

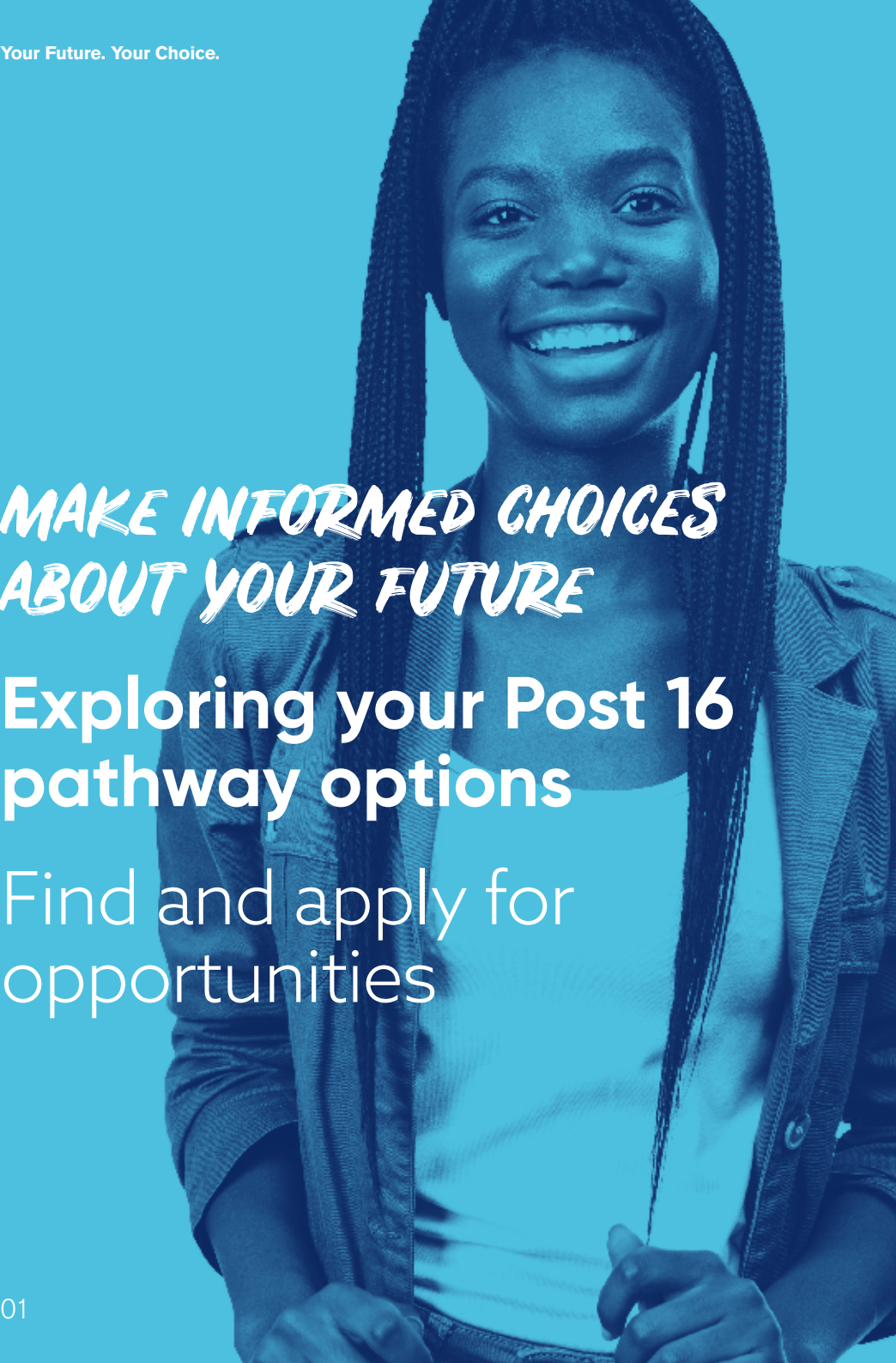


HUMBER

YOUR **FUTURE** YOUR **CHOICE**

Careers Guide for Year 11 Students

- Future pathway options
 - Advice for Year 11 students
 - Find and apply for courses
 - Useful tips and advice
-



*MAKE INFORMED CHOICES
ABOUT YOUR FUTURE*

**Exploring your Post 16
pathway options**

Find and apply for
opportunities

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WELCOME

**to your handy transition guide
designed to support Year 10
students across the Humber to
understand their next steps.**



This guide will help you to understand all of the post 16 options and opportunities that are available across the Humber. Deciding what you want to do after Year 11 can feel a bit scary, you may feel that you already have enough to worry about with your upcoming exams and now you are also being asked to decide on your future beyond school. This guide is here to help and support you.

