



THE CAREERS &
ENTERPRISE
COMPANY



YOUR OPTIONS

Routes through technical training



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Technical training gives the skills that employees need to complete their daily jobs and tasks at work.

The system of technical education in England is complicated, and it's not always very clear to work out what options you have, or how they will help you progress in learning and in a career.

We know you need accurate advice and the fullest possible range of options, but until now it has been difficult for you to find all the information you may want.

We created this guide for you to access with your Careers Adviser's support so that you can find out about the different options that are available.

It will help you:

- ▶ Find the best option for you using easy to follow graphics
- ▶ Show how qualifications sit together
- ▶ Get advice from those who have studied or are studying a qualification that interests you
- ▶ Get a clear concept of a job that interests you; what it involves, and how to get there.
- ▶ Find all the links to where you, your family and your Careers Adviser can find all the information you need - just scan the codes or click on the links



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INTRODUCTION

TECHNICAL TRAINING

| WHERE CAN I STUDY?

- Colleges of Further Education
- Independent Training Providers (ITPs)



Keep an open mind about where would best suit your aspirations for your learning and career

WHAT'S THE DIFFERENCE?

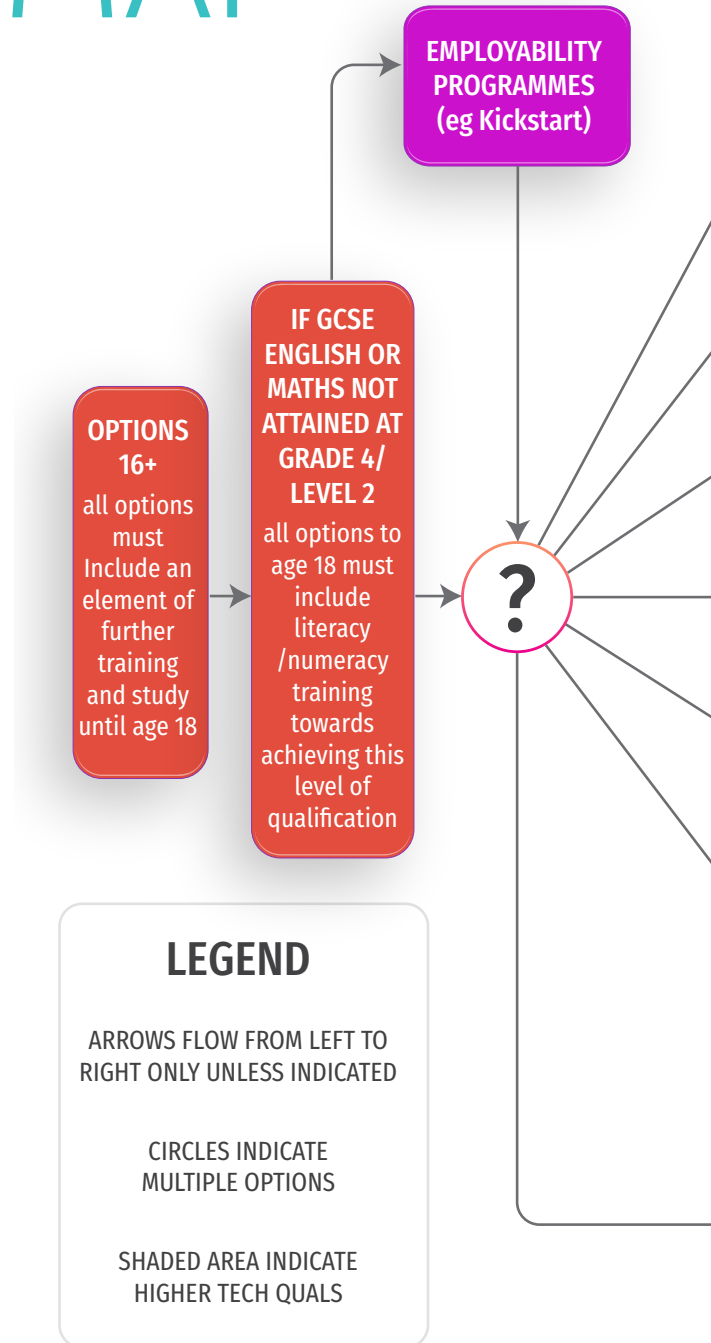
An ITP tends to be smaller than a College in terms of numbers of students, and many operate in different ways.

