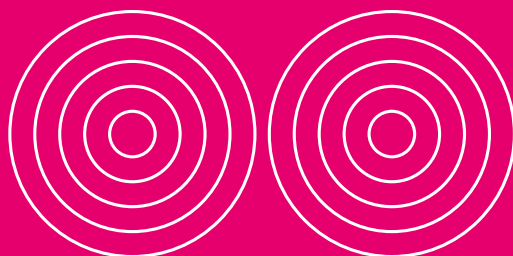


Post-16 Options

A Brief Guide for Parents and Carers



Skills Jersey

Tel: 01534 449440

Email: skillsjersey@gov.je

Website: gov.je/skillsjersey



WELCOME

Supporting and helping a young person as they make decisions around their Post-16 options can be daunting. We have made this booklet to break down all the options and to help inform you about what is out there for them once they leave school. The booklet also includes a timeline of what support and experiences a young person will have access to.

Skills Jersey is an all-age service that exists to support Islanders with advice, guidance and information around their education and employment.

We are here to help, and you can always reach out to us if you would like more information about anything you read in this booklet.

You can contact Skills Jersey by calling **01534 449440** or emailing skillsjersey@gov.je

Important to remember:

Young people can apply to multiple places for their Post-16 options – for example, if they are interested in studying a Vocational course at Highlands College and A levels at Sixth form but cannot decide which one, they can apply for both and make their decision at a later date. It will be much harder to apply after results day as many courses will be full.

This booklet aims to provide an overview of all the Post-16 options available. Please remember – If a young person has a career area in mind that requires undertaking a higher level of education, for example Medicine to become a Doctor, they must check that the qualifications they are thinking of doing will meet the University entry requirements.

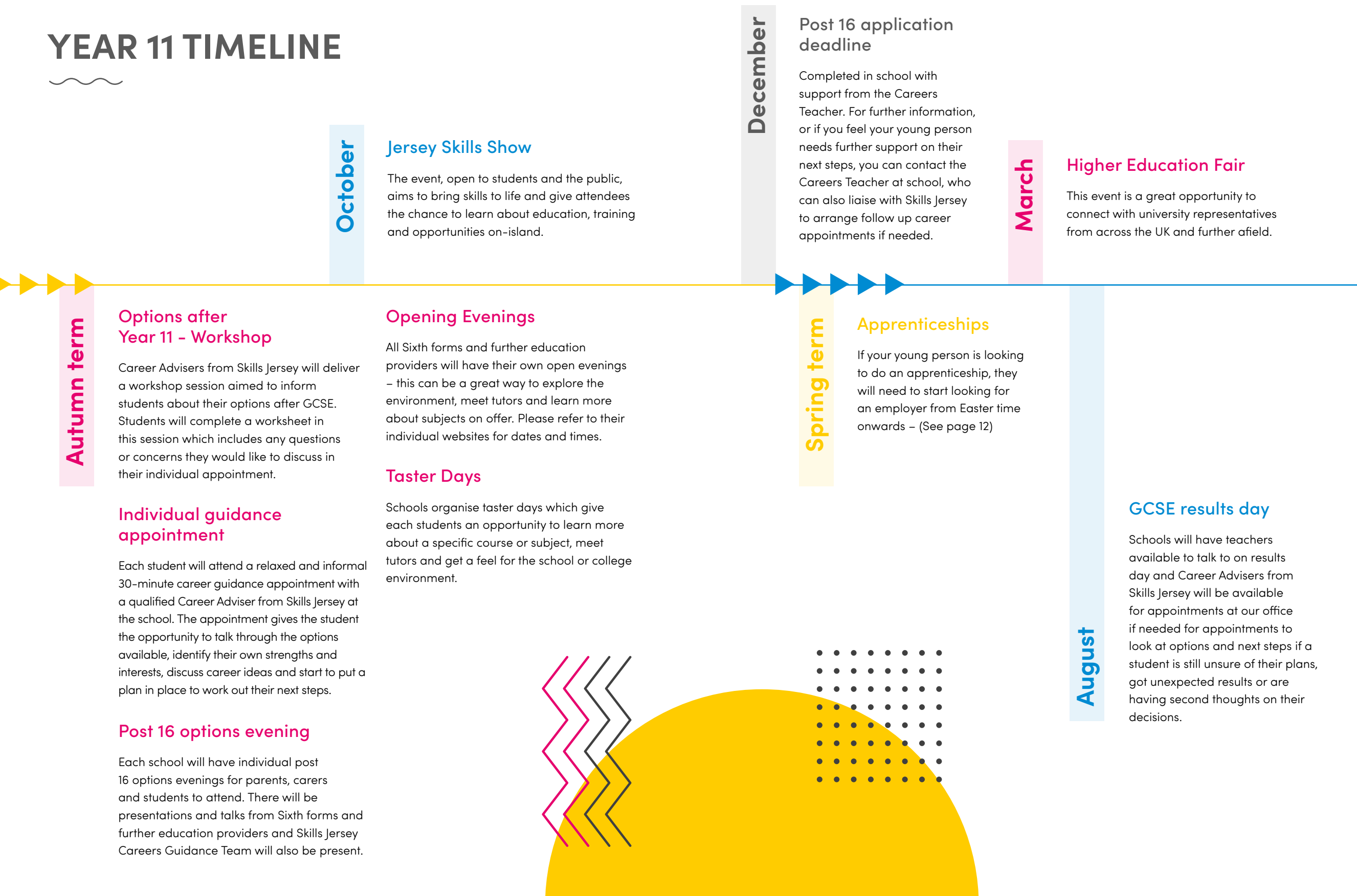
You can look on UCAS.com to see what the entry requirements are for specific undergraduate degrees as well as speak to the school Careers Teacher or speak to a Skills Jersey Careers Adviser.