ABOUT US

The Hull & East Yorkshire Careers Hub is part of a national initiative from the Department for Education, led by the Careers and Enterprise Company to improve careers education for 11-18 year olds. Careers Hubs connect employers with schools and colleges across England to deliver world class careers education.

Our aim is to ensure that young people across the region receive the information, advice and guidance they need to be well prepared to enter the world of work. We know when young people fail to receive high-quality careers guidance they are less likely to progress to a fulfilling and rewarding career. If young people don't receive careers guidance it will reduce the number of suitable employees who hold the right

skills, qualifications and experience that employers are looking for and businesses won't flourish. As more and more businesses see the region as a place to invest and grow; we want to ensure that talent is developed, nurtured and retained and the skills and expertise of young people like you ensure continued growth and prosperity for the Humber region.



THE HUMBER OUTREACH PROGRAMME

(HOP) is one of 29 Office for Students partnerships throughout England. We work with higher education institutions, schools, academies, colleges and community groups across the Humber region.

HOP aims to raise the expectations of young people from less advantaged backgrounds through exciting and challenging opportunities, with the goal of increasing their awareness of and participation in further and higher education. We aim to provide impartial advice and guidance to contribute towards confident choices about future pathways and decision-making.



You can find out more about HOP and see our resources by visiting:
www.hop-humber.co.uk

I HAVE NO IDEA WHAT I WANT TO DO

It's not unusual for young people to be unsure about where they see themselves in the future, especially when asked what job they see themselves doing. You are not on your own in feeling confused.

This guide is full of information, support and guidance to help you choose your next steps. To make the most of this, start at the beginning and work your way through all of the contents. The careers calendar is there to highlight when you need to complete certain steps to ensure you are on the right track, this will also help you to create your own careers plan.

Having a solid careers plan is important because it provides a roadmap for your future, something to look forward to and more importantly work towards.



LET'S GET STARTED!

The careers calendar will provide you with the guidance you need to complete certain careers related tasks and activities throughout the academic year.

September to December

- > Where to Start
- > Research Tips
- > Understanding Qualifications
- > Understanding your Options

January to March

- > Thinking Ahead
- > Your Skills
- > Finding Opportunities
- > Applying for Opportunities
- Getting Ready

April to August

- > Revision Plan
- > Managing Stress
- > Work Experience
- > Volunteering
- > Keep in Touch
- > Have a break



WHERE TO START?

Before you start exploring your options and making decisions on what you are going to do next, you may find yourself in a position where you have no idea where to start. Don't know what you want to do? Not sure what job you see yourself in when you are older? No idea?

There is an option to suit everyone, regardless of what you have achieved so far, and you are not alone

What do you need to know?

The law has now changed, this means that you must participate in further education or training until you are 18.

You have three main options:

- 1** to study full-time in a school or college
- 2** to do an apprenticeship or traineeship
- 3** 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.





You have already made a lot of difficult decisions about your future throughout your time in education, remember when you were choosing your KS4 options? Well you did it!

Don't forget that there are a lot of people around you who can help you make your next choices, talk to family, friends and teachers and ask for their advice. Your school will also have a designated Careers Lead, if you don't already know, find out who this person is and ask them for support.



The choices you make during this academic year will steer the way your career goes for your next steps, but, a career is a lifelong journey and it is likely that during your working life, you will experience many different job roles. If you have your heart set on a job role right now, that's great! But the world of work is always changing and the choices you make now, do not mean that you won't be able to change career direction in the future, so don't put too much pressure on yourself to get it perfect straight away... many people don't!

TOP TIP:

Careers quizzes can be fun to complete and get you thinking about job roles you might never have considered before; they will provide you with ideas that you can explore further. The buzz quiz is a fun, short quiz which analyses your personality to see which job roles and industries might suit you... <https://icould.com/buzz-quiz>

So, what kind of research should you be doing? Well, this is really going to depend on what it is that interests you, what you like doing and what motivates you. Use the following activity to begin thinking about this, then move onto the research section of this booklet.

