

# connexions

Advice & Guidance Booklet

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## WHO ARE WE?

Connexions are an information, advice and guidance service for 14 to 18 year olds.

We provide specialist information, advice and guidance on education, training and employment opportunities available in the local area.

If you are over 18 or you have an Education Health and Care Plan, then we may still be able to support you or refer you for specialist support through other agencies we work with.

## WHY DO WE CONTACT YOU?

We contact every 16 to 18 year old in Hull;

- Hull City Council has statutory responsibilities, set by central government to establish if you are in Education, Training or Employment and take details of this to put on your individual record.

This information is used to show the number of young people who are currently in education, training or employment, in order to establish unemployment numbers for this age range in the city. This information also allows us to identify any gaps in training/courses available for young people and to help develop new opportunities for the future. We follow Data Protection guidelines so no personal information is shared.

- We offer support to those who still need to find education, training or employment through providing advice and guidance on chosen career options or support you if you are undecided.

The support we provide is optional and can be refused but you **STILL NEED** to inform us of this decision so that we can put a note on your record.

If you do refuse and change your mind, become unemployed, leave a course/training you can contact us for support at any time, providing you are still aged between 16 and 18 years old.



@ConnexionsHull



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# HOW CAN WE HELP YOU?



## CONNEXIONS - MYTH OR FACT

### **Myth**

It's too late to start anything, I can only start on a college or training course in September

### **Fact**

You don't have to wait until September to start a course. There are certain college/training courses that offer start dates throughout the year.

## CAREER/JOB IDEA SUPPORT

You can speak with Connexions to discuss your career ideas and we will provide advice, information and guidance tailored to your idea and individual needs.

Before speaking to Connexions below are some tips and suggestions to help you think more about career choice/job ideas;

Do you already have a career Idea?

### NO

Resources and advice to help you before speaking with your adviser;

- Think – what are my interests/favourite subjects from school?
- Think – what qualifications or work experience do I already have and would these suit a particular career/job role?
- Speak with Family and friends about their careers and help with suggestions.
- Look at job profiles to find out and understand more about different job areas/roles.
- Think – what are my skills, strengths and type of personality? You can use the link below to complete personality/skills test to help you recognise your strengths, personality and skills. This may help you when choosing a career option.

### YES

- How much do you already know about this Career?
- Do you know what qualifications or experience are needed for this career?
- You may have 2 career ideas and unsure which one you would like to do.

You can look on the links below for more information on your chosen career areas to learn more and make sure it is right for your strengths, skills and personality.

Want to learn more about where your favourite subject can take you in a career, follow the link for more information and video stories

[www.bbc.co.uk/bitesize/articles/zhst2sq](http://www.bbc.co.uk/bitesize/articles/zhst2sq)

To look at job profiles for more information on particular jobs or job areas including, job description, skills, qualifications and salary then click on the following

[www.nationalcareers.service.gov.uk/explore-careers](http://www.nationalcareers.service.gov.uk/explore-careers)

[www.bbc.co.uk/bitesize/careers](http://www.bbc.co.uk/bitesize/careers)

Personality quiz – [www.icould.com/buzz-quiz](http://www.icould.com/buzz-quiz)

Personality test – [www.youtube.com/watch?v=cyXADWE7KPo](http://www.youtube.com/watch?v=cyXADWE7KPo)

Skills assessment – [www.nationalcareers.service.gov.uk/skills-assessment](http://www.nationalcareers.service.gov.uk/skills-assessment)



# CAREER AREAS/SECTORS

Do you know what career sectors are available to you for employment?

Here is a list of some of the career areas and examples of the type of roles in that area. For more information on **ALL** the different Career Areas use the website and link at the bottom of the page.

## Business and Finance

Office Administration,  
Receptionist, Secretary,  
Hotel Receptionist,  
Data Input Clerk,  
Digital Marketer, Accountant.

## Retail and Customer service

Sales Assistant, Bar Person  
Call Centre Representative,  
Front Of House Assistant,  
Customer Service Adviser,  
Pet Shop Assistant, Florist.

