

# Aim Awards

## Career Planning L1

### (Y/616/0365) Workbook

*To meet the requirements of this unit you must complete all sections 1 – 4.*

*Please return the completed workbook to Mr Leach.*

First & Last Name:	
Tutor Group	

## What are Strengths and Weaknesses?

*Part one, the Learner will know own strengths and qualities, skills and abilities.*

- *1a, own strengths and qualities*
- *1b, an area of weakness*
- *1c, why this area of weakness needs to be improve*

A strength is something you do well and can include knowledge, qualities, traits and abilities that help you relate to others and achieve your goals. A weakness is the opposite, this is where you find gaps in your knowledge and you struggle to relate to others, fail to complete tasks and do not achieve your goals.

Task 1, - read the words below and sort them into strengths and weaknesses

**Quick Learner, Easy Going, Messy, Dynamic, Determined, Impatient, Sensitive, Loud, artistic, Hard Working, Serious, Calm, Capable, Tolerant, Emotional, Sporty, Talkative, Honest, Clumsy, Reliable, Nervous, Slow Learner, Polite, On Time, Good at Tasks,**

Strengths	Weaknesses

### Personal Strengths and Qualities

Task 2, - in the space below identify 5 strengths and qualities that you have.

1	
2	
3	
4	
5	

Task 3, - Identify 1 weakness you have.

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Explain why you think that you need to improve and overcome this weakness.

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## Career planning

Part two, the learner will know where to find sources of information advice and guidance for career planning.

- **2a, sources of help or information in relation to career planning.**
- **2b, a source of relevant information for career planning**

Career planning is important for all young people and the sooner you start planning the better. This will help you consolidate your career ideas and know which job or career areas you are aiming at. Be prepared to change your mind about what you are interested in as you gather more information about your options. All students during Year 11 will be asked to make applications to local colleges, apprenticeship and training providers, this because you need set up a place for yourself after you leave school at the end of Year 11. It is a legal requirement for all young people to be in education or work with training until the age of 18. Informed decision making is always the best way to come to a conclusion.

Task, 1 – log on to [www.youthemployment.org.uk](http://www.youthemployment.org.uk) and take the online careers personality test. This will help you work out what type job role you would suit you.

Write down two job roles matched by the online test.

<b>Career / Job one</b>	
<b>Career / Job two</b>	

Task, two – now you have two matched job roles, log on to <http://nationalcareers.service.gov.uk> , use the Explore careers option from the menu, read the information about one of your matched carers / job role, then record information below.

<b>Name of Career or Job</b>	
<b>Average salary</b>	£
<b>Typical hours worked per week</b>	
<b>What are the entry requirements</b>	
<b>Skills &amp; Knowledge needed</b>	

## Progression opportunities

**Part three, the learner will know own abilities relate to progression opportunities**

- **3a, different progression opportunities**
- **3b, how own attributes relate to the requirements of progression opportunities**

This simply means the different courses, colleges and training that are available to you after you have completed Year 11. The best way to find out to start with where the jobs are in the local area, this will inform you of who the major employers are, this information can then help you to decide which career area you should train to work in. This is called Labour Market Intelligence (LMI).

Task 1, - log on to <http://www.d2n2schools.co.uk/files/uploads/1513856516.pdf> , this shows a profile of major employers in the Derby South.

Write in the space below two employers in your area.

Employer 1	
Employer 2	

Once you know where the jobs are by using LMI, you can then start to explore progression routes, this means the types of college courses, training providers and apprenticeships that are available to you.

### Progression Levels,

Level 1 Courses / training – you will need to achieve mainly grades 1 -2 in your GCSEs

Level 2 Courses / training – you will need to achieve mainly grades 3 – 4 in your GCSEs

Level 3 Courses / training – you will need to achieve mainly grades 4 – 9 in your GCSEs

**Options,**

**Apprenticeships,**

Apprenticeship, these are offered by employers you will be paid as you train and learn to do a specific job with in a company. Apprentices work alongside other employees and study at the same time, completing assessments supported by tutors. At the end of an apprenticeship, you will frequently be offered employment with the company who have trained you. The majority of apprenticeships are advertised on the National Apprenticeship Service website.

Task 2, - go into google and type national apprenticeship service, select the [www.gov.uk](http://www.gov.uk) find an apprenticeship option. This will take you to the website, scroll down and select the green search button. A form now appears, this allows you to search for vacancies using keywords, such as job title (example plumber) or sector (such as hospitality). You can then enter your postcode and select distance away from your address and the level of course.

Enter a job title or select all to see which apprenticeships are available in your area, take a little time to explore, then pick one apprenticeship and record the details in the space below.

Apprenticeship title	
What the apprenticeship involves	
Distance from your post code closing date	
Closing date	
Possible start date	

## Colleges,

Colleges, these are large educational establishments that offer many different courses at different levels. Normally these courses will be taught over one or two years. It is possible to progress within the college after you have completed your first year. Courses offered by colleges are either **academic** classroom based subjects such as A Levels (examples include biology, maths, languages) or **vocational**, these are work related and often have a hands on element (an examples include hairdressing, bricklaying, hospitality). Derby College is a good example of a large college close to Merrill Academy.

Task 2 – log on to the Derby College website [www.derby-college.ac.uk](http://www.derby-college.ac.uk) , select the menu then Courses & Careers, scroll down to Search for a Course and select. Scroll down again for the blue search page. Select a subject that interests you, the course type will either be academic or vocational, search all sites, this will give you the greatest number of options. Once you have found a course that interests you, record the details in the space below.

