

# FUTURE ME

Think  
WHAT?

Think  
HOW?

Think  
NOW!



Are you on  
a Level 1 or  
Level 2 course?

What do you want to do when your course finishes?  
Have you got career ideas about your future?

*Look inside for information on the options available to you.*

# Begin with *the end in mind*



*What are you aiming for?  
What do you want to do  
once your course has  
finished?*

This booklet has information on:

- Where to look
- Who can help you and
- What your options are.

It will try to answer some of the questions you may have about your next steps.

*Have a look at some of the case studies and the questions and answers at the end of this booklet. There are also lots of useful websites listed there as well to give you more information.*

Contact 01245 293031

[careersadvicezone@chelmsford.ac.uk](mailto:careersadvicezone@chelmsford.ac.uk)

# Think *what*

## 3 steps to planning for your future...

**Consider** what makes you tick; your interests and skills. What do you enjoy doing and why? Things you are good at or don't enjoy!

**Explore** all options; different courses, apprenticeship or traineeship opportunities and jobs you could consider.

**Plan** how and when you need to apply for things and who can help you. Decide what other information you may need to help you make a decision.

# Think *how*

How will you reach your goal?  
What are your options? You could...

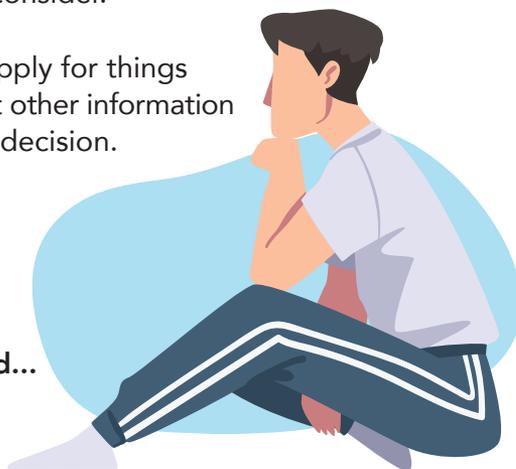
## Continue your education

This will allow you to focus on a particular area or areas of interest and develop the skills and knowledge needed for the work place. You may decide to study a different subject from the one you started on. Progress from Level 1 to Level 2 or from Level 2 to Level 3.

## Do an apprenticeship

An apprenticeship is a real job with training so you can earn while you learn and pick up recognised qualifications as you go.

There are different levels of apprenticeships and they can last from 12 months to 5 years depending on their level. Follow the link in 'Useful Websites' for more information.





## Consider a traineeship

Not ready for an apprenticeship? A traineeship may be the answer for you. You will get work preparation training and maths and English support as well. Unlike an apprentice, employers aren't required to pay anyone taking part in a traineeship but you may get support with expenses such as transport and meals. Traineeships are advertised on the gov.uk website.

## Look for a full time job

If you are considering this option and you are not 18 years old then you should be looking for a job that includes training. There are important things you need to think about.

What sort of job interests you? Also, you need to make sure you have a CV ready to use and you may need some interview practise. You may decide to do some voluntary work first to increase your confidence and give you something extra to put on your CV.

*The careers advisers in the Careers Advice Zone can help you with information about all of these options.*

*Give us a call or drop in and see us in M004 to make an appointment or email us and we will get back to you as soon as possible. All our contact details are listed in this booklet.*

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# Think *now*

**Now is the time to start making plans about your next steps.**

Talk to your tutor about moving up to the next level of your course.

You could register on the apprenticeship website.

Who else do you need to talk to for help with making a decision about your options?

*We hope you found some useful careers and employer information to help you from the Industry Week which was held from 31st January to 4th February 2022.*

*Make sure you attend the Progression Fair on Tuesday 10th May 2022 which will be held in the College and is organised by the Careers Advice Zone Team.*

*We will let you have more information about this nearer the time.*



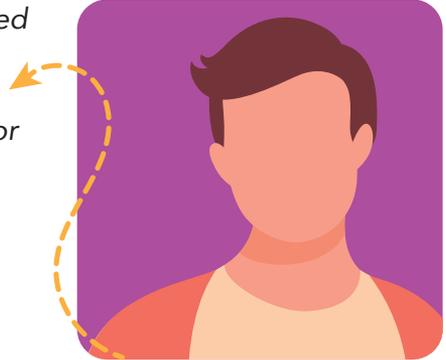
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# Case studies

Here are some examples of what some students have told us.