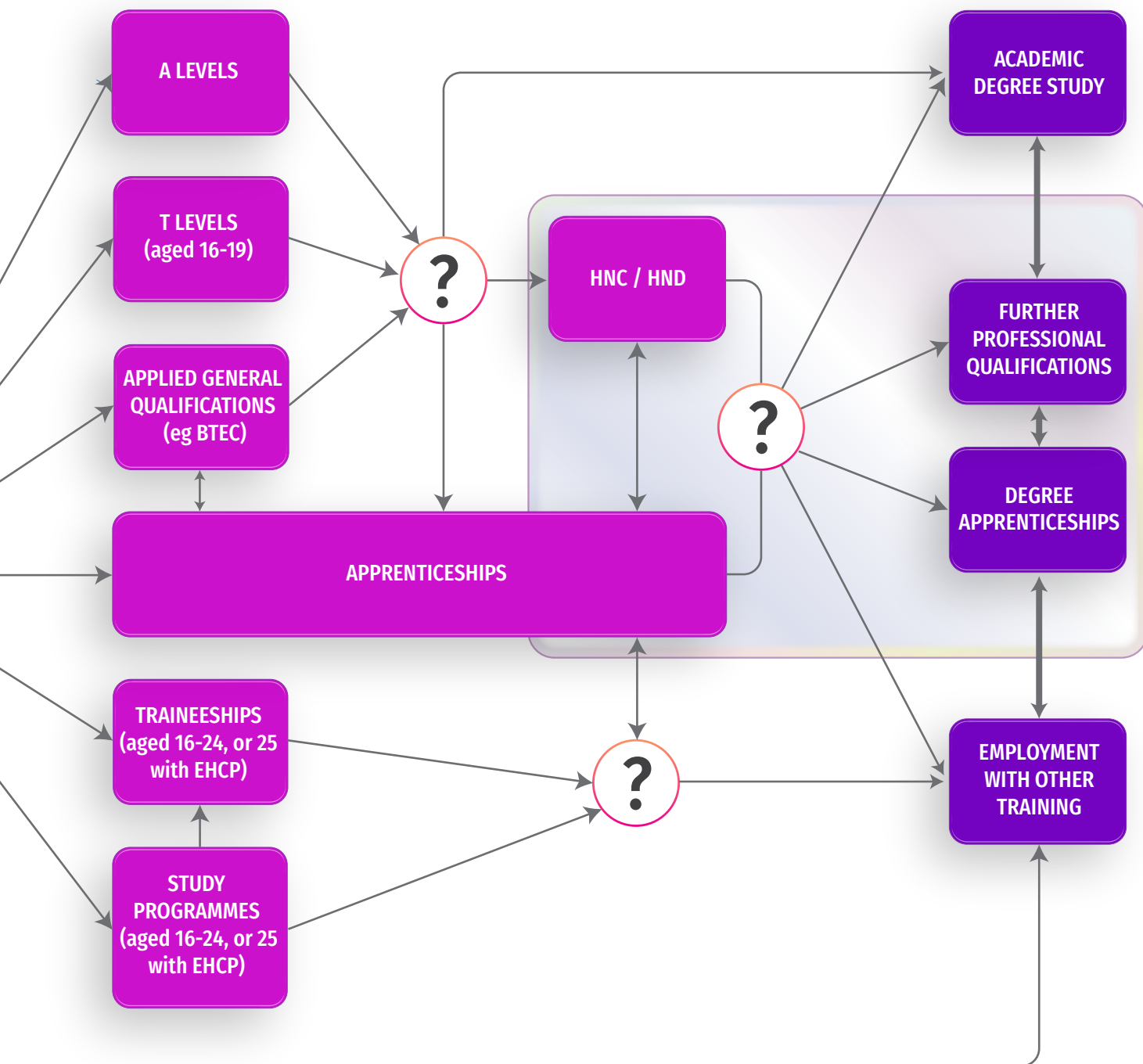
- Colleges start their academic year in the Autumn, but many ITPs offer the option of different start dates spread throughout the year.
- Colleges tend to work from large, dedicated teaching campuses with classrooms, workshops and other facilities.
- Many ITPs are based in centres that more closely resemble an office or working environment, perhaps on an industrial estate, or might even operate all their learning online.