WHO AM I?

Answer the questions below in the boxes provided.

I like doing:

I am good at:

My favourite lessons are:

I learn best by:

I do not like:

The skills I have are:

My dream career is:

In 5 years, I would like to be:

I should research opportunities in:



CAREERS KEY WORDS

Quite often you will hear teachers, parents, friends- nearly everyone around you speaking about careers education using words that you may not be familiar with. Below you will find the most common terms used and what they actually mean.

A levels 'A' levels are a qualification that is completed in 6th form or college, following the completion of GCSE's. Usually A levels are studied and taken in Years 12 and 13. These are Level 3 qualifications and you will choose 3 or 4 subjects.

Apprenticeship An apprenticeship is when you continue your education while having a job, which means you get paid to gain your qualification. Apprenticeships can be studied from level 2 right up to level 7. You can find out more about apprenticeships here <https://amazingapprenticeships.com>

BTECs stands for the Business and Technology Education Council. BTECs are specialist work-related qualifications. They combine practical learning with subject and theory content.

Career A career is what you will have once you have finished education and started working. A career is the work a person chooses to do through life.

Careers Adviser A Careers Adviser is a qualified person who can help you make decisions by giving you advice and guidance to support you with choosing your future career.

College of Further Education

An FE College is for students over the age of 16 and usually mainly offers vocational qualifications but sometimes, A Levels and professional qualifications too.

Curriculum Vitae (C.V.) A CV is a document which details your personal information, academic achievements and work history. Employers often want to see your CV when you apply for a job.

Degree An academic degree is a qualification awarded to students upon successful completion of a course of study in higher education, usually at a college or university. Degrees are studied at level 6, a Master's degree is studied at level 7 following the completion of a level 6 degree.

Employability Skills Employability skills are the skills that employers look for when they are searching for someone to do a job. Skills may differ depending on the career that you are interested in, but all employers will want their employees to have certain skills which include: honesty, time management, good communication and reliability.



Further Education Further Education (FE) refers to educational study for young people who are over the age of 16. This can be 'A' levels, a vocational qualification or an apprenticeship.

GCSEs GCSE stands for General Certificate of Secondary Education. These are national exams taken in Year 11.

Higher Education Higher Education is academic education after the age of 18. This includes University.

STEM STEM stands for Science (Biology, Chemistry and Physics), Technology, Engineering and Maths. STEM is usually used when talking about careers in engineering, construction and manufacturing.

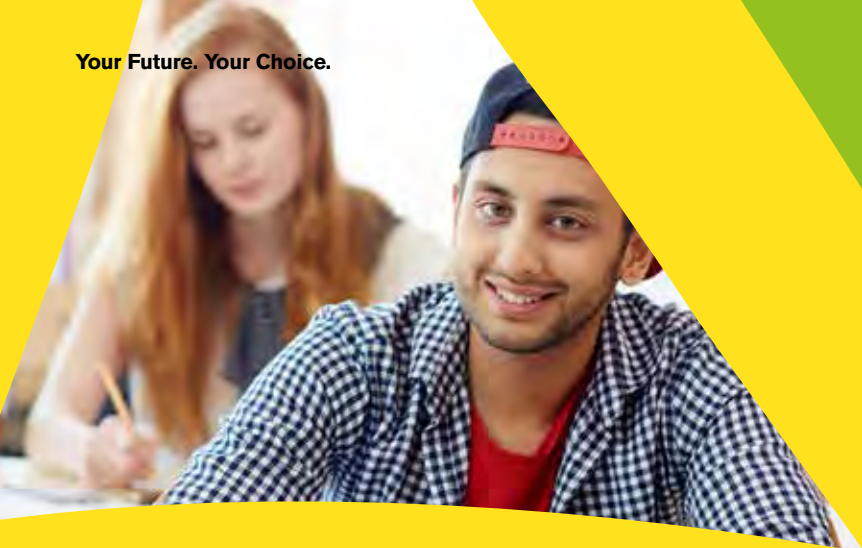
T Levels are an alternative to A levels, apprenticeships and other 16 to 19 courses. Equivalent to 3 A levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study or apprenticeships.