Course title	
Level	
Location	
Years	
Interview	
Entry requirements	

## Training Providers,

Training providers, these are small colleges located around Derby such as Derby Skill Build, Juniper Training, Mercia College etc. Training providers offer a variety of vocational training, including BTECs, traineeships\* and apprenticeships. They tend to specialise in particular sectors, Derby Skill Build for example have a specialism in construction.

Juniper Training is a good example, explore their courses by visiting [www.junipertraining.co.uk](http://www.junipertraining.co.uk) .

\*Traineeships are work experience placements with an employer.

## Complete an action plan

Part four, the learner will be able to plan for transition to next stage of education training or work.

- **4a, produce a simple action plan**
- **4b, produce an application to the next stage of own education, training or work**

In this section you will need to complete an action plan which shows how you will get from your current point in your education (Year 10) to the point at which you can start working in your chosen career or start the job you are interested in.

Use the national careers service, national apprenticeship and local college websites to help with this.

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

<http://www.gov.uk>

[www.derby-college.ac.uk](http://www.derby-college.ac.uk)

[www.ucas.com](http://www.ucas.com)

**Complete the following,**

Name of Job or career you are interested in. *If you are not sure research career / job areas on the national careers service website.*

At the end of Year 11, which pathway do you plan to take? *Circle your preferred pathway.*

**College**  
**6<sup>th</sup> Form**  
**Training provider**  
**Apprenticeship.**

How many GCSEs & BTECs do you need to access this pathway? *Use the websites above to help you find out.*

Level 1 courses / training mainly grades 1 - 2  
Level 2 courses / training mainly grades 3 – 4  
Level 3 courses / training mainly grades 4 – 9

How many years will it take to complete?

Level 1 courses take one year to complete  
Level 2 courses take two years to complete  
Level 3 courses take two years to complete

Do you need to gain any work experience to help you access this pathway, if you do describe it. *Use the national careers service website to help you.*

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For your chosen career or job do you need to take part in further study such as Level 3 courses higher level apprenticeship or university degree?

Level 3 course Level 3 apprenticeship Higher level apprenticeship University degree
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After completing your studies and or training which company or business would you like to work for?

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### **Making an Application**

During Year 11 you will be asked to make applications for 6<sup>th</sup> form, college, apprenticeship and training providers, this is because it is a legal requirement for you to be in education, employment with training until you are 18 years old. All education and training providers will expect you to apply formally using an application form, these are usually online, Derby College is example. Although they are slightly different, they usually ask the same questions. Complete the application form below, for a course or apprenticeship of your choice.

#### **Application form**

*(An application form is made up of a number of sections)*

#### **Personal Information**

*(this helps the college or training provider contact you)*

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Age:</b>	
<b>Address:</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	



**The course, training or Apprenticeship you want to apply for** *(this tell the college or provider straight away which course you are interested in)*

<b>Name of course</b> <i>(for example, Plumbing)</i>		<b>Level of Course</b> <i>(for example, Level 2)</i>	<b>1, 2 or 3</b>
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**Explain why you want to study this course**

*(all colleges, 6<sup>th</sup> forms, training and apprenticeship providers will want to know, be clear and explain how studying this course will help you enter you chosen career)*

**Education**

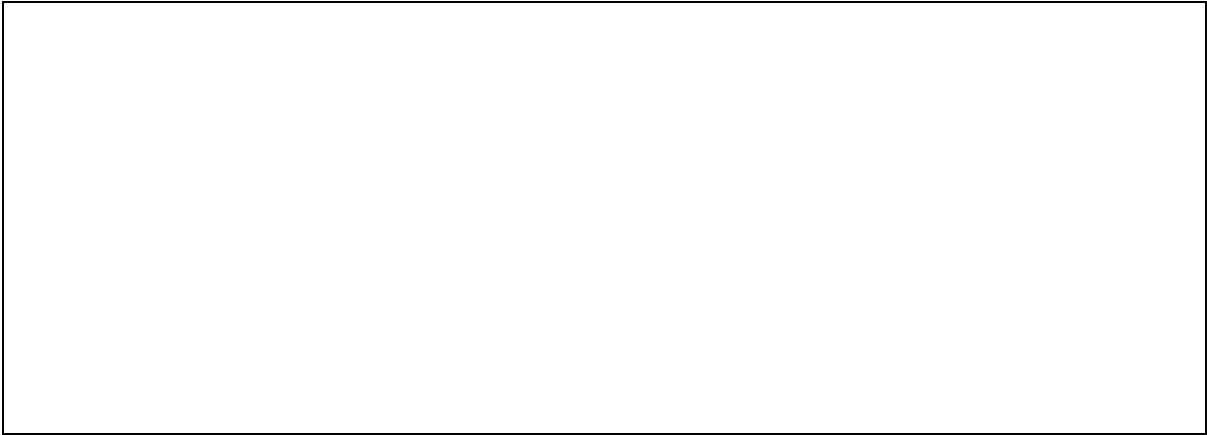
*(this section helps the college or training provider work out which level you are working at and helps them ensure they put you on to the right level of course, complete the table with your predicted grades)*

<b>School, college or academy last attended:</b>		
<b>Predicted Grades</b> <i>(these are the grades you teachers think you will achieve at the end of Year 11)</i>		
<b>Subject</b>	<b>GCSE or BTEC</b>	<b>Predicted Grade (1 – 9)</b>
English	GCSE	
Maths	GCSE	
Science	GCSE	

**Interests**

*(this section is for you to describe you interests, achievements or hobbies, remember these should be mature and preferably link with your career or academic interests)*

**Tutor comments,**

A large, empty rectangular box with a thin black border, intended for entering tutor comments. It occupies the upper half of the page.