



The Carlton Academy

# Applying for Post-16 Education and Training

Mr. McArdle – Careers Advisor

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## Introduction

This Post-16 information booklet is designed to inform Year 11 students and their parents/carers in preparation for the next steps following GCSE exams. This is commonly called Post-16 education and training or further education. The Raising of the Participation Age Law (2013) means that all young people must be in some form of education or training until they are 18. This can include one of the following options:

Options	Description	Advice
<b>Full-time courses</b>	Learning programmes with a sixth form, college or training provider gaining academic or vocational qualifications. Full-time courses are learning programmes with a minimum of 16 hours or more per week.  A 'vocational qualification' is directed at a particular occupation or skill, for example hairdressing or bricklaying.	<b>Most common</b> – Students should consult the school's careers advisor about what qualification level is most appropriate (Level 1,2 or 3) although this can be done by researching course entry requirements as well as predicted grades.
<b>Apprenticeships</b>	Involves paid work for an employer (80%) alongside studying for a vocational qualification as part of training (20%). To be successful in securing an apprenticeship would involve searching for vacancies and applying for positions. <a href="https://www.gov.uk/apply-apprenticeship">https://www.gov.uk/apply-apprenticeship</a>	<b>Becoming more available</b> – Students considering this option should consult the school's careers advisor for support with vacancy search, writing a CV and making applications. They should also make backup applications to colleges/sixth forms as vacancies can be fiercely competitive.
<b>Traineeships</b>	Unpaid work experience option with no vocational qualifications attached. This is an option for students who would like to do an apprenticeship but may not have the experience, skills or qualification to do so yet. This option can last up to six months and involve maths and English study to help with applications for apprenticeships. <a href="https://www.gov.uk/government/collections/traineeships--2">https://www.gov.uk/government/collections/traineeships--2</a>	<b>Very uncommon</b> – Students considering this option are strongly advised to consider college courses as an alternative and to also consult the school's careers advisor to ensure this is the right option for them.
<b>T-Levels</b>	Similar to A Level (Level 3) qualifications but a mixture of classroom learning and 'on the job learning' experience with an industry placement of at least 315 hours (approx. 45 days) <a href="https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels">https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels</a>	<b>Very limited in scope and location</b> – Students considering this options should also consider A Levels as a backup option as well as consulting the school's careers advisor.
<b>Part-time study with employment or volunteering</b>	This could involve working in a full-time job (classed as over 20 hours per week) or volunteering (again, over 20 hours per week) while studying part-time at a college or training provider (totalling 280 hours of learning per year)	<b>Very uncommon</b> – Students considering this option are strongly advised to consider college courses as an alternative and to also consult the school's careers advisor to ensure this is the best option.

A useful video explaining Post-16 options is available here:

[https://www.youtube.com/watch?v=f\\_xAQNNi4pA&feature=youtu.be&fbclid=IwAR29YtaUtJSNE53ilBa0IZZ5NTE-dW2cybZy51HcBKIKZwXrwK0TProXoBI](https://www.youtube.com/watch?v=f_xAQNNi4pA&feature=youtu.be&fbclid=IwAR29YtaUtJSNE53ilBa0IZZ5NTE-dW2cybZy51HcBKIKZwXrwK0TProXoBI)

## **Sixth Form**

Sixth Forms deliver A Level, BTEC Diplomas and Applied qualifications at **Level 3** over a two-year period.

A Levels are graded A\* - E and are similar to GCSEs but look at subjects in a lot more depth. This is why it is normal to only choose 3 or 4 subjects to focus on.

BTEC and Applied Level 3 qualifications, also two years long, can be taken alone or alongside other A Level subjects depending on the sixth form and courses available. These are usually made up of a number of separate modules and include practical assessments and coursework, as well as exams.

### **Entry requirements:**

Most Sixth Forms usually ask students to have 5 x GCSEs at grade 4 or above including in either maths or English Language. This varies depending on each Sixth Form and the subject choices so checking is vitally important. Some will ask for grades 4 or above in both maths and English Language and potentially other subjects depending on subject choices. For example, it is common to be required to have achieved at least a grade 6 at GCSE maths to be able to take A Level maths.

## **Colleges and Training Providers**

Colleges and training providers offer BTEC and other vocational qualifications at different levels that focus on a specific area of study in a practical way which also relates to a job or career. These courses are usually one year long with progression options for higher level qualifications on completion in the same or similar area. Examples include: hair and beauty, childcare, construction, motor vehicle, business, IT, performing arts, photography and many, many more.

### **Entry Requirements:**

**Entry Level/Level 1** – can require anything from no qualifications to up to 4 x GCSEs (any grade) including maths and English language.

**Level 2** – usually requires x 4 GCSEs at grade 3 or above including either maths and English language at grade 4 or above.

**Level 3** – usually requires 5 x GCSEs at Grade 4 or above including both or either maths and English language at grade 4 or above. (Some courses will also require a portfolio of work so checking is vital.)

*All entry requirements can alter and vary from provider to provider and by course to course.*

## **Apprenticeships**

Apprenticeships involve working for an employer and training with a local training provider to gain qualifications in relation to the job role. Between them, they will agree the entry requirements for the job role and the level of training being undertaken.

Apprenticeship levels available for Post-16 school leavers include:

Level 2 – Intermediate

Level 3 – Advanced

Higher level apprenticeships (Level 4 and 5) and degree apprenticeships (Level 6 and 7) are available to Post-18 students and adults and can follow on from any form of Level 3 study or apprenticeship.

