

Not Going to University

Alternative Pathways after Wyke 6th Form College

You may have to make some big decisions when leaving Wyke College and you may have come to the decision that university is not for you. There are lots of other pathways you can take, and this guide will give you information on each of the alternative routes, from apprenticeships (including degree apprenticeships), to a gap year or directly into employment and where to start looking. It is vital that you understand and do all the research necessary to ensure you have the right information on all of the options out there in order to make the right choice for you.

You may decide you want to:

- Join the armed forces or public sector
- Become an apprentice
- Take a gap year before going to University next year
- Look at degree apprenticeships
- Go straight into full time employment and start earning a salary



What is an apprenticeship?

An apprenticeship is available to anyone aged 16 years and over. To carry out an apprenticeship you require an employer and a training provider. It is a real job with training which allows you to earn while you learn, at the same time you will gain a national qualification. It is an alternative route to going to University.

You will - Work alongside experienced staff and gain specific on-the-job skills, whilst earning a salary and study towards a related qualification.

Levels of Apprenticeships

Level 2	Intermediate	Equivalent to 5 GCSE's	Lasts 1 year
Level 3	Advanced	Equivalent to two A levels	Lasts 18 months
Level 4	Higher	Equivalent to a foundation degree	Lasts 2 years
Level 5 & upwards	Degree	Equivalent to a university degree	Could last up to 7 years

By Law - apprentices must work for a minimum of 30 hours per week. An employer must pay the apprentices for the time spent training or studying for a relevant qualification, whether at work or at a college or with the training provider.

The employer must offer apprentices the same conditions as the other employees working similar roles. This includes paid holidays, sick pay, any other benefits and support.

Salary - The minimum wage for apprentices (aged 16 – 18) and those aged 19 and over who are in their first year is currently £4.15 per hour and the rate is increased every April. Employers can choose to pay more than this, but they are not required to.

The main website (gov.uk/findanapprenticeship) is where employers and training providers **should** advertise their vacancies, however most local training providers advertise their vacancies on their own websites.

Although there are many local training providers, the main ones in this area are:

Hull Training and Adult Education
Hull College
Chamber Training
McArthur Dean
Hull Business Training Centre
YH Training
HYA Training

Degree Apprenticeships

Degree apprenticeships are becoming more popular, they are a great way to study for a degree as well as work and earn a salary at the same time. The difference in a degree apprenticeship compared to a higher/advanced apprenticeship is that your training provider will be a university and that is where you will undertake your academic study, as well as working at the same time.

Many large national companies offer degree apprenticeships, but this may mean you have to move away and relocate, sometimes the company will offer reduced living costs but be careful that you might have to pay for accommodation.

The application process opens throughout the year depending on which company you apply to, so be aware of the timescales and that it is different for each organisation. This process is usually:

An online application form
Online tests
Telephone Interview
Assessment Day
Interview

Some useful websites are below but the majority of employers advertise on their own website, so it is just a case of applying individually to each company:

www.gov.uk/findanapprenticeship
www.notgoingtouni.co.uk
www.apprenticeships.org.uk
www.thebigchoice
www.milkround.com
www.thescholarshipclub.org.uk

Examples of higher and degree apprenticeships that some of our students have been successful in achieving:

- Manufacturing Engineer at Nestle
- Software Engineer at BAe Systems
- Software Engineer at IBM
- Accounting at KPMG, EY and PwC
- Chemical Engineer at Reckitt Benckiser

Finding a job

For many students, university degrees, apprenticeships and sponsored degree apprenticeships might not be the best option for you and going straight into the world of work could be the best option. Below are some useful websites:

<https://www.monster.co.uk/>
<https://www.reed.co.uk/>
<https://www.totaljobs.com/>
<https://www.indeed.co.uk>
<https://www.fish4.co.uk>
<https://jobsearch.direct.gov.uk/>

Gap Year

Why do you want to take a year out?