Ask your Careers Adviser to show you more about Colleges and ITPs.

YOUR | OPTIONS MAP TO HELP YOU PLAN

All routes of learning and study on the Options Map may be delivered by Colleges, ITPs or any other approved institution. All routes provide support for all learners including those with additional needs.





WHAT

QUALIFICATIONS ARE THERE?

Where do all the various levels of qualifications sit in relation to each other? It's a tricky one to try and work out, so we've done it for you!



This graphic shows each qualification and its level of study. For example, both T Levels and A Levels are Level 3 qualifications, along with Applied General Qualifications and Advanced Apprenticeships. The level of a Foundation Degree meanwhile is not as high as that of an Undergraduate Degree, but it is the same as a Higher Apprenticeship.



8		Doctorate (PhD)				
7		Master's Degree (MA, MSc, Mphil)				Degree Apprenticeships
6		Undergraduate degree (BA, BSc)				Higher Apprenticeships
5				Foundation Degree (FdA, FdSC)	Higher National Diploma (HND)	
4					Higher National Certificate (HNC)	
3		A-level	T level	Applied General Qualifications		Advanced Apprenticeships
2	Functional Skills (English / maths / ICT)	GCSE Grades 4-9		Applied General Qualifications (eg BTEC Firsts)		Intermediate Apprenticeships
1		GCSE Grades 1-3				
Pre-level 1	Functional Skills - Entry Levels 3-1					

OCCUPATIONAL MAPS

... WHAT ARE THEY?

Occupational Maps are used to create technical training standards, and can give you a useful overview of the roles and occupations within a particular sector or industry, by making it easier to see the opportunities for career progression within that particular route.

HOW TO USE THEM

Here is an example of using an occupational map. Searching the map and using the term "Legal", the options below are available. Your Careers Adviser will be able to explain this process in more detail for you in the industry sector you are most interested in.



APPRENTICESHIPS

What is an apprenticeship?

An apprenticeship is a job where you learn while working. It gives you skills necessary for you to learn and gain experience of a specific job role whilst getting paid. Apprenticeships start at the equivalent of a GCSE and can progress to degree level and beyond.

All apprentices have contracts of employment, a salary and full employee rights. Apprentices are valuable to employers because they contribute to the success of the business. Whilst working you will also improve your skills and be of greater value to your employer.

WHAT DOES AN APPRENTICESHIP INVOLVE?

Training is normally provided by an ITP or College, although some employers offer the training themselves. It can take between one and 6 years to complete an apprenticeship depending on which one you choose, what level it is and your previous experience. You'll need to complete English and maths qualifications to a specified minimum standard too, if you don't have them already.

WHAT DOES AN APPRENTICESHIP COST?

An apprenticeship will not cost an apprentice anything, even at degree level – meaning there is no debt, and you get a wage too!

TRAINEESHIPS

What is a Traineeship?

A Traineeship is a skills development programme that includes a work placement. They are designed for those aged between 16 and 24 (or 25 with an Education and Health Care Plan) who are ready to move into employment but don't yet have the appropriate skills or experience. Both Colleges and ITPs offer them.

HOW MUCH DOES IT COST?

Traineeships are fully funded by the government, so do not cost you anything.

INTERESTING FACTS

The government found that in 2019, in the 12 months after starting their Traineeships:

- ▶ 75% progressed to further learning or employment
- ▶ Nearly 20% of 16-18 year olds moved into employment
- ▶ 53% of 19-23 year olds moved into employment

HOW DO I APPLY?