*When I started College I thought I wanted to be an electrician but soon after Christmas I realised it wasn't for me. I completed the year but then applied for the IT course and I really enjoy it.*

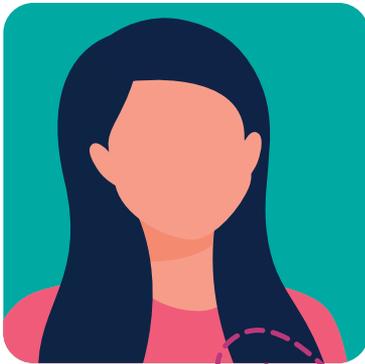


*I liked my Level 2 Business course but I just knew I was ready for work. I know the skills that I gained from my Business course and passing my maths GCSE at a 4 really helped me to get my business apprenticeship. I really enjoy going to work every day, although I do miss the College holidays!*

*At first I wasn't sure that childcare was for me but once I had my careers interview and I could see all of the careers that would be open to me I started to enjoy it a lot more. I have now progressed from Level 2 Childcare to Level 3. I am hoping to go to university and train to be a teacher. So glad I didn't leave.*



*Some of my friends have gone onto hair apprenticeships but I just didn't feel ready so I chose to go onto the level 2 Hairdressing course. This year I feel much more confident and I will be looking to find an apprenticeship in a salon once I finish my Level 2 hair course.*



*English is not my first language and so I had to do a lot to catch up with everything. I started on Level 1 Health and Social Care and then got a place on Level 2. I have continued with my English lessons and I am hoping to carry on studying and go to university eventually to do nursing.*

*I didn't do very well in my GCSEs in school and couldn't get a place in sixth form. I decided to go to college to do engineering. I passed my Level 1 and so I went on to Level 2. I am thinking about an apprenticeship or maybe carrying on to Level 3. It has helped that I have been able to resit my maths GCSE as well.*



# FAQs (frequently asked questions)

You may have some questions about what you can do once your course has finished. Here are some popular questions and answers which may help you.



*I want to change courses next year to study a different subject. What should I do?*

Find out as much as possible about the course you want to do next year. You could talk to a tutor of the new subject and also come and speak with someone in the Careers Advice Zone. It is good to talk it through with your parents/carers as well. Make sure the new subject will help you with your future plan and that you have the right qualifications for the course.



*Can I apply for an apprenticeship and a course at College at the same time?*

We always suggest that students have a Plan A and a Plan B – a first choice and a backup plan. You can apply for both and choose one that is best for you if you get offers from both options.



*What do I need to do if I want to apply for an apprenticeship or traineeship?*

You can look on the National Apprenticeship Service website – see link under ‘Useful Websites’ in this booklet for information on apprenticeships and traineeships. Make an appointment to talk to a careers adviser. Ask for Fiona who is part of the College apprenticeship team. There is information about apprenticeships on our website under Careers in the section labelled ‘Support’.

*Will I still have to do English and maths if I am on an apprenticeship?*

If you have not achieved Level 4 in English and maths at GCSE level or a pass at Functional Skills Level 2 then you will be expected to study these subjects on your apprenticeship or traineeship.



***What can I do if I am not accepted for the next level of my course at College?***

Your case will be looked at by different members of staff before a final decision is made and there is also a review panel for any student who is not recommended for further study at Chelmsford College. You can always come and talk to us in the Careers Advice Zone and we will talk through the options with you.

***I have heard a lot about T Levels. What are they exactly and where can I find out more about them?***



T levels are new courses that follow GCSEs and are equal to 3 A' levels. They focus on vocational skills and can help students into skilled employment, higher study or an apprenticeship. T Levels will offer students a mixture of classroom or workshop-based learning and 'on-the-job' experience. More information is available on [www.tlevels.gov.uk](http://www.tlevels.gov.uk). Chelmsford College is offering two T Levels from September 2022: Education & Childcare and Design, Surveying and Planning for Construction.

***Who can help me if I am not sure what to do in the future?***



You could talk through your ideas with your parents/carers or your tutor. Use some of the careers quizzes listed under 'Useful Websites' at the end of this booklet. Any of the careers advisers in the Careers Advice Zone can help you with ideas and where to look for more information.

***How do I book an appointment with a careers adviser in College?***

Call in to M004 (Moulsham Street campus) or you can email us at [careersadvicezone@chelmsford.ac.uk](mailto:careersadvicezone@chelmsford.ac.uk) or phone us on 01245 293031. Ask for Sarah-Jane, Moira, Fiona or Jo.