Traineeship A traineeship is a course with work experience that gets a young person ready for work or an apprenticeship. It can last up to 6 months and upon completion can lead to an apprenticeship.

University A university is a large education provider, where students can both study for a degree and do research. Universities offer several levels of degrees. This can be Higher National Diplomas (HNDs), undergraduate degrees (BA/BSc etc.), postgraduate degrees, also known as Masters (MA/MSc etc.) and doctorates. You need certain qualifications to attend university. You can find out more here www.ucas.com/what-are-my-options/ 9

Vocational qualifications Vocational qualifications are practical qualifications that relate to a specific job or career sector. Unlike more academic courses like A-levels, they combine a mix of theory and practical learning and you'll probably do some work experience too.



SEPTEMBER TO DECEMBER

RESEARCHING YOUR OPTIONS

Choosing what to do when you finish Year 11 means you need to think about what you would like to study when you leave school. It can be confusing to make this decision if you aren't sure what all of the different qualifications and levels available mean. Up until now, you have probably mainly taken qualifications chosen for you by your school. Now you have more choice – you have the opportunity to make choices about your own learning and the qualifications that go with it. This can influence your options for future education or employment. Why are qualifications important?

Qualifications are your way of gaining more opportunities in education and work. You should take your qualifications seriously because:



- 1 They give you a greater choice of jobs to choose from (some jobs require certain levels of qualifications; this is important to consider when deciding on your future career and making your post 16 choices).
- 2 People with qualifications generally earn more in their lifetime than those who don't have qualifications.
- 3 Qualifications prove to potential employers that you have what it takes to do the job and are willing to learn.
- 4 Gaining qualifications boosts your confidence and gives you the motivation to continue learning and studying.

UNDERSTANDING QUALIFICATIONS

So you know which qualification to do, but, what are the levels? There are not only different qualifications for you to choose to take but different levels of qualifications and this relates to how hard that qualification is to complete. The higher the level, the harder the qualification. When you finish school, it is important that you work to a level that best suits you, trying to achieve too much too soon is likely to make it harder for yourself and de-motivate you from completing your studies.

Once you have gained a certain level of qualification, you can then move on to the next level. **Top Tip:** when deciding what level to study after Year 11, make sure you consider what level you are currently working at, the requirements of the job you want to do and how long it will take you to complete that level. If you aren't sure what the different levels mean, here is a handy overview of the first 4 levels. You will begin to study one of these levels when you leave school and the table can help you to understand which level you are currently studying at.



TOP TIP:

If you aren't sure which qualification is right for you, take the quiz <https://www.ucas.com/further-education/post-16-qualifications/what-qualifications-are-there-16-18-year-olds> and discover which ones best suit you as an individual.



Qualification Levels explained:

Level 4:

Level 4 Qualification Degree, Foundation Degree, HNC or HND, NVQ

Level 4/5

Full Level 3: minimum 2 x A-Levels NVQ Level 3, BTEC Awards, Certificates & Diplomas at Level 3, BTEC Extended Diplomas, OCR Nationals, Cambridge Technicals

Level 3

Full Level 2: 5 x GCSE's 4-9 or GRADE 4-9 NVQ

Level 2

BTEC First Diploma, Functional Skills Level 2, OCR Nationals, Cambridge Technicals Level 2

Level 1

GCSE's 1-3 NVQ Level 1, Introduction Diploma, Certificate, Cache Diploma, Skills for Working Life, Functional Skills Level 1, OCR Nationals/ Foundation

Entry Level

Entry Level Awards, Certificates and Diplomas, Functional Skills at Entry Level



MY CAREER THOUGHTS

What are you thinking?



Using this page, we suggest you make some lists highlighting the things that will help you remain focussed on your career goals. These lists will help you remember the things you need to do, when you need to do them by and if you need to seek any further advice or guidance regarding the things you still aren't sure about. **If you run out of room then create your own list and add this.**

MY TO DO LIST...

Concern/Challenge	Who should I speak to?	By when?

THINGS I NEED HELP WITH...

Concern/Challenge	Who should I speak to?	By when?