**THE MAIN THING TO REMEMBER
IS THAT THERE ARE LOTS OF
OPTIONS – ALL YOUNG PEOPLE ARE
DIFFERENT BUT THERE WILL BE
SOMETHING OUT THERE FOR THEM!**



YEAR 11 TIMELINE



A-LEVELS

What are A levels?

Advanced Level qualifications, otherwise known as A levels, are offered in a range of different subjects and studied over a two-year period.

How are A levels assessed?

A levels are mainly exam-based. Some subjects may have more coursework than others, such as Art subjects - but the final mark will be heavily assessed by the exams at the end of the two years.

There may be mock exams at the end of the first year and these play an important part in A level study, even though they do not go towards the final mark. Mock exams are a useful way to gauge where a young person is at with their studies and can help ensure support is in place if needed, as well as help with experiencing the exam environment.

Why choose A levels?

A levels allows a person to study three different subject areas in depth, which can keep their options open if they are unsure what you would like to do in the future.

They offer a lot of self-study time, so if someone enjoys independent study this can also be a benefit. With an emphasis on exams, A levels may also suit someone who is comfortable with an exam environment.

In some cases, A levels are necessary to meet certain university degree entry requirements, or to attend specific universities. Examples would be medicine, dentistry and veterinary science.

How many A levels can you take?

You would normally take three A levels.



Where can you study A levels?

A young person would undertake their A levels at a Sixth form college.

There are five Sixth form colleges in Jersey:

- Beaulieu Convent School
- De La Salle College
- Hautlieu School
- Jersey College for Girls
- Victoria College

It is worth looking at the list of A level subjects in the relevant schools' prospectuses as each will offer slight variations of subjects in addition to the core subject areas. Prospectuses can be found online on the Sixth form's website.

You cannot study A levels at Highlands College.



Can someone work full time and undertake A levels?

A levels are a full-time programme and although a young person may have some free periods during the week, there is an expectation that these are used for self-study. Like secondary school, there will also be extra-curriculum activities on offer, such as sport clubs and programmes.

A young person may wish to undertake holiday, evening or weekend work but it is important to ensure enough time is dedicated to their A level workload.

What GCSE grades does my young person need to do A levels?

Generally, they will need five GCSEs grade 4 to 9. To study specific subjects, they may need to be grade 6+. Please be aware different Sixth forms can have different entry requirements so look at each school's individual prospectus online or contact them directly if you have any specific questions.

