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# Key Stage 4 Options? What should you be doing?

## Apprenticeships, what are they?

Apprenticeships really suit some people's way of learning as they provide the chance to work for an employer, earn money and study for a qualification whilst gaining vocationally based skills and experience. Anyone living in England, over 16 years old and not in full-time education can consider an apprenticeship.

### Thinking about applying?

You must register on the National Apprenticeship website in order to apply for an apprenticeship.

### What will I earn while I learn?

This varies, but you must receive the appropriate national minimum wage. Click here to research the national minimum wage.

### Is it a real job?

Definitely! All apprentices should work for at least 30 hours per week on average. In total, over 150,000 employers are involved across the country at either intermediate, or higher (degree) level. These vacancies exist in more than 170 industries and 1500 jobs. The variety is huge, ranging from advertising to environmental engineering and sciences.

Year 9 options for Key Stage 4 study is an important focus for term 3. In order to make the right decisions regarding the subjects that students will be studying throughout Year 10 and 11, here is some practical advice to follow.

- 1, Think about future pathways. Which courses do you want to be able to access after Year 11 and beyond?
- 2, Study what you need to study, not what your friends are choosing.
- 3, Access the support mechanisms in and out of school, researching your pathways fully.
- 4, Attend the evening Careers Convention in March 2024, and be ready with a list of subjects to ask questions about.

## College Open Days

**Chesterfield College**

Book via [www.chesterfield.ac.uk/open-days/](http://www.chesterfield.ac.uk/open-days/)

**Sheffield College**

via:  
[www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)





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## Apprenticeships - what are they?

### Will it lead on to other opportunities?

According to government statistics, after completing the course successfully, 85% of apprentices stay in employment, with 64% staying with the same employer. Also, 32% of all former apprentices had received a promotion within 12 months, and 75% reported taking on more responsibility in their job. Employers have commented that in careers, qualified apprentices are 15% more employable than those with other qualifications.

### What type of apprenticeships are there?

Here are three types of apprenticeships you can apply for depending on your current skills and qualifications:

1. intermediate level apprenticeships
2. advanced level apprenticeships
3. higher apprenticeships

Apprentices' opportunities for career progression are increasing with the expansion of Higher Apprenticeships. Equivalent to degrees, more of these specialised and highly skilled apprenticeships are being offered each year, giving

you the chance to continue your professional development and fully realise your potential.

### Applying has never been easier!

Just visit Apprenticeship Vacancies and then register on the Apprenticeships website. You will be one step closer to starting your journey to become an apprentice.

**DIGITAL? Click on the link below for more information.**

How to write a winning Apprenticeship application



Visit our website for current vacancies:

**Apprenticeship Information**  
Find out what Apprenticeship Vacancies and Traineeships are available in your area.

For impartial careers advice from our independent Careers Advisors, contact Mr Jones or Ms Carr via

careers@dhfs.uk



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There have been lots of updates and additions across our Careers website! Here are a few of the updated areas. Please check our website regularly. All Year 9 Options documents are also available digitally in the 'Year 9 Options' box. Some sections, particularly Apprenticeship Vacancies, are updated daily with opportunities for you to apply for!

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### Year 9 Options

GCSE course guidance booklets by subject.

### Sixth Form Prospectus

DHFS is a great place to study A Levels.

Stimulating teaching, in excellent facilities, with outstanding results.

### Qualifications Explained

Find out how different qualifications compare.

### Colleges

- [Chesterfield College](#)
- [Sheffield College](#)
- [Cegnet guide to HE websites](#)

Providers of training and advice.

### Local Universities

- [Sheffield Hallam](#)
- [Sheffield University](#)
- [Nottingham Trent University](#)
- [Derby University](#)
- [Huddersfield University](#)

### Apprenticeship Information

Find out what Apprenticeship Vacancies and Traineeships are available in your area.

### STEAM/Engineering

Careers in Science, Tech, Engineering, ARTS, Maths.

### Employment Stats

Estimates of labour market UK employment statistics.



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# Employability skills - what are employers looking for?

In this month's IAG newsletter, we re-examine the current advice from employers, the Confederation of British Industry, and the top universities as to what employers are looking for in young people. Can you explain these points about yourself? Do you tick the boxes?

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The CBI have often highlighted how young people need to demonstrate that they have “the skills necessary to do the jobs that we’re creating in our country today”.

So what are employability skills?

Over 97% of business leaders say that the most important skills which school leavers need are called ‘soft skills’.

These are the skills that need to be ‘sold’ to employers. These skills are transferable, so they can be used in many different roles and careers, and are the personal qualities and attitudes that can help you to work well with others and make a positive contribution at work.

Of course, technical or specialist skills and knowledge are also needed, particularly computer skills. But remember that technical skills can be learnt more easily than soft skills, which tend to be either personal characteristics or skills that have been developed over a period of time.