Information on who offers what can be found on the Find a Traineeship site at www.gov.uk/find-traineeship. Your Career Adviser can help you with your application.

STUDY PROGRAMMES

What is a Study Programme?

Study Programmes are available for 16-19 year olds (or up to 25 with an Education and Health Care Plan). They provide tailored learning that supports your development and progression in line with what you want to do for a career. Both Colleges and ITPs offer them.

WHAT DOES IT INVOLVE?

Each Study Programme is built around what you want and need, but typically they can involve:

- Substantial qualifications
- Work experience placement
- Other non-qualification activity to develop your skills and confidence
- English and maths (if you haven't achieved a GCSE Grade 4 in either subject)

Most Study Programmes last up to a year, though some can last longer if it is the best thing for you.

WHAT DOES IT COST?

Study Programmes are fully funded by the government, so will not cost you anything.

HOW DO I APPLY?

Study Programmes are offered by individual training providers with government funding, so you should apply directly to them. Ask your Career Adviser for more details on the benefits of Study Programmes and how and where to apply.

T LEVELS

What is a T Level?

A [T level](#) is classroom-based technical training for 16-19 year olds, equivalent to 3 'A' Levels. It focuses on building the vocational skills you need to enter skilled employment in a particular occupational area, and takes two academic years to complete.

Each T-Level will comprise:
full-time/3 days a week over 2 years

TECHNICAL QUALIFICATION
(50-75% of total T-Level duration)

Core knowledge and understanding of the career chosen

Core skills – specific knowledge, skills and behaviours needed in the workplace

T - Level industry placement
(Minimum of 45 working days)

English/maths Level 2 on exit GCSE or Functional Skills

Other Requirements

ENGLISH AND MATHS

GCSE Grade 4 or Level 2 Functional Skills qualifications in English and maths are required to complete a T Level. (But you don't need them to start one!)

OTHER REQUIREMENTS

Some T Levels standards may require other qualifications or specific training to be passed. The standards showing what you need to do to pass a T Level in a particular occupation can be found at www.tlevels.gov.uk/students/subjects Your Career Adviser will go through them with you.

T LEVEL TRANSITION PROGRAMME

If you want to study a T Level but feel you need a little more support to give you the best chance of passing it and learn better in classroom or workshop environment the T Level Transition Programme is available to you. It will give you the skills, experience, knowledge and behaviours you will need. It starts in September each year, and applications can be made directly to the provider. If this is of interest, ask your Careers Adviser about the T Level Transition Programme.

WHAT EFFECT WILL A T LEVEL HAVE ON MY CAREER AND PROSPECTS?

T Levels help build confidence, develop professionally as a work colleague, as an employee and give you the opportunity to see what the real working world is about.

HOW MUCH DOES A T LEVEL COST?

T Levels are fully funded by the government, so will not cost you anything.

HOW DO I APPLY?

Your Career Adviser will support you with this. For further information on T Levels The government's T Level page gives general information for both learners and employers: www.tlevels.gov.uk .

OTHER TECHNICAL TRAINING OPTIONS

What is a BTEC?

BTECs let you gain hands-on experience in a field or subject and are an alternative to more theory-focused, classroom-based ways of learning.

HOW DO THEY WORK?

BTECs are practical-based vocational qualifications. They provide an opportunity to gain hands-on experience in a field or subject. Each BTEC requires completion of a set of units covering specific areas of knowledge, skills, and understanding in your chosen sector or industry.

There are core units, which provide a broad foundation and understanding about the sector, and a range of optional units that focus on your particular interests and plans for further study, apprenticeship, or employment.

HOW DO I APPLY?

BTECs are normally (but not always) taught at Colleges and you should apply directly to them. Your Careers Adviser will help you with this process.

Note that usually you will need at least five GCSEs at grades 4-9 to get on to a BTEC Level 3.

HND / HNC

What are they?