It's important for you to set goals to make your time productive, so you need to identify what you want to achieve. You might want to:

- Have a break from study
- Gain new skills/experiences
- Earn money
- Spend time deciding what they want to do
- Do a combination of the above

Useful websites:

- <https://www.prospects.ac.uk/jobs-and-work-experience/gap-year>
- <https://www.gapyear.com/>

There are many different volunteering abroad/travel websites, **PLEASE** check them out and read reviews before you pay any funds.

A gap year offers the opportunity to gain skills and experiences, while giving you time to reflect and focus on what you want to do next.

- A productive gap year can be valuable on your CV – many employers value the experiences students have gained if they've actively managed their time, set themselves goals, and stretched themselves.
- A gap year can also enhance your higher education studies – if you decide to apply for university the following year, you could tailor your gap year to relate it to the subject area you plan to study.

Forces or Public Services

You may be thinking about joining the Army, Royal Navy or Royal Air Force. There are lots of different job roles from soldiers and pilots to engineers, medics and intelligence analyst and there are different opportunities available depending on your skills, interests and qualifications such as:

- **Combat** - infantry officer, paratrooper, tank crewman.
- **Engineering** - aircraft technician, infrastructure engineer, vehicle mechanic.
- **Human resources and finance** - education and training officer, HR officer, Royal Military Police soldier.
- **Intelligence, IT and communications** - intelligence officer, legal officer, operator military intelligence.
- **Logistics and support** - driver, chef, logistic supply specialist.
- **Medical** - biomedical scientist, mental health nurse, veterinary technician.
- **Musical and ceremonial** - household cavalry officer, household cavalry soldier, musician.

Police

The traditional route into policing is to apply directly to one of the country's police forces (Humberside Police is the most local). Before applying, check that you meet the minimum eligibility requirements. These vary between police forces, but in general you should:

- be aged 18 or over
- be a British citizen, a citizen of a European Union (EU)/European Economic Area (EEA) country or Switzerland, or a foreign national with indefinite leave to remain in the UK without restrictions
- have lived in the UK for the last three years (although there are exemptions if you have served abroad with the British armed forces)
- possess a qualification equivalent to A-level *or* have been a special constable who has been signed off for independent patrol service in the last two years *or* have served as a police community support officer (PCSO) for 18 months.

A valid driving licence is often essential, and you will also have to pass medical, eyesight and fitness tests. You can't apply if you have made an unsuccessful application to a police force in the last six months. The application process involves several stages:

- completing a police application form
- attending an assessment centre
- attending an interview
- undergoing medical and fitness tests
- passing background/security checks.

The individual police force you're applying to will be able to provide more details about their recruitment process so check online.

Good luck with whatever route you choose, as always, we are here to support you. Please do not hesitate to contact your tutor or the careers team if you need any assistance with your future plans. They are all working remotely and are available for a meeting.

Writing a CV

A CV is a short list of facts about you and your work history, skills, qualifications and experience. A good CV is essential when looking for work and it is worth spending time getting it right, so it sells you to an employer. It should be 2 sides of A4.

What to include:

A personal profile

This is a short statement at the beginning of your CV to sell yourself – your skills, experience and personal qualities. Include positive words such as competent, adaptable, motivated and conscientious etc.

Tailor the statement to the requirements of each job that you apply for so that you make it clear to the employer that that you are right for the job.

Qualifications and training

Include all your qualifications and any training you have done in your jobs such as health and safety etc. Put your most recent qualifications first and include all your qualifications that you got from school and college.

Work Experience

Mention any work experience you may have.

Achievements

Mention things that will make you stand out, such as achieving the gold Duke of Edinburgh award, what you had to do to achieve it, how you did it and what skills you gained from it. Another example might be “Player of the Year” award in your chosen sport.

Interests

Your hobbies and interests can support your application, try and link the relevant skills, such as, if you belong to a club and you organise activities, this has helped you gain organisational skills.

References

It is good to have two or more people who can provide a work or personal reference, ask the person to agree to this beforehand.

Example CV

(Name)
Curriculum Vitae

Address

Address

Address

Mobile:

Email:

Personal Statement

A highly motivated and hardworking individual who is studying A levels. Predicted excellent grades in both Maths and Science. I have an excellent attendance and sickness record with a strong and passionate work ethic. I would like to pursue a career in maintenance engineering.

