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Connexions @ OPEN (Norwich), 20 Bank Plain, Norwich NR2 4SP
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Connexions Centre, Youth Venue, Raymond Street, Thetford IP24 2EA
Tel: 01842 855800
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Or call Connexions Direct. This is a confidential telephone advice
service which is open seven days a week from 8 in the morning right
through to 2 the next morning.

Call for free on 080 800 13 2 19, text on 07766 413219 or look at
their website www.connexions-direct.com

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GENERAL INFORMATION

MAKING A START

If you are doing a course like GCSE, BTEC First or NVQ2 which finishes at the end of this year, you can:

- Stay on for a Level 3 Course such as A Levels, BTEC National or NVQ3.
- Start a job or work based training, such as an Apprenticeship.

You'll find more information on these options in the Connexions Norfolk publication Your Next Move. There will be copies in your school or college, or contact Connexions Norfolk for your personal copy.

If you are already on the first year of a Level 3 course (e.g. AS/A Level, BTEC National Diploma) you will have four options at the end of next year:

- Starting work or training.
- Going to university.
- Doing another Level 3 course, for example the Art Foundation course.
- Taking a Gap Year (the 'Big Chill' booklet points you to sources of more information).

First

Take some time and think about the skills and knowledge you already have and what you will need in the future.

Different courses and careers require different skills. On the UCAS website many courses have 'Entry Profiles' describing the skills they require. Similarly Job Descriptions list the abilities and skills you need to do a particular job. Use Entry Profiles and Job Descriptions to identify those skills you need to develop if you want to go into that course or career.

Build your own skill base

Take advantage of all the opportunities available now and in the future.

Get involved in community activities; think about volunteering (see the 'Big Chill' booklet).

Would work experience or work shadowing help? Also look at your part-time work: even the most basic job can help build skills like communication and working as part of a team.

Make a note

Record the things you do and, later, you can use this as evidence that you have the skills needed for a job or course. Begin now and make writing job applications or UCAS personal statements much easier next year.

A 'TO DO' LIST

Summer Term Year 12

Research and Decide

- Use the sources of information described in this leaflet.
- Speak to your tutors and advisers.
- Attend the Higher Education Convention on June 26th.
- Some university courses ask you to complete an entry test (e.g. Medicine). Check if you need to do one and when.
- Go to university and college open days.
- Investigate companies who might offer the job you want.
- Think about work experience or work shadowing to back up your application.
- Research sponsorship for university – check application dates.

Autumn Term Year 13

Begin Applying

- Main period for making applications to university and nursing.
- Time to apply for sponsorship.
- For jobs, larger national companies begin to recruit.

Spring Term Year 13

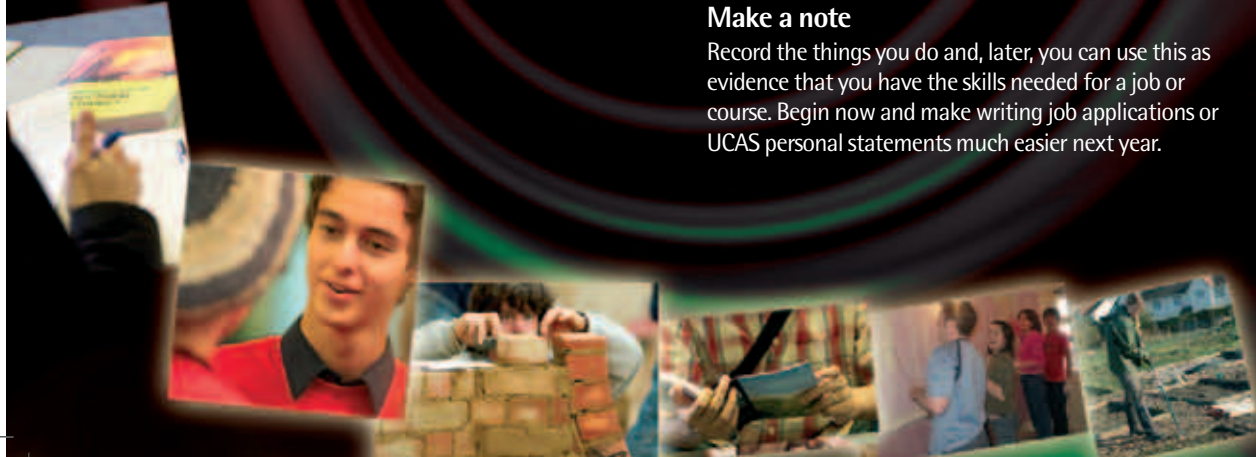
More Applications and Decisions

- Local companies recruit more actively.
- Make speculative applications for jobs.
- You get decisions from universities. (If you don't have any offers, or reject all your offers, you can continue to send applications via UCAS Extra).
- UCAS Route B Art and Design applications to be made by 24th March.
- Apply for financial support (student loans for fees/living costs and grants).

The Summer Year 13

Exams and Results

- Continue applying for jobs.
- If you are not successful in finding a university place you can apply again through 'Clearing'.



Personal Advisers from Connexions Norfolk

Your Connexions Personal Adviser can help with:

- Guidance to help you decide which course or career would suit you best.
- Advice about how you could achieve your ambitions in life and about how to overcome or deal with issues that affect you.
- Information on any subject you need to explore.

Maybe you need some other support

Perhaps you have a disability and need information and advice about how to approach education and employment providers. Possibly a health or lifestyle issue could be a barrier to you achieving what you want to do. Whatever your circumstances, your Personal Adviser can help or refer you to a specialist agency if you both feel that that is the way forward.