What do A levels lead on to?

After completing A levels, a young person can progress into employment or onto higher education, such as university.

Where can I find out more?

- Visit each schools Sixth form website to find out more information, including the subjects on offer and any available financial support
- Attend open days and Post-16 option evenings - this a great way to see the Sixth form environment and meet the tutors. You are not committing to anything by attending an open day and it can be a great way for a young person to experience what it is like first hand. Keep a look out on each schools Sixth form website, or give them a call to find out when the dates are

VOCATIONAL AND TECHNICAL QUALIFICATIONS

What are Vocational and Technical qualifications?

Vocational and Technical qualifications relate to a specific job or career sector. They typically involve a mixture of theory, practical learning and work experience with the aim of preparing learners for work.

Examples of Vocational and Technical qualifications include Hairdressing, Business and Health and Social Care.

Level 3 qualifications are the equivalent to A levels and are the stage between secondary school education and university.

How many can you take?

You would normally only take one Vocational or Technical course.

How are they assessed?

A mixture of exams, coursework, and practical assessments.

Where can you study Vocational and Technical qualifications?

Highlands College is the largest provider of Vocational and Technical qualifications – they offer a range of courses all of which can be explored more on their website. There are some Sixth forms where you can study a Vocational qualification and A levels at the same time – please refer to the school websites for more information. There are also a few different levels you can commence studies, including:

► THE JERSEY PROGRESSION QUALIFICATION/DIPLOMA (JPQ)

What is this?

The JPQ is available in a select number of subjects at Highlands College and exists to enable young people aged 16 to 18 to develop the knowledge and skills in order to progress to a Level 3 qualification, or the world of work.

How long is a JPQ?

A JPQ is a one-year course.

Who is this suitable for?

Students who may not have achieved the GCSE grades required for entry into a Level 3 Vocational

and Technical course but are wanting to commence into further education after leaving school.

What are the entry requirements?

Generally, JPQs require five GCSEs at grade 2 or 3 – please speak to the school Careers Teacher, a Skills Jersey Careers Adviser or Highlands College directly though if you need clarification. Students will have the opportunity to sit their Maths and English Language GCSE again during a JPQ if they did not gain a Grade 4, as this is a requirement for progression onto a Level 3 course.

What does a JPQ lead on to?

Level 3 courses within the college, or employment.

► LEVEL 3 DIPLOMA

What is this?

A Level 3 Extended Diploma is a full-time, two-year course in one subject area.

A Level 3 Extended Diploma is a course of study which will develop specialist knowledge, practical skills and understanding within a Vocational area and will give your young person a qualification that is the equivalent to three A Levels.

Who is it suitable for?

Vocational and Technical qualifications may be favoured by those who prefer more practical learning and know which area of industry or higher education they are interested in.

Many Vocational and Technical courses involve work placements too which can appeal to some people who enjoy hands-on experience of the world of work.

What are the entry requirements?

Generally, Level 3 Extended Diplomas required five GCSE grades 4 to 9. Specific courses can have slightly different requirements so please look into course specific information on the Highlands College website or prospectus.

What does a Level 3 Vocational and Technical qualification lead onto?

Some Level 3 Extended Diplomas will enable learners to apply for higher education such as university. Completing a Vocational and Technical qualification can also lead directly into employment.

Some Vocational or Technical qualifications will provide learners with the required professional qualifications needed for entry level into a specific area, for example hairdressing.

Some Sixth form colleges offer select Vocational qualifications alongside their A level programme, meaning students can do a mixture of the two. Speak to individual Sixth forms or look at their websites to find out more.

Can someone work full-time and undertake a Vocational and Technical qualification?

Both the JPQ and Level 3 Extended Diploma are full-time programmes and although a young person may have some free periods during the week, there is an expectation that these are used for self-study. Many the courses also include work placements and close links with employers.

A young person may wish to undertake holiday, evening or weekend work but it is important to ensure enough time is dedicated to their workload.



Highlands College has a booklet for parents and carers that is accessible in multiple languages – highlands.ac.uk/parents

APPRENTICESHIPS



What is an apprenticeship?

