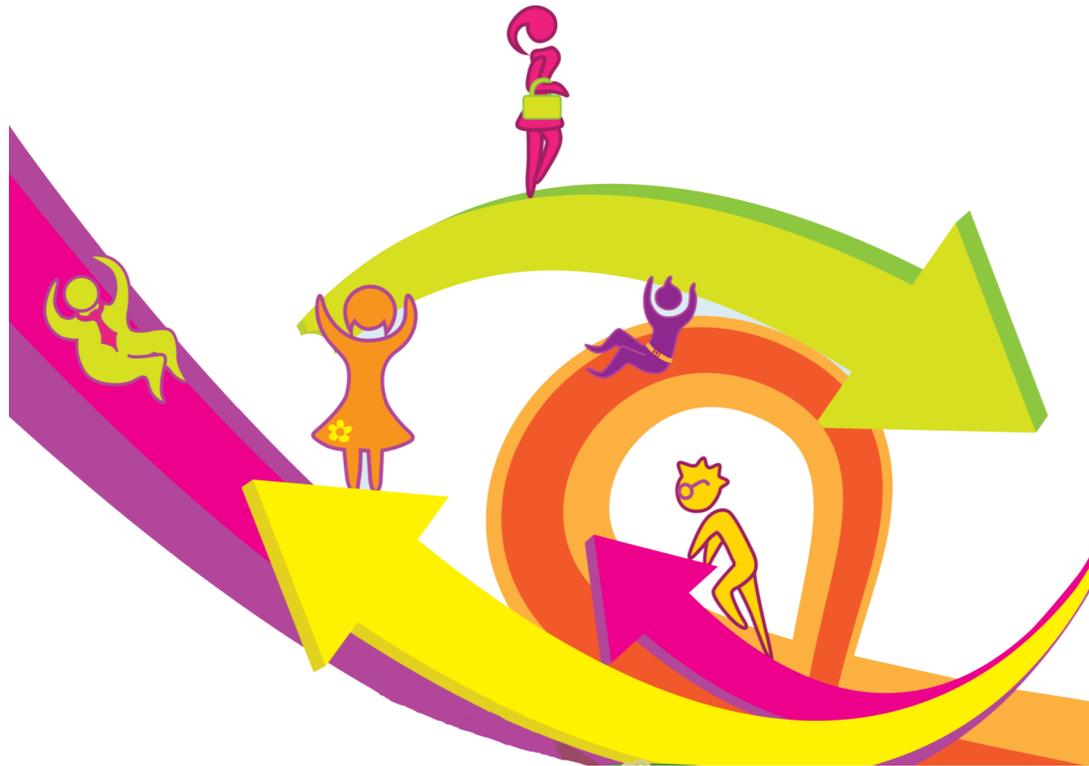




Choices and Decisions

Information for Parents and Carers
of Year 11 Students



2015-2016



careers.gg

Free, impartial, independent careers advice
and guidance – whatever your age.

EDUCATION
A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

Call: 733044

careers@education.gov.gg

Decisions

In Year 11 your son or daughter will be asked to make decisions about their future. This booklet will help you as a parent or carer to understand more about their options, what support is available and how you can help them with their decisions.

Careers Information, Advice and Guidance

Each school has a Careers Teacher who helps to deliver a Careers Education Programme to help prepare young people for decisions and choices about their future. A Careers Adviser from Careers Guernsey is also attached to each school to support students with independent careers advice and guidance. Careers Advisers will also attend parents' evenings to help you with the choices and decisions faced by your son or daughter in their final year of secondary school. You can find a list of the Careers Teachers for each school in the back of this booklet.