Personal Advisers work in every high school and college in Norfolk as well as at Connexions Centres throughout the county. If you wish to speak to them you may do any of the following:

- Check with your Tutor or Head of Year when the Personal Adviser is available in your school or college.
- Visit your local Connexions Centre, details on the back page.
- Speak to an adviser in one of our mobile Connexions Centres that travel to rural locations during evenings.

You can also:

- Visit the Connexions Norfolk websites - helpyouchoose.org and talkaboutyou.org.
- Access Connexions Direct who provide an advice service over the phone, via the web or through text messaging.

Connexions Direct is open from 8am to 2am the following morning. See the back page for details of how to contact Connexions Direct.



NEED IDEAS?

Not sure which career will appeal?

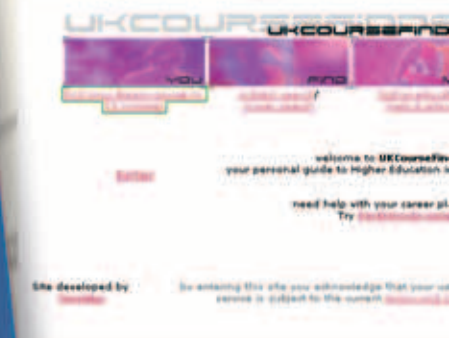
Use Kudos – a careers database and a guidance program: particularly useful in the early days of exploring careers ideas. Most schools and colleges in Norfolk have Kudos on their networks. It takes about 20 minutes to do the question and answer routine to generate some new careers ideas.

Want to go to university but don't know what to do? Try:

1. Higher Ideas – specialises in quickly generating ideas and giving information about degrees and similar courses: useful for introducing ideas for further research. Many schools in Norfolk have Higher Ideas.
2. Course Discover – also available in some schools and colleges. Database of HE courses with an ideas generator and other general information.

3. The Stamford Test on the UCAS website www.ucas.com. Answer some questions and get a list of suggestions about suitable degrees.

4. Course Finder on www.ukcoursefinder.com. Complete a study interests questionnaire and it checks through a database of 50,000+ courses to help you find your 'dream course'!



We would like to thank City College Norwich for their generosity in allowing us to use many of the images found in these leaflets.

CAREERS AND EMPLOYMENT

Books

- Careers 2007 – careers information made simple.
- Hobson's Job Book – lists employers who are likely to recruit students direct from school or college.
- Jobfile – a careers encyclopaedia.
- Jobs and Careers After A Level – looks at 40 people who started work after A Level and the jobs they do.
- Summer Jobs Abroad and Summer Jobs in Britain – details of vacation jobs.

Computer Programs

- CLIPS – 530 articles describing over 1,200 jobs. Available over internet as E CLIPS.
- Kudos – a do-it-yourself careers interview on computer.
- Both these programs should be available in your sixth form or college.

Websites

- Jobs4U on www.connexions-direct.com – good careers information database.
- Apprenticeships – look at www.apprenticeships.org.uk.
- Prospects on www.prospects.ac.uk – good on careers after university.
- Self employment? Try www.princes-trust.org.uk and www.shell-livewire.org.
- Most companies and professional bodies now have their own websites – probably the quickest way to get information on any one job. Web addresses can be found in Careers 2007 or Jobfile.



HIGHER EDUCATION

As well as Higher Ideas, Course Discover, The Stamford Test and Course Finder, the following are useful.

Books

- **Art and Design Directory** – a detailed guide to art and design courses in colleges and universities.
- **Degree Course Guides** – provides an at-a-glance comparison of degree courses in the same subject. Guides available for all the major degree subjects.
- **Degree Course Offers** – useful book which is best known for its list of the grades required by universities for particular courses. Also contains other helpful information on admission to university.
- **Directory of Teacher Training Courses** – useful if you are looking to go straight into teacher training.
- **Directory of University and College Entrance (DUCE)** – nearly 1,000 pages of higher education courses and the qualifications required.
- **Hot Courses Undergraduate and Funding Guide** – very useful introduction to higher education and, at £3.95, the cheapest book on the market.
- **How To Complete Your UCAS Application** – advice on the 'dos and don'ts' when filling in your UCAS form.
- **Push Guide to Which University, Student Book, (Virgin) Alternative Guide to British Universities** – consumer guides giving a student's eye view of what it is like to live and study at particular universities.
- **The Big Guide** – UCAS database in book form (see websites)
- **Times Good University Guide** – best known for its league table rankings of universities.
- **What do graduates do?** – information on which jobs people go into after university.

Websites

The big website is wwwucas.com. It's the official UCAS website and includes sophisticated course searches, course profiles and links to every university and college in the UCAS system. Others include:

- www.aimhigher.ac.uk – good introductory site.
- www.hero.ac.uk – the official gateway to universities and colleges.
- www.hotcourses.com – Hot Courses claims to be the 'UK's largest and most accurate database of educational opportunities'.
- www.nusonline.co.uk – National Union of Students – site of the UK Union representing students.
- www.opendays.com – Open Days – the directory of university and college open days.
- www.prospects.ac.uk – good on careers for graduates.
- www.push.co.uk – Push online says it is 'the most detailed, most independent, most downright useful resource for anyone who wants to be a student'.
- www.dfes.gov.uk/studentssupport – Student Support provides information on the financial help available for students in higher education.
- www.skill.org.uk – Skill is useful for students with disabilities who are looking at universities.
- www.tqi.ac.uk – The Teaching Quality Information website brings together official sources of information about the quality of higher education in UK universities and colleges, including the first ever national student satisfaction survey.

Gap Year

See 'Big Chill' leaflet for information about Gap Years and other ways of gaining experience before going to university.

STILL NOT SURE? BEGINNING TO SINK? Talk to your Tutor or Connexions Personal Adviser. They can help you work out a way of deciding or managing the situation if you can't decide now.