An apprenticeship is an opportunity to 'earn while you learn'. This can be done by day release, normally four days at work as a trainee and one day in college, or by distance learning and working simultaneously. Apprenticeships can last up to four years at Level 3. You can then go on to earn a HNC (Higher National Certificate), HND (Higher National Diploma) or a degree.

Apprenticeships are available in a range of areas on the Island. These include the traditional routes in:

- Plumbing
- Carpentry
- Electrical installations (Electricians)
- Hair and beauty
- Motor mechanics
- Painting and decorating
- Brick laying
- Welding and fabrication
- Culinary

There are also non-traditional apprenticeships in areas such as:

- Care
- Childcare
- Veterinary nursing
- Retail

Where can you do apprenticeships?

Apprenticeships are split between training providers and learning in the workplace. There are various training providers on Island, for example Highlands College.

Why do an apprenticeship?

If a young person is passionate or interested in a specific industry, has some work experience in this area and likes the idea of earning while they learn in a practical environment, this could be the right route for them.

How much does it cost?

The cost associated with apprenticeships is in relation to the qualification. Some employers can assist with the costs of training, or this can be completely self-funded.

Mentors

Mentors are there to support people to overcome challenges they are facing in their life to help them achieve their full potential and reach their goals. You can apply for a mentor if you are studying in Education or work.

We focus on building resilience and confidence, so that each person has their own toolkit to progress in their development.

Mentoring uses many different models and approaches to assist people to reach their goals and overcome any difficulties they may encounter on their learning journey. You can be offered the mentoring service if you undertake an apprenticeship.

You can find out more information about the different types of mentoring offered at: bit.ly/46ejibQ

How can I secure an apprenticeship?

There are a few ways your young person can secure an apprenticeship. Some people are offered a contract after completing a Trident or work experience placement. You could also:

- **Write a speculative letter** – not all jobs or apprenticeships are advertised. Identify an employer that undertakes the work they are interested in and write to them – the worst they can say is no! If your young person would like help writing a speculative letter, book an appointment with one of our Career Advisers at Skills Jersey or see our guide to writing speculative or cover letters: bit.ly/3feqnSZ
- **Have an up-to-date CV** – having a CV is a great way to showcase your work experience, skills and key achievements. Templates for student CVs can be found at bit.ly/3BAZTD0 or book an appointment with one of our advisers to talk through this more
- **Cold calling** – as well as writing, it is an option to telephone an employer. It will help to have a 'script' to follow to help your young person introduce themselves, explain why they are calling and ask if there are any opportunities for work experience
- **Speak to family and friends in the industry** your young person is interested in to get an overview and insight – for further information and employer contacts, Skills Jersey can help
- **Online** – try searching employers or company's websites, they often have a careers/vacancies section with a contact. There are also opportunities available at: gov.je/jobs
- You can also find out more about apprenticeship opportunities within the Government of Jersey at – earlyincareers.gov.je

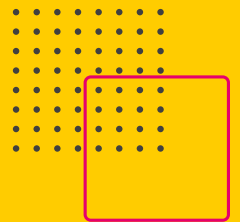
If a young person is wanting to go down the apprenticeship route but isn't sure on a specific area or industry, it is worth having a look at some of the one-year full-time Progression Route (JPQ) courses at Highlands College to gain an introduction to specific industries, gain further work experience and basic skills to then apply for an apprenticeship.

highlands.ac.uk/courses-select



IMPORTANT

If a young person is interested in an apprenticeship, they will need to start looking for an employer from around Easter time before they finish their GCSEs – do not leave this to the last minute!



EMPLOYMENT

Once a young person finishes their GCSEs and leaves secondary school, they can go into employment – whether this is full-time, part-time, holiday or weekend work.

Why choose employment?

For some young people, the world of work is much more appealing than remaining within education. It is an excellent way to develop lots of different skills such as confidence, communication, teamwork and working well under pressure. There are some obvious benefits too – such as earning money, developing a sense of independence and growing networks or meeting new people.

