

## Labour Market Information Sheets – guidelines for use

**Who are they for?** Years 9/10/11

**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 information sheets arranged under Diploma headings to encourage young people to start thinking about their options and undertake relevant research. They are available as PDFs to view on screen as well as printed copies.

### Titles include:

- Business, administration and Finance
- Creative and Media
- Construction and the Built Environment
- Engineering
- Environment and Land-based Studies
- Hair and Beauty Studies
- Hospitality
- IT
- Manufacturing and Products Design
- Public Services
- Retail Business
- Society Health and Development
- Sport and Active Leisure
- Travel and Tourism

### How to use the Labour Market Leaflets:

1. The Labour Market Leaflets should be used alongside other Connexions resources:
  - *It's Your Choice*
  - [www.connexionswest.org.uk](http://www.connexionswest.org.uk)
  - [www.futures4me.co.uk](http://www.futures4me.co.uk)
  - [www.connexions-direct.com](http://www.connexions-direct.com)
2. The Labour Market Leaflets should be handed out to students after they have studied the Connexions booklet *It's Your Choice*
3. Particular sections of relevance in *It's Your Choice* are
  - Section Two - Researching your ideas
  - Section Three – Thinking ahead
4. Point out that each Labour Market Leaflet contains local information and follows the same layout:
  - What's happening?
  - What we think will happen

- How much could I earn?
  - Is this you?
  - Some job suggestions
  - Routes into ...
  - Want to know more
  - Want to speak to somebody?
5. Point out the icon on 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.
6. The key messages:
- 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.
  - Staying in learning is important to get the skills needed for adult life.
  - The September Guarantee means that all young people completing compulsory education receive IAG and an offer of an appropriate post-16 course.
7. Students may also find it useful to follow up any careers they find interesting via the use of careers software such as Kudos. This may help them clarify the link between careers/job and courses.
8. 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](http://www.futures4me.co.uk))
  - Students should discuss their choices with their teachers, their Connexions Personal Adviser and parent or carer.