Education

Wyke 6th Form College 2018 – 2020

A levels

Physics (predicted A)

Maths (predicted A)

Business (predicted A)

Kelvin Hall Secondary School, Hull

GCSE's

Maths, physics, English language & literature, PE

A

Chemistry, biology, geography, history

B

French

C

Work Experience

List your most recent jobs first, picking out the skills that you used and expertise that you developed that's relevant to the type of work you are interested in doing.

Detail the organisation that you worked for, the start and finish dates and your job title. Don't describe role and responsibilities, instead talk about your achievements and contributions to the business.

It's not what you did but how you did it that counts and what you learned from it.

Interests/Achievements

Add anything to this section that makes you stand out and highlights you as an individual i.e. achieving the Gold, Silver and bronze Duke of Edinburgh award – what you did and how you did it etc. – have you won any awards i.e. sports/music/community etc. – what were they for and who voted etc.

Writing a cover letter

Your cover letter MUST relate to the job you are applying for. It should always accompany your CV unless you are told otherwise. It allows you to personalise and application and highlight key areas of your CV in more depth.

How should I address it?

Always try and address your cover letter directly to the person who will be reading it, you are more likely to receive a response if you do.

Advertised positions will usually include a contact name, but if not, it is worth taking the time to find out who the letter should be addressed to

How do I write a cover letter?

Keep it brief, whilst making sure it emphasises your suitability for the job. Break it down into the following areas:

First paragraph – Your opening paragraph should be short and sweet made up of three things: why you're writing the letter; the position you're applying for; how you found out about the position. For example: 'I am writing to apply for the role of [job title], in response to an advert I saw on [name of job site]. Please find my CV attached.'

Middle paragraph – use the next two or three paragraphs to explain what attracted you to the vacancy, why you are interested in working for the company and what you can offer. Demonstrate how your skills match the specific requirements of the job description.

Last paragraph - use the closing paragraph to indicate your wish for an interview, thank the employer and say how you are looking forward to receiving a response.

Do:

- make sure your cover letter makes a lasting impression, employers receive huge volumes of applications, so be concise and to the point
- relate your skills to the advert
- proofread and double check
- put the text in the body of the email if you are sending it electronically, rather than as an attachment

Do not:

- forget to address the letter to a named individual
- repeat what is in your CV
- forget to proofread
- spill over onto a second page
- share unnecessary personal details and ramble on

Example Cover letter

*[Address Line 1]
[Address Line 2]
[Address Line 3]
[Phone Number]*

*[Company Address Line 1]
[Company Address Line 2]*

[Date]

Dear [Name],

Please find attached my CV, which I submit for consideration for the post of “Engineering Apprentice” at Top Auto Car Group, ref: 12345.

I am currently a student at Wyke 6th form college, studying for my A levels in maths, physics and business studies. I am due to finish in June 2020, after which I hope to pursue a career in the automotive engineering sector.

My passion for mechanics and engineering, with specific regards to cars, began two summers ago, when I started working with my neighbour, restoring his vintage Aston Martin, I found myself fascinated by the restoration process and spent much of the summer reading up on car maintenance, engineering and mechanics. I began blogging about the project to learn from other, more experienced restorations experts and this helped strengthen my knowledge of cars and maintenance.

Since then I have continued to build on my experience and secure a placement in a laboratory, so that I could gain hands-on experience in a workplace. I now have good knowledge of industry-related processes and procedures that I could apply to the role of Engineering Apprentice and I am keen to develop these skills as part of the training that is included in this role.

I am a dedicated and passionate student of maintenance engineering and in my current academic studies I have used cars and engineering, as background for two pieces of A level coursework. I am also a hard-working young person, capable of behaving in a professional and courteous manner, as evidenced by my part time work in retail.

I am keen to be considered for the role at Top Auto Care Group and I hope you will consider me for the post and I hope to get a chance to meet with you to discuss the role further.

Yours sincerely

(Your name