Higher National Diplomas (HNDs) enable you to specialise in a particular career by studying at a level equivalent to the first or second year of university study.

HOW DO THEY WORK?

A full-time Higher National Certificate (HNC) takes one year to complete, or two years part-time. HNC courses cover many of the same subjects' areas as an HND. HNCs sit one level below an HND, which is equivalent to the first year at university.

A Higher National Diploma (HND) is a work-related course provided by higher and further education colleges across the UK. A full-time HND takes two years to complete, or three to four years part-time. HND qualifications are generally the equivalent to a 2nd year at university.

Both HNCs and HNDs are practical-based qualifications and ideal for those wanting to head straight into the workforce. Depending on the course, there may be the chance of work placements with local employers specialising in the sector being studied.

HOW DO I APPLY?

HNC/HND qualifications are offered by many universities and FE providers throughout the country. The search engine at www.whatuni.com provides help on selecting appropriate courses of study from a full database of subjects and places of study.

PROFESSIONAL QUALIFICATIONS

What are they?

Professional qualifications are vocational training courses that relate to a very specific industry. For some jobs, they are essential. For example, to work as a qualified solicitor you must take the Legal Practice Course (LPC), and to become a chartered accountant you'll need to pass the relevant exams.



WHAT CAN YOU STUDY?

There is some form of professional qualification available in most industries in the UK. Among the best known are those awarded by organisations including:

- ▶ Association of Chartered Certified Accountants (ACCA)
- ▶ BCS - The Chartered Institute for IT
- ▶ Chartered Institute of Personnel and Development (CIPD)
- ▶ Institution of Civil Engineers (ICE)
- ▶ Royal Institution of Chartered Surveyors (RICS).

HOW DO THEY WORK?

Full-time vocational courses take around 40 hours per week. Part-time study usually takes place during the evenings and weekends - the pace is slower, but it can be intense when coupled with your work and/or family commitments.

Assessment is usually through exams, coursework, a portfolio, or a combination of the three. Many courses are structured around a number of modules that you must pass to gain the qualification. They are offered by Colleges and ITPs, and sometimes Universities.

HOW DO I APPLY?

Entry requirements can vary on the qualification and what it leads to - check the job profile checker at www.prospects.ac.uk/job-profiles . Applications should be made to individual providers.

