

## Local Information Sheets – guidelines for use

**Who are they for?** Key Stage 4; Year 10/11

**IAG Quality Standard 3:** ‘Young people have the information they need to make well-informed and realistic decisions about learning and career options.’

**Description:** 19 information sheets by occupational area to support young people making their decisions at 16. They are available as PDFs to view onscreen as well as to print.

### Titles include:

- 1 Agriculture and Horticulture
- 2 Design, Arts and Crafts
- 3 Building and Construction
- 4 Administration, Business and Office Work
- 5 Healthcare – Caring for People
- 6 Computers and IT
- 7 Electrical and Electronic Engineering
- 8 Garage Work, Mechanics and Agricultural Engineering
- 9 Hair and Beauty
- 10 Catering and Hospitality
- 11 Mechanical Engineering
- 12 Security and Armed Forces
- 13 Retail Sales and Warehousing
- 14 Science and Laboratory Work
- 15 Sport and Leisure
- 16 Tourism
- 17 Animals
- 18 Media and Performing Arts
- 19 Courses and Training at NVQ1, Entry and Pre-Entry Level

### How to use the Local Information Sheets:

1. They are best read on a computer as an electronic PDF. This enables the use of direct access to online websites (including college websites and national job information at jobs4u.)
2. The local information sheets should be used alongside other Connexions West of England resources:
  - *Your Way Forward: Options @ 16 & 17*
  - *Work Matters*
  - Your school's sixth form prospectus.
3. The Local Information Sheets should be handed to students after they have studied *Your Way Forward: Options @ 16 & 17*

4. Particular sections of relevance in *Your Way Forward: Options @ 16 & 17* are

- What are my choices? p.4
- Which route shall I follow? p.6
- Qualifications p.8
- What to study and where p.14
- Training and work p.16

5. Draw student's attention to the options listed on the front page of the Local Information Sheet. (Though all sheets follow the same style there can be slight variations). Ask them to think about the options they are considering.

Students should:

- Think about the title of the course
- The level of the course
- The location.

6. Point out that each sheet follows the same layout:

Front Page

- The Work – general overview of the sheets content
- What's happening – to this sector
- Possible Job Titles – also links online
- Your Options at 16 and 17 – general information for 16/17 year olds
- Section 1 – general information plus locally offered vocational courses and suppliers details (where relevant some sheets also mention course provision outside the West of England area)
- Section 2 – general information on Year 12 (sixth form)
- Section 3 – Local Apprenticeships and Jobs, plus Time off for study or training; Easy ways to get information.
- A banner at the very end of all sheets lists the local Connexions West of England addresses and contact telephone numbers if any student needs help.

7. Point out the icon on the top/middle of the front page. This is the Connexions Resource Classification Index (CRCI) resource code. Explain that this will lead them to further information on the area that the sheet covers.

8. The key messages:

- Staying in learning is important to get the skills needed for adult life
- Learning can be through local education, training or work
- Financial support may be available through EMAs
- There is an online 14–19 Area Prospectus listing all the courses available in their area
- New Diplomas may be available
- Year 11 students are guaranteed an offer of a place in post-16 learning.

9. Students may also find it useful to follow up any courses they find interesting via the use of careers software such as Kudos. This may help them clarify the link between any course listed and the careers/job it is of relevance to.

10. Further Action:

- Students should research/gather further information from school, college prospectus or training provider/supplier
- Students can follow up specific information and should be directed toward the various websites/telephone number contacts through the sheets (such as on apprenticeships or futures4me)
- Student should discuss their choices with their parent or carer, careers teacher and Connexions Personal Adviser.