Apprenticeship vacancy search - <https://www.gov.uk/apply-apprenticeship>

Apprenticeship pay and conditions - <https://www.gov.uk/become-apprentice/pay-and-conditions>

## Making Applications

Students can begin to apply for Post-16 courses at colleges and sixth forms from the Autumn of their Year 11 ready for the following September. This is generally done online via the course provider's website however, some do still take paper application forms.

A typical timeline is as follows:

<b>October</b>	Sixth Form and College applications open. Open days are advertised through provider websites along with booking instructions.
<b>January</b>	Some Sixth Forms and Colleges will close applications. It is worth checking each provider you are interested in apply for and making early applications to avoid disappointment.
<b>December–February</b>	Students are invited to Sixth Form / College interviews.
<b>March</b>	Students begin to receive 'conditional offers' (this means the offer is based on the student gaining the grades required for the specific course). This will be determined on results day in August.
<b>March–July</b>	Students accept or reject conditional offers received for the different courses they have applied for. Apprenticeships can begin after the last GCSE exam is taken. This is usually in the last week of June.
<b>August/September</b>	GCSE Results day. Usually in the third week of August. Students enrolment onto courses at their Sixth Form, College or training provider.

*NOTE: Apprenticeship applications run throughout the academic year with bigger companies starting their recruitment processes much earlier. Start looking in September of Year 11, as some employers have much more detailed application processes and can require CV submission, interviews and in some cases online ability tests and assessment centres.*

## Support Available –

Students can access support for any applications or recruitment advice via Mr. McArdle – Careers Advisor. This includes: CV writing, personal statement writing, online applications, interview preparation and other personal guidance requirements including decision making.

Opportunities to access this support include after school drop-in sessions which are advertised to students throughout the year and 1:1 personal guidance meetings during the school day. Students can make self-referrals for this support directly to Mr McArdle or via school staff.

Parents are also encouraged to contact Mr McArdle to discuss any concerns they may have or for advice and guidance about the Post-16 options available.

### How many courses can students apply for?

Students can apply for and accept as many courses and conditional offers as they want. We would advise that students apply for more than one course and at different levels so they have backup options available in the event that entry requirements are not met, or are exceeded on results day.

### How can I help my child?

- Encourage your child to find out about local open days and attend with them or encourage them to attend with friends where this is not possible. Some providers offer more flexible and accessible virtual open days which can be helpful, but not the same as physically going and experiencing first-hand the new learning environment involved.
- Show an interest and have discussions with your child about their future plans. Let them figure out which route is best for them.
- Encourage your child to make a referral to see the careers advisor for a 1:1 personal guidance meeting where an action plan will be agreed for the student to work on to help them develop a plan for their future.

Further information and support is available on the school website:

<http://www.theacademycarlton.org.uk/career-guidance-and-development>

Or, contact the school's careers advisor:

Mr McArdle – [s.mcardle@theacademycarlton.org](mailto:s.mcardle@theacademycarlton.org)



Students can log into their careers-related online learning platform Unifrog using the link below to access resources to help make informed Post-16 decisions:

<https://www.unifrog.org/sign-in>



Labour market information as well as job profiles can be used on the National Careers Service website:

<https://nationalcareers.service.gov.uk/explore-careers>



**A List of Local Post-16 Providers:**

Further Education Provider	College / Sixth Form / Training Provider	Level Courses	of Website
<b>The Carlton Academy</b>	Sixth Form	Level 3	<a href="http://www.theacademycarlton.org.uk/sixth-form-0">http://www.theacademycarlton.org.uk/sixth-form-0</a>
<b>The Redhill Academy</b>	Sixth Form	Level 3	<a href="https://www.theredhillacademy.org.uk/sixth-form/">https://www.theredhillacademy.org.uk/sixth-form/</a>
<b>Bilborough College</b>	Sixth Form	Level 3	<a href="https://bilborough.ac.uk/">https://bilborough.ac.uk/</a>
<b>Brackenhurst College</b>	College	Level 2 & 3	<a href="https://www.ntu.ac.uk/c/virtual-open-day/brackenhurst-college-courses">https://www.ntu.ac.uk/c/virtual-open-day/brackenhurst-college-courses</a>
<b>Sports Gateway</b>	Training Provider	Level 2 & 3	<a href="https://www.sportsgateway.co.uk/our-courses/">https://www.sportsgateway.co.uk/our-courses/</a>
<b>Vision West Notts College</b>	College / Sixth Form	Level 1, 2 & 3	<a href="https://www.wnc.ac.uk/">https://www.wnc.ac.uk/</a>
<b>Nottingham College</b>	College / Sixth Form	Level 1, 2 & 3	<a href="https://www.nottinghamcollege.ac.uk/">https://www.nottinghamcollege.ac.uk/</a>
<b>Confetti College</b>	College	Level 1, 2 & 3	<a href="https://confetti.ac.uk/">https://confetti.ac.uk/</a>
<b>Access Training</b>	Training Provider	Level 1 & 2	<a href="https://www.atem.co.uk/">https://www.atem.co.uk/</a>
<b>Inspire Learning</b>	Training Provider	Level 1 & 2	<a href="https://www.inspireculture.org.uk/skills-learning/16-24-year-olds/">https://www.inspireculture.org.uk/skills-learning/16-24-year-olds/</a>

*The above is not an exhaustive list.*

A full list of Post-16 providers can be found and compared using the following websites:

**Nottinghamshire:**

<https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=schools&region=891&la-name=nottinghamshire&geographic=la&for=16to18>

**Nottingham:**

<https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=schools&region=892&la-name=nottingham&geographic=la&for=16to18>