

Work Matters 2009/2010 – guidelines for use

Who is it for? Years 10/11

IAG Quality Standard 1: ‘Young people are informed about how information, advice and guidance services can help them and how to access the services they need.’

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

Description: Fourteen areas work are covered in the booklet and arranged under the Diploma headings. The booklet encourages young people to start thinking about their options and undertake relevant research. The booklet is also available as a PDF to view on screen.

Titles include:

- Business, Administration and Finance
- Construction and the Built Environment
- Creative and Media
- Engineering
- Environment and Land-based Studies
- Hair and Beauty
- Hospitality including Catering
- IT
- Manufacturing and Product Design
- Retail Business
- Security and Armed Services
- Society, Health and Development
- Sport and Active Leisure
- Travel and Tourism

How to use the Work Matters:

1. Work Matters should be used alongside other Connexions resources:
 - *It's Your Choice*
 - *Your Way Forward – Options @16 &17*
 - www.connexionswest.org.uk
 - www.futures4me.co.uk
 - www.connexions-direct.com
2. Work Matters should be handed out to students after they have studied the Connexions booklets *Your Way Forward – Options @16 &17*
3. Each job sector area featured in Work Matters contains local information and follows the same layout:
 - What's happening?
 - What we think will happen
 - Who does what?
 - Numbers employed locally

- How much could I earn?
- Is this you?
- Some job suggestions
- What 16 year olds did in 2008
- Want to know more?
- Websites

4. The key messages:

- Staying in learning is important to get the skills needed for adult life.
- As well as qualifications employers are looking for Employability Skills
- Do relevant work experience
- The new Diploma may be available in their area.
- There is an online 14–19 Area Prospectus listing all the courses available in their area.
- The September Guarantee means that all young people completing compulsory education receive IAG and an offer of an appropriate post-16 course.

5. Students may also find it useful to follow up any careers they find interesting using careers software such as JED and Kudos. This may help them clarify the link between careers/job and courses.

6. 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 www.futures4me.co.uk).
- Students should discuss their choices with their teachers, their Connexions Personal Adviser and parent or carer.