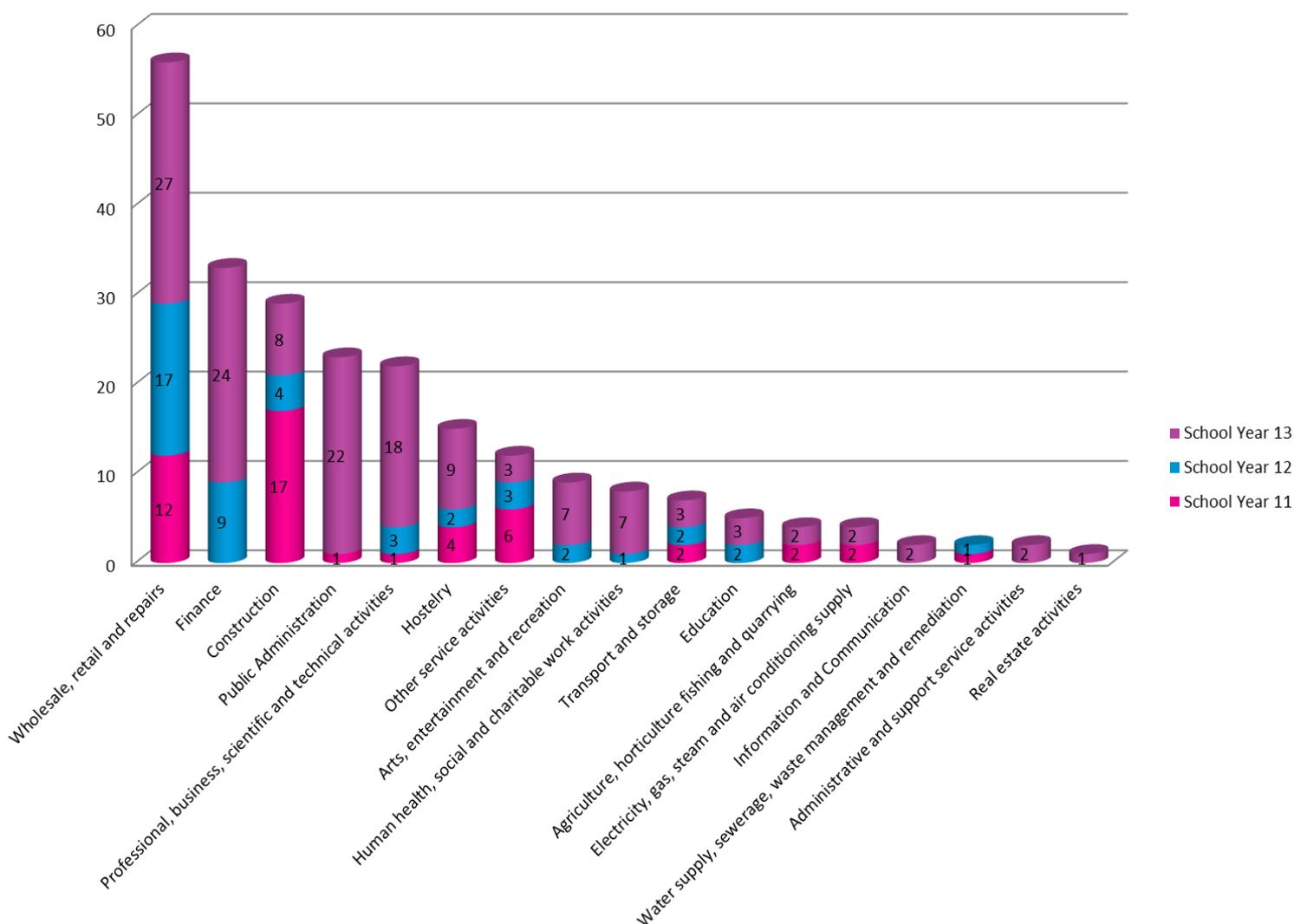
During Year 11, your son or daughter will decide on their next step and this will probably be one of the following options:

- Continue in full-time education
- Enter work based training (an Apprenticeship)
- Enter employment

What do students typically do after Year 11 in Guernsey?

86% of Year 11 leavers continued in full-time education in 2014. 11% of Year 11 leavers entered employment with more than half of these starting an apprenticeship.

2014 Employment by Sector: All Leavers



For further details on school leaver statistics see our destinations infographics on www.careers.gg.

Choices after Year 11

What are the options for my son or daughter?

Continuing in Full-Time Education

Students who choose to continue with their full-time education after Year 11 will have several options. Their final choice will be dependant on their predicted grades, what they want to get out of the course and their future aspirations.

If your son or daughter is predicted 4/5 A* - C grades then they can apply for a Level 3 course to study either AS/A level qualifications, the International Baccalaureate or a Level 3 vocational qualification.

If your son or daughter is struggling with their career decisions and is unsure of what to do next, it may be beneficial for them to speak with a Careers Adviser. **Sean Parry** is a Careers Adviser from Careers Guernsey who can see them in school, after school and during the school holidays at the careers office at the Education Department off the Grange.