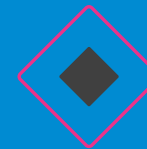
Some employment pathways also offer qualifications, which gives the opportunity to learn and earn at the same time. Opportunities can be found by speaking to the school Careers Teacher or a Careers Adviser at Skills Jersey. You can also find student opportunities here: bit.ly/3C3qTw8

Thinking about employment can be overwhelming – a young person may know they want to go into employment full-time but are not sure what they want to do. If this is the case, a careers appointment with Skills Jersey can help – we can support a young person with guidance, exploring different areas, as well as thinking about their own strengths, values and skills. To book a careers appointment, please go to bit.ly/3N1D948

Things to consider

- **Having an up-to-date CV** – templates can be found on the Government website: bit.ly/3C2ZtXd
- **Where to look for work** – there are many places to look for work in Jersey, including the jobs in Jersey pages on the Government website, local newspapers, social media or directly on an organisation's own website or social media channels
- **Approaching organisations and gaining work experience when needed** – writing a speculative letter or email along with a CV can be an effective way of sourcing opportunities. A speculative letter or email needs to be clear and concise
- **Tax and Social Security** – if a young person wants to go into employment, they will need to ensure they are registered with Social Security and Tax. If you have any questions about this, you can contact Customer and Local Services: gov.je/cls
- **Please be aware that some roles required five year residency** – this is normally stated on the job advertisement

Please remember a young person can also contact Skills Jersey directly to arrange an appointment to discuss topics such as cover letters and CVs in more detail.



Can young people work under the age of 16?

For information on laws regarding children and employment, please refer to: bit.ly/4f0yn4y

Support with employment can also be accessed through schemes and organisations such as:

- **Next Steps** – bit.ly/46ejibQ
- **Back to Work** – gov.je/backtowork
- **Jersey Employment Trust (JET)** – JET can provide support to people with disabilities or health conditions to help secure and sustain employment. They have a team dedicated to working with young people including school leavers – more information can be found at jet.co.je

ARMED FORCES

What are the armed forces?

The armed forces include the British Navy, British Army and The Royal Air Force (RAF). Whether it is land, air or sea based, the British forces are a part of UK governments military support. They are responsible for the safety and security of the United Kingdom. Their work involves combat, peacekeeping, and humanitarian aid.

What types of careers are available within the armed forces?

There are a variety of different careers and opportunities within the armed forces and the level of entry will depend on factors such as skills, qualifications and experience. There are also lots of opportunities to develop and gain professional qualifications such as becoming a nurse, engineer, chef and pilot.

Why do people join the armed forces?

There are many different reasons someone joins the armed forces, whether it be a way of gaining qualifications on the job, providing a service that makes a difference, or travelling and seeing the world whilst earning money and experiencing different cultures. Some people like the idea of structure and routine which the armed forces can provide. It certainly is a lifestyle choice and we recommend to research it as much as possible prior to application.

How can I find out more?

You can find out about the different roles, what is involved and their entry requirements at:

- British Army careers – apply.army.mod.uk
- Royal Air Force (RAF) careers – recruitment.raf.mod.uk
- Royal Navy Careers – royalnavy.mod.uk/careers

What can I be doing whilst at school?

For further information on local opportunities see: bit.ly/3LDCt4q

The cadet schemes in Jersey are a great way to develop essential skills such as teamwork and communication whilst developing as a person and having fun. If any of the local cadet schemes are of interest, speak to the school Careers Teacher and/or Skills Jersey for more information and contacts.

You can also speak to the school Careers Teacher about specific school and career events involving the armed forces and if they are taking place.



VOLUNTARY WORK

Why voluntary work?

Volunteering can give a young person the opportunity to experience real life situations outside of the school environment where they can develop their communication skills, confidence and employability skills whilst building connections with employers and industry.

Volunteering is a great way to test out different career ideas and gain contacts with potential future employers.

Will it not take up too much time?

Volunteering can fit around a young person's school life and hobbies. Most organisations on the volunteer websites will give information on hours required, job duties and age requirement.

WHAT ELSE IS ON OFFER?