KNOWING MY OPTIONS

Research Questions:

You are coming to the end of the research section and hopefully by now you have more of an understanding of what you want to do when you leave school, what qualification you want to study and where you would like to study it. Before you move on to the next section, take a minute to ensure you have all the answers to the following questions.

1. What do I want to study?

- Where can I study this?
- When can I apply?
- When is the closing date?

2. Entry Requirements:

- What qualifications, skills and experiences do I need to be able to do this?
- Are there any limitations?

3. Time:

- How long will this take me to complete?
- How many hours a week will this take?
- Am I committed to achieving this qualification?

4. Money:

- Will I need to pay for anything?
- Will I need to travel?
- Can I get any financial support?

5. Outcomes:

- What qualifications and skills will I gain from doing this?
- Does this help me move closer to my career goal?
- Is this definitely the right option for me?

6. You:

- Am I doing this because it is what I want?
- Will I have fun and enjoy doing this?





UNDERSTANDING AN APPRENTICESHIP

UNDERSTANDING AN APPRENTICESHIP

Have you heard of an apprenticeship but are not sure if it is the right route for you? Are you unsure about whether you are ready for employment? Don't worry! It is important to know all of your options and have explored all of the possibilities before you make a decision on your future pathway.

TASK 1 KNOW THE FACTS...

Create a list of the pros and cons of studying an apprenticeship. Think about earning potential, how employable you'd be, money, lifestyle, whether your future job requires it, life experiences, skill building, learning style, any personal considerations etc. You might like to use The Pay Index to do a bit more research – <https://thepayindex.com/login>

TASK 2 APPRENTICESHIPS...

Can you research and create a list of Apprenticeships that interest you. Using the internet try and explore as many apprenticeships as possible. Don't forget! When searching for apprenticeship vacancies, you need to ensure you are looking for the right level.

Name	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A Level, T-Level & BTEC Diploma
Higher & above	4, 5, 6 and 7	Foundation degree
Degree	6 and 7	Bachelor degree or Masters degree

TOP TIP:

Remember when looking at the apprenticeship vacancies to read the job descriptions, you may find you like the sound of a job role you had never considered!



* JANUARY TO MARCH

MAKING YOUR DECISION

THE PEOPLE. THE CAREERS. THE WORKFORCE.

Labour Market Information (LMI) is useful data that you can use to help you make choices about your future. You may have heard the term before, but what does it actually mean? And how do you use it? Labour Market Information is data that is collected both nationally and locally.



The data identifies important facts and figures about the world of work across the UK, and in individual cities or regions. For example, if you live in the Humber and you would like to continue to live and work in the Humber, Labour Market Information can let you know how many jobs are available in different industries, the type of pay you will receive and even what the local businesses are. This information can then support you in choosing your next steps for when you leave school and help you determine the right route to take to achieve your career aspirations. You can find out more about the Labour Market in the Humber: <https://lmihumber.co.uk/>

TOP TIP:

Things to consider:

- Will the job that interests you still exist in 10 years?
- The number of jobs available in science, technology, engineering, mathematics (STEM) is constantly growing, meaning opportunities are greater in these industries
- Most people do several different jobs throughout their career, you don't have to get it spot on straight away

DEMAND & GROWTH AREAS

Five largest growth sectors

- Insight into the sectors
- Useful subjects
- Good to know skill sets

Some industry sectors and trades thrive in certain areas of the country and the Humber region is no different. The five largest growth sectors are listed in this guide and demand for skilled workers in these areas is extremely high.

PORT & LOGISTICS

Ports have, throughout history, been a place where goods and people arrive or leave the country by sea. Logistics is the management, movement & storage of products. It is about getting the right product to the right place, at the right time. It is also about the movement of people by road, rail, sea and air. It includes postal and courier services. Large companies such as supermarkets run their own logistics while other companies outsource all their logistics to specialist companies.

- The Ports & Logistics Sector accounts for 5% of the region's workforce, employing around 21,000 people.
- The sector is set to continue to grow in the Humber as a result of the investment in the Energy Sector and the announcement of a Humber Freeport.
- The skills profile of the maritime sector will change significantly over the next 30 years. The importance of STEM subjects will increase as jobs become more skilled and data driven in response to new technology.

Useful subjects:

- Maths
- IT
- Science
- English

Good to know:

Skills in demand by the sector are team work, interpersonal skills, communication, organising & planning.