## Digital Skills for Communication:

This is perhaps the most common aspect of person specifications for jobs. Skilled communicators get along with colleagues, listen and understand instructions, and put their point across supportively.

They can also change their style of communication to suit the many different situations that they can face, from handling conflict to trying to persuade a customer of the benefits of buying a product. If you’ve got good communication skills you should be able develop constructive working relationships with colleagues and be able to learn from constructive criticism.

## Making decisions:

There are different styles of decision making, but the important thing is to be decisive. What is a good process? Start with gathering all the important facts, seeking advice, looking at the big picture, considering alternatives, and being aware of any repercussions. Be wary of indecision and making snap decisions.

## Showing commitment:

Employers want people who are dependable, reliable, enthusiastic, and enjoy hard work.

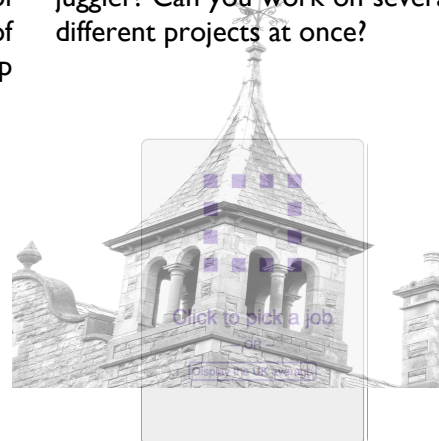
Employees that are committed need very little supervision or motivation to do their best and get the job done.

## Flexibility:

We live in rapidly changing times in the workplace, especially with COVID-19, so if you’re adaptable and flexible, you’ll be able to change with the times. It’s a great asset if you are able to step outside your comfort zone and try your hand at something you haven’t done before. Employers like people who are positive, upbeat and have a ‘can-do’ attitude. Don’t put the ‘Cannot do that!’ barriers up!

## Time management:

When deadlines are looming, good time management is about prioritising the most important tasks, and then deciding which actions will produce the maximum output with the minimum effort. Are you a good juggler? Can you work on several different projects at once?





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## Leadership skills:

It is unlikely that you will be managing staff beginning immediately, but leadership qualities are highly valued by employers. They look for people who lead by example, constantly look to improve, motivate themselves, are positive, and know when to follow instructions and when to show initiative. Think about how extra-curricular activities can show leadership examples on your CV.

## Creativity and problem-solving skills:

The ability to apply both logic and creativity to solve problems is highly valued by employers. If you are the kind of person who tries to see the solution as well as the problem, this will stand you in good stead.

## Being a team player:

A good team player has the team's goals clear in their mind and works with others to achieve them. They are open and honest, and offer constructive suggestions and listen to others.

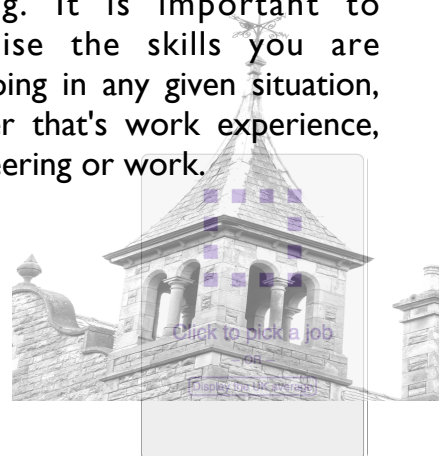
## Accepting responsibility:

Employers are on the lookout for people who take pride in their work, and are confident enough to put their name to it. They also respect people who can hold their hands up when things go wrong, and don't pass the buck. Everyone makes mistakes; it's how you react and learn from them that counts.

## Ability to work under pressure:

Whether you're trying to hit a challenging deadline or an urgent job has just landed in your lap, employers want to know you can put the stress to one side and focus on the job in hand. Can you decide quickly which approach will achieve the maximum results in a short period of time, and then get the job done?

Bring your soft skills to the fore! If you have these skills you should highlight them on your CV and application forms, and talk about them in interviews. To back up your claims, think of interesting and specific examples of when you've used these skills. Don't underestimate examples from situations out of the workplace. An excellent academic record will not compensate for weak soft-skills as employers expect employees to hit the ground running. It is important to recognise the skills you are developing in any given situation, whether that's work experience, volunteering or work.

