than in school, but you will be expected to study independently during your free periods.	
	You can wear your own clothes.	
	A-levels and vocational courses are on offer	
Further Education (FE) Colleges	For people aged 16+.	
	College campuses are often considerably larger than school sites. A larger campus means many more people.	
	You can wear your own clothes	
	A wide range of courses, e.g. A Levels, BTECs, Apprenticeships, T Levels, ESOL, Skills for working life etc.	
(Independent) Special Schools & Colleges	For 16 – 25 year olds with additional learning and physical needs.	
	Learning is based on your needs and may require you to go to school out of the borough.	
	You can wear your own clothes.	
	You and your family will be working with a professional who will be helping you to plan your next step.	
Apprenticeship providers / Training Centres	For people aged 16+.	
	Learning and timetabling are more flexible and is focused on getting you ready for the world of work.	
	You can wear your own clothes.	
	The courses and training are focused on ensuring you are ready to start a job.	

Post 16 Checklist

To do	Due by?	Done?	Notes
Read the post-16 prospectus!			
Research the different options, using articles on OXME			
Thought about my learning style and strengths			
Thought about my favourite and strongest subjects			
Thought about jobs and careers I may be interested in			
Researched entry requirements for potential career choices			
Seen a careers advisor in my school			
Discussed my additional support needs with support professionals and parents/carers			
Found out about open days			
Visited post 16 providers			
Found out about apprenticeships and traineeships			
Signed up to 'Hot Jobs' email updates from the EET Team			
Prepared my applications, using OXME to help			
Followed up with places I've applied to check if they have received my application			
Prepared for upcoming interviews			
Researched and trialled my travel route by public transport			
Thought about a Plan 'B' option			
Update the EET team on the OXME website			
Set up a revision timetable			
Asked for help if I need it			

Do you have a plan for September?

Everyone leaving year 11 is entitled to a place in learning in September. If you already know what you intend to do in September we would love to know, tell us by registering at www.oxme.info/register

If you are still unsure on what you want to do, you can seek further advice through the OXME website. Please visit www.oxme.info and click on the **Contact us** tab on the right hand side of the screen.

This will take you to our contact page, where you will have options to fill in the form relevant to your query:

- ▶ Support from Targeted Youth Support Service (TYSS)
- ▶ Support from the Education, Employment and Training (EET) Service
- ▶ Or you can register or update your post-16 learning destination.

For any other queries or if you are simply not sure who to ask, please complete the **Enquiries form** at the bottom of the contacts page.

CV's

Whether you decide to stay in education for many more years or want to go straight into employment, at some point you will need a CV. Creating one now and adding to it as you accomplish more will save you time in the future.

You may feel like you don't have much that you can put on your CV yet, this guide should hopefully give you some resources and ideas to help you fill it out. Remember, a CV's goal is to demonstrate your employability and not just show how you performed in school. You can use any relevant experience to show how you meet the jobs criteria.

Keep in mind the STAR method, interviewers often use this to judge whether you meet their criteria:

S – Situation Start with an example and explain what your role was.

T – Task Explain what tasks you had personally had to complete.

A – Action Describe what you personally did to complete the task.

R – Results Explain what the outcome of your actions was. What went well? What did you learn?

Remember situations can come from a wide variety of places. They could be from your work experience, a school project, volunteering work or even through one of your hobbies.

The sites included in this pack were checked in February 2021 but belong to third party providers. Oxfordshire County Council cannot accept responsibility for the accuracy of the information on these sites and nor does inclusion represent a recommendation or an endorsement. Parents, carers, young people and professionals are recommended to check that the information and websites listed are appropriate for their needs and safe to use.

CV Templates

Whilst it is good to personalise your CV so that it stands out, there are many good templates available that can help you quickly put together a usable CV.

<https://www.barclays.co.uk/first-job/> This site has loads of great resources to help you get ready for your next steps.

www.reed.co.uk/career-advice/school-leaver-cv-template

www.totaljobs.com/advice/non-graduate-first-job-cv-template

www.cv-library.co.uk/career-advice/cv/cv-templates/first-job-cv

CV Tips

Full Name

Address

Phone Number

Put the best method to be contacted on, have a professional voicemail.

Email

Make sure you use a professional looking email address.

Personal Statement

Why would you be good at this job? Write about what personal qualities that you have that match up with this job. What are you interested in that overlaps with this role?

Education

List your qualification results most recent first.

You may need to come back to this section when you have received your results, but you can often apply with predicted grades.

Work Experience

CV's aren't all about educational achievement. Employers will want to know what hands-on experience you have. This can be part time jobs or work experience you completed through school.

Write down when you completed your work experience and who with.

Give a brief description of your responsibilities when you were there.

If you completed work that relates to the job you are applying for, emphasise that here.

Key Skills and Training

You likely have a lot more skills than you are aware of, the site below will help you identify some of these:

www.themix.org.uk/apps-and-tools/define-me

The following sites offer online training to further build up this section and finding a new interest can open up new careers to you:

www.alison.com – Alison have a wide range of courses including Maths & English, some free of charge. If relevant to the job, these courses can help you show potential employers that you have extra knowledge and a real interest in what they do.

www.futurelearn.com – Future learn have lots of courses which you can access for free. If you want a certificate you have to pay, but otherwise you can access all of the course learning without paying.

www.idea.org.uk – Idea is the digital equivalent of the Duke of Edinburgh award. With no age limits, you earn badges showing what skills and knowledge you have gained. Earn enough badges to get a Bronze, Silver or Gold award.

www.open.edu/openlearn/free-courses – Here you can find the free courses delivered by the open university.

www.khanacademy.org – A good resource to learn skills such as coding, finance and maths.