Skills Camps

During school holidays, Skills Jersey often holds Skills Camps which run either on one day, or across two. These allow for students to learn more about and gain skills in areas such as cooking, horticulture, business and carpentry. Keep an eye on our social media pages to hear more about these, as well as our Eventbrite pages as this is where you will be able to book. Find more events at: bit.ly/3gCgLCn

Insight Days

Throughout the year, Skills Jersey organise insight days for students focused in different areas – for example, we have done Medical and Nursing insights. Jersey Finance also organise insight days into Life and Careers in Finance. Keep an eye on our social media pages to hear more about these or via: bit.ly/3LAjcRs

You can also email us directly if you would like any further information on the above.
skillsjersey@gov.je

Higher Education Fair

The Higher Education Fair, held in spring every year, is an exciting opportunity to learn not only about university courses, but also about alternative routes including apprenticeships, gap years and general career advice from representatives on-Island, the UK and further afield.

Schools attend with students during the day. Parents and carers are invited to attend too. There will be representatives from Student Finance and Skills Jersey Careers Guidance team available to talk to. There are also university talks and Student Finance information evenings you can attend around this time.

You can find further information on the event and universities on the Higher Education Fair website at jerseyskillsshow.com/higher-education-fair

The IoD Future Leaders Scheme

The IoD Future Leaders Scheme is a work experience scheme sponsored by KPMG in the Crown Dependencies, which allows Year 12 Sixth form students to spend one week 'shadowing' a Director or Senior Manager working across a number of sectors in the Island.

As a UK recognised scheme that can be used within UCAS personal statements, gaining a place on the IoD Future Leaders Scheme is prestigious and therefore places are sought after. This is more than a normal work placement, this is a chance to get a first-hand insight into the role of a leader in an organisation.

Applications close in January of each year, and shadowing placements take place between April to August. For more information visit: iod.je/students

Jersey Skills Show

The Jersey Skills Show, held in autumn each year and open to parents or carers to attend, is an exciting, interactive take on a traditional careers fair designed to give your young person a taste of different industries and help them plan for the next stage of their future whether it be for work or study with the aim of inspiring attendees to explore skills, careers and further education.

The Jersey Skills Show website is available all year round to support careers learning. This has lots of unique information about industries, videos featuring behind the scenes tours and job insights, and resource including quizzes, activities and career guidance information.

You can find further information on the event and careers information at jerseyskillsshow.com

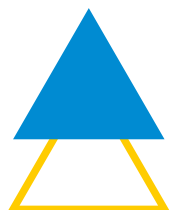


Post 18 – Come talk to us

It can sometimes feel like you have only just gone through the process of discussing Post-16 options, when suddenly you have to start thinking about Post-18 options. Whichever option a young person takes, it is important to remember that they will be supported with Post-18 options, whether this is thinking about options such as university, employment, or a gap year.

A young person can have an appointment at any stage to come and see us at Skills Jersey during key transitions – we are a free, confidential and impartial service and can be there to run through options, or explore different areas, sectors or ideas in more depth.

We can also be there for you – we are an all-age service, meaning we see absolutely anyone resident in Jersey at any stage of their career. You may be thinking about a career change yourself, want to explore some options or have an idea about a role but are unsure how to get there – you can always come and book in for an appointment with us. **Remember – there are always options!**



USEFUL WEBSITES

Careers websites

iCould
icould.com
Great for exploring careers by subject and industry.

BBC Bitesize Careers
bbc.co.uk/bitesize/careers
Provides some great insights and case studies showcasing how subjects link to different jobs

My World of Work
myworldofwork.co.uk
A useful website to explore where subjects studied at school can take you in the world of work.

Prospects
prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree
Great resource for exploring jobs linked to subjects to see where subjects can take you. Useful for working backwards if interested in a particular area to see the pathway you will need to study.

UCAS
ucas.com
Look at degree courses to see the entry requirements at level 3. Useful if you have career ideas and know you will need a degree to ensure you are choosing the right qualifications at level 3.

There is also a lot of information about personal statements including subject specific guides. You can talk to current students from an array of different universities and courses if you have any specific questions.