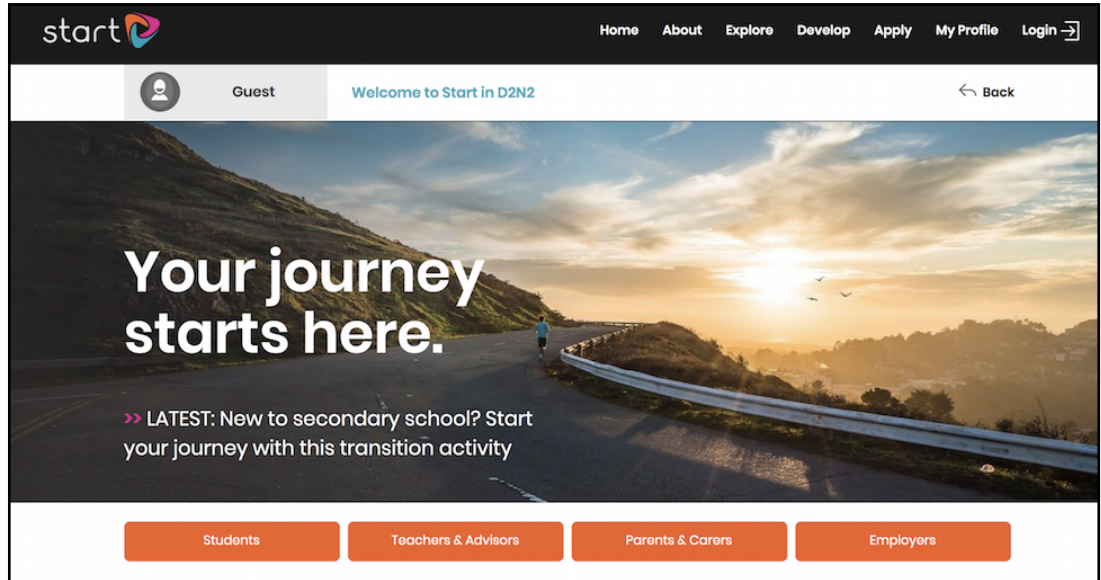




DHFS is now registered with START: A new, exceptional Careers support platform for students, Parents/Carers, Teachers and Employers. Thank you D2N2!



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start

## Careers activities for all years

### Start now!

Here are some ideas to get your students started:

YEAR	7	Set up StartProfiles and kickstart their careers learning journey
YEAR	8	Explore industry and employer opportunities near you
YEAR	9	Focus on GCSE options with our study choices guide
YEAR	10	Investigate the inspirational videos from employers in your region
YEAR	11	Prepare for guidance interviews and create individual post-16 snapshots
YEAR	12	Work on creating brilliant CVs
YEAR	13	Bring together student achievement records and have them reflect on school career through the Start Locker

Login via Google, search for "START D2N2".

Watch out for further news on X@DHFSUpdate @DHFS\_Careers.



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# How can START help me?

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## Students

What are you here to do?

**Make my study choices**  
GCSEs, post-16 and post-18 choices.

[Find out more](#)

**Explore careers**  
Job roles, industries, employers and more.

[Find out more](#)

**Build your StartProfile**

**It's your StartProfile**  
Keep it up to date and stay in control.

[Go to my StartProfile](#)

**Stand out from the crowd**  
Personal development, CV writing and interviews.

[Find out more](#)

**Apply for opportunities**  
Courses, work experience, apprenticeships and more.

[Find out more](#)

	Guest
<b>My StartProfile</b>	
My Interests	
My Goals	
My Strengths	
My Skills	
My Qualifications	
My Experiences	
My CV	
My Personal Statement	
My Locker	

## Parents & Carers

**Preparing for work**

**StartProfile**  
Encourage your child to start building their StartProfile today. It's their passport on to future study and employment.

[Find out more](#)

**Opportunity Providers**  
Find the programmes and organisations that can help your child to explore their interests and improve their employability.

[Find out more](#)

**Work Experience**  
Explore and apply for virtual work experience programmes as well as placements and internships.

[Find out more](#)

**Education & Training**

**GCSEs**  
The first big step on your child's secondary education journey. Find out about options and how to make good decisions.

[Find out more](#)

**Post-16**  
Apprenticeship, college or sixth form? Explore what and where to study and how to make a more informed decision.

[Find out more](#)

**Post-18**  
Explore Higher Education and search for courses including Bachelors Degrees, PhDs, Foundation Degrees and Apprenticeships.

[Find out more](#)

**Jobs & Careers**

**Explore Jobs**  
With so many jobs out there, Start is a great place to explore what's available and what could be right for your child.

[Find out more](#)

**Explore Industries**  
Discover the places where businesses and people work. Exploring industries is a great way to start thinking about a career.

[Find out more](#)

**Quick Links**

- Live job vacancies
- Jobs in demand
- Apprenticeships
- Featured employers



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# How can Unifrog help me?

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What is Unifrog?

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!


unifrog ABOUT BLOG INS

Sign in

Your email address

Your password

Sign in



Unifrog is an enormous Career Search Engine.

Use the code that we have emailed to your school email account to log in.

Mr Pickles is the person to see if you need help!



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