## Manufacturing

Factory Production Worker,  
Sign Maker,  
Sewing Machinist,  
Window Fabricator,  
Warehousing.

## Hair and Beauty

Hair stylist, Beautician,  
Aromatherapies.

## Motor Vehicle

Paint Sprayer,  
Technician/Mechanic,  
Construction Plant Mechanic,  
Motorcycle Maintenance  
Technician.

## Public Sector

Armed Forces  
(Army, Navy, RAF)  
Police Officer, Fire Fighter,  
Security.

## Health and Social Care

Care Worker, Nurse,  
Teaching Assistant,  
Youth Worker, Optician  
Social Worker,  
Fitness Instructor/Sport  
Coach, Dental Assistant.

## Creative and Digital

Web Designer, Photographer,  
Games Design,  
Graphic Media Designer,  
Music Technician,  
Events Planner.

## Construction

Joiner, Construction  
Labourer, Landscaper,  
Electrician, Bricklayer,  
Floor layer, Plasterer, Tiler,  
Plumber, Specialist Trade

## Engineer

Electrical Engineer, Heating  
and Ventilation Engineer,  
Mechanical Engineering,  
Offshore Worker,  
Refrigeration and Air  
Conditioning Engineer.

**LMI Humber** – [www.lmihumber.co.uk](http://www.lmihumber.co.uk) click on the **sectors** tab for a list of career areas.

**Logon Moveon** – [www.logonmoveon.co.uk/advice/information-for-choosing-your-next-steps-after-year-11/](http://www.logonmoveon.co.uk/advice/information-for-choosing-your-next-steps-after-year-11/) look at the **From Ideas 2 Careers** section for more information on career areas and employers.

# CAREER PATHS

Below is a guide to the learning routes available

Speak to Connexions for more information on the appropriate route for your circumstances, what career areas are available in each route, where you can undertake each learning route and how to apply.



## Re-engagement Programmes

### **Brief Description**

Re-engagement programmes are supportive programmes, designed to help you build confidence, learn and experience new skills such as team working, employability skills, taster different career areas.

This is a good starting point if you; have not been in education or training for a while and would like to build your confidence and find out what skills you have and taster different options in a supportive way.

### **Duration**

Can vary depending on individual circumstances.

### **Money Matters**

Incentives vary depending on the Programme

### **What can this lead to?**

Further Study, Study Programme, and Traineeship.

#### **Did you know?**

In 2021 the top career areas for employment in Hull were Business, Retail, Health & Social care, and Manufacturing.

For more information on Re-engagement Programmes or Study Programmes, speak to Connexions

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## Study Programmes within Smaller Training Centre

### **Brief Description**

A programme that combines gaining a qualification in certain vocational area alongside gaining a Maths and English qualification, if you do not already have grade 4 or above (Level 2).

It also includes, enrichment activities that are tailored to the individual's needs, for example work experience.

This is a good starting point; if you would prefer learning in a smaller training environment rather than a College environment. If you have no qualifications and would like to gain a qualification in a vocational area for example, Business administration and gain a qualification in Maths and English (either GCSE or Functional skills) alongside this.

### **Duration**

1 year

### **Money Matters**

You can apply for a bursary. This Programme qualifies for Child Benefit/Tax Credits.

### **What can this lead to?**

Further Study, Traineeship, Apprenticeship or Employment.

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## Traineeship

### **Brief Description**

A work focused Programme that focuses on you gaining work experience with an employer in your chosen career area. Completing employability skills and improving on your existing Maths and English qualification (if needed) to level 2.

This is a good starting point if you; are struggling to find an apprenticeship or employment due to lack of employability skills, work experience or would like to gain level 2 in your English, Maths and Digital skills.

### **Duration**

6 weeks to 1 year (although most last 6 months)

### **Money Matters**

You can apply for a bursary. This Programme qualifies for Child Benefit and Tax Credits.