Tel: 733024 Email: sparry@education.gov.gg

Different levels of qualifications

Level 3	AS/A levels International Baccalaureate BTEC Awards, Certificates and Diplomas at Level 3 CACHE NVQ Level 3
Level 2	GCSE grades A* - C BTEC Awards, Certificates and Diplomas at Level 2 NVQ Level 2 OCR Diplomas Functional Skills
Level 1	GCSE grades D-G BTEC Awards, Certificates, Diplomas at Level 1 OCR Diplomas Functional Skills
Entry Level	Functional Skills at Entry Level Awards, Certificates and Diplomas at Entry Level

AS/A Levels, IB or Level 3 Vocational Qualifications?

All these qualifications are recognised as being at the same level (Level 3), and all can lead to either University, Further Education or employment. Entry requirements for these courses vary:

- Level 3 vocational courses require a minimum of 4 GCSEs at A*-C in a **range** of subjects.
- A Levels require a minimum of 5 GCSEs at A*-C in a **range** of subjects including English.
- IB requires a minimum of 5 GCSEs at A*-C in a **range** of subjects including English and Mathematics.

(All courses are dependent on viable student enrolment, successful recruitment of staff and the availability of resources)

AS/A Levels

AS/A Levels are studied and assessed in a similar way to GCSEs, being assessed through a mixture of exams and coursework. AS (Advanced subsidiary) and A (Advanced) normally take 2 years to complete and come in a range of academic and applied subjects. Students would normally choose to study 4 subjects in their first year. Students can study AS/A level subjects at the Sixth Form Centre, Elizabeth College or Ladies College.

AS / A Level subjects (Level 3) available at the Sixth Form Centre



Art	English Literature	Media Studies
Biology	Environmental Studies	Music
Business Studies	Film Studies	Photography
Chemistry	French	Physics
Computer Science	Further Maths	Physical Education
D & T— Product Design	Geography	Psychology
D & T— Resistant Materials	German	Religious Studies
Economics	History	Sociology
English Literature and Language	ICT	Spanish
	Maths	Theatre Studies

Sixth Form Centre Contact: Kieran.James@grammar.sch.gg

Level 3 vocational qualifications

If your son/daughter wants to study a vocational area in depth, then a **Level 3 vocational qualification** would allow them to do that. These courses are also normally studied over 2 years, and provide knowledge and skills relevant to the sector and/or progression to University or employment. Level 3 vocational courses may have an element of external assessment, students are also assessed through coursework and in practical observations. Students can study Level 3 vocational qualifications at the Guernsey College of Further Education.

Level 3 vocational qualifications available at the Guernsey College of Further Education

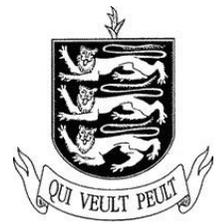


Creative +
Beauty Therapy
Business
Catering and Hospitality
Childcare and Education
Health and Social Care
Engineering
ICT
Performing Arts
Dance
Sport



College of Further Education Contact: LouiseM@gcfe.net

The International Baccalaureate (IB)



The IB qualification (Level 3) is offered at the **Sixth Form Centre** and is for those students who wish to study a broad range of subjects at Level 3. The students study some curriculum core modules made up of an extended essay, theory of knowledge module and creativity, action and service module. The qualification is equivalent to roughly 4.5 'A' levels.

Students choose six subjects, one from each of the groups below and will study three at Higher Level and three at Standard Level.

Group 1 and 2: Languages

Students select two languages: one from group 1 and an additional language from group 2. Group 1 is English and the course is literature based.

Group 2 is designed for students learning the language either at beginner level, standard or higher level. Students select the language courses based on their language proficiency.

Group 2 languages include French, German and Spanish.

Group 3: Individuals and Societies

History, Philosophy, Psychology, Business and Management and Geography

Group 4: The Experimental Sciences

Biology, Chemistry, Design Technology, Physics

Group 5: Mathematics

Mathematical studies, Mathematics

Group 6: The Arts

Visual Arts, OR Another group 2, 3 or 4 subject



The IB Diploma Programme, for students aged 16 to 19, is a balanced but academically challenging Level 3 programme of education with final examinations that prepares students for success at university and in life beyond. It is an international qualification, which is recognized and welcomed by universities worldwide because of its reputation for rigorous external assessment. Assessment also involves internally and externally marked coursework. The IB diploma is different from other courses of study due to its philosophy of education, which emphasizes the development of the whole student – physically, intellectually, emotionally and ethically. The IB diploma's learner profile has ten inspirational qualities that all IB learners strive to develop throughout their course. These are to be *Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective.*

IB Contact: Nicola.Papworth@grammar.sch.gg

My son/daughter isn't predicted 4/5 A*-C grades - what are their options?