***If your query is not answered here, then please get in touch with us in the Careers Advice Zone and we will do our best to help you.***

# Useful *websites*

**Need some career ideas? Try one of these quizzes to help you:**

- [icould.com](https://www.icould.com) (Buzz Quiz)
- [sacu-student.com](https://www.sacu-student.com) (Careers Quiz)
- [nationalcareers.service.gov.uk/skills-assessment](https://nationalcareers.service.gov.uk/skills-assessment)
- [barclayslifeskills.com/young-people](https://barclayslifeskills.com/young-people)

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**Where to look for information on different careers:**

- [nationalcareers.service.gov.uk/explore-careers](https://nationalcareers.service.gov.uk/explore-careers)
- [ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs](https://ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs)
- [bbc.co.uk/bitesize/careers](https://bbc.co.uk/bitesize/careers)
- [successatschool.org](https://successatschool.org)
- [www.startprofile.com](https://www.startprofile.com)

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**Want to consider an apprenticeship or traineeship? Have a look at:**

- [apprenticeships.org.uk](https://apprenticeships.org.uk) (National Apprenticeship Service)
- [gov.uk/find-traineeship](https://gov.uk/find-traineeship)
- [amazingapprenticeships.com/apprenticeships](https://amazingapprenticeships.com/apprenticeships)
- [notgoingtouni.co.uk](https://notgoingtouni.co.uk)
- [future-talent.com](https://future-talent.com)
- [ratemyapprenticeship.co.uk](https://ratemyapprenticeship.co.uk)

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**Thinking of a job? Check out the following sites:**

- [gov.uk/find-a-job](https://gov.uk/find-a-job)
- [targetcareers.co.uk](https://targetcareers.co.uk)
- [getmyfirstjob.co.uk](https://getmyfirstjob.co.uk)
- [indeed.co.uk](https://indeed.co.uk)
- [essexopportunities.co.uk](https://essexopportunities.co.uk)





**Want to be your own boss? If you are thinking of self employment visit:**

- [livewire.shell](http://livewire.shell)
- [princes-trust.org.uk/help-for-young-people/support-starting-business](http://princes-trust.org.uk/help-for-young-people/support-starting-business)
- [youthemployment.org.uk/employment-help-young-people/choices/starting-your-own-business](http://youthemployment.org.uk/employment-help-young-people/choices/starting-your-own-business)

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**Are you in care or a care leaver? You may find these sites useful:**

- [becomecharity.org.uk](http://becomecharity.org.uk)
- [becomecharity.org.uk/for-young-people/propel](http://becomecharity.org.uk/for-young-people/propel)

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**Information, advice and factsheets if you have a disability:**

- [disabilityrightsuk.org](http://disabilityrightsuk.org)
- [hive.evenbreak.co.uk](http://hive.evenbreak.co.uk)

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**If you want to try some voluntary work visit:**

- [chelmsfordcvs.org.uk](http://chelmsfordcvs.org.uk)
- [vinspired.com](http://vinspired.com)
- [wearencs.com/what-is-ncs](http://wearencs.com/what-is-ncs) (National Citizen Service)

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# Who can *help* you?

The Careers Advice Zone Team are based in the college to support and help you with your progression options.

Ask for Sarah-Jane, Moira, Fiona or Jo when you come to see us.

Also discuss your plans with your parents or carers. Talk to your teachers or learning coach about your ideas.



**Moulsham Street  
(Room M004)**

Monday-Friday

[careersadvicezone@chelmsford.ac.uk](mailto:careersadvicezone@chelmsford.ac.uk)

Call 01245 29 30 31

**Princes Road (Room P130e)**

Tuesday & Thursday

[careersadvicezone@chelmsford.ac.uk](mailto:careersadvicezone@chelmsford.ac.uk)

Call 01245 29 30 31



Take a step in the right direction

College sites

Moulsham Street, Chelmsford CM2 0JQ | Phone 01245 265611 | Fax 01245 266908

Princes Road, Chelmsford CM2 9DE | Phone 01245 265611 | Fax 01245 346614

Email (all sites): [careersadvicezone@chelmsford.ac.uk](mailto:careersadvicezone@chelmsford.ac.uk) | Website: [www.chelmsford.ac.uk](http://www.chelmsford.ac.uk)

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2/2022