MANUFACTURING

Manufacturing is the production of goods from the beginnings as raw materials to after sales services.

Manufacturing today is usually high-tech production on a large scale.

Most manufacturing processes are automated to ensure products meet quality standards and can be produced in large volumes to meet demand.

Advanced manufacturing involves the use of technology to improve products and processes.

- The Manufacturing Sector accounts for 14% of the region's workforce, employing over 63,000 people.

- The manufacturing sector has adopted new technologies and provided new jobs for workers. The industry is now experiencing exciting and exponential change, as technologies such as artificial intelligence (AI), robotics, and

Internet of Things (IoT) are rapidly changing the workplace. While some predicted that these new technologies would eliminate jobs, the reverse has happened – more jobs are being created.

- CAN-PACK UK has produced its 10 billionth can, enough cans to stretch to the moon and back.

The plant produces 6 million cans a day.

Useful subjects:

- Maths
- Engineering
- Science

Good to know:

A lot of newer and really exciting jobs that offer a good salary package need a science, technology, engineering and maths base.

ENGINEERING

Engineering is the application of scientific, social, and practical knowledge in order to invent, design, build, maintain, research, and improve structures, machines, devices, systems, materials, and processes.

The discipline of engineering is extremely broad, and encompasses a range of more specialised fields of engineering, each with a more specific emphasis on particular areas of applied science, technology and types of application.

- The Engineering Sector accounts for 2% of the region's workforce, employing over 7,500 people

- New industries and technologies are emerging, adding to already significant demand for engineering skills. 203,000 people with Level 3+ engineering skills are needed every year to meet demand

- There is an annual shortfall of up to 59,000 engineering graduates and technicians to fill core engineering roles nationally

Useful subjects:

- Maths
- Design & Technology
- Science
- Engineering
- IT

Good to know:

A lot of newer and really exciting engineering jobs that offer a good salary package need a science, technology, engineering and maths base.



CREATIVE & DIGITAL

Creative and digital industries and about the creation and development of products and ideas. They include industries such as computer games design, animation, social media, film and TV, graphic design and advertising, music performing arts, libraries and visual arts. Machine learning, mobile development, SEO/SEM marketing, data visualization, data engineering, UI/UX design, cyber-security 8. Cloud computing/AWS, blockchain, are all new skills required in recent years. These will play a huge part in the future of many businesses.

- Hull is the centre of East Yorkshire and North Lincolnshire's digital tech community, with 6,914 digital jobs based within the city contributing £254m to the digital GVA.
- Jobs requiring digital tech skills command higher salaries, on average, £42,578 compared to £32,477 per year, while digitally enabled jobs – those requiring only some engagement with digital tech – bring in £35,227.
- Skills shortages are in multiplatform skills – the ability to produce content

across all potential platforms, such as the web, mobile, ipad or TV and transfer skills from one sector to another

Useful subjects:

- Maths
- IT
- English
- Design & Technology

Good to know:

A lot of newer and really exciting jobs in this sector that offer a good salary package need a technology and maths base.

ENERGY

The Energy Sector relates to the production and supply of energy. Renewable energy is generally defined as energy that comes from resources which are naturally replenished on a human timescale such as sunlight, wind, rain, tides, and waves. Renewable energy replaces conventional fuels in four distinct areas, electricity generation, air and water heating/cooling, motor fuels, and rural (off-grid) energy services.

The Energy Sector is very closely linked with engineering, manufacturing and ports & logistic sectors.

- Labour demand across the energy and infrastructure sectors will be significant, totalling around 760,000 by 2024. This includes 160,000 new jobs and replacing 600,000 people due to retirements.
- There will be a total labour demand of 8.7 million jobs in the UK by 2024.
- The offshore wind sector will need to compete against other desirable infrastructure sectors to acquire the 36,000 people that will need to be employed by 2032.

Useful subjects:

- Maths
- Engineering
- Science
- Technology

Good to know:

Emerging roles within this sector offer exciting jobs with good salary packages.

Many require a science, technology, engineering or maths base.