Jersey Specific websites

Jersey Skills Show
jerseyskillsshow.com
Local industry information can be found under "Exhibitors"

Direction Magazine
bit.ly/4d2BFT9
You can find Skills Jersey's Direction magazine on this page that cover local employment case studies with insight into various careers in Jersey.

Career advice and guidance appointments
bit.ly/2D3FitE
Young people are likely to have a careers appointment in Year 11 with a Skills Jersey Careers Adviser but if your young person would benefit from further support with their next steps then please contact us directly for an appointment.

Local opportunities for students
bit.ly/3r1tmkt
Current opportunities for students including internships, school leaver and graduate work opportunities.

Writing your CV
bit.ly/3SdulKn

Apprenticeships
gov.je/Mentoring

Early in Careers
earlyincareers.gov.je
Opportunities for internships, apprenticeships and professional apprenticeship opportunities within the Government.

LEVELS AND GRADES

If you are unsure the difference between qualification levels, you can find further information here: bit.ly/3UA74E8

GCSEs used to be graded using a letter system – it is now a number system. The below table compares the two (Source: Ofqual/BBC).

Old grades	New Grades
A*	9
A	8
B	7
C	6
D	5 Strong Pass
E	4 Standard Pass
F	3
G	2
U	1
U	U

Student Finance
gov.je/studentfinance

Skills Jersey Eventbrite Page
eventbrite.co.uk/o/17456675296
Book into events such as the Skills Camps that run in the summer for students of all ages

Reach Magazine
This is a guide to higher education created by Skills Jersey, filled with tips and advice to take you to the next level including applications timelines, information on personal statements and all the different options. To find a digital copy, go to: bit.ly/3zVhij8

Sixth Form Schools and Colleges

Beaulieu Convent School
beaulieu.jersey.sch.uk/sixth-form-curriculum

De La Salle College
dls-jersey.co.uk

Hautlieu School
hautlieu.co.uk/admissions/16-application

Highlands College
highlands.ac.uk/16-plus

Jersey College for Girls
jerseycollegeforgirls.com/pages/parent/sixth-form

Victoria College
victoriacollege.je/sixthform



The Skills Mentoring Team



If you are undertaking an apprenticeship, you can have access to a mentor, who's role is to support you whilst you are working and doing your qualification.

The service is free and impartial and the team consists of qualified coaches and mentors, who can work with you if you have questions, or need advice about your college work or employment.

The support of a mentor whilst you are studying is well-recognised as having a positive effect on your progress and gives you a third party to bounce ideas off and discuss things that you may not feel comfortable or willing to with your tutor

or employer. The mentor's relationship with you is based on mutual trust and communication; mentors are experienced in working with people undertaking study and can give you advice about the most effective ways to work towards that important exam, or help you to balance working whilst studying. The support offered is tailored to you as an individual and is a partnership designed to improve your personal effectiveness, well-being and a sense of purpose, so working on your goals, career progression, personal development and aspirations can be part of the process.

To book an appointment, visit gov.je/skillsjersey
Email skillsjersey@gov.je or call 01534 449440



The Careers Guidance Team



Our Careers Guidance team at Skills Jersey offer free, confidential and impartial advice to people of all ages including school pupils, students aged 16 and over and adult's resident in Jersey. Meet the team!

Are you:

- unsure of your next steps after year 11
- confused about what the different options are
- interested in a specific job or sector but unsure on the best route to get there
- or simply wanting to chat about your career ideas

We know it can be an overwhelming time so please do get in touch - we are here for you!



Destination	Description	What could it lead to?	Pros	Cons	Rate out of 10
A levels See page 6	Mainly exam based qualification in three subjects	Apprenticeship University/ further study Employment			
Vocational and Technical (ie BTEC Courses) See page 8	A mixture of practical learning, work experience and theory with the aim of preparing learners for work	University/ further study Employment			
Apprenticeship See page 10	An opportunity to earn while you learn	University/ further study Employment			
Employment See page 12	Paid employment in a role that could be full-time or part-time	University/ further study Employment			
Armed Forces See page 14	Includes the British Navy, British Army and The Royal Air Force (RAF)	University/ further study Employment			

Notes/ Next Steps