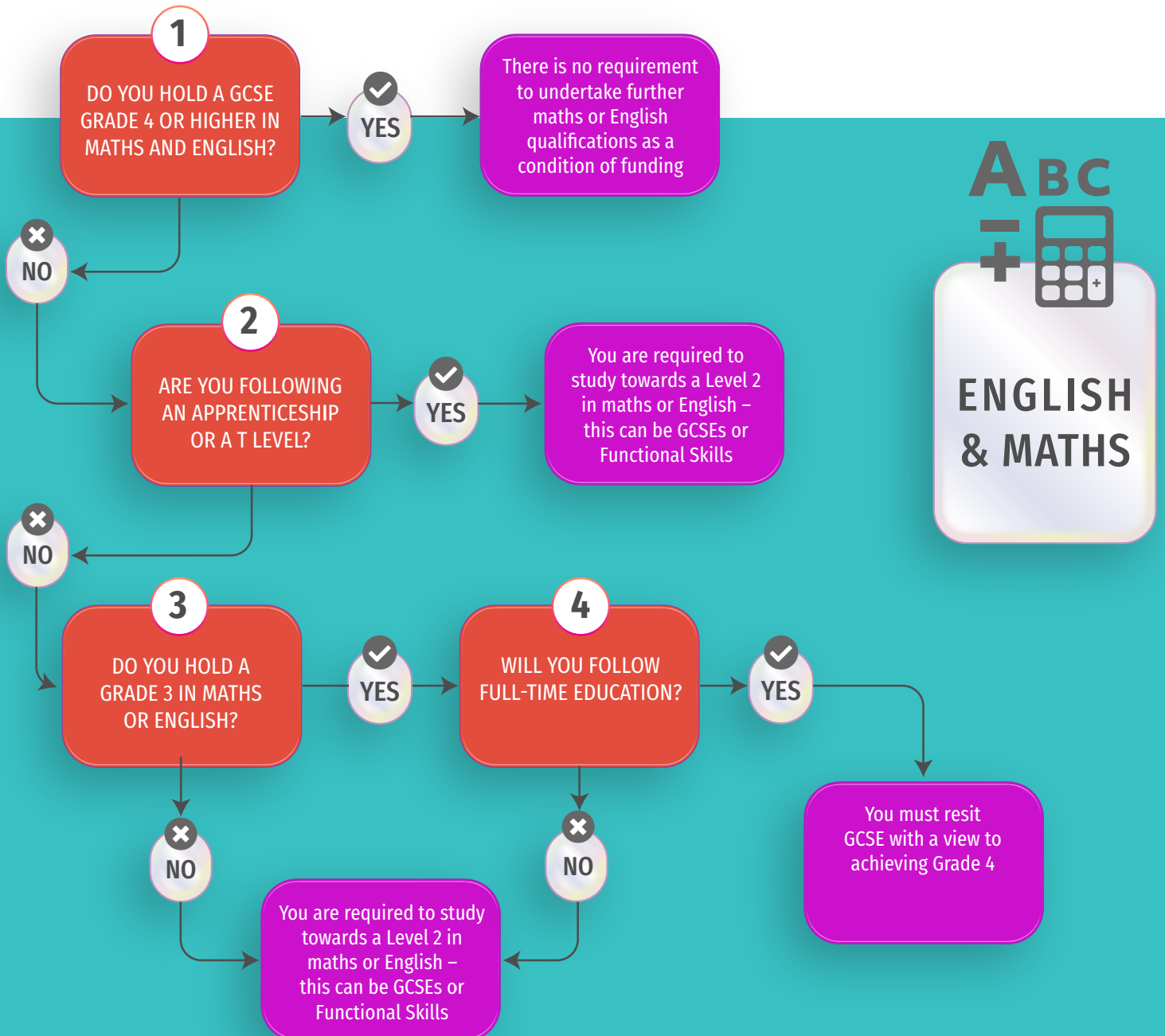
LITERACY/NUMERACY

What are the options?



If you leave school at 16 without a Grade 4 GCSE in maths and English, then whatever option you take, you will have to keep studying towards them. If you don't, then the government will not fund your studies – this is called a Condition of Funding.

This flow chart shows you what you need to do – feel free to ask your Careers Adviser to go through it with you!



EMPLOYABILITY PROGRAMMES

What are they?

There is lots of support available if you are out of work and claiming Universal Credit:

KICKSTART

This offers paid job placements for 16-24 year olds on Universal Credit. You will get the National Minimum Wage for 25 hours a week for a total of 6 months.

[Kickstart](#) is available until the end of December 2021. You can apply for Kickstart jobs via [Jobcentre Plus](#).

WORK TRIALS

A [Work Trial](#) is a supported work placement designed to help an employer decide to offer you a job.

The vacancy must:

- ▶ Be for 16 hours a week or more
- ▶ Be expected to last at least 13 weeks
- ▶ Be based in the UK
- ▶ Not be in an inappropriate occupation

Work Trials mostly last a few days, but can sometimes last up to 30 working days. Applications should be made via a Jobcentre Plus work coach.

RESTART

[Restart](#) is a brand new programme introduced by the government in response to the Covid-19 pandemic. It will give Universal Credit claimants who have been out of work for at least 12 months enhanced support to find jobs in their local area.

The programme goes live in the Summer of 2021, and more details will be available at that time. Ask your Careers Adviser for help with this or you can ask at Jobcentre Plus.



WORK AND HEALTH PROGRAMME

The [Work and Health Programme](#) is a voluntary programme for those out of work and who have claimed unemployment benefit for 24 months or longer, or who have other significant barriers to work such as health problems. It offers support for up to 15 months and will:

- Identify jobs
- Match your skills to work that's available
- Contact employers
- Give you training to help find work
- Support you in managing health problems that might limit your ability to work

Applications should be made via a Jobcentre Plus work coach.

