

Parent / Guardian's Planner to Support Year 11 Learners with their Career Goals

My son/daughter is thinking about going to College or Sixth Form	My son/daughter is thinking about gaining an Apprenticeship	My son/daughter is thinking about joining the Armed Forces at 16
Autumn Term		
Attend College and Sixth Form Open Days and Events – see prospectuses / websites for details.	Colleges and Training Providers can offer help and support to gain an Apprenticeship. Attend Open Days to find out more – see prospectuses / websites for details.	Young people under 18, need parental consent to join the UK Armed Forces.
<p>Check out the variety of benefits and allowances available to students who study after 16. www.gov.uk/guidance/16-to-19-education-financial-support-for-students Colleges and Sixth Forms can also tell you about the financial support they offer. (Criteria may apply.)</p>	<p>Is your son / daughter 'work ready'? Do they have the skills and qualities an employer is looking for? If not, would they benefit from a year at College to develop these skills? There are a range of courses available that include work placements to help them develop the skills they need to progress into their chosen career e.g. BTECs and T-Levels. If a young person is interested in the Apprenticeship pathway, it is recommended that they apply for full-time education as a back-up plan.</p>	<p>Young people can start their application for:</p> <ul style="list-style-type: none"> • The Army from the age of 15 years and 7 months. • The Royal Navy from the age of 15 years and 9 months. • Non- officer roles in the RAF from the age of 15 years and 9 months. <p>It takes several months to go through the recruitment process.</p>
<p>Encourage your son/ daughter to revise for GCSE Mock Exams. Generally, they will need to achieve:</p> <ul style="list-style-type: none"> • mostly grade 5+ to access 2-year A-Levels or T-Levels. • mostly grade 4+ to access 2-year BTEC Level 3 courses (available in various sizes). <p>If you son /daughter achieves mostly grade 3 or less, then they will need to do a 1-year Level 1 or Level 2 course first, plus additional English and Maths as required. (This is a general guide - check with individual Providers for specific subject/course requirements.)</p>	<p>Encourage your son/ daughter to revise for GCSE Mock Exams. Generally, they will need to achieve mostly grade 4+ to access Level 3/ Advanced Apprenticeships. If your son /daughter achieves mostly grade 3 or less, then they can access a Level 2 / Intermediate Apprenticeship, with additional English and Maths as required. Some school leavers may be advised to participate on a Traineeship, or a Level 1 Study Programme, to prepare them for the world of work. (This is a general guide - employers will state what GCSE grades they are looking for when advertising their job/vacancy.)</p>	<p>Encourage your son/ daughter to revise for GCSE Mock Exams.</p> <p>Many roles within the UK Armed Forces require minimum GCSE grades. Check the qualifications required for each role on the relevant Force's website.</p>
Encourage your son/daughter to attend their careers interview and participate in careers events organised by school.	Encourage your son/daughter to attend their careers interview and participate in careers events organised by school.	Encourage your son/daughter to attend their careers interview and participate in careers events organised by school.
If your son/daughter has additional learning support at school find out what help and support Colleges /Sixth Forms can provide. The application process will require as much information as possible to help them put this support in place. You may need to contact the relevant Provider's Learning Support / Transition Team to manage this process. See Provider websites for details.	Some large employers have an early recruitment window for their Apprenticeship programmes. Encourage your son/daughter to research local opportunities so they don't miss out. For example, BAE Systems is November to February; and Springfield Westinghouse is November to January.	Find out what is involved in the recruitment process, as described on the relevant Forces' website, so you can encourage your son/daughter to prepare for assessments. For example, training to reach the level of fitness required.
Encourage your son/daughter to complete application forms for College and Sixth Form courses by the Christmas holidays, if possible. If they are feeling confused – encourage them to talk to the school's Careers Adviser.	Encourage your son / daughter to apply to colleges who offer support to find an Apprenticeship by the Christmas holidays, if possible. If they are feeling confused – encourage them to talk to the school's Careers Adviser.	If a young person is interested in this pathway, it is recommended that they apply for full-time education, or Apprenticeships, as a back-up plan.

Spring Term		
Continue to attend College and Sixth Form Open Days and Events, as required – see prospectuses /websites for details.	Attend Training Provider / College open days to find out more about how these organisations can help your son / daughter to succeed. A list of training providers in the Lancashire area can be found here www.lancsforum.co.uk/sorted/	
If they haven't yet applied, encourage your son/daughter to complete application forms for College and Sixth Form courses as soon as they can.	The Spring / Summer Terms is recruitment time for Apprenticeships. If your son/daughter has already applied to College for support to find an apprenticeship they will be invited to attend an open day. Please encourage them to attend.	
When invited to an interview or taster day please make sure they attend.	Encourage you son/daughter to develop/ up-date their CV. Lots of websites offer advice and templates, for example, www.fish4.co.uk/career-advice/younger-jobseekers-cv-template-for-school-leavers/	
If your son/daughter applied before Christmas and they still haven't heard anything by the end of January, you can always contact the Provider's Admissions Team. They are happy to solve any queries you may have.	Search for apprenticeship vacancies on-line at: www.findapprenticeship.service.gov.uk www.getmyfirstjob.co.uk	
	Encourage your son/daughter to consider other strategies to find work such as networking with family / friends and contacting local employers.	
	Found an employer/job, but not sure how to turn it into an Apprenticeship? For impartial advice contact the National Apprenticeship Service. www.apprenticeships.gov.uk/ The Employer helpline is: 0808 239 1636	
Summer Term		
If your son/daughter is staying in full-time education, or approved training, after leaving school you can continue to receive Child Benefit. For more information phone the Child Benefit helpline on 0300 200 3100.	The official school leaving date is the last Friday in June. After this date, young people can legally work full time. Check they have received their National Insurance number (usually posted a couple of months before their 16 th Birthday) – but if they haven't received it then phone the NI Helpline 0300 200 3500 for advice.	Failed the assessment? If it is due to a lack of fitness your son/daughter will be advised about re-applying/ further training. If they have failed for another reason it may be time to implement their back-up-plan.
GCSE Results Day – after they have received their results, encourage your son /daughter to enrol at their preferred provider on the same day. Arrive early to avoid the queues.	GCSE Results Day – still not found an Apprenticeship! Consider implementing the back plan. Your son/daughter can progress onto an apprenticeship aged 17/18, after they have finished a full-time course.	
GCSE Results Day – not got the results they need – Don't panic! Sixth Form /Colleges will still be able to offer help and advice about suitable / related courses.	GCSE Results Day – not got the results they need for their back up plan– Don't panic! Sixth Form /Colleges will still be able to offer help and advice about suitable / related courses.	