LOOK BEYOND WHAT YOU THINK YOU KNOW

Did you know that an engineering company doesn't just employ engineers? There are lots of different departments behind any company or organisation. This can include Human Resources, Finance, Marketing, I.T., Sales and many more! It is important to remember, that every company has a supply chain, and this will be made up of lots of different people, doing lots of different jobs. Engineering companies have opportunities in engineering, research and development, finance, logistics, sales, I.T., administration, marketing and customer service. Hotels recruit for roles such as chef, receptionist, administrator, general manager, event planner and director of marketing and sales. The NHS need qualified doctors and nurses, but they also need physiotherapists, radiographers, porters, social workers, receptionists, G.P. practice managers, paramedics, clerks, accountants and I.T. specialists. Don't ever take a company at face value! Always explore further to find out what other opportunities are available.

Remember, you need to work hard in all of your subjects and when it comes to making choices – you will always do well at something that you enjoy doing!



WHAT IS HIGHER EDUCATION?

Higher Education (HE) refers to any qualification at Level 4 or above and can be studied at a university, college (Higher Education institution, HE) or in the workplace. Education can provide a range of qualifications and subjects, and studying a Higher Education qualification can bring a range of lifelong benefits.

Useful websites:

ucas.com – University related information

opendays.com – A list of all university open days

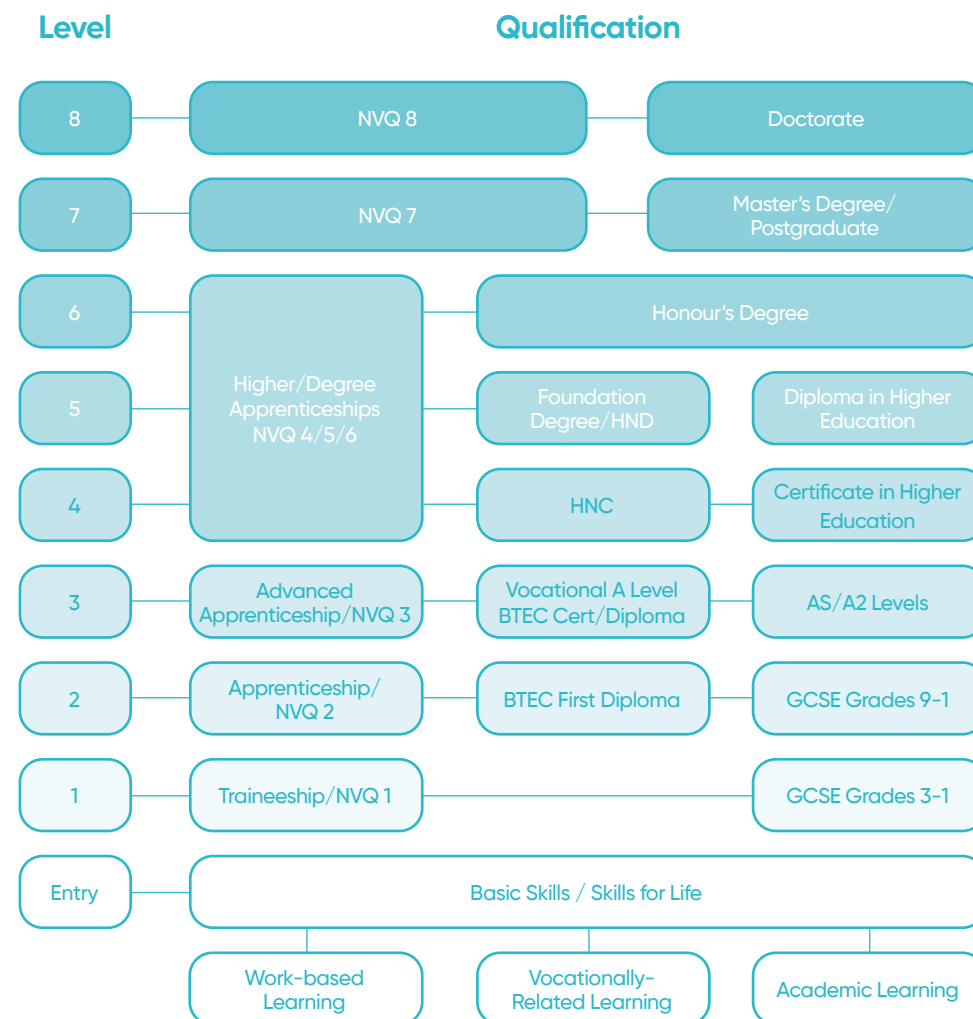
unitasterdays.com – A list of taster days available at UK universities

thestudentroom.co.uk – University guides, articles and question forums

slc.co.uk – Student loans company website for financial questions

Use the table below to see how to progress through the levels.

