

Enfield Careers Service

# YOUR NEXT STEPS

An interactive guide for 16 - 18 year olds



[www.enfield.gov.uk/careerservice](http://www.enfield.gov.uk/careerservice)

## Your Next Steps

Welcome to the Next Step booklet.

It is produced by the Participation and Inclusion Team at Enfield Careers Service and aimed at 16–18-year-olds who might need a bit more guidance to continue with their education or training.

We understand that the journey to education and training can be daunting for some young people. Therefore, this booklet aims to guide you through the process.

Each section has an action for you to complete. By completing these actions, you will add to your knowledge and gain the confidence to make an informed decision about your education or training option.

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# 1. The Raising Participation Agenda (RPA)

You might have heard about this. It was introduced in 2013. Are you clear about what it means for you? The RPA relates to the law that states all young people must stay in some form of education or training until they are 18 years of age. This means that you have the following options available to you after year 11:

Stay in full-time education, for example at a college or sixth form

Start an apprenticeship or other work based training

Spend 20 hours or more a week working or volunteering, while in part-time education or training

## Action:

Check out <https://www.skillsforcareers.education.gov.uk/pages/young-people> to find out more about these options.

## Why stay in Education or Training?

Gives you a sense of achievement

Improves your earning potential

Opens up new opportunities

Increases your circle of friends

## Places to Study in Enfield



You can also apply to any sixth form, college or training provider of your choice outside Enfield borough.

## Courses available



### **A levels**

A two-year course.

Available in a range of subjects with an exam at the end.



### **Vocational courses**

Job related courses such as BTEC's and NVQ'S.

This involves practical work.



### **T Levels**

A new qualification designed by employers.

This includes an industry placement.



### **Apprenticeship**

A paid job.

Available in four levels – intermediate, advanced, higher and degree.

### **Action:**

Find out more about these courses from

<https://www.skillsforcareers.education.gov.uk>

## Case study: My journey after an apprenticeship

### What have I gained?

"After completing my level 3 apprenticeship in Business Administration, I got a job as an Employment and Training adviser at Enfield Careers Service. This role gives me the chance to put into practice the skills and knowledge I gained from my apprenticeship such as the different approaches to work with stakeholders.

I am now able to use this knowledge to collaborate with the stakeholders I work with such as young people, schools, employers, and other teams within Enfield Council. For example, I gather feedback about our work from young people who attend our careers events and our service use their feedback to plan future activities. I now fully understand the importance of meeting the requirements of all stakeholders because that is the best way to ensure that they continue working with our service."

### The other skills I have gained are



"Excel skills – I have learnt how to use the pivot tool to organise data and this helps me to be more efficient with my tasks."



"Community Engagement: My role requires me to attend events and meetings to promote our service, for example, I recently attended an event in a school, and I enjoyed engaging with the students."



"Organisational skills: I am responsible for planning and organising my workload. I make sure I follow specific procedures. I now understand the importance of consistently producing high quality work. I have learnt how to produce clear notes/guides to refer to if I am struggling and this helps me to be independent."

### My advice to young people

"Just give it a go. Whatever you do, do it with 100% effort. Whatever your next steps in your career are, whether it is sixth form, college, apprenticeship, employment, volunteering, or anything else, always do your best. If it does not work out, then you can try something different, applying the lessons that you have learned in the past!"

#### Action:

Visit [https://www.enfield.gov.uk/\\_data/assets/pdf\\_file/0023/44690/Career-stories-booklet-Education.pdf](https://www.enfield.gov.uk/_data/assets/pdf_file/0023/44690/Career-stories-booklet-Education.pdf) to find out about other career stories.

## 2. Other Options

### Employment

Preparation to enter employment is key because it can help to increase your confidence. Activities such as research, work experience and volunteering can help you prepare. These activities can also help you to understand how varied factors such as government policy and technology affect different jobs. These factors are called Labour Market Information or LMI for short. However, remember that these factors can change overtime. LMI can help you:

Understand the skills employers need you to have.

Compare the pay for different jobs.

Broaden your knowledge of different job sectors.

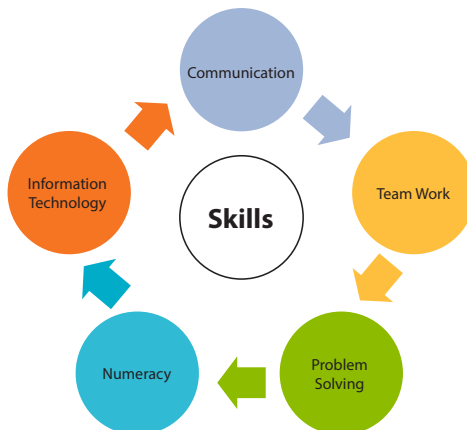
#### Action:

Find out how to use LMI from

<https://icould.com/stories/using-lmi-careers-decisions/>

### Employability skills

A skill is the ability to carry out certain tasks. A skill can be learned, developed and enhanced. Employers will require you to demonstrate your ability to carry out a range of tasks when you apply for a job. The chart below shows the key employability skills that employers would expect you to have.



**Action:**

Do the skills assessment on <https://nationalcareers.service.gov.uk/>. This can help you to discover your ability level for each of the above skills. The results might surprise you.

## Entrepreneurship

This is about starting and running your own business. The entrepreneur's journey starts with an idea to make a change. This change can relate to a product, service or experience. To take your idea forward, you would need to consider your motivation, the changes you would like to make, the impact of the changes, your niche area, risks, and costs. Good commercial awareness and high level of resilience can help you with your journey to become an entrepreneur.