Don't worry if your son or daughter isn't predicted A*-C grades in their GCSE exams as there are a range of courses available at other levels.

Guernsey College of Further Education offers courses at:

- **Level 2** — normally for those who achieve D grades at GCSE
- **Level 1** — entry requirements vary for each course
- **Entry level** — for those who have no formal qualifications



The courses below are normally for one year and once your son/daughter has completed this they can possibly move up to the next level if they want to further their qualifications or gain employment. Level 2 qualifications may have a mixture of external assessment and course work and/or observation as part of the assessment.

Full-time Level 2 Vocational Courses at the College of Further Education

Administration (Business Professional)
Beauty Therapy
Business
Catering
Creative +
Health and Social Care
ICT
Sport

Full-time Level 1 Vocational Courses at the College of Further Education

Art, Design and Media
Beauty Therapy and Hair
Creative ICT
Care
Construction and Engineering
Sport

Full time Entry Level Courses
at the College of Further Education
ASDAN
(an individual range of qualifications)

College of Further Education Contact: LouiseM@gcfe.net

Apprenticeships

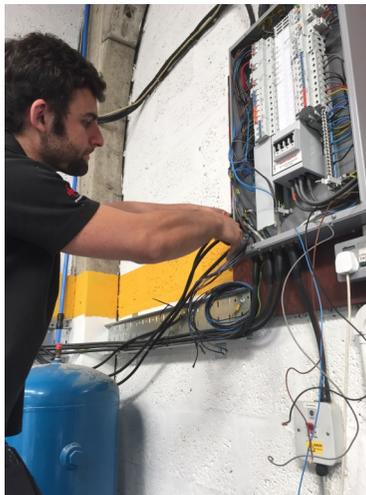
As employees, apprentices can earn a wage and work alongside experienced staff to gain job-specific skills. Training also involves spending time away from the work place, either on a day release course at the **Guernsey College of Further Education or through organised training elsewhere.**

Apprenticeships are completed over 3, 4 or 5 years and are currently offered in the following vocational areas:

Architectural Technology
Structural Engineering
Building Surveying
Carpentry and Joinery
Hospitality and Catering
Electro-technical technology
Electronics
Engineering
Marine Engineering
Hairdressing
Horticulture
Motor Vehicle technology
Painting and Decorating
Plumbing and Heating
Jewellery
Trowel Trades and Stonemasonry
Vehicle Paint Spraying and
Panel Beating

You can find information on any job or occupation on the A-Z section of www.careers.gg — this will give your son or daughter a good overview of the job they are considering.

Apprenticeship Scheme
Contact Details:
Apprenticeships@gcfe.net
Tel: 07839 777646



How can I help my son or daughter find an Apprenticeship?

If your son or daughter has decided that they would like to be an Apprentice, they can get a list of employers who are registered to take Apprentices from their Careers Teacher or from the Apprenticeship Scheme Manager. It is then their responsibility to make contact with the employers and this can be done by calling in, phoning, or sending a CV and covering letter.

Your son or daughter can only start an Apprenticeship if they have an employer willing to take them on as an Apprentice.

To support your child:

- Make sure they realise how competitive this process is and help them to get support to sell themselves through their CV or at interview.
- Encourage them to be persistent and to stay motivated.
- Ensure they have a good knowledge of the job they are applying for and preferably work experience in this area.

Employment

Another option for your son/daughter is to enter full-time employment after Year 11. Full-time employment opportunities for Year 11 school leavers on Guernsey are however limited as many jobs will require some previous experience and qualifications. In 2014 most Year 11 school leavers entering full-time employment found work in Retail, others also found work in Construction, Agriculture, Hospitality and Leisure.

Applying for work

Finding work as a school leaver can be difficult as there will be competition for most vacancies. Students should be prepared for applying for jobs by having an up to date CV and covering letter which they will have completed in school. It is important to ensure that any work experience undertaken, part time jobs, volunteering, achievements and hobbies are included in the CV, further information on CV and letter writing can be found on www.careers.gg.