It is important to give details on how you can demonstrate these skills. If they relate to the job, make it clear how.

Volunteering

Volunteering shows employers that you are willing to give up your time and energy for good causes. At the same time, you will pick up some key skills and experiences employers are looking for.

Here are a number of sites that list opportunities to volunteer:

<https://www.iwill.org.uk/join-iwill/become-an-iwill-champion/>

– I Will lists a range of national organisations that offer volunteering.

<https://www.doit.life/volunteering> – Do It has a range of volunteering opportunities available all year round.

Remember it is important to stay safe and not put yourself at risk when volunteering.

Personal Interests

Employers want to know more about you than just your educational and work achievements, they want to know about your interests.

Put in your hobbies and interests.

www.skillshare.com/classes/free – Skill Share can help build your personal interests and get you interested in things you didn't know existed.

www.duolingo.com – Being able to speak another language will impress employers and can open up new opportunities to you.

Duolingo is a free resource to help you learn one of many new languages.

www.activitiesoxfordshire.info – Activities Oxfordshire lists a range of activities that you can get involved in; sports teams, youth groups, and many others can be found here.

They might not all be available right now, but these activities really add depth to your CV.

Extra Tips

Tailor your CV to the job – You may have so much you want to show employers that it doesn't all fit. In cases like these it is worth editing your CV so that it focuses on the job you are applying for. Applying for a job in that involves ICT? It would be worthwhile to expand on that IT project you did in year 11.

Completed some volunteering that relates to the job? Dedicate more space in your CV to explaining what you did, making it clear how it relates to this role.

Keep it to one or two sides of A4 paper

Make sure your spelling and grammar are accurate. Have someone else like a parent, carer, or teacher read it over to check you've written things properly and included everything.

Keep your CV updated with qualifications, volunteering, and work placements.

Don't lie about your level of experience, skills or anything else.

If you are questioned on it and cannot answer, it will not look good.

Finance

If you are concerned that you would struggle to afford education without employment, there may be schemes and advice to help you.

The 16-19 bursary is available for a range of situations, and schools and colleges may also have bursaries: www.gov.uk/1619-bursary-fund

The money advice service can also provide free and impartial finance advice: www.moneyadviceservice.org.uk

Care to Learn is available to teen parents to help pay for childcare costs while undertaking education courses:

<https://www.gov.uk/care-to-learn>

Blank CV Template

Full Name Address	Phone Number Email
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Personal Statement

Education

Work Experience

Key Skills and Training

Volunteering

Personal Interests

Example Care Industry CV

Jamie Smith
123 Oxford Road
Oxford
OX1 1ND

Tel: 01865 328418
opportunities@oxfordshire.gov.uk

Personal Statement

I am a driven young person who is interested in starting a career in healthcare. I am hard working, compassionate and caring, all of which I believe will be key skills in this line of work. I have been interested in caring for others from a young age and would one day like to be a qualified Psychiatrist. I believe that this role will provide me with great first-hand experience and would be a great step towards my career goal.

Education

Oxford School 2015-2020.

Key GCSE's

English - Level 6

Maths - Level 5

Biology - Level 7

Physics - Level 5

Chemistry - Level 6

Other GCSE's

Four at Level 6

One at Level 5

Work Experience

Oxford Care Home - May 2019.

I spent two weeks supporting the care workers with their day to day work. Seeing the work made it clear that this was what I wanted to do, and I really enjoyed organising activities for them. I particularly enjoyed getting to know the residents and learning about their lives.

Oxford News - September 2017-present.

I have had a paper round for the past two and a half years and have not missed a day's delivery. I am always on time and I believe this shows my commitment and that I can be trusted.

Key Skills and Training

Communication – I am both confident and able to be clear in my communication. Through my drama GCSE I am happy performing in front of people. My work experience in the care home showed me how important it is to be clear when communicating, especially when it is around important things like medication.

Teamwork – I am very good at teamwork, something which was key in both my GCSE's and work experience. I am happy both leading groups as well as taking a supporting role.

Proactive – I always look for any way that I can help more. This has included helping sort the paper bundles in my newspaper job or asking for additional tasks at the care home.

Introduction to Nursing: The Role of Nurses Around the World - Online training courses by Kings College London through FutureLearn.

Proficient in Microsoft Office.

First Aid trained.

Volunteering

During Covid-19 my youth group and I created face masks and other basic PPE. We then donated this to the local care home so that the staff had the protection equipment they needed.

Personal Interests

I enjoy both reading and writing and regularly update my own blog.

I play for my local netball team and particularly enjoy the team work and support we all give each other. I attend a local youth group each week. We regularly look at how we can support our local community as well as attending workshops on various topics such as mental health and equality.

You might find that for some jobs you need to complete an online application rather than submit a CV. Having all your information collected in one place will still help save you time when completing the application. You can often just copy straight off your CV.

Further Information

Want to do more? There are lots of online events and webinars available to help develop you further.

UK Careers Fair

<https://www.ukcareersfair.com/>

Large careers fairs can be found across the UK, check the link for dates and details.



**ACTIVITIES
OXFORDSHIRE**

www.activitiesoxfordshire.info

**MEET NEW PEOPLE AND DO
SOMETHING DIFFERENT**

Who made this?

Oxfordshire County Council Education, Employment and Training Service is part of the Family Solutions Service. It helps young people stay in learning and access suitable learning and training opportunities, as well as positive activities to support wellbeing.

We run job clubs as well as offering more focused support to young people who are not currently in education, employment or training.

To find out more, visit our website:

www.oxme.info

Contact Us

Oxfordshire County Council

4th Floor, County Hall

New Road

Oxford OX1 1ND

 www.oxme.info

 opportunities@oxfordshire.gov.uk

 **01865 328460**