**Actions:**

- Think of different ways you can develop your creativity and financial awareness.
- Listen to podcasts such as <https://therebelschool.com/podcast/>

## Higher Education

An option you can consider when you are 18 years old. The courses include degrees, diplomas and there are many different courses available. You would need to consider several factors such as entry requirements, cost, assessment methods, facilities, potential employment opportunities after the course and the institution's reputation. Many universities now offer virtual tours and webinars which can be a fantastic way find out about their courses, campuses, and facilities.

**Actions:**

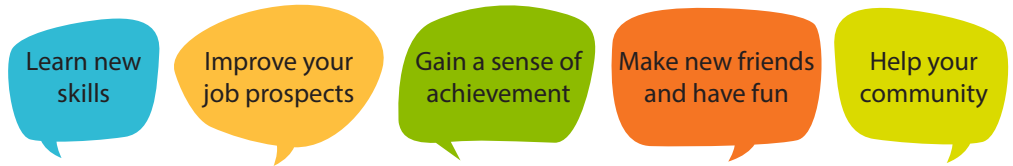
Do the careers quiz on <https://www.ucas.com/careers-quiz> to find out which course matches your interests.

Find out about the UCAS Discovery events

<https://www.ucas.com/ucas-events/ucas-discovery>

## Volunteering

This involves choosing to do an activity that benefits your community without getting paid. Volunteering can be done in different settings such as schools, youth clubs, charity shops, hospitals. Volunteering is an exciting way to:



### Action:

Find out more from:

- [www.enfieldva.org.uk](http://www.enfieldva.org.uk)
- <https://doit.life/about>
- <https://volunteering.england.nhs.uk/>

## 3. Career Aspiration

Do you know what type of job you would like to do in the future? If not, there are different tools you can use to get an idea of what jobs might suit you. Remember that job ideas can change and therefore you need to be flexible.

### Action:

Do the Career Quiz at [www.sacu-student.com](http://www.sacu-student.com). The result will generate a list of jobs that might suit you, and you can find out more about them.



## 4. Practical steps for your journey to education or training

As you prepare for your next steps, we encourage you to plan and prepare. Here are few tips for you.



- Explore your passion. This can be through research, volunteering or by talking to people doing your “Dream job”.



- Attend events that relate to your passion. Check out Eventbrite, [www.eventbrite.com](http://www.eventbrite.com) for details about events in your area.



- Create a draft CV and request feedback from professionals. We can help you do one.



- Improve your Interview skills and techniques. We offer job interview practice. Book yours today!

## 5. Careers related websites

### Apprenticeships

<https://www.enfield.gov.uk/services/jobs-and-careers/apprenticeships-with-us>  
[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)  
<https://www.ratemyapprenticeship.co.uk/>

### Employability Skills

<https://www.skillsforcareers.education.gov.uk>  
<https://www.getmyfirstjob.co.uk>  
<https://barclayslifeskills.com/>

### Entrepreneurship

<https://therebelschool.com/>  
<https://www.princes-trust.org.uk>  
<https://www.livewire.shell/>

### Further Education

<https://www.ucas.com/further-education/post-16-qualifications/post-16-qualifications-you-can-take>  
<https://careers.startprofile.com>

### Higher Education

<https://www.ucas.com/undergraduate/what-and-where-study/open-days-and-events/virtual-tours>  
<https://www.thecompleteuniversityguide.co.uk/>  
<https://successatschool.org/advice/university>

### Job Sectors

[https://www.lmiforall.org.uk/explore\\_lm/](https://www.lmiforall.org.uk/explore_lm/)  
[www.icould.com](http://www.icould.com)  
<https://nationalcareers.service.gov.uk/explore-careers>

### Volunteering

<https://doit.life/about>  
<https://enfieldva.org.uk>  
<https://wearencs.com/>

*The websites listed are given for information only and we do not accept directly or indirectly any responsibility for loss directly or indirectly from reliance on these sites. Given that the internet uses an open system, we cannot warrant that these sites and downloads are virus free.*

## Finally

Now that you have gone through this booklet, we hope that you have gained a clearer idea about the choices available to you. You can consider using a journal to record all the things you have learnt. Journaling can be a great way to track your progress.

# Enfield Careers Service Aged 16-18 (or up to 25 with an EHCP) and not in education, employment, or training?

Our free service can help you plan your next steps and unlock your potential.

## We offer:

- CV Coaching
- Careers Guidance
- Employability Skills Workshops
- Help to use digital platforms to search for courses, training, jobs and volunteering
- Referral to other agencies
- Skills and Careers Assessment

## The Raising Participation Age: Options for 16–18-year-olds:

Stay in full-time education for example at a college or a sixth form.

Spend 20 hours or more a week working or volunteering, while in part-time education or training.

Start an apprenticeship or work-based training.

## Testimonials:

*"The presentation from learning providers, and interactive introduction helped me to learn lot about my options."*

16 year old attendee at the Next Steps Session on 7 Feb 2024.

*"Good and Professional advice. My son and I were impressed."*

A.A, parent of a 16 year old.

*"The event has been an eye opener for my daughter, and I believe that she is now excited and want further her education."*

D.S, parent of a 16 year old.

## Get involved

- Volunteer at our events.
- Send your comments via email or use our feedback form.



Scan this QR code for a feedback form or visit [www.enfield.gov.uk/forms/enfield-careers-service-feedback-form](http://www.enfield.gov.uk/forms/enfield-careers-service-feedback-form)

## How to book an appointment



Scan this QR code for a referral form or visit [www.enfield.gov.uk/forms/enfield-careers-service-referral-form](http://www.enfield.gov.uk/forms/enfield-careers-service-referral-form)

## Contact us

@ [careerservice@enfield.gov.uk](mailto:careerservice@enfield.gov.uk)

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