Education levels go from Entry level to Level 8, a Higher Education level is anything above Level 4.



THE SKILLS YOU NEED TO HAVE...

The world of work is constantly changing pace and employers want people who can add value to their business and contribute towards its growth. Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered, BUT qualifications are not the only things employers want to see. Employers are looking for individuals who have employability skills. What are employability skills? Well, the good news is, you probably already have more of the skills employers look for than you realise.

There are 10 important personal skills and qualities that you may well recognise in yourself that employers look for when they are recruiting. They are core personal qualities and skills that any employer in the world would recognise and value. Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles. The more of these you have, or can acquire, the better your chances of finding work and being employable

Before you move on to the next section why don't you try and list 10 skills which you think any of your future employers might wish you to have?

HOW MANY SKILLS DO YOU HOLD?

On the following three pages is a list of 10 skills employers are looking for...



1. Trustworthiness

Your future success depends on the trust that others feel comfortable placing on you.

Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something? There are many ways that being trusted plays out – but just think about it for a minute, how many ways are you trusted by those close to and around you?

3. Compassion

This is an important trait to have in the world we live in – showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others... being



more compassionate. Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

2. Patience

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment – the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

4. Determination

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them. We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

5. Responsibility

Life needs us to be responsible – it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies. Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals.

6. Reliability

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed or do you think to yourself that someone else can deal with it? Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

7. Inquisitiveness

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions. Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness. Are you an inquisitive kind of person?

8. Communication

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends? This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

9. Thoughtfulness

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal! Taking time to think about things can be difficult, so we must make that time.

It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

10. Generosity

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences. Do you have this skill?



How many skills do you hold?



Now you have completed the previous task can you answer the questions below:

- How did the skills employers are looking for compare with your own list?
- Do you hold more of the skills than you originally thought you did?
- Explain anything about these skills which surprised you.
- If you don't hold all 10 of the skills, what could you do to improve these skills in the next couple of years?
- What could you offer a potential employer right now? (This information could be included in your C.V.)

FINDING OPPORTUNITIES

Finding an opportunity can seem like a difficult process, but it doesn't have to be! Use our hints and tips to help you get started. Hopefully you have an idea now of what you want to study, what type of job you can see yourself doing and the qualifications you need. The next step is finding the educational provider who offers what you want. When you are looking for opportunities, bear in mind whether you want to stay local to where you currently live or whether you want to move and/or travel, this will help you in slimming down the options of where you can study.

Finding full and part-time education:

- Look at school and college prospectuses and websites
- Attend open days/evenings
- Speak to your careers adviser about what it is you would like to do and learn from their expertise
- Use your personal networks, family/friends/teachers

Finding full and part-time jobs:

- Look for job vacancies online and in newspapers
- Visit local recruitment agencies
- Contact local businesses in person and ask them if they have any opportunities
- Speak to your careers adviser
- Use your personal networks, family/friends/teachers and ask them if they know any businesses in the industry you are interested in

Things to consider:

- Will you have to pay anything towards your next step, travel costs? Uniform? How will you do this?
- Are you eligible for any financial support? [https:// www.gov.uk/guidance/16- to-19-education-financialsupport-for-students](https://www.gov.uk/guidance/16-to-19-education-financialsupport-for-students) can help you find out.
- Are you doing an apprenticeship and are going to be earning a wage? If so, do you have a bank account for your wage to be paid into?





HUMBER OUTREACH PROGRAMME



Hull and
East Yorkshire
Local Enterprise
Partnership

Website: www.hop-humber.co.uk/

Facebook: [@humberoutreachprogramme](https://www.facebook.com/humberoutreachprogramme)

Instagram: [@humberoutreachprogramme](https://www.instagram.com/humberoutreachprogramme)

Twitter: [@HOP_Humber](https://twitter.com/HOP_Humber)

LinkedIn: [\[HOP\] Humber Outreach Programme](#)

Website: www.heylep.com

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