SECTOR-BASED WORK ACADEMY PROGRAMME (SWAP)

[SWAPs](#) are offered by Jobcentre Plus and are similar to Traineeships. They can last up to 6 weeks and have three main components:

- Pre-employment training
- Work placement
- A guaranteed job interview or help with an employer's recruitment process.

Applications should be made via a Jobcentre Plus work coach.

NEW ENTERPRISE ALLOWANCE

This programme offers support if you want to become self employed. You get an interview with a mentoring partner organisation, who carry out an assessment of your self-employment idea, and support to produce a business plan. [New Enterprise Allowance](#) financial support can then be claimed when your business plan is approved, giving you a weekly allowance worth over £1200 for up to 6 months. You can also apply for a loan to help with any start-up costs.

SUPPORT FOR ADDITIONAL NEEDS

There is support available to young people who have additional needs to ensure you have access to a pathway that meets your individual needs. Talk to your support staff in school, special school or college about how to access this.

If you have disabilities, physical or mental health conditions that make it hard to do your job, you may be able to get financial support from Access to Work to help you. This funding could be used to pay for things like:

- ▶ Special equipment or software
- ▶ Adaptations to a vehicle so you can get to work
- ▶ Adaptations to the equipment you use
- ▶ Provision of a British Sign Language interpreter

SUPPORTED INTERNSHIPS

If you already have, or are eligible for a statement of SEN or EHCP you may be interested in Supported Internships - your Careers Adviser will be able to offer you more support on this or you can scan/ click on the QR code.

FLEXIBILITIES FOR ENGLISH AND MATHS

For young people with some additional needs support is available around the completion of English and maths qualifications. Talk to your College or ITP provider to find out more.



PANDEMIC SUPPORT FOR LEARNING AND EMPLOYMENT

Because of the Covid-19 pandemic, the government is offering employers and learning providers some incentives to help you learn!

- ▶ Apprenticeship incentives – Employers can receive £3000 for each apprentice they take on who is aged between 16 and 24, and £1500 if they are 25 or over.
- ▶ Traineeship incentives – Employers can receive £1000 for each Traineeship learner they take on.
- ▶ 16-19 tuition fund – providers are being offered extra funding to support learners whose education was disrupted by lockdown.

You can share this information with an employer or training provider to improve your chances of gaining a placement with them. This is a great opportunity for you to take control, and make those steps towards your chosen career.

Ask your Careers Adviser for more information on these incentives and whether they will apply to you.

ADDITIONAL SUPPORT AVAILABLE

FINANCIAL SUPPORT FOR LEARNING

[Financial support](#) is available to support accessing learning. Talk to your provider about how you can access this.

16-19 BURSARY FUNDS

A [16-19 Bursary Fund](#) can be offered to particular groups of learners depending on your individual needs. Ask your Careers Adviser for more details.

FREE MEALS IN FURTHER EDUCATION

Providers are given funds to offer [free meals](#) to some learners. Ask your learning provider to see if you qualify!

CARE TO LEARN

[Care to Learn](#) covers the costs of childcare for young parents in education, as long as you are aged under 20 at the start of your course. Payments are handled by your learning provider so ask them for more detail.

DANCE AND DRAMA AWARDS

[Dance and Drama Awards](#) help with tuition fees and living costs at a small number of private dance and drama institutions. You must be aged 16-23, and the amount available depends on where you live and study and your household income. Applications should be made directly to the dance and drama school concerned.

RESIDENTIAL SUPPORT SCHEME (RSS)/RESIDENTIAL BURSARY FUND (RBS)

[RSS](#) offers over £4000 per year towards accommodation costs if your Level 2 or Level 3 programme is not available locally. Applications should be made via the training provider.

RBS supports accommodation costs for students at designated institutions delivering specialist provision. Institutions themselves decide which students receive RBS and how much support they receive.



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