When applying for employment opportunities students need to be aware of their skills and the skills required to do the job that they are applying for. To help with this **Skills Guernsey**, with a range of employers on Guernsey have compiled a list of the top employability skills. These are the essential skills required for a variety of jobs, they are:

1. **Communication Skills**
2. **Positive, can-do attitude**
3. **Team working**
4. **Numeracy, Literacy & ICT**
5. **Honesty & integrity**



Where are the jobs?

Many school leavers will find jobs through networking and word of mouth as not all jobs will get advertised. Your son/daughter should be encouraged to be proactive with their job hunting and to contact organisations and employers direct in person or by sending in their CV & letter enquiring about any possible job openings. For applying to advertised vacancies see the Guernsey Press recruitment pages and the following websites as a starting point:

Careers Guernsey: www.careers.gg

Working for the States of Guernsey: www.gov.gg/careers

Job Centre: www.gov.gg/jobcentrevacancies

What parents might hear...

“All my friends are going to the Sixth Form Centre so I'm going to apply for courses there.”

This is a risky decision to make without taking into account the entry requirements, courses on offer and your son/daughter's commitment to learning and future career plans. Take some time to explore these with them to make sure they are choosing this option for the right reasons.

“I'm a bit worried about leaving school and not knowing what to do next. It's a big decision to make!”

It can be a worrying time for your son/daughter as they realise school is going to end. It also shows us that they feel it is an important decision. Lots of events and information is available to them so make sure they are using it and exploring all the options properly.

“I don't leave school for ages yet. What's the point of thinking about things now?”

It is surprising how fast decision-making time comes around in Year 11 so being prepared is important. Although your son/daughter may feel it is ages away, you can show them the calendar of events on the back of this booklet to help them plan.

What parents might say...

“You can do better than that! What do you want to do that job for?”

It is difficult as parents want the best for their son/daughter but they also want them to be happy. Find out more about the reasons why they are looking into a particular job and together find out about what they want from a job and what they can offer. Their reasons for choosing a job may well be different to yours.

“Stay on in learning and get more qualifications. That's what employers want these days.”

Although more and more jobs do ask for qualifications, employers are also looking for skills and qualities that make them a good employee with a good attitude to work and training. Stay up to date with what employers look for on www.careers.gg

“Make an appointment with a Careers Adviser. They will tell you what to do”

This is not what a Careers Adviser does! They will work with your son/daughter on how to plan, research, make decisions, consider alternative plans with up to date information and guide them through the process. The decision is theirs!

Want to find out more?

Timetable of Events for Year 11 2015-16

Dates will be made available by individual schools

Autumn

- Sep/Nov Careers Guernsey Introductory talks in Schools
Joint talks by GCFE and SFC to Year 11 students and parents
- November Sixth Form Centre Information Evening on **Tuesday 17th November**
Guernsey College of Further Education Open Evenings on the **24th, 25th & 26th November**

Spring

- Jan/Feb Application forms available in schools. Sixth Form Centre Information Day on the **28th January**
Guernsey College of Further Education Progression and Information Evening on the **15th February**
- Feb/March Individual student guidance discussions with the Sixth Form Centre and the Guernsey College of Further Education.
- 8th March Higher Education Event
- 9th March **Post-16 applications deadline**
- 5th April Careers Show
- April/May Offers sent to students
- ### Summer
- June/July Bridging courses at the Sixth Form Centre
- August GCSE Results
Confirmation of places

Go to www.careers.gg for further information about all the options after Year 11:

- 16-19 full time course
- Apprenticeships
- Employment

Your son/daughter will have seen and been shown how to use this website during school careers lessons.

Careers Teachers

Les Beaucamps High

Nicky Black (Tel: 256477)

La Mare De Carteret High

Emyr Davies (Tel: 256588)

St Sampson's High

Rachel Kaufman (Tel: 244411)

Le Murier

Rob Tiplady (Tel: 246660)

Grammar School and Sixth Form Centre

Doug Belford (Tel: 256571)

Blanchelande College

Karen Higgs (Tel: 237200)

Ladies College

Rachel Dovey (Tel: 721602)

Elizabeth College

Andrew Carey (Tel: 726544)

St Anne's School (Alderney)

Jo Madin (Tel: 822173)

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