### **What can this lead to?**

Apprenticeship or Employment

For more information on apprenticeships and Traineeship opportunities use the links - <https://amazingapprenticeships.com/app/uploads/2020/09/guide-to-apprenticeships.pdf>

[www.gov.uk/apply-apprenticeships](http://www.gov.uk/apply-apprenticeships) [www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)

[www.amazingapprenticeships.com/traineeships](http://www.amazingapprenticeships.com/traineeships)



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## Apprenticeship

### **Brief Description**

Apprenticeships combine practical training in a job with study working towards a Level 2 qualification in a specific career area (i.e. construction, hospitality, Business Administration).

A good starting point if you have the necessary qualifications and skills for the apprenticeship and are certain of your career idea.

### **Entry Qualifications**

Apprenticeships are level 2 qualifications so you will need to have achieved Level 2 (Grade 4 or above) in English and Maths. Other qualifications and skills needed will be outlined by the employer and the Training Provider/College.

### **Duration**

1 to 2 year

### **Money Matters**

You will receive an apprentice wage.

### **What can this lead to?**

Advanced Apprenticeship or Employment



## Full-time College

### **Brief Description**

Colleges have a wide range of Study Programme/Vocational and Academic courses available (look at College prospectus or website for more information on what is offered and what qualifications are needed).

This is a good starting point if you; are looking at doing academic subjects for example, A-Levels, T – Levels and certain GCSE re-sits.

If you are looking at doing a higher level course of study (Level 2, 3) or alternatively you have no qualifications and would like to gain a qualification in a specific vocational area alongside a qualification in Maths and English (Study Programme).

### **Entry Qualifications**

Course levels range from not needing any qualification to needing specific qualifications depending on chosen course and level of course.

### **Duration**

1 to 2 year

### **Money Matters**

You can apply for a bursary. Full Time courses qualify for Child Benefit/Tax Credits

### **What can this lead to?**

Further study, Traineeship, Apprenticeship or Employment

**\*\*\*\* For more information on T-Levels or A-Levels speak to Connexions.**

## COLLEGE PROSPECTUS LINKS

**Wyke College** – [www.Wyke.ac.uk](http://www.Wyke.ac.uk)

**Hull College** – [www.Hull-College.ac.uk](http://www.Hull-College.ac.uk)

**Wilberforce College** – [www.Wilberforce.ac.uk](http://www.Wilberforce.ac.uk)

**Bishop Burton College** – [www.BishopBurton.ac.uk](http://www.BishopBurton.ac.uk)

**East Riding College** – [www.EastRidingCollege.ac.uk](http://www.EastRidingCollege.ac.uk)

**Myth**

I haven't got any qualifications, but I should easily get an apprenticeship

**Fact**

It's quite difficult to find an apprenticeship without having any qualifications or previous experience, but there are a variety of programmes available that will help you to prepare and will give you a better chance with future applications.

**Myth**

Now I am 16 years old and have left School, I don't need to do anything

**Fact**

The 'Raising of the Participation Age' Act states that you should be in some form of education, training or employment up to the age of 18 years old.

**Myth**

I'll just find work in a factory or supermarket

**Fact**

While you are under 18 there are very few jobs around in certain workplaces, as because of your age there are health and safety laws in place designed to protect you, but also restrict some environments where you can work.

**Myth**

I can only apply for one course / one apprenticeship at a time

**Fact**

You can apply for as many courses as you would like at different Colleges or Training Providers before deciding on your final choice. You can apply for as many Apprenticeship opportunities as you would like before deciding on your final choice.

## HOW TO FIND US

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Email – [Connexions@hullcc.gov.uk](mailto:Connexions@hullcc.gov.uk)

Tel – 01482 615223



Hull  
City Council

connexions



Website [www.Hull.gov.uk/Education-and-Schools/Training/Connexions](http://www.Hull.gov.uk/Education-and-Schools/Training/Connexions)



LinkedIn [www.Linkedin.com/company/ypse-young-people-skills-employability](http://www.Linkedin.com/company/ypse-young-people-skills-employability)



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